



# UNIVERSITY OF WISCONSIN-LA CROSSE STUDENT ASSOCIATION

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## **SA1516-065: Approving Executive Cabinet Bylaw Changes**

DATE: April 27<sup>th</sup>, 2016

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WHEREAS; the Executive Cabinet bylaws (previously the Board of Directors bylaws) underwent major changes at the end of the previous academic year, and;

WHEREAS; after conducting business for one year under the current Executive Cabinet bylaws, room for improvement has been identified, and;

WHEREAS; there are structural changes that can be made to the Executive Cabinet that will be more beneficial to the executive branch of the Student Association and will thus better serve the needs of UW-L students.

THEREFORE BE IT RESOLVED; the Student Senate approves the changes to the Executive Cabinet bylaws found in the attached document.

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Handwritten signature of Molly Davies in black ink.

Molly Davies  
President, Student Senate  
Vice-President, Student Association

05-04-2016

Date

Handwritten signature of Kaylee Otterbacher in black ink.

Kaylee Otterbacher  
President, Student Association

05-04-2016

Date

# **BY-LAWS OF THE UW-L STUDENT ASSOCIATION EXECUTIVE CABINET**

## **ARTICLE I: EXECUTIVE CABINET**

### **SECTION I: PURPOSE**

To promote, protect, and defend the principles of the UWLSA by adhering to the provisions of the UWLSA Constitution and these By-Laws. The Executive Cabinet shall serve at the pleasure of the President and Vice President and act as the advisory body to the President and Vice-President, and shall assist in the creation and implementation of legislation passed through the Student Association at the direction of the President and Vice President.

### **SECTION II: MEMBERSHIP**

Executive Cabinet membership shall consist of the following: Chief of Staff, State Affairs Coordinator, Local Affairs Coordinator and Inclusivity Coordinator.

### **SECTION III: ELIGIBILITY**

The members of the Executive Cabinet, 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 Student Association Constitution, and shall not simultaneously be a member of the Legislative or Judicial Branch of the UWLSA.

### **SECTION IV: SELECTION**

All candidates for positions on the Executive Cabinet shall submit their applications to the UWLSA President and/or Vice-President on or before a deadline set by the UWLSA President and/or Vice President. Applications may be forwarded to the President and Vice President by any department, organization or student group on campus. The President and Vice-President shall then review all applications and select the most suitable candidate for each position and submit the chosen names to be confirmed by a two-thirds (2/3) affirmative vote of the Senate.

All candidates for the position of Inclusivity Coordinator shall be sent to the DOC for review and final recommendation to the Student Association President. Final decision making authority shall remain with the President of the Student Association and must still be confirmed by a two-thirds (2/3) affirmative vote of the Senate.

### **SECTION V: TERMS**

The terms of office for the members of the Executive Cabinet shall be from the time of their appointment until the end of the current Student Association session, or until a member is removed from office, becomes ineligible to hold the office, or resigns their office for any

reason.

## **SECTION VI: OATH OR AFFIRMATION**

Before entering into their respective offices, each member appointed to the Executive Cabinet shall take the following Oath or Affirmation, administered by the President of the UWLSA: "I, (Name), do solemnly swear (or affirm) that I shall uphold the Constitution of the University of Wisconsin-La Crosse Student Association and the Office of (Position) with integrity and honor, and, I swear (or affirm) that I shall promote, protect, and defend the best interests of the students of this University and those powers given to students by Section 36.09(5) of the Wisconsin State Statutes".

## **SECTION VII: VACANCIES**

If at any time a member of the Executive Cabinet resigns or is removed from office, either due to loss of eligibility or failure to fulfill their duties, the President of the UWLSA shall re-open the application process for the position to all students eligible for office and, within three weeks of the vacancy, shall select a new member to the office. Upon selection the President shall submit the name of the candidate to the Senate to be confirmed by a two-thirds (2/3) affirmative vote of the Senate.

## **SECTION VIII: REMOVAL FROM OFFICE**

Any Cabinet member shall be removed immediately from office upon a two-thirds (2/3) vote of the Student Senate, 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; or of any abuses of power.

