Student Association Executive Bylaws

Article I. Composition

(a) The Executive Branch shall be composed of the President, the Vice President of Student Affairs, the Vice President of Academic Affairs, the Secretary, the Treasurer, and any appointed executive officials as outlined as outlined in these bylaws.

(b) The branch may not contain more than 9 total officials.

(c) No member of the Executive Branch may hold nor be compensated for more than one elected, appointed, or hired Executive position within the Student Association.

Article II. Terms

(a) The President and Vice Presidents shall serve from May 1st of the election year until May 31st of the following year, serving in a purely transitional, non-voting ex-officio capacity in the final month of their term. All other Executive Branch terms last from June 1st of the election year to May 31st of the next year.

Article III. Removal

Section 3.01 Removal Process

(a) Removals shall be referred to the OAC by the Senate, as outlined in Article IV, Section 4.08(a), (viii) of the Constitution.

(b) Executive Branch Officials may only be removed by at least a 2/3-majority vote of the OAC officials in attendance, subject to removal procedures outlined in the OAC bylaws.

Section 3.02 Appeals

(a) Appeals of removal may be made by the Senate, as outlined in Article IV, Section 4.08, (a), (x) of the Constitution.
Section 3.03 Reasons for Removal

(a) Executive Officials may be removed for the following reasons:
   a. Failure to fulfill the duties of office
   b. Abuse of the powers of the office
   c. Conduct unbecoming of a Student Association official
   d. Misappropriation, or intentional misuse, of student funds
   e. Failure to abide by all Senate-approved contracts, codes of conduct, and responsibilities outlined in governing documents
   f. Unsatisfactory performance that has led to a loss of confidence among the Student Association Senate

Article IV. Succession

(a) The succession of power in the case of a vacancy or inability in the office of the President shall be the Vice President of Student Affairs, then Vice President of Academic Affairs, and then a Senator appointed via a simple majority vote of the Senate.

(b) No person who was not elected into their current role may succeed to the role of President.

Article V. Elected Executive Officials

(a) The President, Vice President of Student Affairs, and the Vice President of Academic Affairs shall have the responsibility to nominate Appointed Executive Official positions, OAC positions, and vacated Elected Official positions subject to the respective hiring procedures outlined in the Executive and OAC Bylaws. All nominations are subject to at least a 2/3-majority vote of senators in attendance before taking office.

Section 5.02 The Duties and Responsibilities of the President

(a) To serve on the Senate as an ex-officio member, voting only in cases of a tie.

(b) To be the official representative of the Student Association.

(c) To preside as chair over meetings of the Senate.

(d) To preside as chair over meetings of the Executive Committee.

(e) To coordinate the activities of the Executive Branch.
(f) To preliminarily appoint students to university shared governance bodies subject to a review and confirmation vote of the Senate, with the exception of members of the Independent Election Commission. This duty may be delegated to another official of the Executive branch at the discretion of the President.

(g) To be the official student representative to the Chancellor and all other shared governance groups as defined under Wisconsin Statue 36

(h) To give a State of the Students address at least once per semester, in which students shall be informed of the progress and plans made by the Student Association.

(i) To serve as the main representative and delegation leader to all external organizations, unless he or she temporarily appoints another SA member to serve in that role.

(j) To sign or veto legislation passed by the Senate

   a. The Senate and public must be notified of the veto within seven days of the legislation passing, or the legislation shall become enacted. All vetoed legislation shall be included on the next Senate agenda.

(k) Shall not be allowed to veto results of removal proceedings, nor the results of Senate appointments.

(l) Shall work with and mentor the At-Large and Freshman Senators.

(m) Shall hold a minimum of 15 office hours per week.

Section 5.03 The Duties of the Vice President of Student Affairs

(a) To serve on the Senate as a non-voting ex-officio member.

(b) To serve on the Executive Committee as a voting member.

(c) Shall meet with the Vice Chancellor of Student Affairs and the Dean of Students at least once per month during the Fall and Spring semesters.

(d) Shall work with and mentor the Advocacy Senators.

(e) Shall serve as the primary official for legislation concerning student life.

(f) Shall serve as the chair of the Student Life and Interest Committee.

(g) Shall hold a minimum of 15 office hours per week.

Section 5.04 The Duties of the Vice President of Academic Affairs

(a) To serve on the Senate as a non-voting ex-officio member.

