

THE CONSTITUTION AND BYLAWS OF THE
STUDENT GOVERNMENT
OF WESTERN TECHNICAL COLLEGE

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THE CONSTITUTION OF THE STUDENT GOVERNMENT OF WESTERN TECHNICAL COLLEGE

WE, THE STUDENTS of Western Technical College of La Crosse, Wisconsin, in order to promote democratic practices and involve students in decision-making processes of the college; to provide an officially recognized student organization to identify and represent student interests; to enhance the quality and scope of education at the college; to foster a positive and inclusive campus culture; to uphold the highest level of academic integrity; and to promote the general welfare of the Student Body, do hereby adopt and establish this constitution of the Student Government of Western Technical College.

ARTICLE I: Student Government

§1. Name

Section 1. The name of this organization shall be the Student Government of Western Technical College, hereby referred to as Western Student Government.

§2. Student Representation

Section 2. Any and all students enrolled at Western Technical college shall be defined as members of the Student Body. These students are entitled to representation through this Student Government.

§3. Equal opportunity Clause.

Section 3. The all members, representatives, and officers of the Student Government of Western Technical College (Western) shall serve all Western students equally regardless of race, age, socioeconomic status, gender, gender identity, gender expression, color, creed, religion, national origin, sexual orientation, marital status, disability, or affiliation.

§4. Purpose

Section 4. The purpose of Western Student Government shall be:

- a) 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.
- b) To provide a channel for communications between the student body, administration, and staff.
- c) To coordinate and harmonize student, administration, staff and faculty needs and interests.

- d) To promote interest and involvement in academic and nonacademic activities throughout the student body.
- e) To promote and encourage an atmosphere conducive to the ongoing improvement of student, campus, and college life.

§5. Legal Authority

Section 5. Western Student Government shall be the official duly-elected student organization charged with the representation of the students enrolled at Western Technical College, and as such origination, shall have the responsibility and power to formulate and review of all policies concerning student life and services, speak on behalf of students for all issues related to students, and oversee the dispersal of student activity and incidental fees all under the authority granted by Wisconsin State Statute 38.145.

ARTICLE II: General Assembly

§ 1. Legislative Sessions

- (a) *Section 1.a* The General Assembly shall be in legislative Session during the Fall and Spring academic terms, and the General Assembly shall recess during the Summer term and during interim periods.
- (b) *Section 1.b* While in session, the General Assembly shall hold regular meetings on the first and third Mondays of the month.
- (c) *Section 1.c* All meetings, sessions, and gatherings of the General Assembly shall conduct business according to the latest edition of Robert's Rules of Order.
- (d) *Section 1.d* Voting rights for representatives shall be given in accordance to Section 3.

§2. Powers

- (a) *Section 2.a* The General Assembly shall have the sole legislative power within Student Government. In accordance to this power, all changes in policy, Bylaws, and the Student Government of Western Technical College Constitution shall be approved by The General Assembly in accordance to the previsions in Article IV.
- (b) *Section 2.b* The General Assembly shall also have the sole judicial power within Student Government. All judicial proceedings brought forth by Administration or Student Government Executives shall be conducted at a Special Session of the General Assembly, in accordance to Section 5 and be conducted according to Robert's Rules of Order.
- (c) *Section 2.c* The General Assembly shall have the sole power to approve or deny the Student Government Budget brought forth by the Student Treasurer and Appropriations Committee.

§3. Voting Rights

- (a) *Section 3.a* 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.
- (b) *Section 3.b* Sanctioned Clubs and Student Organizations may send more than one representative, but only one vote per club and organization is allowed 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.
- (c) *Section 3.c* 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 de-sanctioning/probationary guidelines.

§4. Representatives

- (a) *Section 4.a* Sanctioned Clubs and Student Organization are required to send a minimum of one representative to all General Assembly meetings. Voting rights for representatives will be allocated as prescribed in Section 3.
- (b) *Section 4.b* Failure of a club or organization to provide a representative for two consecutive meetings, as determined by the quorum check by the Student Government Secretary, will result in a loss of the clubs sanctioning. It is the responsibility of these representatives to ensure that they are heard during quorum check and that they also sign in at the door.
- (c) *Section 4.c* Only pre-authorized students, due to unforeseen or extenuating circumstances, may be permitted to represent a club remotely, via teleconference or videoconference, and be counted towards official attendance by the Student Government Secretary.
 - a) *Section 4.c (a)* All request to attend a General Assembly meeting remotely must be submitted and approved by the Student Government President prior to the Friday preceding to the meeting.
- (d) *Section 4.d* Clubs and Student Organizations are required to send a minimum of two representatives to Leadership Night held during the Fall term.
- (e) *Section 4.e* 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.
- (f) *Section 4.f* Students cannot act as dual representation for multiple Clubs or Student Organizations at the same time for any General Assembly Session or Committee meeting.

