

UNIVERSITY OF WISCONSIN MARSHFIELD/WOOD COUNTY  
STUDENT SENATE CONSTITUTION

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Revised 2/28/2017

**Article I**

Name

The name of this organization shall be the University of Wisconsin-Marshfield/Wood County Student Senate.

**Article II**

Purpose

The purpose of this organization is to:

1. Allocate, with the approval of the Dean, the funds annually received from student segregated fees (128 Account funds).
2. To appoint/approve student representatives to standing and appointed committees of the University.
3. To formulate and maintain policies related to the student involvement and activities at the University.
4. To advocate student involvement on and off campus.
5. To be the recipient of any student petitions, requests and/or suggestions.
6. To appoint/approve student representatives to off campus conferences (i.e. UW System Student Representatives, Student Governance Council, leadership conferences, etc.).

**Article III**

Senators

1. There shall be one Senator from each recognized student organization on campus.
2. There shall be one Senator from each appointed committee of the Collegium that requests the use of segregated fees.
3. Any student is eligible to be a Senator if he/she is currently enrolled in a minimum of 6 credits or is a Bachelor of Applied Arts and Sciences student, and is in good academic standing as defined by current University policy.
  - a) Loss of eligibility will result in immediate removal from Student Senate by a senate advisor.
  - b) A Senator may also be removed by a two-thirds vote of the Student Senate Executive Board.
4. Each Senator must be a member of the student organization or appointed committee of the Collegium that he/she is to represent.
5. A student may represent only one organization or appointed committee of the Collegium.
6. Each student organization and appointed committee of the Collegium that has student representation on Student Senate will be responsible for selecting their own Senator.
7. The term of office for Senators shall be for the fall and spring semesters of one academic year.

**Article IV**

Officers

1. The executive officers of the Student Senate shall consist of President, Vice President, Vice President of Public Relations, Vice President of Internal Affairs, Secretary, Treasurer, and three First Year Executive Officers.
2. Any student is eligible for an office of the Student Senate if he/she has 6 or more credits or is a Bachelor of Applied Arts and Sciences student, and is in good academic standing as defined by current University policy.
  - a) Loss of eligibility will result in immediate removal from Student Senate.
  - b) Eligibility shall be determined at the time of nomination and after each semester. A student may not be listed on a ballot, elected to a position, appointed to a position, or retain a position in the Student Senate if these eligibility requirements are not met.
  - c) An Executive Officer may also be removed by a two-thirds vote of the Student Senate Executive Board.

3. Any freshman (30 credits or less) may run for the Student Senate First Year Executive office. This restriction shall only be applied at the time of election. Accumulation of more than 30 credits during the term of office shall not result in a loss of eligibility.
4. A student may be nominated for an office of the Student Senate by submitting a petition - containing the name of the nominee and the office for which he/she is to run, signed by 30 members of the student body - to the Student Senate Advisor in Student Services.
5. Election of the Student Senate President, Vice President, Vice President of Public Relations, Vice President of Internal Affairs, Secretary, and Treasurer shall be held in the spring of the year within four weeks from the last day of classes.
6. Election of Student Senate First Year Executive Officers shall be held in the fall of the year within four weeks from the first day of classes.
7. Term of office of President, Vice President, Vice President of Public Relations, Vice President of Internal Affairs, Secretary, and Treasurer shall be for one full year. There is no restriction on the number of terms that a student may serve as long as eligibility requirements are met.
8. Term of office for First Year Executive Officers shall be one academic year. A student may serve a maximum of one term as a First Year Executive Officer, unless appointed to a partial term as their first term.
9. If a vacancy occurs in the office of President, the Vice President shall assume the duties of the President and a new Vice President shall be elected by the Student Senate Executive Board. If a vacancy occurs among one of the other Executive Officers (Vice President, Vice President of Public Relations, Vice President of Internal Affairs, Secretary, Treasurer or a First Year Executive Officer) a new officer shall be elected by the Student Senate Executive Board to fill the remaining portion of that term.
10. The President and Treasurer of the Student Senate may be a member of another organization but may not be a Senator or an officer of any other campus student organization.

