

**Article I**

Duties of the Executive Officers and Senators

Section 1

**President**

The duties and powers of the President of Student Senate are as follows:

1. To preside over all official meetings of the Student Senate.
2. To serve as official and ceremonial representative of the Student Senate.
3. To be a non-voting member of the Student Senate except in the case of a tie.
4. To attend the meetings of UW System Student Representatives and participate on voting at those meetings.
5. To organize and maintain representation to external student organizations (i.e. UW System Student Representatives, Student Governance Council, leadership conferences, etc.).
6. To maintain and submit to the Advisors at the end of the term of office an executive summary.
7. To carry out tasks as decided in conjunction with the Advisors.
8. To be provided access to campus resources for electronic communication to all students on campus, including email distribution lists.
9. To monitor and serve as a resource to student organization and committee operations.
10. To present written reports in the event of absences.
11. To serve as a student member of the campus steering committee.
12. To serve as a voting member on the campus Collegium.

Section 2

**Vice President**

The duties and powers of the Vice President of the Student Senate are as follows:

1. To notify the students of openings on the Student Senate.
2. To appoint special committees when deemed necessary.
3. To organize and maintain representation to external student organizations (i.e. UW System Student Representatives, Student Governance Council, leadership conferences, etc.).
4. To succeed the office of the President in the event that the office of President becomes vacant during the regular term.
5. To preside over official meetings of the Student Senate in the absence of the President.
6. To notify all on campus of the meetings of Student Senate.
7. To maintain and submit to the Advisors at the end of the term of office an executive summary.
8. To carry out tasks as decided in conjunction with the President and the Advisors.
9. To be provided access to campus resources for electronic communication to all students on campus, including email distribution lists.
10. To present written reports in the event of absences.
11. To serve as the first alternate student member of the campus steering committee.
12. To serve as a voting member on the campus Collegium.

Section 3

**Vice President of Internal Affairs**

The duties and powers of the Vice President of Internal Affairs of Senate are as follows:

1. To call special meetings of the Student Senate when deemed necessary.
2. To appoint all members of the University, standing and special committees, and delegations (where students have the responsibility of selection of members) with a two-thirds approval of the Student Senate.
3. To appoint non-voting officers to a one-semester term with a two-thirds approval of the Student Senate when deemed necessary.
4. To assist the President.
5. To maintain and submit to the Advisors at the end of the term of office an executive summary.
6. To carry out tasks as decided in conjunction with the President and the Advisors.
7. To serve as a voting member on the campus Collegium.

## Section 4

### **Vice President of Public Relations**

The duties and powers of Vice President of Public Relations of the Student Senate are as follows:

1. To be responsible for all public relations duties of the Student Senate.
2. To offer assistance to student organizations in publicizing their events as needed.
3. To act in conjunction with the University Relations Office when dealing with internal and external constituents.
4. To serve as Chair of the Activities Committee.
5. To maintain and submit to the Advisors at the end of the term of office an executive summary.
6. To carry out tasks as decided in conjunction with the President and the Advisors.
7. To be provided access to campus resources for electronic communication to all students on campus, including email distribution lists.
8. To closely assist the President with the day-to-day operations of the Student Senate.
9. To monitor and serve as a resource to student organization and committee operations.
10. To serve as first alternate voting member on the campus Collegium, in the event of an absence of the President, Vice President, and/or Vice President of Internal Affairs.

## Section 5

### **Secretary**

The duties and powers of the Secretary of the Student Senate are as follows:

1. To keep an accurate record of the proceedings of all meetings of the Student Senate and to make them accessible to the general public.
2. To maintain all records and files of the Student Senate and its activities (i.e. attendance evaluations, committee report forms, etc.).
3. To send a notice to the Advisor(s) and President(s) of the respective organization of absences of their Senator at Student Senate meetings.
4. To maintain and submit to the Advisors at the end of the term of office an executive summary.
5. To carry out tasks as decided in conjunction with the President and Advisors.
6. To serve as second alternate voting member on the campus Collegium, in the event of an absence of the President, Vice President, and/or Vice President of Internal Affairs.