- a) *Section 4.f (a)* 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 meeting.
- b) *Section 4.f (b)* 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.

§5. Special Sessions of General Assembly

- (a) *Section 5.a* The President of student government or the student government adviser shall be able to call a special session of student government if the appropriate criteria are met.
- (b) *Section 5.b* Special Sessions of General Assembly may be convened when immediate action is required by the General Assembly or to conduct business outside the scope of a legislative session of General Assembly Meeting (ex. impeachment hearings and judicial proceedings).
- (c) *Section 5.c* Public notice must be given of the meeting forty-eight (48) hours prior to time of the meeting in order to be able to conduct business. All sanctioned clubs must be included in this notification.
- (d) *Section 5.d* Judicial and Impeachment proceedings must be conducted in accordance to Roberts Rules of Order.
- (e) *Section 5.e* Special voting rights may be established for the duration of the Special Session in accordance to Student Government Bylaws

ARTICLE III: Executive Officers

§ 1. Officers

- (a) *Section 2.a* The officer positions for Student Government are as follows:
 - a) President
 - b) Vice-President
 - c) Treasurer
 - d) Parliamentarian
 - e) Secretary
 - f) Campus Events Coordinator

- (b) *Section 2.b* The order for succession of office for vacancies shall be in the order listed in Section 2.a and in accordance to the guidelines outlined in Section 5.
- (c) *Section 2.c* Students must meet the eligibility requirements outlined in Section 2 in order to run or seek appointment to an officer position and maintain foresaid eligibility through the duration of the term as officer.
- (d) *Section 2.d* Executive Officer positions shall be filled in accordance to the election and appointment guidelines outlined in Section 4.

§ 2. Eligibility

- (a) *Section 1.a* Western Student Government Officers shall be made up of elected or appointed Western Technical College students serve on the Executive Committee.
- (b) *Section 1.b* For students to be eligible for a Western Student Government Officer position, students must:
 - a) *Section 4.b (a)* Be students in good academic standing per the Western academic guidelines and the student code of conduct.
 - b) *Section 4.b (b)* Maintain a minimum course load of six credit hours per semester.
 - c) *Section 4.b (c)* Not have exceeded the term limits for Executive Officer for the Western Technical College Student Government as defined as serving for a period of three (3) terms, or nine (9) semesters, whichever is greater. The following guidelines will be followed when determining terms and eligibility:
 - i. *Section 4.b (c)(i)* Starting a semester as an Executive Officer constitutes a semester served, whether or not the student retains the office.
 - ii. *Section 4.b (c)(ii)* Students may not start serving a term of office if he/ she is unable to serve to the completion of the term.
- (c) *Section 1.c* Student Executives are required to follow Student Government Executive account guidelines according to Article VI.

§3. Duties and Responsibilities

- (a) *Section 3.a* the duties of the Student Government President shall be to:
 - a) Preside over all General Assembly Sessions, Executive Committee meetings, and Senior Leadership-Student Government Team meetings.
 - b) Call special meetings whenever necessary.
 - c) Attend Western Alumni/ Foundation meetings or designate a proxy.
 - d) Assist the oncoming President by providing orientation and guidance as

requested.

- e) Sit as vice-chair on the Appropriations Subcommittee.
- f) Sit as a member of the Campus Events Committee.
- g) 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.
- h) Notify Clubs and Student Organizations of General Assembly Meeting cancelations, as well as notify the meeting facility of the same.

(b) *Section 3.b* the duties of the Student Government Vice-President shall be to:

- a) Assume the office of Presidency in the absence of the President.
- b) Make sure that the General Assembly meeting area is set up.
- c) Be responsible for making sure the Executive Committee follows the Executive Account guidelines.
- d) 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.
- e) Sit as vice-chair the Campus Events Subcommittee.
- f) Sit as a member of the Student Legislative Affairs Committee.

