

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

ARTICLE I: NAME

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

ARTICLE II: PURPOSE

Section I: **Purpose-** The purpose of the Legislative Affairs Committee is to advise the Student Association on issues regarding its governing documents.

ARTICLE III: MEMBERSHIP

Section I: **Voting Members**

- a) **Student Representatives-** The student membership shall consist of seven (7) students, at least four (4) being senators, at least one (1) being a student chosen at-large, and one (1) preferably being a graduate student.
- b) **Faculty-** The faculty membership shall consist of four (4) faculty appointed by the Faculty Senate.
 - i) One (1) faculty appointee shall be from the Political Science Department.
- c) **Academic Staff-** The academic staff membership shall consist of the Dean of Students or a designee.

Section II: **Non-Voting Members**

- a) **Student Representatives-** The non-voting student membership shall consist of the Student Association Parliamentarian.

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 first meeting of the year by a majority cast for each office.
- b) **Terms-** The officers shall serve for one (1) 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 the vice-chairperson is vacated, a new vice-chairperson shall be elected by the same election process.
- d) **Eligibility-** All officers shall be students.

ARTICLE IV: RESPONSIBILITIES

Section I: The committee will maintain the constitution of the Student Association and the by-laws of the Student Senate and its committees.

Section II: The committee will submit an annual written summary and review of the committee's activities to the Student Association.

Section III: The committee will investigate impeachment charges brought forth against members of the Student Association and present their findings to the Student Senate.

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 an agenda for the committee.
- d) Act as an official representative of the committee.
- e) Serve as an ex-officio member of all sub-committees of the committee.
- f) Make reports to the Student Senate regarding committee actions.
- g) Excuse or not excuse all absences of the committee members.

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 meetings of the committee.
- b) Distribute all minutes to the committee and shall provide a copy of the minutes to the Student Association office.
- c) Maintain a file of committee minutes from the beginning of the year.
- d) Take attendance at all committee meetings.

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 a simple majority (half of the members plus one) of the voting members.

Section II: Motions- Action of the committee shall be by a majority vote.

ARTICLE VIII: MEETINGS

Section I: Convening 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 (3) 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 Legislative Affairs Committee may create subcommittees to as deemed necessary. Each subcommittee shall have a list of policies and procedures with the Legislative Affairs Committee, and all policies and procedures must be approved by the Legislative 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: Absences- Members shall be 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: IMPEACHMENT PROCEEDINGS

Section I: Investigation-

- a) An investigation for impeachment of a member of the UWLSA will be conducted if the qualifications for such are met as stated in the UWLSA by-laws.
- b) Prior to the following Wednesday after the impeachment investigation resolution passes the Student Senate, the Legislative Affairs Committee will convene to hear testimony from the accused and the accuser.
 - 1. The investigation will be conducted in closed session.
 - 2. The session will be recorded.
 - 3. The Student Association Advisor will be present.
 - 4. Each party will be given 5 minutes to make an opening statement and will then have up to 30 minutes to answer questions; the accuser will go first.

Section II: Findings-

- a) The Legislative Affairs Committee will consider all evidence provided for and against the accused party and will meet to deliberate to determine whether or not impeachment is warranted or if a different form of reprimand would be more appropriate.
- b) The committee will then present their findings in the form of a binding resolution to the Student Senate.
- c) If the committee chooses to impeach the individual or impose a different form of reprimand, the Student Senate must approve the decision by a two-thirds (2/3) vote. If the committee chooses not to impeach, the Student Senate may choose to reopen the investigation with a majority vote.

ARTICLE XI: AMENDMENTS

Section I: Amendments- Amendments to the Legislative Affairs Committee by-laws shall require a two-thirds (2/3) vote of the committee and approval of the Student Senate.

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