## Section 6

### **Treasurer**

The duties and powers of the Treasurer of the Student Senate are as follows:

1. To be responsible for all the financial affairs of the Student Senate.
2. To work with the campus business manager to ensure that student organizations are spending their money in accordance with university guidelines.
3. To authorize and track the expenditures of all student organizations.
4. To serve as Treasurer of the Activities Committee.
5. To maintain and submit to the Advisors at the end of the term of office an executive summary.
6. To carry out tasks as decided in conjunction with the President and the Advisors.
7. To serve as third alternate voting member on the campus Collegium, in the event of an absence of the President, Vice President, and/or Vice President of Internal Affairs.

## Section 7

**First Year Executive Officers** (elected in fall, must have no more than 30 credits completed to be eligible)

The duties and powers of the First Year Executive Officers of the Student Senate are as follows:

1. To represent the concerns of the Student Body at large to the Student Senate.
2. Assume shared responsibilities for the Budget Allocation Process.
3. To organize and maintain representation to external student organizations (i.e. UW System Student Representatives, Student Governance Council, leadership conferences, etc.).
4. To maintain and submit to the Advisors at the end of the term of office an executive summary.
5. To carry out tasks as decided in conjunction with the President and the faculty advisors.

## **Article II**

### **Segregated Fee Allocation**

#### **Section 1**

#### **Non-Represented Financial Responsibilities**

1. An appointed committee of Student Senate shall be established consisting of the Treasurer as chair and representative of the committee, at least four students, two of whom must have a standing of Sophomore or higher, and two of whom must be Executive Board Members, and an Advisor to serve as a non-voting member.
2. Any expense that comes from segregated fees shall be a non-represented budget item if no Senator represents the expense requested. Some of these expenses are tutoring, municipal services (minimum 50%), LRC support, Student Senate administration, subsidized salaries, leadership development, and subsidized child care, etc.
3. The committee shall hold budget hearings for each formal request.
4. The committee shall form a proposed budget that stays within the financial constraints and notify all on campus of the proposed non-represented budget amounts.
5. The chair of the committee shall submit the completed budget request and represent it at all hearings and votes.

#### **Section 2**

#### **Budget Process**

1. The Summer Interim Committee shall establish a timeline for the budget process.
2. The Student Senate shall approve the timeline and procedures by a two-thirds majority vote.
3. The Student Senate shall approve the composition of the Non-Represented Committee.
4. The budget procedures and timeline packet shall be distributed to all on campus.
5. Each Senator shall submit a Budget Request Form and a detailed expense report from the prior year for their respective organization or appointed committee of the Collegium by the date set by the Student Senate.
6. The Executive Board will hold open budget hearings for each formal request.
7. In accordance to the purpose of Student Senate, the Budget Committee will take into consideration self-sufficiency of student organizations and service activities which promote student involvement on and off campus.
8. The Executive Board will form a proposed Segregated Fee Budget that stays within the financial constraints.
9. The proposed budget shall be distributed to all on-campus who requested funding no less than two weeks prior to the vote.
10. The Student Senate shall approve the budget by a simple majority.
11. Upon approval the Segregated Fee Budget will be submitted to the Dean for approval to ensure that it is in accordance with university guidelines.

#### **Section 3**

#### **Officer Stipends**

1. The first six (6) Executive Officer positions listed in these Bylaws, excluding the First Year Executive Officer positions, may receive a stipend as listed below, subject to a vote by the Student Senate Executive Board and confirmation by the Student Senate advisor. Stipend payment shall be contingent on fulfillment of the duties of each position as outlined in these Bylaws.
2. Any reduction in, or denial of, stipend payment shall be determined by a two-third (2/3) majority vote of the Student Senate Executive Board at the end of each semester. The Senate may choose to appoint a subcommittee to determine payment of stipends.
3. Stipend amounts per regular semester (fall/spring) for each position shall be as follows:
  - a) President: \$300
  - b) Vice President: \$250
  - c) Vice President of Internal Affairs: \$200
  - d) Vice President of Public Relations: \$250
  - e) Secretary: \$200
  - f) Treasurer: \$200
4. Stipend payments may be made as a lump-sum at the end of the semester, or throughout the semester with the submission of work-hours if necessary based on UW Colleges or UW System policy. In the latter case the stipend amount shall serve as a cap on the amount paid for each semester, and the associated hourly rate, and

policies surrounding the payment of hourly wages and approval of hours shall be established by the Campus Administrator in consultation with Student Senate.

**Article III**  
Amendments to the By-Laws

The By-Laws of the Student Senate may be amended by a two-thirds majority vote of the Student Senate.