If the President finds that any member of their Executive Cabinet is unable to fulfill their duties as outlined in these by-laws, they may remove the officer from their position upon a two-thirds (2/3) affirmative vote of the Senate. The President must provide written justification to the Senate in the event of a removal and provide an appropriate replacement nominee at their discretion that then must be approved by a two-thirds (2/3) affirmative vote of the Senate.

Any member of the Executive Cabinet may appeal their removal from office to the Student Court within two weeks of notice of removal.

## **SECTION IX: GENERAL DUTIES OF DIRECTORS**

- A. To promote, protect, and defend the principles of the UWLSA by adhering to the provisions of the UWLSA Constitution and these by-laws,
- B. To attend all meetings associated with their position as delegated by the President and outlined in this document,
- C. To represent all issues that are being worked on for the Student Association in a non-

- partisan manner,
- D. To report problems and suggest changes to these by-laws to the Executive Officers and Student Senate,
  - E. To complete a written report for the individual that is filling their position at the end of their term,
  - F. Collaborate with other cabinet members and directors when possible.

## **SECTION X: SPECIFIC DUTIES OF CABINET MEMBERS**

The specific duties of each Cabinet member are as follows:

**A. Chief of Staff:** The Chief of Staff will serve as the chief advisor and consultation to the President of the UW-L Student Association. The Chief of Staff will work in conjunction with the State Affairs Director, Local Affairs Director and the Inclusivity Director. The Chief of Staff will report directly to the President of Student Association. It shall be the duty of the Chief of Staff to:

1. Serve at the pleasure of and as the chief advisor of the Student Association President and assist in the creation and implementation of Student Senate legislation.
2. Monitor financial activity of the UW-L Student Association in conjunction with the President.
  - a. Assist in preparing the Student Association's annual budget.
  - b. Analyze and provide reliable feedback to proposed plans or initiatives related to fiscal issues on campus and within the Student Association.
3. Oversee and act as chief officer of all media relations of the UW-L Student Association-
  - a. Serve as the official media contact, in conjunction with the President, to all local, state and national media outlets.
  - b. Speak on behalf of the President of Student Association at their discretion when necessary.
  - c. Write and submit press releases and organize news conferences, with the consent of the President, repeating to Student Association topics and decisions.
  - d. Advise the President and Vice President on the potential effects and public perception on the release of media and other Student Association public relations efforts.
4. Oversee and meet regularly with the State Affairs Coordinator, Local Affairs Coordinator and Inclusivity Coordinator and any other cabinet member as hired by the President and approved by the Senate.
5. Attend regular meetings with the President and Vice President at their request and substitute for the President and Vice President when necessary and when requested. Meeting attendance may include (but is not limited to): UW System Student Representatives meetings, UW System Board of Regents meetings, meetings with University Administration and meetings with student constituents. Meeting attendance will be left up to the discretion of the Student Association President and Vice President and general guidelines shall be discussed before the officer takes office.
6. Provide counsel to the President of Student Senate, officers, committees, and

individual members on matters relating to Parliamentary Procedure according to Roberts Rules of Order, Newly Revised.

7. Uphold the principles of Parliamentary Procedure and rights of members
8. Maintain an unbiased speakers list throughout meetings
9. Call to the attention of the chair any error in the proceedings that substantiate rights of any member
10. Communicate with the President of the Senate before each meeting to go over possible Parliamentary Procedures that the Senate body may encounter during the meeting
11. Conduct trainings for UWLSA Senators on parliamentary Procedure
12. Complete additional responsibilities that seem fitting and necessary and proper for the position.

