



Agenda

February 29, 2016



Upcoming Dates:	
Spring Break: March 10-12, 2016 – No School	Great Gift Hunt: March 21-25, 2016
Executive Elections: March 21-25, 2016	NACA: April 7-8, 2016 – Madison, WI
Spring Fling: April 20, 2016, 11:30 am – 12:30 pm	WSG: April 22, 2016 – Midstate Technical College
Leadership Night: April 27th, 2016, 5:30 pm-7 pm	Graduation: April 30, 2016, 2:00 pm

Call to Order.

Attendance:

Approval of Minutes from February 22, 2016 meeting:

Second:

Discussion:

Results:

Reports:

- I. Appropriations Report
- II. CEC Report
- III. SLA Report
- IV. WSG Report

Agenda Items:

- I. Executive Fundraiser
- II. Executive Committee Assignment follow up
- III. Constitution & B-L review
- IV. Website update (Layout)
- V. Flyer review
 - a. Elections
 - b. Primary Elections
 - c. Hyma, Staff Recognition, Leadership Banq., Fundraiser
- VI. Staff Recognition Award
- VII. La Crosse Coulee Chordsmen 70th Annual Show: Sunday, March 13th at 2:30pm
- VIII. ORW follow up

Miscellaneous Announcements:

Motion to adjourn:

Second:

Discussion:

Results:

Next Meeting: Monday March 7, 2016; 3:00 pm – 4:00 pm

Minutes

February 22, 2016

Call to Order. 3:01

Attendance: Everybody

Approval of Minutes from February 8, 2016 meeting: Paul

Second: Troy

Discussion: No

Results: All

Reports:

- V. Appropriations Report: We canceled the meeting and it's on this Friday. Its at 2:00pm
- VI. CEC Report: The magic guy went well and we are starting to promote a tournament a super smash bros tourney.
- VII. SLA Report: How are we going to assist with voting registration?
- VIII. WSG Report: It was a good time.

Agenda Items:

- IX. Jasmine Stala, La Crosse Colleges against Cancer, Relay for Life April 29th-30th.
 - a. Trying to get other campus together to help with the relay for life and promote it. Get anybody involved to come on UW-L campus to show support at relay for life. Wants an ongoing partnership with us because this is an every year event. If people want to join our committees it would be a great help.
- X. Condolence Card
 - a. Send something out sooner or later.
- XI. RLC Banners
 - a. Sounds good we should do this and the banner put together looks nice.
- XII. SLT debrief
- XIII. Executive Account
 - a. Do something in late march sounds good on a Monday.
- XIV. Website update
 - a. Everything has be update and now it makes sense. Should we update the committee page more because the space is limited for description?
- XV. Executive duties
 - a. Should we have exec to go to an extra meeting so we have enough to do business in committee meetings?

Miscellaneous Announcements:

Motion to adjourn: Katie

Second: Troy

Discussion:

Result:

General Assembly mock-up agenda

	<u>Info</u>	<u>Action Item</u>
<u>Welcome</u>		
11:30 am	Call to Order, Introduction and Housekeeping (Joseph Dolzani)	X
11:32 am	Quorum Check (Kameron Kujak)	X
11:37 am	Sanctioning of Clubs & Organizations (Joseph Dolzani)	X
11:39 am	Re-sanctioning of Clubs & Organizations (Joseph Dolzani)	X
11:41 am	Approval of Minutes (Joseph Dolzani)	X
<u>Reports</u>		
<i>Committee Reports</i>		
11:43 am	Appropriations (Joseph Dolzani)	X
11:45 am	Campus Events (Katie Griffing)	X
11:47 am	Student & Legislative Affairs (Troy Englerth)	X
11:49 am	WSG (Dylan Suchla)	X
11:51 am	A.O.D.A. (Ge Vang)	X
11:53 am	Tobacco-Free Workgroup (Ge Vang)	X
11:55 am	Operation River Watch (Joseph Dolzani)	X
<u>Business</u>		
11:57 am	Graduation Fee Reduction – Vote (Joseph Dolzani)	X
12:02 pm	Student Government Budget – Discussion (Joseph Dolzani)	X
12:07 pm	Constitution & Bylaw recommendations (Troy Englerth)	X
12:12 pm	Reserve Fund Request recommendations (Joseph Dolzani)	X
12:17 pm	Website update: Club information (Joseph Dolzani)	X
12:19 pm		
<u>Announcements</u>		
12:21 pm	Suits for Success, March 22, 2016 – Lunda Center	X
12:23 pm	Intermural/ Wellness Center (Tiara Delapp)	X
12:25 pm	Club/ Student Organization Announcements	X
12:28 pm	Other	X
12:30 pm	Adjournment	X