(b) To serve on the Executive Committee as a voting member.

(c) Shall meet with the Provost at least twice each Semester.
(d) Shall meet with the Dean of each school or college at least once each year.
(e) Shall work with and mentor the School and College Senators.
(f) Shall work with School and College Senators to coordinate the Program Representatives system, including publicity, recruitment, elections of and communication with Program Representatives.
(g) Shall serve as the primary official for legislation concerning Academic Affairs.
(h) Shall hold a minimum of 15 office hours per week.

Article VI. Appointed Executive Officials

Section 6.01 The Duties of the Secretary

(a) To serve on the Senate as a non-voting ex-officio member.
(b) To serve on the Executive Committee as a voting member.
(c) To record minutes of Senate, Senate Finance Committee (SFC), Student Appropriations Committee (SAC), and Executive Committee meetings.
(d) To post open meetings notices and agendas for Senate, SFC, SAC, and Executive Committee meetings at least 24 hours in advance of the scheduled meeting, or at least 48 hours in advance when the meeting falls on a Sunday or public holiday.
(e) Shall work with the OAC's Record and Administration Commissioner and the SAPS office to maintain a paper archive and digital database of all SA documents.
(f) Shall hold a minimum of 10 office hours per week.

Section 6.02 The Duties of the Treasurer

(a) To serve on the Senate as a non-voting ex-officio member.
(b) To serve on the Executive Committee as a voting member.
(c) To keep record of the finances of the Student Association.
(d) Work with Student Association Professional Staff (herein SAPS) to manage all financial processes of the SA, including but not limited to the payment of stipends to SA officials, all expenditures and reimbursements incurred by SA officials or staff.
(e) Shall work with the Executive Committee to propose an annual budget for approval by the Senate.
(f) Present the state of the SA budget at least once each semester to the Senate.
(g) To preside as chair over meetings of the Senate Finance Committee.
In the absence of a Student Appropriations Committee Chair, serve as chair until a replacement can be appointed and approved by the Senate.

To approve minor usage if funds as outlined in the Financial Policies and Procedures.

 Shall hold a minimum of 10 office hours per week.

Section 6.03 The Duties of Additional Appointed Executive Officials

(a) To serve on the Senate as a non-voting ex-officio member.

(b) To serve on the Executive Committee as a voting member.

(c) Shall hold a minimum of 10 office hours per week.

(d) All other duties outlined in the Executive Officials job description.

Article VII. Hired Executive Staff

Section 7.01 The Duties of Hired Executive Staff

(a) To staff the front desk of the office, assisting visitors and taking phone calls.

(b) To provide administrative support to the executive officials of the SA.

(c) All other duties outlined in the Executive Officials job description.

Article VIII. Article VII – Job Descriptions

(a) Each Executive Official shall have a job description, recommended by the Elected Executive Officials and confirmed by the OAC Human Resources Commission, with these bylaws attached as an addendum. These job descriptions shall be made available when advertising Appointed or Hired Executive Officials vacancies and upon request of members of the SA.

Article IX. Executive Committee

Section 9.01 The Duties and Responsibilities of the Executive Committee

(a) The Executive Committee shall be comprised of the President, the Vice President of Student Affairs, the Vice President of Academic Affairs, the Secretary, the Treasurer, and any additional appointed executive officials as described in Article IV, Section 4.01(a) of the Constitution.

(b) Shall meet a minimum of once before every regularly scheduled Senate meeting and establish a Senate agenda at least 24 hours before the scheduled Senate meeting, 48 hours if the Senate meeting falls on a Sunday or public holiday.
140 (c) To work towards advancing all legislation enacted by the SA.
141 (d) To approve major uses of funds as outlined in the Financial Policies and Procedures.
142 (e) Shall make recommendations for applicants of the Independent Election Commission to
143 the Senate for final approval.
144 a. *The application process for the Independent Elections Commission shall be coordinated
145 by SAPS.*
146 (f) Shall prepare agendas for all Senate sessions.
147 (g) Meetings of the Executive Committee are called by the President or designee, or
148 petition signed by a simple majority of Senators and filed with the OAC.
149 (h) Shall propose an annual budget for the SA, subject to a 2/3-majority vote by Senators in
150 attendance.
151 (i) Shall conduct investigations and removal proceedings of officials of the OAC upon
152 request of the Senate. Due process must be followed as outlined in Article III, Section
153 3.02, (a), of the Constitution.
154 a. *This subsection shall be supplemented by policies and procedures; such policies and
155 procedures shall not conflict with other SA governing documents.*