## **Article V**

### The Executive Board

1. The Executive Board shall consist of the nine Executive Officers of the Student Senate (President, Vice President, Vice President of Public Relations, Vice President of Internal Affairs, Secretary, Treasurer, and the three First Year Executive Officers) and the Advisors as non-voting members.
2. The duties and powers of the Executive Board shall be:
  - a) To serve as an advisory board to the Student Senate.
  - b) To help prepare the agenda for all regular and special meetings of the Student Senate.
  - c) To assist the President in the selection of committee appointments.
  - d) To continuously review and recommend any necessary changes in the Student Senate.
  - e) To vote in the proceedings of closed Senate meetings.

## **Article VI**

### Interim Committee

1. A committee to be known as the Interim Committee shall act as the temporary Student Senate from the end of the spring term until the fall term begins.
2. The Interim Committee shall consist of the current Student Senate President, Vice President, Secretary, Treasurer, Public Relations Coordinator, any continuing students who are approved by the Student Senate Executive Board, and the Advisors to the Student Senate who are non-voting members.
3. The Interim committee members shall be selected two weeks prior to the end of the spring semester.
4. The duties of the Interim Committee shall be:
  - a) To conduct first semester elections in accordance with the Student Senate Constitution.
  - b) To set budgetary time-lines for the year.
  - c) Develop strategic plan.
  - d) Any other functions necessary.

**Article VII**  
Standing Committees of the Senate  
Charges and Guidelines

Section 1  
Activities Committee

1. The Activities Committee shall consist of the Student Senate Vice President of Public Relations as Chair, the Student Senate Treasurer as Treasurer, a minimum of four appointed Students, and one Advisor who is a non-voting member. Any student may also be appointed to the Activities Committee if he/she is currently enrolled in a minimum of 6 credits and is in good academic standing as defined by current University policy.
2. Any changes to the composition of the Activities Committee shall be made by a two-thirds majority vote of the Student Senate.
3. The duties and powers of the Activities Committee are as follows:
  - a) To bear primary responsibility for student life activities on this campus and be responsible for their advertisement.
  - b) To develop and maintain a working relationship with other campus organizations and committees to promote and assist with events.
4. The Activities Committee shall meet once a month, or more often as deemed necessary by the Chair.
5. Absences by the appointed Senators shall be counted against the Student Senate attendance of the organization that they represent.
6. The Chair shall maintain and submit to the Student Senate President a summary of the year's events detailing such things as attendance and the success of each activity.

**Article VIII**  
Elections

1. All segregated fee paying students enrolled in the University of Wisconsin Marshfield/Wood County shall be eligible to elect the officers.
2. These rules shall apply to all Student Senate elections:
  - a) A person may run for only one office at a given time.
  - b) The ballots shall be kept in a locked ballot box.
  - c) The polls will be open for a set time determined by the Election Committee.
  - d) The ballots shall be counted by noon of the day following the last day of balloting by the Election Committee in the presence of a Student Senate Advisor.
  - e) In the event of a tie, a run-off election shall be held as soon as possible in accordance with the previous rules.
  - f) No campaigning shall be allowed within fifty feet of the ballot box.
  - g) Any additional rules deemed necessary may be established by the Election Committee.
3. The Election Committee shall be established by the Student Senate.

**Article IX**  
Procedure in Student Senate Meetings

1. The Parliamentary Authority for the Student Senate shall be "Robert's Rules of Order"--Newly Revised.
2. The Student Senate shall hold regular meetings at minimum once every two weeks; every alternate meeting shall be open to the public. Special meetings may be called by the President.
3. A quorum shall consist of a two-thirds majority of the Student Senate members.
4. All business shall be transacted in the presence of a quorum.
5. All are invited to attend the Open Student Senate meetings, and upon recognition by the presiding officer, shall have a voice but no vote in its proceedings.

