The Constitution of the Student Housing Administrative Council

Preamble
We the representatives of the University of Wisconsin–Milwaukee University Housing, in order to improve both academic and social quality of life, will, as a voice of the residents, work to develop leadership skills, provide social and educational programming and ensure the rights, privileges and freedoms of all residents, therefore, ordain and establish this Constitution. The name of this organization is the Student Housing Administrative Council and serves as the official Residence Hall Association for the University of Wisconsin–Milwaukee, representing Cambridge Commons, RiverView Residence Hall, Purin Residence Hall, and Sandburg Residence Hall. It is the duty of this organization to ensure optimal student participation in university governance at all levels including the maintenance of all rights granted to students by Chapter 36.09(5) of the Wisconsin Statutes and Annotations (http://www.legis.state.wi.us/rsb/stats.html). The following is a list of acronyms which will be used throughout this document:

- SHAC: Student Housing Administrative Council
- UWM: University of Wisconsin–Milwaukee
- NRHH: National Residence Hall Honorary Panthers Chapter
- RA: Resident Assistant

Article I: Assembly

Section I: General Body
A. All UWM students residing in University Housing, excluding Kenilworth are considered SHAC members.
   1. Neither membership in this student organization nor services provided by this student organization will be denied to anyone for reasons of race, color, religion, creed, sex, age, national origin, ancestry, sexual orientation, gender identity, gender characteristics, political affiliation, disability, medical condition, pregnancy status, marital status, parental status, or Veteran status.
B. The General Body will consist of the following voting members:
   1. For every 250 residents, each council will designate one student to serve as the SHAC Representative.
   2. One member of the NRHH to serve as a liaison.
   3. One RA to serve as a liaison.
C. All other students living in University Housing are non-voting members of the SHAC General Body and are encouraged to attend all General Body meetings and participate in Committees and Councils.

Section II: Executive Board
The Executive Board shall consist of one resident serving in each of the following positions:
A. President
B. Vice President
C. Business Manager
D. Events Coordinator
E. National Communications Coordinator

In addition, at least one University Housing Professional Staff member will serve as Advisor of the Executive Board.
Article II: General Body Responsibilities

Section I: SHAC Representative Responsibilities
A. To officially represent the voice of the residents.
B. To serve as a voting member of the General Body and attend all General Body meetings.
C. To act as the official representative of their council and to be responsible for relaying information between the General Body and said council.
D. To reflect the views, interests, and opinions of their respective constituency.
E. To attend a minimum of three committee meetings per semester and to assist with at least two events or fundraising efforts per semester.
F. To be an active member of their respective council.
G. To present to the General Body and Executive Board any legislation necessary to improve the lives of residents.
H. Shall have the right to override any presidential veto by two-thirds majority of the General Body.
I. To analyze, question, and approve budget allotments for SHAC and SHAC-sponsored functions.

Section II: Liaison Responsibilities
A. NRHH Liaison
1. To be an inducted member of the NRHH.
2. To represent the interests of the NRHH.
3. To give reports to the General Body when needed and at the discretion of the President.
B. RA Liaison
1. To be a Resident Assistant.
2. To represent the interests of Resident Assistants and, consequently, the residents.
3. To facilitate communication and co-programming between SHAC and RAs.
4. To give reports to the General Body when needed and at the discretion of the President.

Article III: Executive Board Responsibilities

Section I: General Expectations
A. To engage in the execution of the mission statement and goals of SHAC.
B. To represent the voice and interests of the residents through improving the academic and social quality of life in the residence halls, developing leadership skills, providing educational and social programming, and ensuring the rights, privileges, and freedoms of all residents.
C. To represent the residents, SHAC, and University Housing by role modeling positive behavior, and providing ethical leadership.
D. To be fiscally responsible in the budgeting and use of SHAC monies.
E. To faithfully execute all duties spelled out in the Constitution of SHAC and to dutifully execute any other jobs as mandated by the President or the General Body in a timely manner.
F. To serve on the Executive Board and attend all Executive Board meetings.
G. To attend all General Body meetings and report to the General Body the state and progress of their respective positions.
H. To serve as an ex-officio member of all Standing and Special Committees, as needed.
I. To maintain 10 hours per week in the SHAC Office and during meetings.
J. To meet individually with an Advisor at least twice a month during the Fall and Spring semesters.
K. To maintain a cumulative GPA of above a 2.0.
1. If an Executive Board member falls below a 2.0 they will be removed from office two weeks after the student is notified of insufficient GPA via the Advisor.

