

1 ▪ **Recognized Abbreviations for Student Government Document**

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3 AAB-Athletic Advisory Board

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5 FAC-Facility Advisory Committee

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7 GAB-Gallery Advisory Board

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9 GPA-Grade Point Average

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11 IITC-Information and Instructional Technology Committee

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13 LFA-Lecture and Fine Arts Committee

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15 SA-Student Government

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17 SAA-Scholarship and Academic Actions Committee

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19 SGC-Student Governance Council

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21 Senate-University of Wisconsin-Fox Valley Student Government Senate

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23 SUFAC-Segregated University Fee Allocation Committee

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25 STF-Student Technology Fee

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27 UC-United Council

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29 ▪ **Definitions**

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31 Afternoon- Noon to 5 P.M.

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33 Collegium- Governing body of the campus comprised of faculty, staff, and students and chaired by the
34 Dean.

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36 Evening- 5 P.M. to 10 P.M.

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38 Ex-Officio Member- Non-voting member that is usually at the meeting to supply information.

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40 FTE- Full-time Equivalent which is 1 (one) student registered for 12 (twelve) credits or multiple students
41 registered for a total of 12 (twelve) credits.

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43 Majority- Over 50% of the voting members.

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45 Morning- 8 A.M. to Noon.

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47 Quorum-The number of members needed to hold a meeting.

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49 Segregated Fees-The tax we apply to ourselves. This is paid as part of tuition.

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51 Senate vote-Any reference to a vote by the Senate means that the Senators, Treasurer, and
52 Communications Director each have a vote unless they are the presiding officer of the Senate.

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54 View Point Neutral-Decisions must be made in a non-biased manner.

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57 **■ Constitutional Bylaws**

58
59 **General**

60 A. Poll Staffing

- 61 1. At the minimum, the polls will be open for 2 (two) consecutive days from Monday to
62 Thursday.
63 2. At a minimum, the polls will be open for a minimum of 12 (twelve) hours.
64 a. The polls must be open at least 2 (two) hours in the morning, 2 (two) hours in the
65 afternoon, and 2 (two) hours in the evening on a Monday and/or Wednesday.
66 b. The polls must be open at least 2 (two) hours in the morning, 2 (two) hours in the
67 afternoon, and 2 (two) hours in the evening on a Tuesday and/or Thursday.
68 c. The polls must be open during any “lunch hour” on election days when no classes are
69 scheduled.

70
71 B. Campaign violation resolution

- 72 1. Before all Student Government elections, a Senator that is not on the ballot will be appointed
73 to look into and document any violations that may occur during the election.
74 2. If a candidate for office is deemed ineligible, there will be a hearing held by the pre-election
75 Senate at the next Senate meeting as the first order of business. The candidate’s name will
76 remain on the ballot until a hearing occurs. A majority vote of the Senate will decide if the
77 candidate is eligible for office.
78 a. During the hearing, the investigating officer will report any and all accusations and
79 evidence collected even if they do not believe it to be true.
80 b. The Senate will go through all of this evidence before making a decision.

81
82 C. Vote Tabulators

- 83 1. All Student Government vote tabulators shall be decided by the Senate prior to the election.
84 Vote tabulators cannot be on the ballot.
85 2. There will be three tabulators selected along with two alternates.
86 3. All vote tabulators that receive write-in votes must resign as vote tabulator or refuse their
87 write-in votes.

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89 D. Recount Vote Tabulators

- 90 1. All Student Government vote tabulators shall be decided by the Senate prior to the election.
91 Vote tabulators cannot be on the ballot.
92 2. The Senate may use the three tabulators and two alternates from paragraph C or they can
93 appoint five other tabulators. A majority vote of the Senate is needed to decide which of the
94 above options it will exercise.
95 3. All vote tabulators that receive write-in votes must resign as vote tabulator or refuse their
96 write-in votes.

