

# BY-LAWS OF THE UW-L STUDENT ASSOCIATION LEGISLATIVE AFFAIRS COMMITTEE

## ARTICLE I: NAME

**Section I:** **Name-** The name of this committee shall be the Legislative Affairs Committee, a standing committee of the Student Senate (UW-L Student Association).

## ARTICLE II: PURPOSE

**Section I:** **Purpose-** The purpose of the Legislative Affairs Committee is to advise the Student Association on issues regarding its governing documents.

## ARTICLE III: MEMBERSHIP

### Section I: **Voting Members**

- a) **Student Representatives-** The student membership shall consist of seven (7) students, at least four (4) being senators, at least one (1) being a student chosen at-large.
- b) **Faculty-** The faculty membership shall consist of four (4) faculty appointed by the Faculty Senate.
  - i) One (1) faculty appointee shall be from the Political Science Department.
- c) **Academic Staff-** The academic staff membership shall consist of the Dean of Students or a designee.

### Section II: **Non-Voting Members**

- a) **Student Representatives-** The non-voting student membership shall consist of the Student Association Parliamentarian.

### Section III: **Elections**

- a) **Officers-** The committee shall elect a chairperson, a vice-chairperson, and a secretary from its membership. This will be done by the end of the first meeting of the year by a majority cast for each office.
- b) **Terms-** The officers shall serve for one (1) academic year and their term shall begin immediately after election.
- c) **Vacancy-** If a vacancy of the chairperson occurs; the vice-chair person shall assume the office of chairperson. If the office of the vice-chairperson is vacated, a new vice-chairperson shall be elected by the same election process.
- d) **Eligibility-** All officers shall be students.

## ARTICLE IV: RESPONSIBILITIES

**Section I:** The committee will maintain the constitution of the Student Association and the by-laws of the Student Senate and its committees.

**Section II:** The committee will submit an annual written summary and review of the committee's activities to the Student Association.

**Section III:** The committee will investigate impeachment charges brought forth against members of the Student Association and present their findings to the Student Senate.

## **ARTICLE V: DUTIES OF OFFICERS**

### **Section I: Chairperson**

- a) Call meetings of the committee.
- b) Preside at meetings of the committee.
- c) Prepare and establish an agenda for the committee.
- d) Act as an official representative of the committee.
- e) Serve as an ex-officio member of all sub-committees of the committee.
- f) Make reports to the Student Senate regarding committee actions.
- g) Excuse or not excuse all absences of the committee members.

### **Section II: Vice-Chairperson**

- a) Preside at meetings of the committee in the absence of the chairperson.
- b) Assume the position of the chairperson if the chairperson becomes unable to perform the duties of office.
- c) Excuse the chairperson from meetings of the committee.
- d) Carry out any reasonable instructions of the chairperson.

### **Section III: Secretary**

- a) Record the minutes of all meetings of the committee.
- b) Distribute all minutes to the committee and shall provide a copy of the minutes to the Student Association office.
- c) Maintain a file of committee minutes from the beginning of the year.
- d) Take attendance at all committee meetings.

## **ARTICLE VI: COMPENSATION**

**Section I: Compensation of Committee Members-** The committee chair will be compensated for his or her work on the committee based on the discretion of the UWLSA President.

## **ARTICLE VII: VOTING**

**Section I: Quorum-** A quorum will consist of a simple majority (half of the members plus one) of the voting members.

**Section II: Motions-** Action of the committee shall be by a majority vote.

## **ARTICLE VIII: MEETINGS**

**Section I: Convening the First Meeting-** It shall be the Vice-President of Student Association's duty to appoint a student member of the committee to convene the committee of each academic year within the first three (3) weeks.

**Section II: Meetings-** Meetings shall be held as needed at the discretion of the chairperson during the academic year.

### **Section III: Special Meetings**

- a) Special meetings may be called by the chairperson by providing written notice to all committee members within twenty-four (24) hours.
- b) The Legislative Affairs Committee may create subcommittees to as deemed necessary. Each subcommittee shall have a list of policies and procedures with the Legislative Affairs Committee, and all policies and procedures must be approved by the Legislative Affairs Committee.

**Section IV: Open Meetings-** All meetings will be held in compliance with the Wisconsin Open Meeting Law.

**Section V: Parliamentary Procedure-** Robert's Revised Rules of Order shall be used as the parliamentary authority.

**Section VI: Business Conduct**

- a) The committee will conduct its business in accordance with the rules of the University of Wisconsin-La Crosse.
- b) The committee will conduct its business in accordance with the rules of the University of Wisconsin-System.
- c) The committee will conduct its business in accordance with the rules of the state of Wisconsin.

## **ARTICLE IX: ATTENDANCE**

**Section I: Absences-** Members shall be allowed two unexcused absences. Unexcused absences shall be determined by the chairperson.

## **ARTICLE X: IMPEACHMENT PROCEEDINGS**

**Section I: Investigation-**

- a) An investigation for impeachment of a member of the UWLSA will be conducted if the qualifications for such are met as stated in the UWLSA by-laws.
- b) Prior to the following Wednesday after the impeachment investigation resolution passes the Student Senate, the Legislative Affairs Committee will convene to hear testimony from the accused and the accuser.
  - 1. The investigation will be conducted in closed session.
  - 2. The session will be recorded.
  - 3. The Student Association Advisor will be present.
  - 4. Each party will be given 5 minutes to make an opening statement and will then have up to 30 minutes to answer questions; the accuser will go first.

**Section II: Findings-**

- a) The Legislative Affairs Committee will consider all evidence provided for and against the accused party and will meet to deliberate to determine whether or not impeachment is warranted or if a different form of reprimand would be more appropriate.
- b) The committee will then present their findings in the form of a binding resolution to the Student Senate.
- c) If the committee chooses to impeach the individual or impose a different form of reprimand, the Student Senate must approve the decision by a two-thirds (2/3) vote. If the committee chooses not to impeach, the Student Senate may choose to reopen the investigation with a majority vote.

## **ARTICLE XI: AMENDMENTS**

**Section I: Amendments-** Amendments to the Legislative Affairs Committee by-laws shall require a two-thirds (2/3) vote of the committee and approval of the Student Senate.

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