156 **Article X. Removal of OAC Officials**
157 (a) The President shall be responsible for implementation of this Article.
158 (b) Quorum for all portions of meetings concerning removal of OAC officials shall be 3/4 of
159 seated members of the Executive Committee. No removal hearings shall commence,
160 continue, or conclude, without 3/4 of seated members of the Executive Committee
161 being in attendance.
162 a. *There shall be no discretion in excuses accepted by the President in absences to such
163 proceedings; and rescheduling of hearings shall only be allowed for documented and
164 verifiable reasons given in the Executive Polices and Procedure.*
165 b. *All absences to be excused by the President under this subsection must be submitted at
166 least six hours before the scheduled start of a meeting or other proceeding. All
167 absences not excused will result in a one month suspension of pay, to take effect the
168 month of such meeting or proceeding.*

169 **Section 10.02 Policy**
170 (a) OAC Officials may be removed from office by at least a 2/3 – majority vote of the
171 Executive Committee members in attendance.
172 (b) OAC Officials may be removed for the following reasons:
a. Failure to fulfill the duties of office

b. Abuse of the powers of the office

c. Conduct unbecoming of a Student Association official

d. Misappropriation, or intentional misuse, of student funds

e. Failure to abide by all Senate-approved contracts, codes of conduct, and responsibilities outlined in governing documents

f. Unsatisfactory performance that has led to a loss of confidence among the Student Association Senate

(c) All OAC officials being considered for removal, must be referred to the Executive Committee by the Senate, in accordance with Article IV, Section 4.08(a)(viii) of the SA Constitution.

a. Such referral must be forwarded to the President or Secretary, in the form of an official legislative document, with the voting record of the Senate, and the signature of a member of the Executive Committee; as well as documentation clearly describing the cause for such referral.

Section 10.03 Procedure

(a) Prior to the removal proceedings:

a. The President or Secretary receives an official legislative document, with the voting record of the Senate, and the signature of a member of the Executive Committee; as well as documentation clearly describing the cause for such referral.

b. If received by the Secretary, the Secretary shall forward such referral to the President.

c. Upon receipt of the referral for removal, the President shall verify that the requirements of Section 10.03, (a), a. have been met.

d. If the requirements of Section 10.03, (a), a. have been met, a special meeting of the Executive Committee shall be scheduled for the purpose having a hearing for considering the removal of the referred OAC official, and such special meeting and hearing shall be no less than ten (10) days, and no more than twenty (20) from receipt of the removal referral.

i) If there is other business to consider at the special meeting, the consideration and hearing of the removal referral shall be listed as the first item on the agenda under new business.

e. The President or their designee shall inform the OAC Chairperson and the OAC official referred for removal of the date and time of the special meeting and hearing within three (3) days of scheduling such meeting. If the OAC official being referred for removal is the Chairperson, the RAC shall be so informed.
i) All parties shall be informed that they have a right to submit information on their behalf, either prior to the special meeting, or at the special meeting; and that they may present witnesses on their behalf.

ii) Each party may have their organization's staff and/or faculty adviser attend, and be notified of such provision.

f. On the day of the special meeting and hearing, the Executive Committee shall first meet in open session. At the time of the hearing for consideration of the removal of the referred OAC official, the Executive Committee shall move into closed session, and such closed session shall be called with a roll call vote.

(b) Beginning the removal proceedings:

   a. The President shall read aloud the referral forwarded by the Senate as outlined in Section 10.03, (a), a. of these bylaws.

   b. The Secretary shall then take attendance of the parties present — the OAC Chairperson or other designated official as the Complainant, and the OAC official referred for removal as the Respondent. When the presence of both parties has been verified, the hearing shall continue.

   i) If either party is not present, the President shall call at least a five minute recess, which time will be given as a courtesy to the absent party. If, at the time the closed session hearing reconvenes, the absent party is still not present, the hearing shall continue with information already submitted or presented, and presented henceforth.

   c. The President shall then request the Complainant to present the case for removal of the Respondent, and submission of any additional information, and presentation of witnesses.

       i) The Executive Committee Members shall then ask questions of, and discuss information presented as necessary.

       ii) The President may exclude certain information submitted or presented if the information is not deemed to be directly related to the case at hand.