L. To furnish all relevant SHAC documents in accordance with the Open Records Act of 2011.

M. To assist in revision and to provide written feedback for the following academic year in the form of an End of the Year report or End of the Month reports submitted to the Advisor and the Executive-elect in each position.

N. To attend a transitional meeting with the incoming and outgoing Executive Boards at the end of the year.

O. To adhere to expectations, deadlines, and timelines of other University Housing and UWM offices.

Section II: President

A. To preside over all General Body meetings, Executive Board meetings, Emergency Meetings, and Special Committees.

B. To call Emergency Meetings as necessary.

C. To provide leadership and oversee the organization, the Executive Board, and the General Body.
   1. This shall include, but not be limited to, maintaining necessary communication with all Executive Board members to ensure members are fulfilling defined roles.
   2. To plan and compile an agenda for General Body and Executive Board meetings.

D. To appoint, with two-thirds consent of the General Body, any additional officers not defined in the Constitution of SHAC.

E. To faithfully expedite all decisions, legislation, and requests approved by the General Body.

F. To vote only in the case of a tie when presiding over any meeting defined above.

G. To veto any legislation not in accordance with the mission and goals of SHAC within two business days of its passage by the General Body.

H. To represent SHAC and serve as the official SHAC spokesperson at university functions as needed.

I. To meet individually with the Advisor weekly.

J. Attending regular meetings with University Housing Administrators.

P. To serve on or to designate a representative for all University Committees when requested by University officials.

Q. To produce a newsletter from SHAC to be distributed by SHAC to each house in the Residence Halls at least four times a semester.

R. In the summer at the beginning of his/her term of office, to create a schedule for the semester and help the Vice President prepare recruitment materials.

Section III: Vice President

A. To instruct, advise, and oversee the process of legislative action taken by the members of SHAC by advising the Legislative Affairs Committee.

B. To solicit members' opinions and mindfully consider those opinions with respect to the mission and goals of SHAC and with respect to possible improvements.

C. To educate General Body members in the procedures of SHAC.

D. To be responsible for the orientation of all new SHAC representatives during the academic year by distributing and editing SHAC handbooks and organizing one member retreat per semester.

E. To be responsible for recruitment, retention, recognition, and motivation of the General Body.

F. To serve as a liaison between SHAC and Council Presidents.

G. To take attendance at all General Body meetings, collect all attendance records, and inform members when they are approaching and are over their limit of absences.
H. To notify each General Body Member at least two business days in advance of every General Body meeting.
I. To plan all General Body meetings according to the availability of rooms and resources.
J. To keep all organization websites and media outlets up to date.
K. To attend regular meetings with University Housing Administrators.
L. In the summer at the beginning of his/her term of office, to prepare recruitment strategies.

Section IV: Business Manager
A. To coordinate and assist in the maintenance of all necessary SHAC records and to compile, with the assistance of the other Executive Board members, a comprehensive and official record of the proceedings and happenings of SHAC at the conclusion of the academic year.
B. To maintain an official and current copy of the Constitution of SHAC and to provide a current copy upon request within two business days.
C. To keep minutes of all General Body meetings, and furnish copies of the minutes upon request within two business days.
D. To keep a complete, accurate, and up-to-date, account of all receipts, disbursements, other financial transactions, and the overall budget of SHAC and to make all these financial records available within two business days upon request.
E. To submit a revised budget in the fall and spring based on the actual amount allotted for the organization.
F. To facilitate a meeting to each council at the beginning of the semester to explain the budget request process.
G. To meet with Council Treasurers to audit their budgets on a quarterly basis.
H. To lead all fundraising efforts, including, but not limited to, On Campus Marketing fundraisers, and to advise the Administrative Affairs Committee.
I. Check the SHAC mailbox and check for packages at least twice weekly.
J. In the summer at the beginning of his/her term of office, to review the budget passed at the end of the prior semester and suggest revisions to be voted on at the beginning of the academic year.

Section V: Events Coordinator
A. To assist and supervise all SHAC-sponsored programming.
B. To chair the Events Planning Committee.
C. To coordinate all assistance with SHAC-sponsored programming for the reason of advertising the name of SHAC.
D. To serve as an event planning liaison for the councils as needed.
E. To host Housing-wide SHAC-sponsored events throughout the academic year, providing residents with educational and safe alternatives and potential to socialize where they live.
F. In the summer at the beginning of his/her term of office, to plan an event schedule for the first quarter and to touch base with the University Chairperson for the annual Fall Welcome.