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98 **Article III**

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100 A. Section III

- 101 1. Associate Members

- 102 a. Associate members of the Student Government have no official duties and there are no
103 GPA requirements. Associate members are encouraged to vote in Student Government
104 elections.
105

106 Article VI

107 A. Collegium Positions

- 108 1. Six Collegium positions can be filled by any UW-Fox student with Senate approval. If any of
109 these positions go unfilled, Executives beginning with the Treasurer, and then
110 Communications Director will fill vacancies until a student is approved by the Senate.
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112

113 Article VII

114 A. Position Vacancy Posting Policy

- 115 1. All postings advertising an Executive position vacancy must be in at least 16 (sixteen) point
116 font. The postings must be in at least 20 (twenty) public locations in the building. The
117 description of the position must be included in the posting.
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120 B. Section I

121 1. April Executive Election Posting Policy

- 122 a. The April Executive Election will be posted for at least the final 30 days prior to the
123 election.
124 b. The Senate shall set a cutoff date for candidates to file to be listed on the ballot. The
125 cutoff may not be more than 1 (one) week prior to the election.
126

127 2. April Executive Election

- 128 a. If Spring Break is the second week of April, the Senate will schedule the election either
129 the week before or the week after Spring Break.
130 b. The ballot will list all registered candidates for the office and a blank line marked write-
131 in for the office.

132 3. Executive Board Election Threshold

- 133 a. The minimum threshold to be elected to an Executive Board position is 75 (seventy-
134 five) votes.

135 4. Executive Board Special Elections

- 136 a. All special elections must be held no less than seven days following the closing of the
137 pervious polls and never during finals week, winter break, or summer session.
138 b. In the event that no candidate for an open executive position receives the minimum
139 threshold of votes, and there is enough time in the spring semester to properly conduct
140 an election, there will be a second round of voting wherein all candidates from the
141 previous round shall be on the ballot.
142 c. In the event that no candidate for an open executive position receives both the
143 minimum threshold of votes and a simple majority, and there is enough time in the
144 spring semester to properly conduct an election, there shall be second round of voting
145 wherein all candidates who surpassed the minimum threshold shall be on the ballot.
146 i. If a candidate has received the minimum threshold and his/her opponent(s)
147 concede the race, the candidate may take office without holding a Special
148 Election.
149 d. In the event that no candidate for an open executive position receives the minimum
150 threshold of votes, and there is not enough time in the spring semester to properly
151 conduct an election, there shall be an open election the following fall semester which
152 shall be open to all eligible students.
153 e. In the event that no candidate for an open executive position receives both the
minimum threshold of votes and a simple majority, and there is not enough time in the

- 154 spring semester to properly conduct an election, there shall be an open election the
155 following fall semester which shall be open to all eligible students.
- 156 5. Confirmation of Executives
- 157 a. Election tabulators must present a bill to the Senate stating who won each Executive
158 position and that they meet the requirements to hold the position. This bill requires a
159 majority roll call vote by the outgoing Senate.
- 160 b. Any member that votes “no” must state their reasoning and the Article and Section of
161 the Constitution that they felt was violated for them to vote no. If any member votes
162 “no” the bill vote will be disregarded after all members present have voted. There will
163 be an immediate hearing on the issue(s) raised. The decision of the second roll call vote
164 will count.
- 165 c. There will be no abstentions unless you would be voting for yourself.