Student Government of Western Technical College Constitution

PREAMBLE

We, the members of the Student Government of Western Technical College, acting as representatives chosen by the student body, through power granted by the Administration, and under the direction of the Vice President of Student Services or his/her designee, hereby enact this Constitution to promote for the general welfare of the student body, provide an opportunity for student cooperation and participation in the management of school affairs, and to present the interests and opinions of the students we represent, free from discrimination, with equal opportunity in the participation of Student Government.

NAME

The name of this organization shall be the Student Government of Western Technical College, hereby referred to as Western Student Government, and shall be the student representation in all acting principles in accordance with Wisconsin State Statute 38.145.

PURPOSE

The purpose of Western Student Government shall be:

- 1. To develop a consensus on issues that pertain to student/faculty affairs that shall be in the best interest of the student body and consistent with the values of Western Technical College.*
- 2. To provide a channel for communications between the student body, administration, and staff.*
- 3. To coordinate and harmonize student, administration, staff and faculty needs and interests.*
- 4. To promote interest and involvement in academic and nonacademic activities throughout the student body.*
- 5. To promote and encourage an atmosphere conducive to the ongoing improvement of student, campus, and college life.*

ARTICLE I – GENERAL ASSEMBLY SESSIONS

1.1 Shall be held the first and third Monday of the month.

1.2 Should be conducted using the latest edition of Roberts Rules of Order.

ARTICLE II–VOTING RIGHTS

2.1 Any Western Technical College student, independent of a sanctioned club or student organization, who has attended two consecutive General Assembly Sessions shall gain voting rights at the third consecutive meeting. Students must sign an attendance sheet, in order to be counted present at any given meeting. Missing two consecutive meeting will result in loss of voting rights. In order to gain voting rights again, the same protocol above applies.

2.2 Sanctioned Clubs and Student Organizations may send representatives from their membership to speak more than one representative, but only one member vote per club and organization is allowed have the right to vote as representatives at General Assembly Sessions. Only authorized students who are

representing their clubs via teleconference or videoconference may have their names added to the attendance sheet by the Student Government Secretary.

2.3 Voting privileges shall be carried over from year to year. The last meeting of the previous year will not be used against a club for desanctioning/probationary guidelines.

ARTICLE III – REPRESENTATIVES

3.1 Sanctioned Clubs and Student Organizations may send representatives from their membership to speak, but only two members have the right to vote as representatives at General Assembly Sessions. Only authorized students who are representing their Club or Student Organization via teleconference or videoconference may have their names added to the attendance sheet by the Western Student Government Secretary.

3.1 Sanctioned Clubs and Student Organizations may send more than one representative, but only one vote per club and organization is at General Assembly Sessions. Only authorized students who are representing their clubs via teleconference or videoconference may have their names added to the attendance sheet by the Student Government Secretary.

3.2 Clubs and Student Organizations are required to send a minimum of one representative to all General Assembly Sessions.

3.3 Clubs and Student Organizations shall lose their sanctioning if there is no representation at two consecutive Western Student Government General Assembly Sessions. A quorum check shall be taken for all Clubs and Student Organizations, and is the responsibility of the attending member to be heard. There will also be a sign in sheet at each General Assembly Session, located at the entrance, which is the attending member's responsibility to complete.

3.4 Clubs and Student Organizations are required to send a minimum of two representatives to Leadership Night held during the Fall term.