Section VI: National Communications Coordinator
A. To act as official representative to the Wisconsin University Residence Halls Association (WURHA), the Great Lakes Association of College and University Residence Halls (GLACURH), the NACURH Association of College and University Residence Halls (NACURH), and any other such organizations seeking representation from UWM University Housing.
B. To uphold all duties listed in the NACURH job description (www.nacurh.org).
C. To be responsible for all WURHA, GLACURH, and NACURH conference arrangements.
D. To lead a delegation or arrange for a leader for all WURHA, GLACURH, and NACURH conferences.
E. To maintain communication with WURHA, GLACURH, and NACURH officials.
F. To use the benefits and services offered by NACURH to the greatest advantage of SHAC.
G. To assist in the creation and submission of conference bids and programs.
H. To serve as the parliamentarian.
I. To check the WUHRA and GLACURH emails regularly.
J. In the summer at the beginning of his/her term of office, to begin the NACURH re-affiliation process.

Section VII: Advisor
A. To actively and appropriately advise SHAC and the Executive Board.
B. To act in the best interest of the organization and its membership.
C. To meet individually with the President weekly.
D. To meet individually with the other members of the Executive Board at least twice a month during the fall and spring semesters.
E. To facilitate in summer training of the Executive Board.
F. The Executive Board shall convene a review of an advisor with a unanimous vote, but they do not hold the power to remove an advisor.
G. In the case of more than one Advisor, duties may be split accordingly.

Article IV: Disciplinary Action

Section I: Purpose and Practice
A. Disciplinary action is to be at the discretion of the President and/or Advisor of SHAC.
   1. The Advisor shall always receive notification of any action.
B. All disciplinary action shall remain in the hands of the organization, including the Executive Board, General Body, and Advisor.
C. Disciplinary action is only intended to be utilized if the roles and responsibilities of positions are not being performed to the highest possible standards and expectations.

Section II: Steps of Disciplinary Action
A. First Offense: Verbal Warning
B. Second Offense: Written Warning
C. Third Offense: Probation
D. Fourth offense:
   1. Removal from position if within one month of being placed on probation.
   2. Impeachment procedures if after one month of probation.

Section III: Role Modeling
A. As representatives of the University of Wisconsin-Milwaukee, it is expected that members of SHAC adhere to positive behavior and the positional duties listed in Article II and III.
B. It is expected that Executive Board members are held at a higher standard of conduct due to their paid status.
C. Failure to do so shall result in the enforcement of the steps of disciplinary action.
Section IV: Violations of Policy and Law
A. Failure to adhere to the UWM University Housing Contract Policies, University Policies, and State and Federal Laws shall result in the following action at the discretion of the President and/or Advisor:
   1. Minor Violations shall result in the enforcement of the steps of disciplinary action.
   2. Violations that result in a University Housing contract status shall result in immediate removal from position.

Section V: Attendance
A. For Executive Board members, failure to arrive on time or to attend executive trainings and retreats, Executive Board meetings, or General Body meetings without presidential approval shall result in the following:
   1. Tardiness without approval shall result in the enforcement of the steps of disciplinary action.
   2. Absence without approval:
      a. First Offense: Probation
      b. Second Offense:
         i. Removal from position if within one month of being placed on probation.
         ii. Impeachment procedures if after one month of probation
   3. Six absences per term, excused or unexcused, from a meeting or posted office hour that is constitutionally required shall result in impeachment procedures.
B. For SHAC representatives, three unexcused General Body absences shall result in removal from position.

Article V: Independent Election Commission

Section I: Purpose
A. The Independent Election Commission (IEC) as a standing Ad Hoc Committee of SHAC shall be convened to ensure the officers of SHAC are elected in a fair and impartial manner.

Section II: Members
A. Election Commissioners
   1. A total of five (5) commissioners shall be appointed and approved by the SHAC General Body. May be any current resident of University Housing.
   2. Must not be seeking office.
   3. Must not be holding any SHAC Executive position.
   4. Must be approved by a 2/3 majority of the SHAC General Body.
   5. Any vacancies in the IEC shall be approved by the SHAC Executive Board.
B. IEC Director
   1. The Election Commissioners shall elect one from among themselves to serve as IEC Director.
C. Advisor
   1. One professional staff member of University Housing shall serve as Advisor to the IEC.
   2. Shall not be the SHAC Advisor.