**C. State Affairs Director:** The State Affairs Coordinator will serve as the primary advisor to the President and Vice President of the UW-L Student Association on matters pertaining to the Wisconsin State Legislature, the University of Wisconsin System and other UW System Student Governments. They will ensure adequate student representation in shared governance activities. It shall be the duty of the State Affairs Coordinator to:

1. Serve at the pleasure of and as the primary advisor of all matters concerning state relations to the Student Association President and assist in the creation and implementation of relevant Student Senate legislation.
2. Research and monitor legislation at the state and national level that may be pertinent to students at UW-L and advise the President and Vice President of the UW-L Student Association accordingly.
  - a. Write and advocate positions concerning legislative issues with the consent of the President and Vice President.
  - b. Actively build and maintain relations with members of the state legislature and their staff throughout the year in order to keep updated on student issues at the legislative level.
  - c. Serve as a student member on the UW-L Student Association Legislative Affairs committee.
  - d. Serve as a student member on the UW-L Joint Legislative and Regent Relations committee.
  - e. Attend regular meetings with the President and Vice President at their request and substitute when necessary and requested. Meeting attendance may include (but is not limited to): meetings with the Governor's office and other members of the state legislature. Meeting attendance will be left up to the discretion of the Student Association President and Vice President and general guidelines shall be discussed before the officer takes office.
3. Research and monitor activities of the University of Wisconsin System Administration and other University of Wisconsin institutions on issues that may be pertinent to UW-L students and advise the President and Vice President of the UW-L Student Association accordingly.
  - a. Ensure that provisions included in Wisconsin State Statute 36.09(5) be carried out at UW-L.
  - b. Create relations with student government officials at other University of Wisconsin System institutions and maintain regular contact in order to

- keep updated on student issues around the state.
- c. Create relations with member(s) of the UW System Administration and maintain regular contact in order to keep updated on student issues at the system level.
- d. Attend regular meetings with the President and Vice President at their request and substitute when necessary and requested. Meeting attendance may include (but is not limited to): UW System Student Representatives meetings, and UW System Board of Regents meetings. Meeting attendance will be left up to the discretion of the Student Association President and Vice President and general guidelines shall be discussed before the officer takes office.

**D. Local Affairs Director :** The State Affairs Coordinator will serve as a main advisor to the President and Vice President of the UW-L Student Association on matters pertaining to the City of La Crosse and La Crosse County. They will ensure adequate student representation at the city and county level. It shall be the duty of the State Affairs Coordinator to:

1. Serve at the pleasure of and as the primary advisor of all matters concerning local relations to the Student Association President and assist in the creation and implementation of relevant Student Senate legislation.
2. Research and monitor legislation at the local level that may be pertinent to students at UW-L and advise the President and Vice President of the UW-L Student Association accordingly.
  - a. Attend Common Council meetings as they take place once per month and speak on behalf of the UW-L student Association on issues pertaining to students at UW-L with the consent of the President.
  - b. Ensure that student interest is taken into account regarding city and county policies.
  - c. Monitor and attend any relevant city committee meetings as possible and as relevant to students at UW-L.
  - d. Oversee and work with any current or newfound contracts or agreements that the Student Association has with the City of La Crosse.
  - e. Create relations and meet with the District 5 Council member, County Board Supervisor, Mayor of La Crosse at least once a semester and additionally when needed.
  - f. Serve as a representative on the MTU Board, if selected. Attend meetings regularly if not selected to stay informed and speak on behalf of UW-L when necessary.
  - g. Attend regular meetings with the President and Vice President at their request and substitute when necessary and requested. Meeting attendance may include (but is not limited to): meetings with the Mayor of La Crosse and UW-L administrative meetings pertaining to local issues. Meeting attendance will be left up to the discretion of the Student Association President and Vice President and general guidelines shall be discussed before the officer takes office.
3. Serve as an educated resource for students regarding off-campus housing.
  - a. Be familiar with off-campus student housing location, tenant rights and city policy on rental housing.
  - b. Work with Residence Life to educate students about off-campus housing options.

- c. Organize and host at least one (1) housing fair per year between September and mid-October where all city landlords are invited to participate and students are well informed.

