

# ACADEMIC INITIATIVES OVERSIGHT COMMITTEE (AIOC) BYLAWS OF THE UW-L STUDENT ASSOCIATION

## ARTICLE I: NAME

**Section I:** **Name-** The name of this committee shall be the University of Wisconsin-La Crosse Academic Initiatives Oversight Committee, a standing committee of the Student Senate (UW-La Crosse Student Association).

## ARTICLE II: PURPOSE

**Section I:** **Purpose-** The Academic Initiative Oversight Committee is responsible for recommending budget allocations for programs funded through Academic Initiative differential tuition. Categories eligible to receive funding through the Academic Initiative differential tuition programs include: advising, diversity, internationalization, and research.

## ARTICLE III: MEMBERSHIP

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

- a) **Student Representatives-** The student membership shall consist of six (6) students. One (1) representative shall be from the College of Business and Administration, one (1) representative shall be from the College of Science and Health, one (1) representative shall be from the College of Liberal Studies, and three (3) shall be students at large: one (1) of which should preferably be a graduate student, one (1) of which should preferably be a first year student and one (1) at-large student.
- b) **Faculty-** one (1) faculty member chosen by Faculty Senate.
- c) **Academic Staff-** one (1) academic staff member chosen by Academic Staff Council.
- d) **Classified Staff-** one (1) classified staff member chosen by Classified Staff Council.

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

- a) The Assistant Chancellor for Student Affairs or a designee from the Office of Student Life will have a seat on the committee as an ex-officio member.
- b) The Vice Chancellor of Administration and Finance or a designee from the Budget and Finance Office will have a seat on the committee as an ex-officio member.

### Section III: **Elections**

- a) **Officers-** The committee shall elect a student chairperson, a student vice-chair person, and a student secretary from its membership.
- b) **Terms-** The officers shall serve for one 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 vice-chairperson is vacated, a new vice-chairperson shall be elected by the same elective process.
- d) **Eligibility-** All officers shall be voting members.

## ARTICLE IV: RESPONSIBILITIES

### Section I: **Budgetary Considerations**

- a) The following criteria must be considered when allocating budgets: accessibility to students; fiscal responsibility; advisory participation; contribution to cultural diversity; user fees, in kind, or volunteer services; value to the student body; quality of services

provided; uniqueness of opportunities and services; and history of programmatic, fiscal, advising stability; and assessment outcomes.

- b) Student Senate approval is not required unless a program is receiving a change of fifty percent (50%) or more from the previous year's budget.
- c) The final vote for budgetary decisions must occur at an AIOC meeting following discussion as a non-action item in a Student Senate meeting.
- d) All recommended budget allocations shall be presented to Student Senate for their endorsement and then forwarded to the Chancellor for approval.

## **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 the agenda for the committee.
- d) Act as official representative of the committee.
- e) Serve as or appoint an ex-officio member of all subcommittees of the committee.
- f) Make reports to the Student Senate regarding committee actions.
- g) Excuse absences of the committee members.
- h) Responsible for updating the AIOC web page.
- i) Responsible for all correspondences from the AIOC.
- j) Responsible for leading the creation of a timeline guideline for members of the committee for the following year.

### **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 committee meetings.
- b) Distribute all minutes to the committee.
- c) Make all minutes available to the campus community through the UWLSA website.
- d) Maintain a record of committee minutes from the beginning of the year.
- e) Upload all minutes to the AIOC Desire 2 Learn (D2L) site.

## **ARTICLE VI: COMPENSATION**

**Section I: Chair-** The chair is eligible to receive compensation at the discretion of the President of the UWLSA.

**Section II: Committee Members-** No members of this committee will receive compensation for their membership on the committee.

## **ARTICLE VII: VOTING**

**Section I: Quorum-** A quorum will consist of five (5) voting members, four (4) of whom must be students.

**Section II: Motions-** Action of the committee shall be by a majority vote of quorum, unless budget related and a two-thirds (2/3) vote is required.

## **ARTICLE VIII: MEETINGS**

**Section I: Convening of the First Meeting-** It shall be the Dean of Student's duty to convene the committee of each academic year within the first two weeks of the semester.

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

- a) Budget presentation and deliberation meetings shall be held according to a schedule established and approved by the chairperson and the committee. Budget presentations will begin no later than the second week in October and follow the guidelines of *Academic Initiatives Budget and Presentation*.
- b) Preliminary budget decisions will be made prior to the end of the fall semester reserving spring semester for assessment and policy adoptions or revisions.

**Section III: Special Meetings**

- a) Special meetings may be called by the chairperson by providing written notice to all committee members at least twenty-four (24) hours ahead of time.
- b) The Academic Initiatives Oversight Committee may create subcommittees to enforce established policies and procedures and to recommend new policies as deemed necessary. Each subcommittee shall have a list of policies and procedures with the Academic Initiatives Oversight Committee and all policies and procedures must be approved by the Academic Initiatives Oversight 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-** A member is allowed two (2) unexcused absences. An unexcused absence will be defined as any absence where the Chair of the committee is not notified prior to the meeting missed. A third unexcused absence will be considered abandonment of the committee and will result in dismissal.

**ARTICLE X: AMENDMENTS**

**Section I: Amendments-** Amendments to the Academic Initiatives Oversight Committee bylaws shall require a two-thirds (2/3) vote of the committee and approval of the Student Senate.

Enacted April 12<sup>th</sup>, 2010 by AIOC  
Enacted April 21<sup>st</sup>, 2010 by Student Senate