Section III: Duties and Responsibilities
A. The IEC shall...
   1. Provide a copy of all election rules and regulations to all candidates and SHAC members upon request.
2. Ensure all candidates have all the necessary applications for office and are aware of the rules governing elections.
3. Conduct an informational meeting at least seven (7) days before the election for all candidates, which shall commence the opening of campaigning.
4. Establish election dates.
5. Validate all signatures collected for the purpose of nomination of a candidate, petition or recall.
6. Ensure all candidates and their representatives abide by election rules and regulations and take steps necessary when rules and regulations are violated.
7. Conduct hearings of any campaign violations within two business days of receiving notice of any violation.
8. Remove any unauthorized or improper campaign materials.
9. Report any observed campaign violations to the Director of IEC.
10. Design the ballots.
   a. Select and announce ballot colors prior to the start of campaigning. No candidate shall use this color paper for campaigning purposes.
   b. Provide a uniform ballot to be used in all votes requiring a ballot. This ballot shall list all candidates in alphabetical order by last name and by office.
11. Count all ballots until there is a consensus.
12. Post all election results within 24 hours of the secession of voting.
13. Conduct an unbiased and fair “Get out the Vote” campaign.
14. Recruit any neutral resident as an election deputy, to assist in the duties of the Election Commissioners.
15. Deny hearing any allegations of any campaign violations that are repetitive and deemed frivolous and/or abusive to the hearing process.
16. Remove candidates from the election for excessive campaign violations, as defined under section VI.
17. Remove candidates from an election for failure to comply with campaign rules and regulations.
18. Legally declare the outcome for all elections based on votes cast.
19. Choose the recipients of the SHAC scholarship

B. The Director shall…
1. Preside over all meetings of the IEC.
2. Notify a candidate of any charges or accusations being brought forth against that candidate.
3. Report the results of any election to the SHAC General Body.
4. Vote only in the case of a tie within the IEC.

C. The Advisor shall…
1. Ensure any campaign is done in accordance with the policies of University Housing.
2. Mediate any dispute within the IEC.

Section IV: Decisions of the IEC
A. Shall be made by a simple majority vote, each member having equal say.
   1. The Advisor is a non-voting member of the Commission.
   2. The IEC Director will only be allowed to vote in case of a tie.
B. Are legally binding
C. May be appealed to the General Body within five (5) business days of the release of the IEC decision.
Section V: Accountability
The Election Commissioners may be removed for misfeasance or malfeasance through a vote of “no confidence” by two-thirds of the General Body.

Section VII: SHAC Scholarship

A. All awards are optional and shall be given at IEC’s discretion
B. Two scholarships both worth $250 will be awarded yearly at the end of each academic year
C. The money shall be budgeted out of the checking account.
D. Recognizes outstanding service to SHAC by an individual
E. Eligibility
   1. All currently serving SHAC executive board members are not eligible for the scholarship
   2. Individual bidding for the scholarship must be in good standing with UWM
   3. Each member is allowed one bid a year
   4. Must live in university housing affiliated with SHAC for the current academic school year, excludes Kenilworth.
   5. Must be returning to university housing the following semester
F. Bids must be no longer than 5 pages; with a page defined as a side with print. Title pages and table of context are not included in the page limit.
G. Award Formatting
   1. Bids shall be submitted online in PDF format.
   2. Bids must be in 8.5x11” format.
   3. Bids are allowed to have a theme, but are not required
   4. Bids must be turned in two weeks before the IEC announces the winner
   5. Any student bidding for the scholarship is suggested to include the following, but not limited to:
      Short essay on why the student deserves the award
      List of collegiate accomplishments
      Involvement in SHAC and community councils
      Campus involvement
      Community involvement
      Letter of recommendation

Article VI: Election Procedures

Section I: SHAC Representatives
A. Each council shall elect one representative for every 250 residents in their area.
B. Shall be elected at least a week before the first General Body meeting of the year by their respective council.
C. The councils must notify the SHAC Vice President of the names, email addresses, and room number of their elected representatives a week before the first General Body meeting of the year.
D. Shall serve until the conclusion of the academic year for which they were elected.
Meeting for each council to elect GB reps, all exec should be in attendance. Decide on days for GB meetings.
Section II: Liaisons
A. NRHH shall select a member of their organization to serve as NRHH Liaison to the General Body and inform the SHAC Vice President of the selection at least one week before the first General Body meeting of the year.
B. One RA shall be selected to serve as RA Liaison to the General Body by the RA staff and the RA staff shall inform the SHAC Vice President of the selection at least one week before the first General Body meeting of the year.
   1. RAs shall elect their liaison during their semester training by popular vote.