3.5 Clubs and Student Organizations are encouraged, but not required to participate in the club involvement fair, held during the Fall term, to promote their club and recruit membership.

3.6 Students cannot act as dual representation for multiple Clubs or Student Organizations at the same time for any General Assembly Session or Committee meeting.

3.6.1 Students who attempt to act as representation for multiple clubs will not be recognized in that capacity for either Club/ Student Organization, but will instead be recognized as an individual student for that particular meeting.

3.6.2 If a student repeatedly attempts to represent multiple clubs, those clubs may lose acknowledgement of that student as their representative, and may face a penalty (i.e. probationary status) after a prior written notification of this infraction.

ARTICLE IV – EXECUTIVE OFFICERS

4.1 Western Student Government Officers shall be made up of elected or appointed Western Technical College students who shall make up the Executive Committee.

4.1.1 Eligible Western Technical College Students must:

4.1.1.1 Be students in good standing per the Western academic guidelines and the student code of conduct.

4.1.1.2 Maintain a minimum course load of six credit hours per semester.

4.1.1.3 Be eligible to serve in accordance with Article 4, section 10 below.

4.1.2 Student Executives are required to follow student government executive account guidelines according to article IX.

4.2 The order of Executives listed below follows the succession of office.

4.3 President:

4.3.1 Shall preside over all General Assembly Sessions, Executive Committee meetings, and Senior Leadership-Student Government Team meetings.

4.3.2 Shall call special meetings whenever necessary.

4.3.3 Shall attend Western Alumni/ Foundation meetings or designate a proxy.

4.3.4 Shall assist the oncoming President by providing orientation and guidance as requested.

4.3.5 Shall sit as a co-chair on the Appropriations Subcommittee.

4.3.6 Shall setup a selection subcommittee for the Tim Hyma award. If the President is nominated for the award, duties go to the next available Executive Officer in succession.

4.3.6 Shall ensure the formation of the Student Government Workgroup, and subcommittees for the Tim Hyma and Staff Recognition awards. If the President is nominated for, or nominates in either of the awards, the duties go to the next available Executive Officer in succession.

4.3.7 Shall notify Clubs and Student Organizations of General Assembly Meeting cancelations, as well as notify the meeting facility of the same.

4.3.7 8 Shall set office hours and abide by them.

4.4 Vice President:

4.4.1 Shall assume the office of Presidency in the absence of the President.

4.4.2 Shall make sure that the General Assembly meeting area is set up.

4.4.3 Shall be responsible for making sure the Executive Committee follows the Executive Account guidelines.

4.4.3 Shall notify Clubs and Student Organizations of General Assembly Meeting cancelations, as well as notify the meeting facility of the same.

4.4.4 Shall attend all Wisconsin Student Government (WSG) meetings as the WSG Governor for the Western District, holding WSG voting rights, and shall report back to the Western Student Government.

4.4.5 Shall assume the duties of the WSG Governor in the absence of the Parliamentarian.

4.4.5 Shall Co-chair the Campus Events Subcommittee.

4.4.6 Shall set office hours and abide by them.

4.5 Parliamentarian:

4.5.1 Shall have a working knowledge of parliamentary procedure and advise the members of the Western Student Government of the same as needed.

4.5.2 Shall advise presiding officers on points of parliamentary law and see that they are enforced.

4.5.3 Shall provide a workshop, along with the advisor(s), teaching parliamentary procedure during the first Student Government General Assembly Session of the year.

4.5.4 Shall attend all Wisconsin Student Government (WSG) meetings as the WSG Lt. Governor for the Western District.

4.5.4.1 Shall assume the duties of the WSG Governor in the absence of the Vice President.

4.5.5 Shall Chair the Student and Legislative Affairs Subcommittee.

4.5.6 Shall set office hours and abide by them.

4.6 Secretary:

4.6.1 Shall call for a quorum check and record attendance at all General Assembly Sessions and maintain a current membership roster.

4.6.2 Shall record, post, and submit for acceptance the meeting minutes for all Western Student Government General Assembly Sessions, and Executive Committee meetings.