**Article X**  
Duties and Powers

The duties and powers of the Student Senate Executive Officers and Senators shall be respected and followed by the Executive Officers and Senators as outlined in the by-laws to the Student Senate Constitution.

**Article XI**  
Attendance

1. Student Senate Executive Officers:
  - a) Are allowed two (2) unapproved absences from Student Senate/Executive meetings per semester.
    - i. Absences must be approved by the Student Senate President prior to the meeting.
  - b) In the event of an absence officers are required to submit a written proxy to the President and Vice President.
  - c) Will be removed from office with more than two (2) absences.
  - d) Vacancies due to removal:
    - i. Vacancies occurring during the term of office shall be open for nominations.
    - ii. New officers, excluding the office of the President, shall be selected by a majority vote of the Student Senate.
2. Senators:
  - a) Senators who exceed two (2) unapproved absences per semester will be removed from Student Senate.
    - i. Absences must be approved by the Student Senate President prior to the meeting.
  - b) The advisor and president/chair of the affected Organization and appointed committee of Collegium will be notified if their Senator is absent from each Senate/Student Activities Committee meeting.
  - c) An organization or an appointed committee may change their Senator to Student Senate at any time by written notice, but the new Senator will assume the absences of his/her predecessor.
  - d) In the event of an absence Senators are expected to submit a written report to the President and Vice President of Student Senate.
  - e) A reinstatement board will consist of the Vice President, one First Year Officer, one Senator, and one Advisor (non-voting).

**Article XII**  
Sponsors and Advisors

1. The Campus Administrator of the University of Wisconsin-Marshfield/Wood County shall serve as Honorary Sponsor to the Student Senate and shall have a voice, but no vote in proceedings.
2. A faculty or staff member of the University of Wisconsin-Marshfield/Wood County, duly appointed by the Campus Administrator, an academic staff member from Student Services, and business manager shall serve as Advisors to the Student Senate, and shall have a voice but no vote in the proceedings.
3. To be aware of and have an understanding of University Student Rules and Student Government Association policies pertaining to recognized student organizations at University of Wisconsin-Marshfield/Wood County as well as rules governing individual students.
4. To be aware of liability issues and advise the organization to make reasonable and prudent decisions regarding these issues while planning activities.
5. To attend meetings of the organization.
6. To be available to the officers of the organization on a regular basis for consultation and to hold students accountable.

**Article XIII**  
Recognition of Student Organizations and Appointed Committees of the Collegium

1. Student organizations shall have their recognition renewed after submitting a Student Organization Registration

- Form, Constitution, and a general plan of activities such as a service project, fundraisers, conferences, meetings, etc. to the Student Senate Executive Board for a two-thirds majority vote.
2. New student organizations shall be recognized by Student Senate following a two-thirds majority vote of the Student Senate and after having submitted a copy of the organization's constitution, including a statement of purpose, a Student Organization Form, and a general plan of activities such as a service project, fundraisers, conferences, meetings etc.
  3. The new student organization's Senator will have a vote at the next Open Student Senate meeting following recognition status approval.
  4. The Student Senate shall have the power to withdraw official recognition of a student organization if it violates its constitution or statement of purpose, the senate attendance policy, or if the Student Senate judges this organization detrimental to the students, university, or community. This shall be accomplished by a two-thirds majority vote of the Student Senate.
  5. All Student Organizations and appointed committees of the Collegium wishing to receive Segregated Fees must be recognized by the Student Senate.

#### **Article XIV** Amendments

This Constitution may be amended by a two-thirds majority vote of the Student Senate Executive Board.

#### **Article XV** By-laws

All responsibilities and procedures outlined in the by-laws to this constitution shall be considered a part of this constitution.

#### **Article XVI** Ratification

This Constitution shall be ratified by a two-thirds majority vote of the Student Senate and then by a two-thirds majority vote of the student body that votes.