Section III: President
A. Election shall take place in the spring under direct supervision of the IEC.
B. Candidacy must be declared a minimum of ten (10) days prior to the date of the election.
   1. A candidate is defined as any person seeking office.
   2. An official candidate must meet all of the following qualifications:
      a. Must be a current resident of University Housing.
      b. Must intend on being a resident of University Housing during the year of his/her term.
      c. Must have a cumulative GPA above a 2.0 at the time of election.
   3. A candidate who does not become the President-elect may run for one other office.
C. All signatures and paperwork must be submitted to the IEC ten (10) days prior to the start of the first election day determined by the IEC.
D. Shall be elected by voting residents of University Housing
E. Shall obtain a minimum of one hundred (100) signatures of current residents of University Housing in order to be considered an official candidate.
F. In the event of a tie the decision shall fall upon the SHAC General Body. In the event of that vote being tied, the current Executive Board would cast the deciding votes.
G. Any resident of University Housing may choose to run as a write-in candidate. A Write-in candidate is anyone who has not compiled the necessary signatures to be considered an official candidate and listed on the ballot.
H. Write in candidates shall be awarded violation points in the same manner as other candidates. Write-in candidates shall be responsible for obtaining and understanding election and IEC rules.
I. Terms of Office
   1. Shall serve until the conclusion of the academic year for which they were elected.
   2. Shall take office during the last SHAC General Body meeting of the academic year.
   3. Shall arrive no less than ten but no more than twelve days early for transition, training, and preparation for the academic year for which they were elected.
   4. Shall be available for additional training at the discretion of the Advisor.

Section IV: Vice President, Events Coordinator, Business Manager, NCC, and Council Presidents
A. Elections shall take place in the spring under direct supervision of the IEC.
B. Candidacy must be declared a minimum of ten (10) days prior to the date of the election.
   1. A candidate is defined as any person seeking office.
   2. An official candidate must meet all of the following qualifications:
      a. Must be a current resident of University Housing.
      b. Must intend on being a resident of University Housing during the year of his/her term.
      c. Must have a cumulative GPA above a 2.0 at the time of election. Any students in their first semester are exempt from this due to not having a UWM GPA.
   3. No candidate may run for more than one office at a time.
C. All signatures and paperwork must be submitted to the IEC ten (10) days prior to the start of the first Election Day determined by the IEC.

D. Shall be determined by election at a special SHAC General Body meeting.
   1. The voting body shall be only students returning to University Housing for the following academic year. They do not need to be a SHAC member.

E. Shall obtain a minimum of fifty (50) signatures of current residents of University Housing in order to be considered a candidate.

F. If there are no candidates for a position, nominations shall be taken from the floor.

G. In the event of a tie the SHAC President shall cast the deciding vote. In the event that the SHAC President is running for a position, this vote shall be passed to the next eligible person following the SHAC Executive Board line of succession.

H. Each candidate shall be permitted the following…
   1. A four (4) minute opening speech of a content of their choosing. This time is not extendable.
   2. A four (4) minute question and answer period where the candidate will field their own questions from the voting members of SHAC. This time is extendable.
   3. Following Question and Answer the candidate will be asked to leave the room and the voting members will have a four (4) minute pro/con session.
   4. After all candidates for a position have presented, there will be a ten (10) minute discussion over all candidates. This time is extendable.
   5. Each candidate will present separately and not be allowed to hear the speech or questions asked of other candidates. Candidates will present in alphabetical order, according to their last name.

I. Elections will occur in the following order:
   1. Vice President
   2. Events Coordinator
   3. Business Manager
   4. National Communications Coordinator
   5. Council Presidents

J. Terms of Office
   1. Shall serve until the conclusion of the academic year for which they were elected.
   2. Shall take office during the last SHAC General Body meeting of the academic year.
   3. Shall arrive no less than ten but no more than twelve days early for transition, training, and preparation for the academic year for which they were elected.
   4. Shall be available for additional training at the discretion of the Advisor and President.

Section V: Advisor
A. University Housing shall select the Advisor in consultation with the Executive Board if a vacancy arises.

Section VI: Mid-Semester Elections
A. In the event of a vacancy of any officer position during the semester the IEC shall defer electoral authority to the Executive Board of SHAC to fill that vacancy as stipulated under vacancy procedures.

B. Should a referendum be called mid-semester the IEC shall form and handle this as it would with any other such vote.

C. In the event of an Executive Board seat vacancy for more than five weeks into the academic year, the Executive Board may appoint an individual to fill the vacant seat through an application process, given that the individual is approved by a 2/3 majority vote in the SHAC
General Body. If the executive board cannot make a final decision on the appointee, the general body will elect an individual from the pool of applicants.