4.6.3 Shall submit for acceptance the minutes of the previous General Assembly Sessions.

4.6.3 Shall Co-Chair the SLA Subcommittee.

4.6.4 To set office hours and abide by them.

4.7 Treasurer:

4.7.1 Shall maintain all financial records for Western Student Government, including a monthly audit of all Student Government accounts (711-Student Government fund accounts).

4.7.2 Shall draft all necessary purchase requisitions and present them to the Western Student Government Financial Advisor and/or Student Development Advisor for their signature.

4.7.3 Shall work with the Western Student Government Advisor to maintain complete financial records, including a ledger and a balance sheet.

4.7.4 Shall prepare, and promote the paid committee slot availability to Clubs and Student organizations at the beginning of each semester.

4.7.5 Shall organize the paid attendance for student involvement, and submit final attendance records to the Student Government Advisor at the end of each semester.

4.7.6 Shall advise the Western Student Government on financial matters.

4.7.7 Shall Chair the Appropriations Subcommittee.

4.7.8 Shall set office hours and abide by them.

4.8 Campus Events Coordinator:

4.8.1 Shall coordinate, promote, and oversee all campus events and activities throughout the school year.

4.8.2 Shall coordinate the documentation and capturing (via photo or video) all campus events and activities through the school year.

4.8.3 Shall make a slide show from pictures for Leadership Banquet.

4.8.4 Shall assist with the student delegation traveling to National Association for Campus Activities (NACA) events.

4.8.5 Shall Chair the Campus Events Committee.

4.8.6 Shall set office hours and abide by them.

4.9 Members of the Executive Board shall participate in Administrative Committees in which student representation is required in accordance with Wisconsin State Statute 38.145.

4.10 Members of the Executive Board shall individually, at least twice per semester or as needed, meet with the Student Government Advisor to ensure continued compliance with the Code of Conduct and Student Organizational Handbook, and to ensure the academic standing required to retain eligibility of office.

4.11 Students may only serve in the capacity of Executive Officer for the Western Technical College Student Government for a period of three (3) terms, or nine (9) semesters, whichever is greater.

4.11.1 Starting a semester as an Executive Officer constitutes a semester served, whether or not the student retains the office.

4.11.2 Students may not start serving a term of office if he/ she is unable to serve to the completion of the term.

ARTICLE V – ELECTIONS/ FILLING OF VACANCIES

5.1 The election for the Executive Board positions, with the exception of the Parliamentarian position shall be held during the fourth week of March. Term of office shall be one full year beginning with the first Monday in May.

5.2 The election of the Parliamentarian shall be made during the October General Session.

5.3 It is the responsibility of the Executive Officers to conduct the elections under the supervision of the advisor(s) or his/her designee.

5.4 If position vacancies exist or arise at the end of the voting cycle, the newly elected Executive Committee shall conduct interviews to fill the vacant position(s) by appointment.

ARTICLE VII – STANDING COMMITTEES AND SUBCOMMITTEES

6.1 Committee duties shall be:

6.1.1 To meet at a minimum of once per month.

6.1.2 To present a report at each the Western Student Government General Assembly and SG Executives/SLT meetings. at each meeting.

6.1.3 Committee reports shall be read during General Assembly sessions.

6.1.4 3 Executive members are required to have Committee meeting minutes submitted to the Student Government website within 72 hours of adjournment.

6.2 Standing Committees:

6.2.1 Executive Committee Shall:

6.2.1.1 Set the agenda for the General Assembly Sessions.

6.2.1.2 Shall attend all SG/ SLT meetings as scheduled.

6.2.1.3 Establish and enforce election policies and guidelines.

6.2.1.4 Shall have committee voting rights for the Staff Recognition Award

6.2.1.5 Resolve any emergency situations that occur between Student Government General Assembly Sessions.

6.3 Subcommittee duties shall be:

6.3.1 To meet at a minimum of once per month.

6.3.2 To present a report to the Western Student Government Executive Committee at each meeting.

6.3.3 Subcommittee reports shall be read during General Assembly sessions.

6.3.4 Subcommittees shall be the responsibility of the Executive members assigned to them. All other members are welcomed and encouraged to attend, including members of the Student Body et al.