(c) *Section 3.c* the duties of the Student Government Treasurer shall be to:

- a) Maintain all financial records for Western Student Government, including a monthly audit of all Student Government accounts (711-Student Government fund accounts).
- b) Draft all necessary purchase requisitions and present them to the Western Student Government Financial Advisor and/or Student Development Advisor for their signature.
- c) Work with the Western Student Government Advisor to maintain complete financial records, including a ledger and a balance sheet.
- d) Shall prepare and promote the paid committee slot availability to Clubs and Student organizations at the beginning of each semester.
- e) Organize the paid attendance for student involvement and submit final attendance records to the Student Government Advisor at the end of each semester.

- f) Advise the Western Student Government on financial matters.
- g) Sit as chair the Appropriations Subcommittee.
- h) Shall sit as a member of the Student Legislative Affairs Committee.

(d) *Section 3.d* the duties of the Student Government Parliamentarian shall be to:

- a) Develop a working knowledge of parliamentary procedure and advise the members of the Western Student Government of the same as needed.
- b) Advise presiding officers on points of parliamentary law and see that they are enforced.
- c) Provide a workshop, along with the advisor(s), teaching parliamentary procedure during a Student Government General Assembly Session as needed.
- d) Attend all Wisconsin Student Government (WSG) meetings as the WSG Lt. Governor for the Western District.
- e) Assume the duties of the WSG Governor in the absence of the Vice President.
- f) Chair the Student and Legislative Affairs Subcommittee.
- g) Sit as a member of the Campus Events Committee.

(e) *Section 3.e* the duties of the Student Government Secretary shall be to:

- a) Call for a quorum check and record attendance at all General Assembly Sessions and maintain a current membership roster.
- b) Record, post, and submit for acceptance the meeting minutes for all Western Student Government General Assembly Sessions, and Executive Committee meetings.
- c) Sit as vice-chair the SLA Subcommittee.
- d) Sit as a member of the Appropriations Committee.
- e) Serve as an RLC liaison.

(f) *Section 3.f* the duties of the Campus Events Coordinator shall be to:

- a) Coordinate, promote, and oversee all campus events and activities throughout the school year.
- b) Coordinate the documentation and capturing (via photo or video) of all campus events and activities throughout the school year.

- c) Make a slide show from pictures for Leadership Banquet.
 - d) Assist with the student delegation traveling to National Association for Campus Activities (NACA) events.
 - e) Chair the Campus Events Committee.
 - f) Sit as a member of the Appropriations Committee.
- (g) *Section 3.g* An officer shall be selected to participate in Administrative Committees in which student representation is required in accordance with Wisconsin State Statute 38.145.
- (h) *Section 3.h* All officers 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.
- (i) *Section 3.i* All officers shall be required to set and abide by regular office hours.

§4. Elections and Appointments

- (a) *Section 4.a* The election for the Executive Officer positions, with the exception of the Secretary 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.
- (b) *Section 4.b* The position of Secretary shall be filled through a special election of the General Assembly at the second General Assembly Meeting.
- (c) *Section 4.c* It is the responsibility of the Executive Officers to conduct the elections under the supervision of the advisor(s) or their designee.
- (d) *Section 4.d* 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.
- (e) *Section 4.e* It shall be the duty of the Election Committee to ensure compliance of all elections to the guidelines outline herein.
- (f) General Elections of Student Government shall be:
- a) Elections shall be open to all students
 - b) All students shall have equal access to participate in the election.
 - c) All students shall have equal voice in elections.
 - d) Elections shall be free from tampering.

§5. Filling of Vacancies

- (a) *Section 5.a* If vacancies arise in between voting cycles, before the position is filled by appointment, the position shall be offered to the next officer in the line of succession. This officer shall have the option to assume the vacant position.
- (b) *Section 5.b* If the next officer in the line of succession accepts the vacant position, they shall immediately serve in their new role.
- (c) *Section 5.c* If the next officer in the line of succession declines to assume the vacant position, the position would continue to be offered to officers down the line of succession.
- (d) *Section 5.d* If vacancies occur because of officers assuming different positions, the same process shall be used until all officers are satisfied with their current position. Then, appointments may be used to fill any remaining vacancies.

