

BYLAWS OF THE EXECUTIVE CABINET OF THE UWL STUDENT ASSOCIATION

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 Directors 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
- G.** Attend all Student Senate meetings and provide an updated report on initiatives to Senators

SECTION X: SPECIFIC DUTIES OF CABINET MEMBERS

The specific duties of each Cabinet member are as follows:

- A. Chief of Staff (CoS):** The Chief of Staff will serve as the chief advisor and consultation to the President and Vice President of the UWL Student Association. The Chief of Staff will work in conjunction with the Executive Cabinet. The Chief of Staff will report directly to the President and Vice 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 UWL 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 Director of all media relations of the UWL Student Association at the pleasure of the President and Vice President.
 - 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. 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 Executive Cabinet
 - 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 Director takes office.

6. Ensure Executive Cabinet members are held accountable by following up and creating an open line of communication

B. State Affairs Director (SAD): The State Affairs Director will serve as the primary advisor to the President and Vice President of the UWL 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 Director 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 UWL and advise the President and Vice President of the UWL 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 chair on the UWL Student Association Legislative Affairs committee.
 - d. Serve as a student member on the UWL 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 Director 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 UWL students and advise the President and Vice President of the UWL Student Association accordingly.
 - a. Ensure that provisions included in Wisconsin State Statute 36.09(5) be carried out at UWL.
 - 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 Director takes office.

C. Local Affairs Director (LAD): The Local Affairs Director will serve as a main advisor to the President and Vice President of the UWL 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 Local Affairs Director 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 UWL and advise the President and Vice President of the UWL Student Association accordingly.
 - a. Attend City Council meetings as they take place once per month and speak on behalf of the UWL Student Association on issues pertaining to students at UWL 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 UWL.
 - 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 UWL 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 UWL 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 Director 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) off-campus housing fair per year between September and mid-October where all city landlords are invited to participate and students are well informed.

D. Inclusivity Director (ID): The Inclusivity Director will serve as a primary advisor to the President and Vice President of the UWL Student Association on matters pertaining to inclusivity and diversity on campus. 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 Inclusivity Director 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 an 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 diversity issues.
 - b. Create relations with campus organizations or departments that relate to diversity issues and maintain regular contact with Multicultural Student Organizations, the Office of Multicultural Student Services, Campus Climate, and the Pride Center.
 - c. Promote coordination and communication between diverse groups on campus and in the community.
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 or appoint a student on the Joint Multicultural Affairs Committee.
 - d. Serve as a student member or appoint a student on the Diversity Organization Committee.
 - e. Serve as a student member or appoint a student on the Academic Initiatives Differential Allocations 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): UWL 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 Director takes office.
5. Conduct one (1) Inclusivity training for Student Senate per semester.

G. Sustainability Director: The Sustainability Director will serve as a main advisor to the President and Vice President of the UWL Student Association on matters pertaining to the issues of sustainability and sound environmental practices pertaining to UWL's campus. It shall be the duty of the Local Affairs Director to:

- a. Attend meetings of the Joint Committee on Environmental Sustainability (JCES) or appoint a student to fill your role.
- b. Maintain communication and provides updates from organizations focused around sustainability, both on campus and in the community. Examples include but are not limited to, Students for Sustainability and Habitat for Humanity.
- c. Carry out long-term sustainability-oriented projects throughout the semester while including the involvement of Student Senators.
- d. Partner with other members of the Executive Cabinet regarding policy updates pertaining to environmental sustainability on UWL's campus.
- e. Attend Segregated University Fee Allocation Committee (SUFAC) meetings once per semester when Green Fund Large Grant proposals are being presented by the Green Fund coordinators.

- f. Oversee Green Fund Committee and assist Senators with writing Green Fund grants.
 - g. Ensure resolutions passed through Student Senate advocate for an environmentally sustainable campus
- E. Public Relations Director:** the Public Relations Director shall be responsible for elements of outreach to the student body and others at the discretion of the executives. It shall be the duty of the Public Relations Director to:
- a. Assist the Local Affairs Director in maintaining Off Campus Housing resources on the UWLSA webpage
 - a. Post regularly to social media, including Facebook, Twitter, and Instagram.
 - b. Create materials to reach out and promote Student Association to the student body for events and other needed reasons.
 - c. Video record meetings for live viewing.
 - d. Chair the Marketing and Special Events committee and ensure Student Association holds at least one (1) event per semester
- F. Secretary:** the Secretary of the shall be responsible for all record keeping of all UWL Student Association official proceedings in accordance with open meetings law and Roberts Rules of Order. It shall be the duty of the Secretary to:
- e. Print out meeting materials for all Student Senate meetings
 - f. Ensure that all meetings follow proper open meeting procedures
 - g. Attend all Student Senate meetings and record discussions and actions that took place at each meeting.
 - h. Organize and maintain the meeting materials for all Student Association committees
 - i. Be responsible for making meeting minutes available to the general public in a prompt manner
 - j. The Secretary shall be compensated at the discretion of the President who will provide the compensation amount to the Student Senate at the time of cabinet approval.