6.3.5 Executive members are required to have Committee meeting minutes posted to the Student Government website within 72 hours of adjournment.

6.3.5 Executive members are required to have committee meeting minutes from current week, and Committee agendas for following week submitted to the Student Government President, or their designee, by Noon on Friday for assigned committees.

6.4 Standing Subcommittees:

6.4.1 Appropriations Subcommittee shall:

6.4.1.1 Submit an annual budget recommendation for review and approval by Western Student Government, by March, for the following school year.

6.4.1.2 Review for approval and make recommendations regarding Reserve Fund Requests, by March.

6.4.1.3 Recommend disbursement of Western Student Government funds.

6.4.2 Campus Events Subcommittee shall:

6.4.2.1 Coordinate the entertainment for Western Student Government and other such activities for the campus.

6.4.2.2 Promote coordination between Western Student Government, Clubs and Student Organizations, and Western Technical College Marketing Department with potential networking in regards to entertainment, activities and athletics.

6.4.3 Student and Legislative Affairs Subcommittee shall:

6.4.3.1 Work with students and staff at the college to achieve a common goal that will benefit the student body as a whole.

6.4.3.2 Work with all legislative matters including revisions to the constitution, new amendments and changes in the by-laws as necessary.

6.4.3.3 Promote the services of the Student Health Center.

6.4.3.4 Be the official voice of students between General Assembly Sessions regarding legislative matters, following approved protocols.

6.4.3.4.1 Events in which approved members should only speak as representatives of Western Student Government to legislators should be done only with the authorization of the President or WSG Governor, though every effort should be made for the approval by the entire Executive Committee.

6.5 Additional standing Subcommittees may be formed at the discretion of the Executive Committee.

6.6 Standing Subcommittees may create additional subcommittees as needed to accomplish their goals.

6.7 Only members, or approved delegates should speak for Western Student Government concerning legislative matters.

6.8 It is highly encouraged that all members of clubs, student organizations, and students at large actively participate in Western Student Government through subcommittee involvement.

ARTICLE VII – AMENDMENTS TO THE CONSTITUTION AND BYLAWS

7.1 Amending or revising the Constitution and/ or By-Laws shall be a three meeting process. At the

- The first General Assembly Session, the amendment or revision shall be brought before the assembly in writing. At the following
- The second General Assembly Session, the proposed amendment or revision shall be discussed. At the next General Assembly
- The third session, the amendments/ revisions shall be voted upon.

7.2 Amendments to and revisions of the constitution shall require a 3/4ths majority to pass.

7.3 Changes to the By-laws shall require a 2/3rds majority to pass.

ARTICLE VIII – BUDGET AND RESERVE FUND REQUEST APPROVAL PROCEDURES

8.1 The process for approving the proposed Budget, and/ or Reserve Fund requests shall follow the same three meeting process as defined in Article VII, Section 1, and must maintain a 2/3 majority vote to pass.

8.2 Emergency funding requests may be approved in a two meeting process if, and only if, the General Assembly agrees that the request is indeed an emergent situation. Agreement by the General Assembly means 2/3rds of the Assembly agrees on the necessity of the action.

ARTICLE IX- STUDENT GOVERNMENT EXECUTIVE ACCOUNT

Guidelines for the Student Government Executive Committee Account

Purpose of account

The purpose of this account is to provide, the Student Government Executive Committee, with an account to be used for general student club purposes with a specific emphasis on providing immediate financial assistance to causes that are deemed appropriate by the Executive Committee, (meeting school polices for student account use) This account is to be a tool used by the executive committee for two chef purposes, raising and maintaining an amount dedicated as a Quick Reaction Fund (QRF) for events requiring instant action, and second, as a general account for the Executive Committee's use.

Structure and Maintenance of Account Authorization of Fund Use

The structure and function of this account will be identical to that of the other clubs and chapters at Western Technical College and will require fund raising for the establishment and maintenance of the account. However, 30% of every amount raised will be automatically designated into the QRF sub account that may only be used for emergency purposes. The other 70% will of the amount raised by Executive Committee members will be available for general use. Each year's executive committee will decide whether to continue maintaining this account, if so, they will be committed to running and completing a fund raising campaign for both the fall and spring school terms.