**Section VII: Campaign Violations**
A. Any candidate credited with 125 or more campaign violation points by the IEC will be disqualified from the election.
B. No candidate may be assessed campaign violation points more than once for the same action at the same time. For example, ten flyers inappropriately placed on one day would receive the 100 points, not separate 100 points for each flyer. However, if a candidate has received a written complaint from the IEC and more flyers are improperly placed, more points may be awarded.
C. Candidates must file any complaints within two business days of the alleged violation. Any violation filed after that period may be refused hearing by the IEC.
D. The IEC Director shall notify candidates of election violation complaints or shall appoint an IEC member to do so.
E. Any candidate may be credited only those campaign violation points associated with the following violations:
   1. Candidates, or their representatives, may not campaign prior to the election informational meeting.
      Violation: 50 points
   2. Candidates, or their representatives, may not destroy, move, cover, deface, or remove any campaign materials, other than their own.
      Violation: 75 points
   3. Candidates, or their representatives, may not place campaign material in places prohibited by the City of Milwaukee, UWM, University Housing, SHAC or the IEC.
      Violation: 50 points
   4. Candidates, or their representatives, may not make remarks in public or in writing which are legally slanderous.
      Violation: 100 points
   5. Candidates, or their representatives, may not influence any member of SHAC through threats or bribery.
      Violation: 125 points
   6. Candidates, or their representatives, may not physically or verbally harass another candidate.
      Violation: 100 points
   7. Candidates, or their representatives, may not campaign within thirty-five (35) feet of the election booth.
      Violation: 75 points
   8. Candidates may not expend more than $50 for campaigning purposes.
      Violation: 10 points for each dollar over the above stated limit.
   9. Candidates, or their representatives, may not use SHAC or University Housing resources, including offices and computers, for the purpose of campaigning or designing campaign material.
      Violation: 100 points

**Article VII: Vacancies**
Vacancies due to resignation, impeachment, or removal shall be filled as soon as possible according to the following procedures:
Section I: Members
A. SHAC Representatives
   1. Vacancies shall be filled at the discretion of the Executive Board.
   2. Candidates must reside in the council area where the vacancy exists.
   3. If the vacancy is due to absence, a proxy from the same council may be selected to temporarily act as the official voting representative.
      a. Proxies must be announced to the Vice President during or before roll call.
B. Liaison Vacancies
   1. Liaison vacancies shall be filled at the discretion of the organization in which a vacancy exists.
   2. The Vice President shall be informed of any changes in liaisons.

Section II: Executive Board
A. In the event of a vacancy, the line of succession shall be adhered to until the position is filled. The SHAC Advisor shall oversee the process to ensure efficiency and transparency.
B. Business Manager, Events Coordinator, or National Communication Coordinator Vacancy
   1. The following procedure shall be followed:
      a. The Executive Board shall inform the General Body and Councils of the vacancy and allow at least one business week for applications.
      b. The Executive Board shall interview and select two candidates from submitted applications.
      c. The General Body shall vote between the two selected candidates.
C. President and Vice President
   1. In the case that the position of President is vacant, the Vice President shall assume the duties of the presidency for the remainder of the academic year.
   2. In the case that the position of Vice President is vacant (either due to Presidential succession, personal resignation or removal), the position of Vice President shall first be offered to the Business Manager.
      a. In the case that the Business Manager does not accept the position, the procedure for filling Coordinator positions shall be followed.

Section III: Executive Line of Succession
Until an Executive vacancy can be filled, the following line of succession shall be followed with respect to the procedures in place above:
A. President
B. Vice President
C. Business Manager
D. National Communications Coordinator
E. Events Coordinator

Section IV: Council Presidents
A. In the event of a vacancy, the procedure for election as outlined in the respective Council Bylaws shall be followed.

Article VIII: Removal and Impeachment

Section 1: General Removal and Impeachment Procedures
A. Shall be overseen by the President and/or Advisor of SHAC.
1. In the case of the President being removed or impeached, the Vice President may oversee the procedures.

B. The grounds for removal or impeachment shall include but not be limited to:
   1. Failure to fulfill the duties of office as spelled out in concurrent governing documents.
   2. Abuse of the powers of office.
   3. Failure to faithfully expedite requests for change from the General Body.
   4. Fraudulent use of funds.
   6. Misrepresentation or acting as a negative role model of SHAC, University Housing, and UWM.

C. Steps preceding removal and impeachment procedures are described under Article IV: Disciplinary Action.
   1. These steps may be disregarded in extreme cases by approval of the executive board. If the charges are against a member of the executive board, that person would not be included.