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167 **Article VIII**

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- 169 A. Section VII
- 170 1. Bylaws for All Committees
- 171 a. Chairs of all committees shall be non-voting members.
- 172 b. Vice Chairs of all committees unless otherwise specified shall be appointed by the
173 committee and have full voting rights when chairing the committee if they had voting
174 rights when not chairing the committee.
- 175 c. All postings advertising committee position vacancies must be in at least 16 point font.
176 The postings must be in at least 10 public locations in the building. The description of
177 the position must be included in the posting.
- 178 2. Segregated University Fee Allocation Committee (SUFAC)
- 179 a. Description
- 180 i. This committee recommends allocations to campus organizations, makes
181 recommendations on Student Government spending to the Senate, reviews for
182 approval club constitutions and reviews past spending practices and fundraising.
- 183 ii. This committee is chaired by the Treasurer, and consists of five voting student
184 members with at least one Senate member in addition to the Treasurer.
- 185 iii. At the beginning of their term, the Treasurer will appoint a member of the
186 committee to fulfill the following duties: keep accurate minutes of the SUFAC
187 meetings; post meeting minutes, agendas, announcements, etc. in a timely fashion
188 in accordance with Wisconsin laws; serve as a chair in the Treasurer’s absence.
189 The treasurer’s appointment is subject to approval by the Student Government
190 Senate and may be terminated at the treasurer’s discretion, or by following
191 Student Government guidelines for impeachment.
- 192 b. Committee Rules
- 193 i. A student who is a member of the Committee, and a particular student
194 organizations seeking funding, must recuse him or herself from the process when
195 the funding for that organization is voted upon. The only exception is Student
196 Government members voting on Student Government allocations and spending.
- 197 ii. All segregated fee allocation decisions are made in a viewpoint neutral manner.
- 198 iii. A detailed record is required, which may be a tape or video recording, of all
199 student fee funding deliberations. These deliberations are to be conducted in
200 open session.
- 201 iv. Funds are only awarded to recognized student organizations (those that received
202 recognition in accordance with SA procedures) and University Departments.
- 203 v. Funds are only awarded to those organizations submitting complete applications
204 in a timely manner.

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- vi. Funds are only awarded to organizations that have demonstrated that any funds received would be used for those items and activities that are related to the mission of the institution and to the purpose of the organization.
 - vii. Funds were only awarded up to the amounts, and for activities allowed by, applicable state and university regulations.
 - (1) UW System Financial and Administrative Policy #37, Segregated Fee Determination and Distribution
 - (2) UW System Financial and Administrative Policy #20, Guidelines for Expenditures From Student Segregated University Fees and Campus Activity Receipts
 - (3) Regent Policy 86-4 Guidelines for Student Governance
 - (4) Regent Policy 88-6 Policy and Procedures for Segregated University Fees
 - viii. Student organizations denied funding will be given written reasons for a denial of funding.
 - ix. Political and religious expression cannot be used as a basis for denial of segregated fee funds.
 - c. Supplies and Photocopying Policy
 - i. Organizations are allocated specific amounts of funding for supplies and photocopies.
 - ii. Organizations can get supplies from the copy workroom by completing the supplies request form.
 - iii. Organizations can make copies in the copy workroom and list it on the clipboard by the copier.
 - iv. Organizations can have copies made in the copy workroom by completing a Work Request Form.
 - d. Travel Policy for Organizations Representing the Campus
 - i. Up to 100% of the cost for team members and coaches of Intercollegiate teams to participate in games, matches, and tournaments can be funded from Segregated Fees allocated for the team.
 - ii. Up to 100% of the cost of CAB members with more than 20 hours of service outside of meetings to attend NACA.
 - iii. Up to 100% of voting delegates costs to United Council General Assemblies and organizational meetings.
 - e. Off Campus Events
 - i. When submitting a budget for an off-campus event, exact costs and break downs of these costs must be submitted to be considered for funding.
 - ii. 50% of the cost per person may be applied for funding from Segregated Fees allocated for this purpose if: (The actual amount of funding up to 50% will vary)
 - (1) There is a tangible benefit to the student body. For requests involving travel, funds are only awarded if the organization requesting funding can demonstrate that the travel will clearly help the organization achieve its mission or purpose and that the travel will substantially benefit individuals other than the traveler.
 - (2) The materials from the event will be shared with the student body in a forum open to all and advertised in at least 20 (twenty) public locations on campus for at least one week.
 - (3) The event must be open to all UW-Fox Valley students and advertised in at least 20 (twenty) public locations on campus for at least one week.
 - (4) This applies to the lodging and registration costs of an off-campus event.
 - iii. Travel Policy for Student Organizations
 - (1) Standard Rate for travel reimbursement from non-segregated fees is at the discretion of the organization.

