

BY-LAWS OF THE UW-L STUDENT ASSOCIATION CULTURAL AFFAIRS COMMITTEE

Article I: Name

Section I: Name

The name of this committee will be the Cultural Affairs Committee, a standing committee of the Student Senate (UW-La Crosse Student Association).

Article II: Purpose

Section I: Mission

The mission of the Cultural Affairs Committee includes but is not limited to providing communication between the culture related functions on campus and the Student Senate. The Cultural Affairs Committee evaluates and recommends Student Senate funding to SUFAC for programs that culturally enhance the UW-La Crosse environment.

Article III: Membership

Section I: Voting Members

- a. Student Representatives- The student membership will consist of five (5) student senators, and two (2) students at-large approved by the Cultural Affairs Committee.
- b. Faculty Representatives and Academic Staff- Faculty and Academic Staff representation will consist of no more than three (3) members appointed by the Faculty Senate, and may be chosen from any department. No more than one member may be selected from any single department.

Section II: Non-voting Members

- a. Advisor Representative- Advisor representation will consist of one (1) faculty or Academic Staff appointed by University Centers, and may be chosen from any department or administrative office.

Section III: Elections

- a. Officers- The committee will elect a chairperson and a vice-chairperson/secretary from its student membership. This will be done by the second meeting of the academic year by a majority cast for that seat.
- b. Term- The term of office will be one academic year and will begin immediately after being elected.
- c. Vacancy- If a vacancy occurs in the chairpersonship, the vice-chairperson/secretary will assume the duties of the chairperson for the remainder of the year. A new vice-chairperson/secretary will be elected from the student membership.
- d. Eligibility-The chairperson and the vice-chairperson/secretary will be UW-La Crosse students in good academic standing.

Article IV: Responsibilities

Section I: Organizations

The Cultural Affairs Committee provides consultation and assistance for the following organizations:

- a. Art Exhibitions
- b. Marching/Concert Bands

- c. Choir
- d. Jazz Ensembles
- e. Multicultural Events
- f. Orchestra
- g. Theatre
- h. Women's Studies Programs
- i. Ability Awareness Programs
- j. International Student Programs
- k. LGBTIQQAA
- l. Korean Drum Ensemble

Section II: Sub-Committees

The Cultural Affairs Committee may create subcommittees to enforce established policies and procedures, and to recommend new policies and procedures as deemed necessary. All subcommittees must have policies and membership approved by the Cultural Affairs Committee. Each subcommittee must elect a chairperson to serve as liaison to the Cultural Affairs Committee.

Section III: The Cultural Affairs Committee will:

- a. Be responsible for communicating with the organizations and SUFAC in relation to procedures and schedules of budgetary and one-shot related matters.
- b. Be informed of and be active in issues concerning areas listed or described in Article IV, Section I.
- c. Keep the Student Senate informed of the budgetary needs relating to the areas under Article IV, Section I.
- d. Make recommendations to the Student Senate for the formulation of policies and rules regarding these activities, as listed or described in Article IV, Section I, at UW-La Crosse.
- e. Recommend to the Student Senate such actions or measures relating to the above mentioned activities which the committee deems in the best interest of the student body of UW-La Crosse.
- f. Send meeting agenda, minutes, and room reservations to Student Association Vice-President and the organizations the committee represents.

Article V: Duties of Officers

Section I: Chairperson- It will be the duty of the chairperson to:

- a. Call meetings of the committee.
- b. Preside at the meetings of the committee.
- c. Prepare and establish the agenda for the committee.
- d. Act as an official representative of the committee.
- e. Serve as an ex-officio member of all subcommittees of the committee.
- f. Report to the Student Senate regarding committee actions.
- g. Excuse absences of the committee members.
- h. Communicate information to areas identified under Article IV, Section I.

Section II: Vice-Chairperson/Secretary- It will be the duty of the vice-chairperson/secretary to:

- a. Preside at meetings of the committee in the absence of the chairperson.
- b. Assume the position of chairperson if the chairperson becomes unable to perform the duties of the office.
- c. Have the authority to excuse the chairperson from the meetings.
- d. Aid the chairperson in the coordination of all committee activities.
- e. Record the minutes of all meetings of the committee.
- f. Distribute all minutes to the committee and make them available to the

- campus community through the UWLSA office.
- g. Be responsible for all committee correspondence as directed by the chairperson.
 - h. Maintain a file of committee minutes dating from the beginning of the year.
 - i. Distribute a copy of all file material to the President of the UW-L Student Association along with one other copy.

Article VI: Voting

Section I: Quorum

A quorum will consist of a simple majority (half of the members plus one) of the voting members.

Section II: Parliamentary Procedures

Robert's Revised Rules of Order will be used as parliamentary authority.

Article VII: Meetings

Section I: Meetings

Meetings will be held as needed during the academic year at the discretion of the chairperson.

Section II: Special Meetings

Special meetings may be called by the chairperson by providing written notice to all committee members with at least twenty-four (24) hours notice.

Section III: Open Meetings

All meetings will be 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 VIII : Attendance

Section I: Attendance

A simple majority of the voting membership shall constitute a quorum for conducting business.

Article IX: Amendments

Section I: Amendments

Amendments to the Cultural Affairs Committee By-Laws can be amended with a two-thirds (2/3) majority vote of the committee members, and a simple majority approval of the Student Senate.

Enacted May 5th 2010