

# BY-LAWS OF THE UW-L STUDENT ASSOCIATION STUDENT SERVICES AND BUILDINGS COMMITTEE

## ARTICLE I: NAME

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

## ARTICLE II: PURPOSE

**Section I: Purpose-** To make recommendations to the Student Senate concerning services and building funded by the Student Association. These services include but are not limited to: Child Care, Health Services, Honors Reception, University Centers, Student Newspaper (Racquet), Club and Recreational Sports. The buildings include but are not limited to the following: Campus Child Care Center, Cartwright Center, Recreational Eagle Center (REC), Veterans Memorial Field Sports Complex, and Whitney Center. The committee will also define and clarify the policies and procedures that may affect these service areas/buildings.

## ARTICLE III: MEMBERSHIP

### Section I: Voting Members

- a) **Student Representatives-** The student membership shall consist of five (5) student senators one of which must be a Residence Hall Association Council senator as well as one (1) member of Environmental Council appointed by the Student Senate Board of Directors.
- b) **Faculty-** The faculty members shall consist of two (2) faculty appointed by the Faculty Senate.
- c) **Academic Staff-** The academic staff member shall consist of one (1) academic staff appointed by Academic Staff Council.

### Section II: Non-voting Members

- a) **Staff Representatives-**
  - i) One (1) member of University Centers Staff
  - ii) One (1) member of the Recreational Eagle Center (REC) staff

### 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 second meeting of the year by a majority cast for each office.
- b) **Terms-** The officers shall serve for one 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 students.

## ARTICLE IV: RESPONSIBILITIES

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

- a) The committee shall make budgetary considerations to the Apportionment Committee regarding the Child Care Center, Honors Reception, The Student Newspaper (Racquet), Recreational Sports, Club Sports, and Veterans Memorial Field Sports Complex.
- b) The Committee shall monitor and keep the Student Senate informed of the financial status of all areas of responsibility.

### **Section II: Recommendations**

- a) The committee is responsible for recommendations to the Student Senate for the formulation of policies and procedures regarding these services at UW-L.
- b) The committee shall recommend to the Student Senate the development of new Student Services or buildings at UW-L as it deems necessary.
- c) The committee shall recommend to the Student Senate such actions or measures relating to these services which the committee deems in the best interest of the student body of UW-L.

### **Section III: Encourage Student Use**

The committee shall take an active role in encouraging student use of these services.

### **Section IV: Programs**

The committee shall work with the directors of the various units under the Student Services and Buildings Committee in regard to their programs.

### **Section V: Hiring**

The committee shall also be responsible for establishing and conducting the hiring process for the Racquet Editor position.

## **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.

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

- a) Preside at all 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.
- d) Aid the Chairperson in coordination of committee's activities.

### **Section III: Secretary**

- a) Record the minutes of all committee meetings.
- b) Distribute all minutes to the committee and make them available to the campus community through the UW-LSA office.
- c) Maintain a file of committee minutes from the beginning of the year.

- d) Distribute a copy of all file material to the president of the UW-LSA along with two other copies.

## **ARTICLE VI: COMPENSATION**

### **Section I: Compensation of 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 a majority of the voting members plus one.

### **Section II: Motions**

Action of the Committee shall be by a majority vote of quorum.

## **ARTICLE VIII: MEETINGS**

### **Section I: Convening of 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 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 Student Services and Buildings 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 Student Services and Buildings Committee, and all policies and procedures must be approved by the Student Services and Buildings 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: Attendance**

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

## **ARTICLE X – AMENDMENTS**

### **Section I: Amendments**

Amendments to the Student Services and Buildings Committee by-laws shall require a two-thirds (2/3) vote of the committee and approval of the Student Senate.

10-15-86

02-27-89

05-03-95

04-24-08