

BY-LAWS OF THE UW-L STUDENT ASSOCIATION PLANNING AND PROCESS COMMITTEE

ARTICLE I: PURPOSE

SECTION I: STATEMENT OF PURPOSE

By promoting, protecting, and defending the principles of the UWLSA by adhering to the provisions of the UWLSA Constitution and these By-Laws, the Planning and Process Committee shall act as the macro-historians to the Student Association; act as the primary oversight in the creation, implementation, and preservation of legislation; and act as the primary oversight in the collection of data on student opinion and well-being.

ARTICLE II: MEMBERSHIP

SECTION I: VOTING MEMBERSHIP

There shall be nine (9) voting members: Three (3) Student Senators serving one year terms, one (1) of which must be a representative of a Human Diversity Organization, two (2) of which must be returning Senators; (2) At-Large Student Representatives serving indefinite terms; one (1) representative from the National Residence Hall Honorary serving a one year term, the current Environmental Sustainability Director, the current City Affairs Director, and the current Shared Governance Director

SECTION II: NON-VOTING MEMBERSHIP

Non-Voting Members shall consist of the Director of University Centers or Designee, President and/or Vice-President of the Student Association and any other person appointed by the committee. The President and Vice-President of the Student Association may serve as Alternate members of the committee.

SECTION III: ALTERNATE MEMBERSHIP

The committee may create alternate positions to assume voting privileges in the absence of a regular member. Alternate members shall be either regular student participants at all committee meetings or President or Vice-President of the Student Association. The alternate voters shall be declared by the Chair prior to beginning the meeting. Alternate voters are not required to be declared in any circumstance.

SECTION III: ELIGIBILITY

The members of the Planning and Process Committee, at the time of their appointment, and throughout their time in office, shall be at least half-time students, be in good academic standing at the University of Wisconsin-La Crosse as defined in the current UW-L General Catalog.

ARTICLE III: OFFICERS

SECTION I: CHAIR

A. DUTIES

1. Preside at all meetings.
2. Oversee all operations.
3. Issue meeting notices.
4. Conduct general correspondence for the Committee.
5. Present committee recommendations to the Student Senate.
6. Speak for and be the official representative of the Committee.
7. Act as liaison between the Student Senate and the Committee.
8. Assist in the orientation of new Senators and Directors.

SECTION II: SECRETARY

A. DUTIES

1. Record the minutes of all meetings
2. Keep a file on all committee records
3. Issue meeting minutes to all appropriate parties
4. Carry out reasonable instructions of the Chair

ARTICLE IV: VOTING

SECTION I: QUORUM

A majority of the membership of the committee shall constitute a quorum five (5) members.

SECTION II: MOTIONS

Action of the committee shall be by a majority vote of the members in attendance. Where monetary issues are concerned, a two-thirds (2/3) affirmative vote of the members in attendance shall be requested.

ARTICLE V: MEETINGS

SECTION I: INITIAL

The Vice-President of the Student Association shall call the first meeting of the committee and shall preside until the election of the Committee Chair.

SECTION II: REGULAR

Regular meetings shall be held at least once per month during the academic year.

SECTION III: SPECIAL

Special meetings may be called whenever necessary to conduct business.

SECTION IV: PROCEDURE

- A. All meetings shall comply with the provisions of the Open Meeting Law (Chapter 297, Laws of 1973).
- B. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this committee in all cases to which they are applicable and which they are not inconsistent with these bylaws and any special rules of order the committee may adopt.

SECTION V: REMOVAL

Any Committee member shall be removed immediately from office upon a two-thirds (2/3) vote of the remaining Committee members, if convicted of a major violation of national, state, or local laws; of violation of major University of Wisconsin-La Crosse policies; or failure to uphold this Constitution, appropriate By-Laws, or legislation passed by the UWLSA; of failure to conduct themselves in a manner consistent with this Constitution.

SECTION VI: APPEALS

Any dispute may be appealed to the Student Senate within ten (10) days.

ARTICLE VI: ATTENDANCE

SECTION I: ATTENDANCE

All members of the committee shall attend regular and special meetings. After two (2) unexcused absences from regular and special meetings, the member shall vacate their position.

SECTION II: ABSENCES

Absences for all members shall be approved at the discretion of the Chair in advance of the meeting.

ARTICLE VII: VACANCIES

SECTION I: PROCESS

Vacancies shall be reported to the Vice-President of the Student Association to be filled according to the Constitution of the UWLSA or referred to respective organization leader.

ARTICLE VIII: SUMMER DUTIES

SECTION I: PROCESS

This Committee may delegate its powers and function to no less than three (3) members of the committee to transact committee business during the summer interim. These members must be approved by the Committee and the Student Senate.

ARTICLE IX: AMENDMENTS

SECTION I: PROCESS

These by-laws may be amended with a two-thirds (2/3) affirmative vote of the committee membership and by a majority vote of the members in attendance in the Student Senate.

Enacted 02/10/2010