ARTICLE IV: Committees and Subcommittees

§ 1. Standing Committees

- (a) *Section 1.a* The standing committees of Student Government shall be:
 - a) Executive Committee
 - b) Election Committee

§ 2. Standing Committee Duties

- (a) *Section 2.a* Standing committees shall be required to meet at a minimum of once per month with the exception of the Election Committee who shall only meet as needed.
- (b) *Section 2.b* To present a report at each Western Student Government General Assembly and SG Executives/SLT meetings while in session.
- (c) *Section 2.c* Executive members are required to have Committee meeting minutes submitted to the Student Government website within 72 hours of approval.
- (d) *Section 2.d* Standing committees shall conduct all meetings in compliance with the open meeting regulations outlined in Western Student Government Bylaws

§ 3. Executive Committee

- (a) *Section 3.a* The Executive Committee shall set the agenda for the General Assembly Sessions.
- (b) *Section 3.b* The Executive Committee shall attend all SG/SLT meetings as scheduled.

- (c) *Section 3.c* The Executive Committee shall have committee voting rights for the Staff Recognition Award.
- (d) *Section 3.d* The Executive Committee shall resolve any emergency situations that occur between Student Government General Assembly Sessions.
- (e) *Section 3.e* The Executive Committee shall present a report at each Western Student Government General Assembly and SG Executives/SLT meetings.

§ 4. Election Committee

- (a) *Section 4.a* The purpose of the Election committee shall be to:
 - a) Operate elections in compliance to Student Government regulations.
 - b) Ensure that elections are fair and open to all students.
 - c) Ensure that elections are secure and accurately represent the wishes of the students.
 - d) Certify the election results.
- (b) *Section 4.b* The Election Committee shall establish and enforce election policies and guidelines.
- (c) *Section 4.c* Shall be comprised of any voluntary General Assembly representatives, non-returning executives, any interested students from the student body at-large, and the student government advisor.

§ 5. Subcommittees

- (a) *Section 5.a* The standing subcommittees of Student Government shall be:
 - a) Appropriations Committee
 - b) Student Legislative Affairs Committee
 - c) Campus Events Committee
- (b) *Section 5.b* Subcommittees committees shall conduct all meetings in compliance with the open meeting regulations outlined in Western Student Government Bylaws.
- (b) *Section 5.c* Subcommittees shall report to their designated standing parent committee.
- (c) *Section 5.d* Additional standing subcommittees may be formed at the discretion of a standing committee.
- (d) *Section 5.e* Standing subcommittees may create additional subcommittees as needed to accomplish their goals.

- (e) *Section 5.f* Only members, or approved delegates should speak for Western Student Government concerning legislative matters

§ 6. Subcommittee Duties

- (a) *Section 6.a* The duties subcommittee shall be to:
- a) To meet at a minimum of once per month.
 - b) To present a report to the Western Student Government Executive Committee at each meeting.
 - c) Subcommittee reports shall be read during General Assembly sessions.
 - d) 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 at-large.
 - e) 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.

§ 7. Appropriations

- (a) *Section 7.a* Shall submit an annual budget recommendation for review and approval by Western Student Government, by March, for the following school year.
- (b) *Section 7.b* Shall review for approval and make recommendations regarding Reserve Fund Requests, by March.
- (c) *Section 7.c* Shall recommend disbursement of Western Student Government funds.
- (d) *Section 7.d* Shall report to the Executive Committee.

§ 8. Student Legislative Affairs

- (a) Shall work with students and staff at the college to achieve a common goal that will benefit the student body as a whole.
- (b) Shall work with all legislative matters including revisions to the Constitution, new amendments and changes in the by-laws as necessary.
- (c) Shall promote the services of the Student Health Center.
- (d) Shall be the official voice of students between General Assembly Sessions regarding legislative matters, following approved protocols.
- (e) Shall 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.

§ 9. Campus Events

- (a) *Section 9.a* Shall coordinate the entertainment for Western Student Government and other such activities for the campus.
- (b) *Section 9.b* Shall promote coordination between Western Student Government, Clubs and Student Organizations, and Western Technical College Marketing Department with potential networking in regard to entertainment, activities and athletics.
- (c) *Section 9.c* Shall report to the Executive Committee

ARTICLE V: Amendments to The Constitution and Bylaws

§ 1. Procedure

- (a) *Section 1.a* Amending or revising the Constitution and/ or By-Laws shall be a three-meeting process.
 - **The first** General Assembly Session, the amendment or revision shall be brought before the assembly in writing.
 - **The second** Session, the proposed amendment or revision shall be discussed.
 - **The third** Session, the amendments/revisions shall be voted upon.
- (b) *Section 1.b* Amendments to and revisions of the constitution shall require a 3/4ths majority to pass.
- (c) *Section 1.c* Changes to the By-Laws shall require a 2/3rds majority to pass.