**E. Inclusivity Director:** The Inclusivity Coordinator will serve as a primary advisor to the President and Vice President of the UW-L Student Association on matters pertaining to inclusivity on campus, included but not limited to gender and social justice issues. They will ensure proper representation of underrepresented groups on campus and ensure an inclusive atmosphere within the Student Association and greater campus community. It shall be the duty of the State Affairs Coordinator to:

1. Serve at the pleasure of and as the primary advisor of all matters concerning campus inclusivity and diversity to the Student Association President and assist in the creation and implementation of relevant Student Senate legislation.
2. Advise the President and Vice President on possible Student Association campaigns advocating for a gender-inclusive campus and carry out any campaigns at the discretion of the Student Association President.
  - a. Promote trainings and materials available for use on campus to expand students' skills on gender and LGBTQQIAA issues on campus.
  - b. Create relations with campus organizations or departments that relate to gender of LGBTQQIAA issues and maintain regular contact in order to keep updated on student issues (examples include: ALANA, WSSA, MUASA, Rainbow Unity and the Women, Gender and Sexuality Studies department).
  - c. Promote coordination and communication between diverse groups on campus and in the community that deal with gender or LGBTQQIAA issues (examples include: New Horizons, the Domestic Abuse Reduction Team and the Health Science Center).
3. Advise the President and Vice President on possible Student Association campaigns advocating for social equality throughout campus and carry out any campaigns at the discretion of the Student Association President.
  - a. Raise awareness and promote social equality throughout campus using campus wide campaigns.
  - b. Promote legislation towards creating a more inclusive and diverse campus community.
  - c. Serve as a student member on the Joint Minority Affairs Committee.
  - d. Serve on the Campus Climate Council and the Hate Response Team.
  - e. Serve as a student member on the Human Diversity Organization Committee.
4. Attend regular meetings with the President and Vice President at their request and substitute when necessary and requested. Meeting attendance may include (but is not limited to): UW-L administrative meetings pertaining to inclusivity and diversity on campus. Meeting attendance will be left up to the discretion of the Student Association President and Vice President and general guidelines shall be discussed before the officer takes office.

**F. Secretary:** The Secretary shall be responsible for taking and maintaining the official meeting minutes of the Student Senate meetings. The Secretary shall fulfil the following duties:

1. Record the minutes of all Student Senate meetings as accurately as possible.
2. Make all minutes available to the community through the UWLSA website.
3. Distribute a copy of all meeting minutes to the Student Association administration

- to distribute to the Senate body.
4. Any additional responsibilities as delegated by the President.

## **SECTION XI: EXECUTIVE CABINET COMPENSATION**

**A. Budget:** Compensation will be determined by amount allocated in the Student Association budget; as approved by Senate. Total compensation can be adjusted during the year.

### **B. Adjusting Pay**

1. Pay allocation for the Executive Cabinet members will be determined by the Student Association President and shall be presented to the Student Senate at the time of approval of members by the Student Senate.
2. Compensation of the current President and Vice-President can be adjusted through final approval of the Student Senate.
3. Salaries for the President and Vice President of the subsequent year must be adjusted by final approval of the Student Senate prior to the due date of election papers.

**C. Uncompensated Work:** The following activities do not warrant pay, and therefore should be ignored when calculating compensation:

1. Student Senate meetings,
2. Student Association Committee Meetings not required for the position,
3. Other organizational attendance that is not required for the position.

## **ARTICLE II: BOARD OF DIRECTORS**

### **SECTION I: PURPOSE**

To promote, protect, and defend the principles of the UWLSA by adhering to the provisions of the UWLSA Constitution and these By-Laws. The Board of Directors shall act as an additional advisory board to the Executive Cabinet.

### **SECTION II: MEMBERSHIP**

Board of Director Membership shall consist of the Secretary, Green Fund Coordinator, SUFAC Chair, AOIC Chair and cabinet interns.

### **SECTION III: ELIGIBILITY**

The members of the Board of Directors, 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, and shall not simultaneously be a member of the Board of Directors and a member of the Legislative or Judicial Branch of the UWLSA.

### **SECTION IV: SELECTION**

The Secretary shall be selected by the appointment process of the Executive Cabinet as



outlined in Article II Section IV. The Green Fund Coordinator shall be selected by the President of the Student Association and employees within University Centers as delegated by the Director. The SUFAC and AIDAC chairs shall be selected according to their individual committee bylaws. Cabinet interns may be selected at the discretion of each cabinet member. There shall be a maximum of three (3) cabinet interns.