Requests may be presented by executive committee member(s), student(s), and or advisor(s), to the rest of the executive committee and voted upon within one week's time. Through an online memo, or during the weekly executive committee meeting. Majority vote is required for the passing of a motion for account use.

Student Government of Western Technical College By-Laws

The purpose of this document is to better clarify the Constitution, and to provide rules for running Western Student Government.

Article 1 – Mission Statement

We the Students, who make up the Student Government of Western Technical College, are committed to the improvement of student life by acting as the combined voice of the student body and as the elected liaison to the administration. We strive for the active engagement of students by offering personal growth, leadership, stewardship, and networking opportunities on campus and within the community through responsible student participation in campus events and activities. Student Government is dedicated to the continued growth and development of the student body fostering a common culture of shared knowledge, academic achievement, honesty, integrity, and respect. Our advocacy efforts continue for all students regardless of race, age, gender, color, creed, religion, national origin, sexual orientation, marital status, disability, or affiliation.

Article 2 – General Assembly Sessions

Section 1 Quorum

1. In order to conduct business there must be a quorum present.
2. The actual number of sanctioned clubs will be used to determine quorum.
3. The number of members that must be present in order to have a quorum in the General Assembly Session is a number equivalent to 50% of the club and representatives and at least two members of the Executive Committee.

Section 2 Agenda

1. The agenda format for the General Assembly Session shall be:
 - a. Call to Order
 - b. Quorum Check
 - c. Minutes Approval
 - d. Committee and Subcommittee Reports
 - e. WSG Governor's Report
 - f. President's Report
 - g. Unfinished Business (as needed)
 - h. New Business
 - i. Announcements
 - j. Adjournment

Section 3 Meetings

1. Meetings will be held in an adequate room with the location being announced prior to the meeting. Provisions for teleconferencing or videoconferencing should be considered when choosing the meeting room.
2. This meeting will be on the first and third Monday in each month during the school year. **and will be a voting meeting for business, unless a modified, published schedule of meetings is proposed and accepted by Western Student Government.**
3. Unless determined otherwise by the General Assembly, there shall be no formal meetings conducted during the Summer Term.

Section 4 Training Procedures

1. The Western Student Government Executive Committee will host a training workshop each fall semester, by the end of October. Clubs and Student Organizations are required to send a minimum of two members of their Executive teams. Failure to do so constitutes one unexcused absence which is applicable to loss of sanctioning.

Article 3 – Officers

Section 1 Meetings Requirements

1. Executive officers shall attend all General Assembly Sessions, Executive Committee meetings, Senior Leadership Team (SLT) meetings, assigned subcommittee meetings, and any other assigned meetings as required.
2. Any Officer who is unable to attend any required meetings is required to give notice to the Western Student Government President, subcommittee co-chair (as applicable), and advisor as soon as absence is known.
3. Officers obtaining two or more unexcused absences shall be asked to resign or be faced with impeachment.
4. The Executive Committee will be designated as the voice of the student body during the Summer Term in order to deal with any issues that may arise.

Section 2 Office Hours

1. Executive officers are to set regular Western Student Government office hours in the first week of the new semester. Hours are to be defined and recommended by the Executive Committee.
2. **Any Executive officer unable to attend his/her office hour, for whatever reason, needs to notify the Western Student Government President. The original office hour must be made up within five working days.**
2. **Any Executive officer unable to attend his/her office hour is to notify the Western Student Government President. If an absence is known in advance, the individual Officer must plan to make his/ her hours up prior to that absence.**
3. **If an absence is not known in advance or if an emergency occurs, the individual officer must make up his/ her hours within five working days.**

Section 3 Executive Meetings

1. Executive Committee meetings are to be held in the Student Government office, or other location deemed adequate by the Executive Committee and the Western Student Government advisor.
2. This meeting will be at the discretion of the Executive Committee.
3. This meeting will be run as a committee meeting.