THE BYLAWS OF THE STUDENT GOVERNMENT OF WESTERN TECHNICAL COLLEGE

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

ARTICLE I: Mission Statement

It shall be the mission of the Western Student Government to be dedicated to the continuous improvement of the lives of students, the representation of students and their voice, to fostering the engagement and enrichment of the student body, to upholding the highest level of academic integrity, to foster academic and professional excellence, and to promoting respect for all.

ARTICLE II: Equal Opportunity Statement

The all members, representatives, and officers of the Student Government of Western Technical College (Western) shall serve all Western students without regards towards race, age, gender, color, creed, religion, national origin, sexual orientation, gender identity, gender expression, marital status, disability, or affiliation.

ARTICLE III: General Assembly

§1. Quorum

- (a) In order to conduct business, there must be a quorum present.
- (b) The actual number of sanctioned clubs will be used to determine quorum.
- (c) 50% of the sanctioned clubs and at least two members of the Executive Committee must be present in order to have quorum in General Assembly.

§2. Agenda

- (a) The agenda format for the General Assembly Session shall be:
 - (i) Call to Order
 - (ii) Quorum Check
 - (iii) Minutes Approval
 - (iv) Committee and Subcommittee Reports
 - (v) WSG Governor's Report

- (vi) Club Reports
- (vii) Unfinished Business (as needed)
- (viii) New Business
- (ix) Announcements
- (x) Adjournment

§3. Meetings

- (a) Meetings shall 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.
- (b) Regular Meetings shall be held on the first and third Mondays of the month while general assembly is in session (fall and spring term).
- (c) Unless determined otherwise by the General Assembly, there shall be no formal meetings conducted during the Summer Term.

§4. Special Sessions

- (a) In accordance to the Student Government Constitution, General Assembly shall be able to hold Special Sessions of General Assembly to conduct business that requires immediate action or is outside of the scope of a legislative session of General Assembly Meeting (ex. Impeachment hearings and judicial proceedings).
- (b) When calling a Special Session of General Assembly, adequate public notice shall be given in accordance to Section 5.
- (c) Special voting rights may be established by a majority vote of the general assembly representatives present. As such, voting rights may be expanded to all students present.

§5. Open Meeting Regulations

- (a) To better allow students to attend meetings and to be a transparent legislative body, all General Assembly sessions and committee meetings shall be open to all students, held in a location with adequate room, and announced at least fourth-eight hours before the meeting.
- (b) For meetings held at regular times, posting the time and location of the meeting in a public place (i.e. the student government office) shall satisfy the open meeting regulations.
- (c) Canceling of a meeting should be done at least 24 hours prior to the start time of the meeting unless of emergency weather, school cancelation, or other unforeseen events.

§ 6. Training Procedures

- (a) The Western Student Government Executive Committee will host a training workshop (Leadership Night) each fall semester by the end of October. Clubs and Student Organizations are required to

send a minimum of one member of their Executive teams. Failure to do so constitutes one unexcused absence which is applicable to loss of sanctioning.

ARTICLE IV: Officers

§1. Meetings Requirements

- (a) 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.
- (b) 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.
- (c) Officers obtaining two or more unexcused absences shall be asked to resign or be faced with impeachment.
- (d) 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.

§2. Office Hours

- (a) 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.
- (b) Any Executive officer unable to attend their 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.

§3. Executive Meetings

- (a) 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.
- (b) This meeting will be at the discretion of the Executive Committee.

§4. Impeachment

- (a) The requirement to begin the removal of an elected Officer from office includes one or more of the following actions:
 - (i) There must be a petition signed by 1/3 of the active voting membership requesting an impeachment; OR
 - (ii) A ballot vote must be passed by the Executive Committee requesting the Impeachment process; OR
 - (iii) General Assembly passes a motion to begin impeachment proceedings.

- (b) If impeachment proceedings are triggered through the outlined means, a hearing date will be either set for the following General Assembly meeting or a Special Session of General Assembly may be called by the Student Government Advisor or the Student President. Until a verdict is reached at said hearing, the Officer shall be suspended until a decision is reached during the General Assembly Session.

§5. Removal of Appointed Officer

- (a) To remove an appointed Officer from office, a ballot vote will be taken of the Executive Committee to determine whether to remove the appointed Officer.
- (b) If the ballot vote passes through a majority vote, the Officer will be removed from office.