- 257 (2) Standard Rate for Travel Reimbursement from Segregated Fees
258 (a) Mileage paid from campus to the destination and back again to the
259 campus. No reimbursement for travel to destinations less than 50
260 miles from campus. The following rates per vehicle, rounded to the
261 nearest cent, apply.
262 (i) One student – up to 14% of the UW Colleges standard
263 mileage rate for cars may be reimbursed.
264 (ii) Two students – up to 23% of the UW Colleges standard
265 mileage rate for cars may be reimbursed.
266 (iii) Three students – up to 32% of the UW Colleges standard
267 mileage rate for cars may be reimbursed.
268 (iv) Four students – up to 41% of the UW Colleges standard
269 mileage rate for cars may be reimbursed.
270 (v) Five students – up to 50% of the UW Colleges standard
271 mileage rate for cars may be reimbursed.
272 (vi) Six or more students - up to 50% of the UW Colleges
273 standard mileage rate for the campus van may be
274 reimbursed.
275 (b) Distance will be according to Yahoo/Maps. Print the Yahoo/Maps
276 pages showing the distances from and to the campus.
277 f. Travel necessary for fundraising
278 (1) The travel must be necessary to the conduct of the fundraiser.
279 (2) UW Colleges standard mileage rate may be reimbursed from the proceeds
280 of a fundraiser if all other expenses have been recovered from the
281 fundraiser.
282 g. Segregated Fee Disbursement Policy
283 i. The organization will use the UW-Fox Valley Procurement Authorization Form,
284 Petty Cash Voucher or Travel Reimbursement Request Form available in the
285 Business Office.
286 ii. All disbursements require the Organization’s advisor’s signature.
287 h. Use of Organizational Reserve Funds
288 i. Use the Reserve Fund Request Form and state which reserve fund you are
289 requesting funds from; your own organization’s reserve fund or the Student
290 Government Reserve Fund.
291 i. Appeal Process
292 i. Individual students, student organizations, and University Departments may
293 make the following appeals.
294 (1) First Appeal is to SUFAC within 14 (fourteen) days of notice. Student
295 Government Treasurer can give a waiver to allow this appeal to be skipped
296 and allow an immediate appeal to the Senate.
297 (2) Second Appeal is to the Senate within 14 (fourteen) days of SUFAC’s
298 appeal decline.
299 (3) Third Appeal is to the Student Government President prior to the signing
300 of the Senate Bill.
301 (4) Fourth Appeal is to the Campus Dean.
302 (5) Fifth Appeal is to the UW Colleges Chancellor.
303 (6) Sixth Appeal is to the UW System President.
304 (7) Seventh Appeal is to the UW Board of Regents.
305 j. Flexibility of Spending
306 i. Changes to over 5% of an organization’s line item allocation requires SUFAC and
307 Senate approval. Requests should be made in writing to the SUFAC Chair.
308 k. Examples of Items Not Funded

- 309 i. Clothing except Athletic and Dance Team Uniforms
310 ii. Food except for campus-wide events
311 iii. Scholarships
312 iv. Philanthropic activities
313 v. Loans
- 314 3. Facility Advisory Committee
315 a. This committee is empowered to examine and advise the Student Government
316 President, Board of Trustees, the Dean of Administrative Services and the Student
317 Government Senate on improvements, suggestions and concerns about the facilities or
318 the property of the University.
319 b. This committee shall have one chair and up to five voting members to be appointed by
320 the Senate.
321 c. This committee is empowered to propose expenditures which may improve existing
322 facilities which would not have to be approved by the counties.
- 323 4. Outreach Committee
324 a. This committee will organize all of the fundraising and volunteer activities for SA.
325 b. This committee will be chaired by the Communications Director and will have
326 unlimited membership to be appointed by the Senate.
- 327 5. Constitution and Bylaws Committee
328 a. This committee will review and update the SA Constitution and inform the Senate of
329 any recommended changes.
330 b. This committee will have one chair and unlimited membership to be appointed by the
331 Senate.
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- 335 6. Athletic Advisory Board
336 a. This Board will serve as an advisory body to the Athletic Director, the Collegium, the
337 Dean and the Student Government regarding the athletic program at UW-Fox Valley.
338 The purview, of the AAB includes: providing advice about intramurals, recreation,
339 communities/university athletic partnerships and intercollegiate athletics. The AAB's
340 duties include: reviewing the athletic budget, policy and regulations, publications,
341 promotion, coaching/staff issues and fundraising.
342 b. There are five voting members on this Board. Two of the members are faculty or staff
343 to be selected by the campus Collegium. The SA Senate selects two student members
344 for this Board, and the Athletic Director selects one student athlete for the Board. The
345 Athletic Director will chair the Board, but does not have voting rights.
- 346 7. Gallery Advisory Board
347 a. This Board will serve as an advisory body to the Gallery Director and the Student
348 Government. The GAB's duties include: preparing a budget to be presented to
349 SUFAC and serving as advisors on exhibit selections.
350 i. The Jurors shall filter through the choices of the artists willing or artist desired to
351 be presented by the Gallery Director. They shall discuss criteria needs to meet
352 both educational and financial concerns. The Jurors will present their choices to
353 be confirmed by the Advisors.
354 ii. The Advisors are advisors and unless the contract of the Gallery Director is
355 changed the Gallery Director has the ultimate decision. Therefore, the Gallery
356 Director has the power of vetoing the votes cast by the Gallery Committee.
357 iii. The GC shall discuss the financial concerns together and will work together on
358 presenting a budget proposal to SUFAC.
359 iv. It is the prime directive of the GC to be the inclusive voice of voluntary artistic
360 education through its presentations and to create a greater understanding and