## **SECTION V: TERMS**

The terms of office for the members of the Board of Directors shall be from the time of their appointment until the end of the current Student Association session, or until a member is removed from office, becomes ineligible to hold the office, or resigns their office for any reason.

## **SECTION VII: VACANCIES**

If at any time a member of the Board of Directors resigns or is removed from office, either due to loss of eligibility or failure to fulfill their duties, the President of the UWLSA shall re-open the application process for the position to all students eligible for office and, within three weeks of the vacancy, shall select a new member to the office. Upon selection the President shall submit the name of the candidate to the Senate to be confirmed by a two-thirds (2/3) affirmative vote of the Senate.

## **SECTION VIII: REMOVAL FROM OFFICE**

Any Board of Directors member shall be removed immediately from office upon a two-thirds (2/3) vote of the Student Senate, 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; or of any abuses of power.

## **SECTION IX: GENERAL DUTIES OF DIRECTORS**

- A. Green Fund Coordinator:** the Green Fund Coordinator shall fulfill duties as required in the Green Fund By-Laws and additionally serve as an advisor to the Executive Cabinet on matters regarding sustainability on campus.
  - a. The Green Fund Coordinator shall be compensated as outlined in the Green Fund By-laws.
- B. SUFAC Chair:** the SUFAC chair shall fulfill duties as required in the SUFAC By-Laws and additionally serve as an advisor to the Executive Cabinet on matters regarding fiscal issues and Student Fees.
  - a. The SUFAC Chair shall be compensated according to committee chair compensation and will not be compensated additionally for their membership on the Board of Directors.
- C. AIDAC Chair:** the AIDAC chair shall fulfill duties as required in the AIDAC By-Laws and additionally serve as an advisor to the Executive Cabinet on matters regarding fiscal issues, the Growth, Quality and Access program and differential tuition.
  - a. The AIDAC chair shall be compensated according to committee chair

compensation and will not be compensated additionally for their membership on the Board of Directors.

## **SECTION XII: MEETINGS**

Regular meetings shall be held at the discretion of the UW-L Student Association Chief of Staff and of the President if they deem necessary.

## **ARTICLE III: PRESIDENT'S COUNCIL**

### **SECTION I: PURPOSE**

The purpose of the President's Council shall be to coordinate with the other governance groups across campus to increase student participation on all levels.

### **SECTION II: MEMBERSHIP**

President's Council membership shall consist of the Student Association President, Residence Hall Association Council President, Interfraternity Council President and the Panhellenic President.

### **SECTION III: ELIGIBILITY**

The members of the President's Council must be eligible for their respective Presidency according to their individual organization's bylaws and operating procedures.

### **SECTION VIII: MEETINGS**

The first President's Council meetings shall be convened by the incoming Student Association President upon inauguration in May to introduce incoming members to each other and to brainstorm and create ideas for the upcoming academic year. If another President wishes to convene meetings after the initial meeting they shall feel free to do so with agreement

### **SECTION XII: MEETINGS**

Regular meetings shall be held at the discretion of the members of the President's Council.

## **ARTICLE IX: PRESIDENT-DISCRETION**

The current President of the UW-L Student Association may in the beginning of their term adjust Executive Cabinet positions as they see fit, which includes adding and removing positions as necessary. The President must present their Executive Cabinet

membership to the Student Senate upon the first meeting in May along with pay schedules for each Executive Cabinet member. The four core positions Chief of Staff, State Affairs Director, Local Affairs Director and the Inclusivity Director) cannot be removed by the President.

## **ARTICLE IX: AMENDMENTS**

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

Amended 05/07/2008

Article II, Section II Amended 04/29/2009

Article III, Section II Amended 04/29/2009

Amended 4/21/2010

Amended 5/5/2010

Amended 5/4/2011

Amended 3/6/2014

Amended 4/29/2015

Amended 5/5/2016