D. The indicted person shall have the right to speak on the charges being brought forth against them.

Section II: Removal of Members
A. SHAC Representatives and Council Presidents may either be removed by their individual constituencies according to their council bylaws or on disciplinary grounds at the discretion of the Executive Board and Advisor.
B. Liaisons may be removed by their respective affiliated organizations or on disciplinary grounds at the discretion of the Executive Board and Advisor.
C. Executive Board members may be removed on disciplinary grounds at the discretion of the General Body or Executive Board and overseen by the Advisor.

Section III: Impeachment of Members
A. Procedures of Impeachment
   1. Any member of the General Body or Executive Board shall submit substantial impeachment charges to the Advisor or President.
   2. Impeachment charges must first receive a two-thirds vote in the Impeachment Review Committee before being presented to their voting body.
   3. Impeachment charges then must receive a two-thirds vote in the voting body, to be made by secret ballot.
      a. For Executive Board members this would be the General Body.
      b. For Council Presidents and SHAC Representatives this would be their council.

B. Procedure for Impeachment for Repeated Absences
   1. Discussion of the absences in question at the following Executive Board meeting after the sixth absence.
   2. If a majority of the Executive Board decide the absences are to be excused the impeachment process will go no further, if the Executive Board does not excuse the absences, the regular procedures for impeachment will apply.
      a. If the Executive Board decides not to pursue impeachment charges, the process will repeat if the Executive Board member is to obtain two additional absences.
Article IX: Committees

Section I: Standing Committees
A. Legislative Affairs Committee
   1. To address concerns of the Residents.
   2. To oversee the legislative process.
B. Administrative Affairs Committee
   1. To engage in fundraising efforts.
   2. To assist the Business Manager in compiling the comprehensive records of SHAC.
C. Events Planning Committee
   1. To assist the Events Coordinator in Housing-wide events throughout the academic year.
   2. To provide educational and social activities for the constituency of SHAC.

Section II: Ad Hoc Committees
A. Impeachment Review Committee
   1. To be called and presided over by the President in the event of impeachment charges against an Executive Board member, Council President, or SHAC Representative.
   2. To be called and presided over by the Vice President in the event of impeachment charges against the President.
   3. The members shall be selected by the President.
   4. In the event of impeachment charges against the President, the Business Manager shall select the members.
      a. In the event of that the Business Manager is unavailable; the Vice President shall select the members.
   5. The members shall include the presiding Executive Board member, one additional Executive Board member, and three SHAC Representatives.
   6. The IRC shall follow the procedures spelled out in concurrent governing documents.

Section III: Special Committees
In the event of a situation arising that needs special attention and cannot be addressed by either a Standing or Ad Hoc committee, a special committee may be convened by the President.

Article X: Councils

Section I –Councils
A. For each council, one resident from that area shall serve as Council President.
B. Councils shall represent the voice and interests of their respective constituency through improving the academic and social quality of life in the residence halls, developing leadership skills, providing educational and social programming, and ensuring the rights, privileges, and freedoms of all residents.
C. Councils shall receive an allocation of SHAC funds for the purpose of programming, operational costs, and other expenditures approved by the council.
   1. To receive the allocated funds from SHAC, the council must submit a budget to the SHAC Business Manager at the beginning of each semester.
   2. Councils shall expect to be audited quarterly by the Business Manager to assure correct and fair budgeting.
D. Councils must submit member lists upon request to any SHAC Executive Board member or advisor within two business days.
Section II: Council President Responsibilities
A. To engage in the execution of the mission statement and goals of SHAC.
B. To represent the voice and interests of their respective constituency through improving the academic and social quality of life in the residence halls, developing leadership skills, providing educational and social programming, and ensuring the rights, privileges, and freedoms of all residents.
C. To represent the residents, SHAC, and University Housing by role modeling positive behavior, and providing ethical leadership.
D. To be fiscally responsible in the budgeting and use of SHAC monies.
E. To faithfully execute all duties spelled out in the Constitution of SHAC and dutifully execute any other jobs as mandated by the President, SHAC General Body, or their council in a timely manner.
F. To preside over their respective council and executive board meetings.
   1. Council meetings must be held at least weekly.
   2. Council executive board meetings must be held at least twice a month.
G. To provide leadership and oversee their council and council executive board.
   1. This shall include, but not be limited to, maintaining necessary communication with all executive board members to ensure members are fulfilling defined roles.
   2. To plan and compile an agenda for meetings.
H. To meet individually with an Advisor at least twice a month during the Fall and Spring semesters.
I. To maintain a cumulative GPA of above a 2.0.
   1. If GPA falls below a 2.0 they will be removed from office two weeks after the student is notified of insufficient GPA via the advisor.
J. To assist in revision and to provide written feedback for the following academic year in the form of an End of the Year report or End of the Month reports submitted to the advisor and the executive-elect in each position.
K. To adhere to expectations, deadlines, and timelines of other University Housing and UWM offices.