§6. Officer Resignation

- (a) Resignation procedure:
 - (i) 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).
 - (ii) Upon delivery of the letter of resignation, resigning Officer is self-removed from office.

§7. Succession of Office

- (a) 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).
- (b) If Officer accepts the position, process shall continue with the newly vacated position.
- (c) If Officer rejects the position, vacancy will be offered to remaining members of the Executive Committee, prior to being offered to students at large.
- (d) 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.

§8. Ethics and Conduct

- (a) Students in Officer positions will be held to the highest professional standards, both in regard 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).

§9. Conflict of Interest Resolution

- (a) 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.
- (b) Executive Officers of Student Government can serve in other club leadership roles, on the requirement that they abstain from any votes regarding their club/organization.

- (c) Officers on the Western Student Government Executive Committee cannot represent Clubs or Student Organizations in committee meetings if they are required to sit on that committee.

ARTICLE V: Committees and Subcommittees

§1. Standing committees

- (a) Will report to Western Student Government at each General Assembly Session.
- (b) All standing committees have jurisdiction over subcommittees.
 - (i) All subcommittees will keep standing committees informed of their progress.
 - (ii) 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 VI: Clubs and Student Organizations

§1. Clubs and Student Organizations Defined

- (a) All sanctioned Clubs and Student Organizations must include the following elements:
 - (i) Name of Club or Student Organization.
 - (ii) Officers elected from its student membership.
 - (iii) Listing of student membership.
 - (iv) A Western staff advisor.
 - (v) Club/ Student Organization must meet a minimum of once a month.
 - (vi) Electronic Copy of Constitution and By-Laws.

(vii) Must have a representative be present at the meeting of their club sanctioning.

§2. Club and Student Organization Sanctioning

- (a) 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.
- (b) 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.
- (c) Clubs and Student Organizations must be sanctioned in order to host events.
- (d) 4. Probationary Measures:
 - (i) Clubs and Student Organizations will be put on probationary status after missing one General Assembly Session/ Leadership night.
 - (ii) Reminders will be sent to the Club or Student Organization President and Advisor that missing one further meeting will be cause for de-sanctioning.
 - (iii) Clubs and Student Organizations will be removed from probationary status after two consecutive General Assembly Sessions have been attended.
 - (iv) Clubs and Student Organizations will be automatically de-sanctioned if a fourth instance calls for probationary status in one academic year.
- (e) Desanctioning Process:
 - (i) 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 de-sanctioned.
- (f) Resanctioning Prerequisites:
 - (i) 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 de-sanctioned and what corrective actions they are taking to address this.
 - (ii) If the Club or Student Organization is re-sanctioned, 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 desanctioning.

- (g) 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 re-sanctioning allowed.
- (h) 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.
- (i) 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.
- (j) 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.

§3. Club and Student Organization Funding

- (a) Clubs and Student Organizations will be funded by a budgeted amount set by the Western Student Government Appropriations Subcommittee and approved by General Assembly.
- (b) Clubs and Student Organizations must meet deadlines and follow guidelines to receive funding.
- (c) All Student Activity Fee Funds must be used in accordance with Wisconsin State Statute 38.145.
- (d) Club or organization minutes must accompany any student activity fund related request before approval.
- (e) 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 VII: 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.
 - (i) Must then be reviewed and approved by Campus Relations.
 - (ii) 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.

ARTICLE VIII: – Budget and Reserve Fund Request Approval Procedures

§ 1. Process

- (a) *Section 1.a* The process for approving the proposed budget, and/ or Reserve Fund requests shall follow the same three meeting process as defined in Article V and must maintain a 2/3 majority vote to pass.
- (b) *Section 1.b* 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

§ 1. Guidelines for Use

- (a) *Section 1.a* The purpose of this account is to provide the Student Government Executive Committee access to a source of funds to be used for general student purposes.
 - a) All Western Technical College financial guidelines and policies governing Student Clubs and Organizations will apply to this account.
 - b) 30% of every dollar raised shall be designated only for emergency purposes (defined as an unforeseen combination of circumstances or the resulting state that calls for immediate action). With the remainder amount being available for general use by Executive Committee.
 - c) Members of the Executive committee shall be required to complete a minimum of one (1) fundraising event per each term (Fall & Spring).
 - d) Requests shall be presented to the executive committee for consideration, with a majority vote being required for its successful passage.