Section 4 Impeachment

1. The requirement to begin the removal of an elected Officer from office includes one or more of the following actions:
 - a: There must be a petition signed by 50% of the active voting membership requesting an impeachment.
 - b: A ballot vote must be passed by the Executive Committee requesting the Impeachment process.
2. After the petition has been circulated and signed by the proper membership, or vote passes in the Executive Committee, a hearing date will be set for the following General Assembly Session. Simultaneously said Officer shall be suspended until a decision is reached during the General Assembly Session.

Section 5 Removal of Appointed Officer

1. To remove an appointed Officer from office, a ballot vote will be taken of the Executive Committee to determine whether or not to remove the appointed Officer.
2. If the ballot vote passes through a majority vote, the Officer will be removed from office.

Section 6 Officer Resignation

1. Resignation procedure:
 - a. A letter of resignation should be written. One copy will be delivered to the President and one copy is to be given to the advisor(s).
 - b. Upon delivery of the letter of resignation, resigning Officer is self-removed from office.

Section 7 Succession of Office

1. If a vacancy has occurred, the next person in line of succession shall be offered the vacated position. (Refer to Constitution for line of succession).
2. If Officer accepts the position, process shall continue with the newly vacated position.
3. If Officer rejects the position, vacancy will be offered to remaining members of the Executive Committee, prior to being offered to students at large.
4. If multiple Officers are interested in the vacant position, an interview shall occur, and a ballot vote taken of the remaining members of the Executive Committee to determine the successor.

Section 8 Ethics and Conduct

1. The Student Government Advisor will, at least twice per semester, meet with individual Officers to ensure continued compliance with the Code of Conduct and Student Organizational

Handbook, and to ensure the academic standing required to retain eligibility of office.

2 1. Students in Officer positions will be held to the highest professional standards, both in regards to the Code of Conduct, the Student Organizational Handbook, and by any rules set up by the Executive Committee to abide by during their term in office (to include verbal and written warnings, probationary status and impeachment if necessary).

Section 9 Conflict of Interest Resolution

1. Officers on the Western Student Government Executive Committee cannot represent Clubs or Student Organizations at General Assembly Sessions, as doing such would create a conflict of interest.
2. Officers on the Western Student Government Executive Committee cannot be on the Executive Board of a Club or Student Organization as such a situation creates a conflict of interest.
3. Officers on the Western Student Government Executive Committee cannot represent Clubs or Student Organizations in committee meetings as doing so would create a conflict of interest.

Article 4 – Committees and Subcommittees

1. Standing Committees:
 - a. All standing committees will report to Western Student Government at each General Assembly Session.
 - b. All standing committees have jurisdiction over subcommittees.
 1. All subcommittees will keep standing committees informed of their progress.
 2. All subcommittees will consist of volunteer members and are encouraged to have a standing committee member present at their meetings.
2. Standing Subcommittees:
 - a. All standing subcommittees will report to the Executive Committee.
 - b. All standing subcommittees will consist of two Co-chairpersons composed of designated Executive Officers.
 - c. All standing subcommittees shall consist of volunteer student members and an advisor.
 - d. All standing subcommittees shall have jurisdiction over commissioned Subcommittees.
3. Subcommittee Chairpersons:
 - a. Subcommittee Chairpersons are responsible for recruitment of membership in their respective subcommittees.

Article 5 – Clubs and Student Organizations

Section 1 Clubs and Student Organizations Defined

1. All sanctioned Clubs and Student Organizations must include the following elements:
 - a. Name of Club or Student Organization.
 - b. Officers elected from its student membership.
 - c. Listing of student membership.
 - d. A Western staff advisor.
 - e. Student meetings on campus Club/ Student Organization must meet a minimum of once a month.

f. Electronic Copy of Constitution and By-Laws.

g. Must have a representative be present at the meeting of their club sanctioning