Article XI: Meetings

Section I: Regular Meetings
A. The General Body shall meet at least twice per month during the fall and spring semesters at the discretion of the Executive Board.
B. The Executive Board shall meet weekly at the discretion of the President.

Section II: Special Meetings
A. Emergency General Body Meetings shall be called by the President.
   1. The President shall notify the General Body at least two business days prior to the proposed Emergency Meeting.
B. The President must call a Special General Body Meeting upon receiving a written petition of:
   2. One-fifth of the residents.
Section III: Visitors
A. All SHAC meetings shall be open to residents. Residents may speak if the floor is yielded to them or if recognized by the President.
B. All SHAC meetings shall be open to guests. Guests may only speak if the President recognizes them.

Section IV: Quorum
Voting Quorum for all matters of SHAC shall be fifty percent plus one of the voting body.

Section V: Parliamentary Authority
A. The most recent edition of Robert's Rules of Order, Newly Revised, shall govern all proceeding except when inconsistent with this document, along with rules of common courtesy which shall be the norm at all meetings.
B. In the event of a conflict, the SHAC President shall be the interpreter of Robert's Rules of Order, Newly Revised.

Article XII: Finances

Section I: Budget
A. The Executive Board shall submit the following year's budget at the end of each year to the General Body for approval.
B. Any expenditure not specified by a line item within the year budget must be accounted for and asked for through a budget request to SHAC.
C. Each spring the Executive Board in conjunction with University Housing shall determine the amount of funds that SHAC shall receive from student fees.
D. Individual Executive Board members' stipends shall not exceed $2000 per academic year.

Section II: Allocation of Funds of the 230 Account
A. Budget requests must first be submitted in writing to the Business Manager and he/she is responsible for forwarding it to the appropriate body.
B. Budget requests less than and including $24.99 must only be approved by the President.
C. Budget requests between $25 and $99.99 must only be approved by the Executive Board.
D. The General Body must approve individual program budgets exceeding $100.
E. Councils shall each be apportioned a programming budget out of the overall programming budget at the discretion of the Executive Board.

Section III: Allocation of Funds of the Checking Account
A. Budget requests must first be submitted in writing to the Business Manager.
B. All budget requests must be passed by the General Body.
   1. Emergency purchases may be expedited with approval by one Advisor.
C. All purchases must be reported to the General Body at the General Body meeting following the date of the purchase.
D. All reimbursements must be submitted to the Business Manager no later than 20 days following the expenditure and shall follow the above process of budget requests.

Article XIII: Reserved Powers
Any power not explicitly defined in this Constitution shall be reserved by the Executive Board.
Article XIV: Concurrent Governing Documents, Legislation and Amendments

Section I: Supremacy
A. SHAC shall have Concurrent Governing Documents that shall help interpret and guide the organization.
   1. These Concurrent Governing Documents shall, at the time of ratification of this Constitution, consist of Council Bylaws.
B. The Constitution shall be considered the supreme governing document of SHAC.
C. Any additional Concurrent Governing Documents, excluding Council Bylaws, must be approved by two-thirds of the General Body.

Section II: Legislation and Amendments
A. Must be proposed in writing by any voting or Executive Board member.
B. May be written by any resident but must be sponsored by a voting or Executive Board member.
C. May be submitted to the Legislative Affairs Committee for assistance in the legislative process.
D. Must be presented using the Student Housing Administrative Council Proposal Form.
   1. If not written in the format described on the proposal form, the author must resubmit the proposed amendment before it may be heard by the General Body.
E. Will be added to the New Business section of the General Body agenda and discussed at the next General Body meeting after being received by the Executive Board.
F. After being heard as New Business, SHAC Representatives will bring it back to their respective councils for discussion.
G. Will be placed under Unfinished Business and voted on at the next General Body meeting.
H. The General Body must approve all amendments by a two-thirds majority.
   1. Amendments shall be signed and enforced by the President.
I. The General Body must approve all legislation by simple majority.
   1. The President may veto any legislation within two business days of passage by the General Body.

Article XV: Enactment

Section I: Ratification
This Constitution shall be ratified upon approval by two-thirds of the General Body and the Director of University Housing.

Section II: Nullification
All previous governing documents are hereby null and void.

(President of SHAC, Sabrina Waterfield) (Date)

(Director of University Housing, Kelly Haag) (Date)

(Chancellor, Mark Mone) (Date)