- 361 appreciation of the Fine Arts while always having the Campus and its Community
362 in mind.
- 363 b. Composition of Board
- 364 i. The Gallery Committee (GC) will consist of nine (9) seats.
- 365 (1) There will be two (2) sections of the GC.
- 366 (a) The first section will be called the Jury, and its members the Jurors.
367 The Gallery Director (GD) will chair the entire GC as well as the
368 Jurors. Two (2) Art Department Faculty will have seats and one (1)
369 Student at Large confirmed by the SA Senate will have a seat.
- 370 (b) The second section will be called Advisors. It will consist of: The
371 Student Activities Director, The Assistant Dean of Administrative
372 Services, Two (2) Students at Large, not more than one (1) being a
373 Senator, and an Art Student nominated by the Art Faculty. Both at
374 large students and the nominated art student shall be confirmed by
375 the SA Senate.
- 376 (c) At least one of the four (4) students must give a committee report at
377 an SA Senate meeting.
- 378 (d) Voting
- 379 (i) No SA Executive Board Member shall possess a vote on
380 the Gallery Committee.
- 381 (ii) When the entire Gallery Committee meets the Jurors shall
382 have no votes.
- 383 (iii) The Gallery Director shall possess no vote.
- 384 (iv) A majority vote of the members present is required to
385 affect a decision.

386 Article X

387 A. General

388 1. Confirmation of Senators

- 389 a. Election tabulators must present a bill to the Senate stating who won each Senate
390 position and that they meet the requirements to hold the position. This bill requires a
391 majority roll call vote by the outgoing Senate.
- 392 b. Any member that votes “no” must state their reasoning and the Article and Section of
393 the Constitution that they felt was violated for them to vote no. If any member votes
394 “no” the bill vote will be disregarded after all members present have voted. There will
395 be an immediate hearing on the issue(s) raised. The decision of the second roll call vote
396 will count.
- 397 c. There will be no abstentions unless you would be voting for yourself.

400 2. Position Vacancy Posting Policy

- 401 a. All postings advertising a Senate position vacancy must be in at least 16 (sixteen) point
402 font. The postings must be in at least 10 (ten) public locations in the building. The
403 description of the position must be included in the posting.

404 3. Senate Ballots

- 405 a. It must state at the top of the ballot the maximum number of votes they have which
406 will equal the number of Senate seats available. The ballot will list all registered
407 candidates for Senator and a blank line marked write-in for each available seat.

408 4. The minimum threshold to be elected by the student body as Senator is twenty (20) votes.