   d. The President shall then request the Respondent to present a rebuttal, and submission of any additional information, and presentation of witnesses.

       i) The Executive Committee Members shall then ask questions of, and discuss information presented as necessary.

       ii) The President may exclude certain information submitted or presented if the information is not deemed to be directly related to the case at hand.

   e. The President shall then give both the Complainant and Respondent ten (10) minutes for closing statements.
f. The Executive Committee Members shall then have a final questions and discussion concerning information presented as necessary.

g. The President shall then ask if there are any objections from the Executive Committee to adjourning the hearing. If there are no objections, the hearing shall be adjourned, and the President shall clear the room for consideration of the case.

i) If there are objections, the objecting Executive Committee Member(s) shall state the reason(s) for objection. If the reason(s) for objection is deemed by the President to be significant enough to keep the hearing in session, the Executive Committee shall not adjourn. If the reason(s) for objection is deemed by the President to not be significant enough to keep the hearing in session, the hearing shall be adjourned, and the President shall clear the room for consideration of the case.

(c) Consideration of information by the Executive Committee:

a. When the President has verified that the room is cleared, they shall call reconvene the Executive Committee in closed session to consider the information presented by both parties.

b. All Executive Committee Members shall be given at least ten minutes to present their findings and opinions for the first round of discussion.

c. At the end of the first round of discussion, the President shall call a vote of the Executive Committee to determine the decision of the case; and such vote shall be a roll call vote.

i) If at least 2/3 of Executive Committee Members in attendance find in favor of the Complainant, the President shall state for the record, that the Executive Committee finds that the preponderance of the information presented by all parties, substantiates the referral for removal submitted by the Senate; and that the Respondent is immediately removed from office, and shall no longer have any claim or authority to any office in the SA.

ii) If less than 2/3 of Executive Committee Members in attendance find in favor of the Complainant, the President shall hold another round of discussion.

a. All Executive Committee Members shall be given at least ten minutes to present further findings and opinions for the second round of discussion.

b. At the end of the second round of discussion, the President shall call a vote of the Executive Committee Members to determine the decision of the case; and such vote shall be a roll call vote.

c. If at least 2/3 of seated Executive Committee Members in attendance find in favor of the Complainant, the President shall state for the record, that the Executive Committee finds that the preponderance of the information presented by all parties, substantiates the referral for removal submitted by the Senate; and that the Respondent shall be immediately removed from office, and shall no longer have any right, claim, or authority to any office in the SA.
d. If less than 2/3 of seated Executive Committee Members in attendance find in favor of the Complainant, the President shall state for the record, that the Executive Committee finds that the preponderance of the information presented by all parties, does not substantiate the referral for removal submitted by the Senate; and that the Respondent shall not be removed from office, and shall continue to enjoy full right, claim, and authority to elected or appointed office.

   d. At the President's discretion, or upon a unanimous vote of the Executive Committee Members present, consideration of the removal may be adjourned, and consideration taken up at another time to be scheduled before adjournment.

(d) Disposition of the case:

   a. The President shall then assign the Executive Committee Member(s) to write the official decision of the Executive Committee.

   b. The assigned Executive Committee Member(s) shall have no more than five (5) academic days to write the official decision of the Executive Committee and present it to the President for final disposition of the case.

   i) Dissenting or concurring decisions may be written by other Executive Committee Members, with deadlines the same as those for the official decision.

   c. Upon receipt of the decision(s) of the Executive Committee, the President shall file in accordance with the Executive policies and procedures, and present a copy of the decision(s) to the Complainant and Respondent within five (5) academic days.

   i) Once this is completed, the case shall be considered closed by the Executive Committee. There shall be an appeals process in accordance with Article IV, Section 4.08(a)(x) of the SA Constitution.

Article XI. Enactment

(a) This document shall supersede all previous Executive bylaws and shall become effective upon passage by a 2/3-majority vote of the Board of Trustees and signature of the SA Board of Trustees Chair.

Article XII. Amendments

(a) Amendments to these bylaws shall require a two-thirds (2/3) vote of the Senate.

\[ Signature \]
Nik Rettinger  
Chair of the Board of Trustees  

\[ Date \]  
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\[ Legislative History \]
April 20th, 2014 – Authored by Chair Rettinger  
April 25th, 2014 – Introduced to the Executive Committee  
April 27th, 2014 – Introduced to the Board of Trustees