

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

## Article I: NAME

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

## ARTICLE II: PURPOSE

**Section I: Purpose-** The Academic Affairs Committee will have the authorities and duties that include but are not limited to

- a) Assisting and coordinating members in initiating academic reform on the UW-L campus
- b) Receiving reports from the Academic Affairs Office of the University of Wisconsin System Administration
- c) Selecting Fall and Spring Commencement speakers;
- d) Providing the primary student input on student based information technology services.

## ARTICLE III: MEMBERSHIP

### Section I: Voting Members

- a) **Student Representatives-** The committee shall consist of five (5) student senators, two (2) at-large students, and one (1) member of RHAC appointed by the RHAC President.
- b) **Faculty-** The faculty members shall consist of two (2) faculty appointed by the Faculty Senate. These members will not have voting rights when discussing student technology issues.
- c) **Academic Staff-** The academic staff membership shall consist of the Dean of Students or designee. This member will not have voting rights when discussing student technology issues.

### Sections III: Elections

- a) **Officers-** The chairperson shall be a student whom shall be elected by voting members of the committee. Additionally a vice-chairperson and a secretary shall be elected by a majority vote of the 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: Duties of the Committee**

- a) The committee will recommend an official stance on academic issues to the Student Senate
- b) The committee shall select commencement speakers for the Fall and Spring Commencement ceremonies.
- c) The committee shall provide the primary student input for student based information technology issues, including but not limited to printing, internet, etc. The committee shall also provide student membership for IT task forces as needed.
- d) The committee will communicate the position of UWL-SA on related issues.

## **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.
- e) The committee will communicate the position of UWL-SA on related issues.

## **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 half of the voting members plus one.

**Section II: Motions-** Action of the Committee shall be approved by a majority vote 2/3 of voting members present, except amendments to the By-laws which will be approved by two thirds (2/3) of voting members present.

## **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-** As per Student Association Resolution 1011-045 the committee will meet at 8:00 AM on Tuesdays as needed at the discretion of the chair.

### **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 Academic Affairs Committee may create subcommittees as deemed necessary. Each subcommittee shall have a list of policies and procedures with the Academic Affairs Committee, and all policies and procedures must be approved by the Academic 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: Attendance-** 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 Affairs Committee by-laws shall require a two-thirds (2/3) vote of the committee and approval of the Student Senate.

Enacted 9-20-95  
Amended: 5/2011