Section 2 Club and Student Organization Sanctioning

1. Sanctioning may take place when the requirements under Article 4 5, Section 1 have been met, and the sanctioning paperwork has been completed and submitted to Western Student Government. Once all prerequisites have been met, a sanctioning vote will be held at the following General Assembly Session.
2. Sanctioning will be carried over from year to year if the Constitution and By-Laws of the Club or Student Organization are on file, and they have turned in an updated Membership and Elected Officers list. To receive carryover status documents must be turned in by October 1st. If documents are not turned in the Club or Student Organization will be de-sanctioned and have to restart the entire sanctioning process.
3. Clubs and Student Organizations must be sanctioned in order to host events.
4. Probationary Measures:
 - a. Clubs and Student Organizations will be put on probationary status after missing one General Assembly Session/ Leadership night.
 - b. Reminders will be sent to the Club or Student Organization President and Advisor that missing one further meeting will be cause for de-sanctioning.
 - c. Clubs and Student Organizations will be removed from probationary status after two consecutive General Assembly Sessions have been attended.
 - d. Clubs and Student Organizations will be automatically de-sanctioned if a fourth instance calls for probationary status in one academic year.
5. Desanctioning Process:
 - a. A letter will be sent by the President of Western Student Government to the Club or Student Organization President and Advisor informing the club that they have been officially desanctioned.
6. Resanctioning Prerequisites:
 - a. Before a Club or Student Organization can be resanctioned, they must provide a letter to the Western Student Government Executive Committee explaining how the Club or Student Organizations allowed itself to be desanctioned and what corrective actions they are taking to address this.
 - b. If the Club or Student Organization is resanctioned they will be placed on probationary status until the conclusion of the second consecutive General Assembly Session after which time they will be restored to good standing. Failure to attend any of these meetings will result in immediate de-sanctioning.
7. If the Club or Student Organization displays any criminal behavior or any behavior that is in violation of school policies, they will be automatically de-sanctioned for the remainder of the academic year with no resanctioning allowed.
8. Clubs or Student Organizations attending a program trip may be excused from a General Assembly Session, and thus not be placed on probation or desanctioned, if prior notification is given to the Student Government President or Advisor. Notification of the trip must be given at least one week in advance of the General Assembly Session requiring the absence, unless extenuating circumstances prohibit such notification.

9. Documentation of activities, to include on campus activities that would interfere with a General Assembly Session, must be posted in a Club or Student Organization's minutes to validate the event.

10. Unless meetings are requested to occur during the Summer Term by the General Assembly, no penalty will be dealt to any Clubs or Student Organizations, and will not affect their sanctioning status outside already established guidelines.

Section 3 Club and Student Organization Funding

1. Clubs and Student Organizations will be funded by a budgeted amount set by the Western Student Government Appropriations Subcommittee, and approved by General Assembly.

2. Clubs and Student Organizations must meet deadlines and follow guidelines to receive funding.

3. All Student Activity Fee Funds must be used in accordance with Wisconsin State Statute 38.145.

4. Club or organization minutes must accompany any student activity fund related request before approval.

4. Student Activity Fee Funds will not be paid out, transferred, or dispersed by the Treasurer from the Western Student Government Budget until meeting minutes are added to the Club or Student Organization's official school sanctioned website with a full documentation of vote tally in accordance with State of Wisconsin Open Meeting Law, Wisconsin State Statute 19.35.

5. Clubs and Student Organizations must have minutes posted with a vote tally, at least one week prior to the submission of their Activity Fee Funds request. Only extenuating circumstances may be considered for a shorter posting time.

6. Clubs and Student Organizations that choose to operate during the Summer Term must be in compliance with the normal, and rollover sanctioning policies, as well as to ensure the posting of all necessary information per the Constitution and By-Law documents.

Article 6 – Media Relations

1. Press Releases:

a. Should be created by at least three members of any committee or subcommittee.

b. A single spokesperson should be designated for press releases in the event of media inquiry. Spokesperson should receive permission from College Relations prior to addressing the media.

c. Press Releases should be submitted to the Student Government Advisor for approval.

1. Must then be reviewed and approved by Campus Relations.

3. Must then be submitted to either the President of the College or Vice President of Student Services.

2. Press Inquiries:

a. All media requests should be deferred to College Relations, unless prior approval is given by College Relations.