409 B. Section VII

410 1. Senate Election of Senators

411

- 412 a. The Senate will vote at the candidate's third consecutive Student Government regular
413 meeting. An application must be submitted and announced to the Senate prior to the
414 end of the second meeting. The application must be submitted to the Communications
415 Director who must inform the Senate.
416 b. Ballots will be available at the Senate meeting where the election will take place. During
417 this election, each member voting has the option of voting "for" or "against" each
418 person running for the position. Once the ballots are cast, the "for" votes are totaled
419 and the "against" votes will be subtracted from the for votes to obtain the net vote.
420 The person with the highest net vote above 0 (zero) will receive the position. No
421 person can be elected with a 0 (zero) or negative net vote.
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423 Article XII

424 A. Section II

- 425 1. Excused Absences
426 a. To be excused requires documentation
427 i. Class
428 ii. Funeral or death of a close family member
429 iii. Medical or Dental Appointments
430 iv. Illness once without documentation from a doctor
431 v. Military Duty
432 vi. Jury Duty
433 vii. Car Accident
434 viii. Work
435 b. No more than three absences per semester will be excused.
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439 ARTICLE XVIII

440 A. General

- 441 1. Voting Posting Policy
442 a. All postings advertising a vote must be in at least 16 (sixteen) point font. The postings
443 must be in at least 20 (twenty) public locations in the building.
444 b. The exact wording of the proposed expenditure must be in the posting.
445 i. The total cost of the proposed expenditure must be listed.
446 ii. The total cost per FTE and per credit of the proposed expenditure must be listed.
447 iii. If the proposal will obligate segregated fees for more than 1 (one) year, that
448 obligation must be clearly stated and include estimated annual total, per FTE, and
449 per credit costs.
450 2. Ballots
451 a. The exact wording of the proposed expenditure must be on the ballot.
452 i. The total cost of the proposed expenditure must be listed.
453 ii. The total cost per FTE and per credit of the proposed expenditure must be listed.
454 iii. If the proposal will obligate segregated fees for more than 1 (one) year, that
455 obligation must be clearly stated and include estimated annual total, per FTE, and
456 per credit costs.
457 3. Confirmation of Results
458 a. Voting tabulators must present a bill to the Senate stating the results of the voting. This
459 bill requires a majority roll call vote by the Senate to confirm the results.
460 b. Any member that votes "no" must state their reasoning and the Article and Section of
461 the Constitution that they felt was violated for them to vote no. If any member votes
462 "no" the bill vote will be disregarded after all members present have voted. There will
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464 be an immediate hearing on the issue(s) raised. The decision of the second roll call vote
465 will count.
466 c. There will be no abstentions unless you have a conflict of interest.
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469 ■ **Non-Constitutional Bylaws**
470

471 A. Record Keeping

472 1. Library

473 a. Copies of Student Government minutes and bills are to be kept in hard copy format on
474 file in the library.

475 2. SA Office

476 a. Copies of Student Government minutes and bills, committee minutes, any applications,
477 blank forms, letters, the Constitution, budgets, and budget request forms must be kept
478 in hard copy format and electronic copy on file in the Student Government office.

479 3. Bulletin Board

480 a. Hard copies of the most recent minutes, proposed bills and announcements are to be
481 posted on the SA Bulletin Board in the main hallway.

482 4. N: Drive

483 a. Copies of all of the following are to be stored on the N drive in the Student
484 Government folder.

485 i. Student Government Forms

486 ii. Forms to be turned into the business office

487 iii. Senate minutes that are approved and those that are pending approval

488 iv. Executive Board minutes that are approved and that are pending approval

489 v. Committee Minutes

490 (1) SUFAC

491 (a) Budget requests

492 (b) Reserve fund requests

493 (c) Previous years budgets

494 (d) Current budgets

495 (2) Gallery Advisory Board

496 (3) Constitution and Bylaws Committee

497 (4) Facilities Committee

498 (5) Student Technology Committee

499 (a) Funding requests

500 (6) Collegium

501 (a) Student reports

502 (b) Reference page to reports and minutes

503 vi. All United Council materials

504 vii. All Student Governance Council materials

505 viii. Executive Reports

506 ix. Bills that have been approved

507 x. Bills that are pending approval

508 xi. All student organization constitutions

509 xii. A folder for student comments
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511 B. Committee Appointments

512 1. All committee appointments will be elected by secret ballot even if the person is running
513 unopposed.

514 2. All committee nominations must occur a week before committee elections.

515 3. Ballots will be available at the Senate meeting where committee elections will take place.
516 During this election, each member voting has the option of voting “for” or “against” each
517 person running for the position. Once the ballots are cast, the “for” votes are totaled and the
518 “against” votes will be subtracted from the “for” votes to obtain the net vote. The person
519 with the highest net vote above zero (0) will receive the position. No person can be elected
520 with a zero or negative net vote.

521 4. All students appointed to committee positions must maintain a 2.0 cumulative GPA.

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C. Bills

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1. Bills are used for any actions that the Student Government takes, any transfer of segregated
525 fee money from one account to another, any allocation of segregated fee money, any
526 resolution that the Student Government would like to take and any allocation of Student
527 Government account money.

528

2. Any bills that involve money or club recognition must begin in SUFAC.

529

3. All budget allocations and reserve fund allocations and money bills must itemize the purpose
530 of the money, the source of the money and the destination of the money.

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4. When the Senate debates and votes on money bills they must adhere to the same guidelines
532 that are found in the SUFAC Bylaws regarding what money can and cannot be allocated for
533 and the allowable reasons for making or not making an allocation.

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5. Any bills that are to be presented to Senate must first be presented electronically 4 (four)
535 working days in advance to the Communications Director. The Communications Director
536 will present all bills to the Senate 2 (two) working days before the Senate meeting.
537 Presentation to the Senate may be made electronically on the Foxsa list serve.

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6. Bills must be presented in the proper format on letter head, with the Senate bill number, title
539 of the bill, sponsor(s), date of the first reading, if needed the date of the second reading, a line
540 for the vote count, the line for the SA President’s signature, and the text of the bill.

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a. The text of the bill will follow this format: one or more “whereas” clauses which will
542 explain the basis for the bill followed by one or more “enacted” clauses which will state
543 the Student Government action(s).

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b. Proper grammar and punctuation must be used in all bills.

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c. The bill must be in Microsoft Word and attachments may use other programs if they
545 will add clarity and/or necessary detail to the bill.

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7. The annual segregated fee budget bill must be read in two consecutive regularly scheduled
548 Senate meetings. The bill will be voted on as a whole at the second reading.

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D. Student Organization Recognition

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1. Reasons to become recognized

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a. Becoming a recognized student organization allows you to use and apply for resources
553 on campus that non-recognized groups do not have access to.

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i. Reserving rooms and campus facilities.

554

ii. Apply for segregated fees.

555

iii. Use campus equipment.

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557

2. Becoming Recognized

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a. To become recognized, you must find 3 (three) students that want to be in your
559 organization and a faculty or staff member to serve as advisor to your organization.

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b. Completed copies of a “Request for Recognition Form” and an “Advisor Consent
560 Form” must be turned into the Student Government Treasurer and the Student
561 Activities Director (Extra copies of these forms are available from the Student
562 Activities Director).

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c. Once you have an advisor and 3 (three) interested students, a constitution must be
564 written. A volunteer from the Student Government can assist in writing the
565 constitution. This constitution must be turned into the Student Government Treasurer

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567 for approval by SUFAC and the Senate, and a copy given to the Student Activities
568 Director. Once your organization is approved by the Student Government Senate, you
569 are a recognized student organization.
570

571 E. Student Organization Constitution Requirements

- 572 1. All recognized clubs must have a constitution on file in the SA office.
573 2. If any changes are made to the club constitution, they have to be approved by SA.
574 3. All club constitutions must consist of the following articles:
575 a. Name
576 b. Purpose and Function
577 c. Structure
578 i. Any procedures not addressed in this constitution will follow Robert's Rules of
579 Order, Newly Revised.
580 d. Membership
581 i. Non-discrimination clause
582 (1) This organization is open to any student without regard to age, race, creed
583 or religion, color, handicap, sex, gender identity or expression, national
584 origin, ancestry, sexual orientation or political affiliation.
585 ii. No more than 10% of the members can be non UW Fox students.
586 e. Officers
587 i. No non UW-Fox students can be officers.
588 ii. There shall be a minimum of 3 (three) officers.
589 f. Officer Duties
590 g. Elections
591 i. Student Government encourages spring elections.
592 h. Impeachment
593 i. Finances
594 i. If this organization dissolves, any unspent segregated fee funds received from the
595 Student Government shall be returned to the Student Government.
596 j. Meeting Guidelines and Quorum Requirements
597 k. Amendments
598 l. Date of Constitution
599

600 F. Club Registration

- 601 1. Organizations will register their officers with the Student Government Communications
602 Director whenever there is a change.
603 a. Name
604 b. Campus Email
605 c. Phone Number
606 d. Length of term of office
607 2. The organization's officers will meet with the SA Executive Board or other designated
608 representative(s) of the SA at the beginning of the fall semester to be briefed on policies and
609 procedures for getting things done on campus and on their budget. The organization will not
610 be eligible to spend their segregated fees until this happens.
611 3. Any organization officers who are elected after the meeting above is held will have to meet
612 with the SA Executive Board or other designated representative(s) of the SA to be briefed. If
613 at any point in the year none of the officers for an organization have received the briefing
614 their ability to spend their seg fees can be suspended by the SA Senate.
615 4. The SA Treasurer is responsible for keeping the campus Business Office informed of who
616 can submit paperwork for segregated fees.
617 5. No organization will be sanctioned under this section if an officer from the organization
618 supplies the SA Executive Board with 5 (five) hours of availability per week between 8am and

619 6pm Monday thru Friday with at least 2 (two) working days notice and no representative
620 from the SA can meet with the officer.
621

622 G. Reserve Funds

- 623 1. The SA will consolidate these unspent segregated fees, which have not been committed by a
624 past Senate bill into the Student Government Reserve Fund at the end of each fiscal year, and
625 the beginning of year balance is subtracted from the end of year balance and the
626 consolidations will take the same percentage of the remaining end of year balance that
627 segregated fees made up of the total revenue minus funds committed by a passed Senate bill.
628 If segregated fee funds from an account are spent without the permission of the SA the
629 spending organization and authorizing individual(s) are responsible to replenish the funds.
630

631 H. WISDM Codes

- 632 1. The following prefixes are required to be used for description entries in WISDM for all line
633 items possible.
- 634 a. AMI Amnesty International
 - 635 b. ANT Association of Non-Traditional Students
 - 636 c. ART Aaron Bohrod Art Gallery
 - 637 d. ATH Athletics
 - 638 e. ASC Astronomy Club
 - 639 f. BDC Ballroom Dance Club
 - 640 g. CAB Campus Activities Board
 - 641 h. CAN CANVAS
 - 642 i. CCC Campus Crusade for Christ
 - 643 j. CHE Chemistry Club
 - 644 k. CKC Circle K
 - 645 l. DAT Dance Team
 - 646 m. DRC Drama Club
 - 647 n. ESC Earth Science Club
 - 648 o. EDC Education Club
 - 649 p. FBT Foxbytes
 - 650 q. FCR Fox Cry Review
 - 651 r. FJL Fox Journal
 - 652 s. GSA Gay-Straight Alliance
 - 653 t. HSC Human Services Club
 - 654 u. LIT Literature Club
 - 655 v. LCR Learning Center
 - 656 w. NML NORML
 - 657 x. PHC Photography Club
 - 658 y. PHI Philosophy Club
 - 659 z. PHY Physics Club
 - 660 aa. PTK Phi Theta Kappa
 - 661 bb. PSC Political Science Club
 - 662 cc. RMA Renaissance, Middle Ages Club
 - 663 dd. RUN Running Club
 - 664 ee. STA Student Government
 - 665 ff. SAS Student Activities Support
 - 666 gg. SWC Sociology & Social Work Club
 - 667 hh. THR Theatre (Drama Productions)
 - 668 ii. UCC University Children's Center
 - 669 jj. UMA Universal Multicultural Association
 - 670 kk. UST University Studios

- 671 ll. WNA Wellness Alliance
- 672 mm. WRC Writer's Club
- 673 nn. RSV Reserve Fund
- 674 oo. C/B Chargeback
- 675 pp. TRF Transfer
- 676 qq. XXX:YYY XXX is the sending account and YYY is the receiving account for
- 677 chargebacks and transfers
- 678 2. When the Student Activities Coordinator uses a state credit card for any of these groups
- 679 other than Student Activities Support the SA Treasurer needs to be notified of the line item
- 680 in order to properly assign the charge.