Oversight and Appeals Commission Bylaws

Article I. ESTABLISHMENT

Section 1.01 Article VI of the Student Association (SA) at the University of Wisconsin-Milwaukee (UWM) Constitution, establishes and outlines the Oversight and Appeals Commission (OAC), charged with oversight of and appeals concerning the SA and its constituent bodies, mediation services for Registered Student Organizations and their members, Senate Allocations Appeals, UWM Parking and Transit Office parking appeals, and mediation services for students enrolled at UWM.

Section 1.02 These bylaws have been created in accordance with the SA Constitution, in order to implement the provisions thereof.

Section 1.03 The SA Constitution and these bylaws shall be the primary governing documents of the OAC. Legislative and Executive bylaws shall be additional governing documents of the OAC, where those documents are given such authority by the SA Constitution.

(a) The most recent edition of Robert’s Rules of Order Newly Revised shall be the procedural governing document of the OAC and committees instituted under its authority for all meetings and other proceedings, where not in contradiction with the previously listed documents; and as amended as necessary for the efficient and effective operations and administration of the OAC.

Article II. ORGANIZATION

Section 2.01 The basic organization of the OAC shall be in accordance with Article VI, Section 6.01(b-d) of the SA Constitution.

Section 2.02 Commissioners

(a) All Commissioners shall be appointed in accordance with Article V, Section 5.05(a) of the SA Constitution.

(b) Chairperson

(i) Serve as a non-voting, ex-officio member of the Senate.

(ii) The Chairperson must hold at least eight (8) office hours per week.

(c) Two (2) Deputy Commissioners

(i) Serve as non-voting, ex-officio members of the Senate.

(ii) The two deputy commissioners shall assist the Chairperson of the OAC in fulfilling all administrative duties of the OAC.
(iii) Each must serve at least six (6) office hours per week.

(d) Two (2) At Large Student Commissioners

(i) Serve as non-voting, ex-officio members of the Senate.

(ii) The two At Large Student Commissioners are full voting members, just like the above-mentioned three Commissioners, but do not assist in the administrative duties of the OAC.

(iii) There are no office hour requirements for these two students.

Section 2.03 Terms

(a) The terms of service for all Commissioners shall be in accordance with Article VI, Section 6.02 of the SA Constitution.

(i) In the event of a vacancy on the OAC, if the vacancy has not been filled within sixty (60) days of such vacancy being reported to the President, the Chairperson shall call an emergency meeting of the OAC for the purposes of selecting its own nominee, and such nominee shall be forwarded to the Senate for confirmation in accordance with Article IV, Section 4.08(a)(vii) of the SA Constitution.

(b) The term of a Commissioner shall be considered completed when:

(i) Two years has elapsed from the time of the original appointment, and the Commissioner was not reappointed;

(ii) Two years has elapsed from the time of reappointment, if appointed for a second term;

a) At which time the student may no longer serve in any capacity on the OAC.

(iii) The Commissioner has submitted a notice of resignation, in hard-copy or electronically; where the resignation and completion of term shall be immediate, unless stated otherwise in the notice of resignation;

(iv) The Commissioner has verbally resigned to the Chairperson, President, or one of the Vice Presidents;

a) Such resignation in all instances shall be considered immediate.

b) Such resignation shall, whenever possible, be recorded, or witnessed by at least two other individuals, who shall sign an affidavit of witness to that affect.

b) If recording or witnesses are not practicable, such resignation shall be considered valid and in force, if after notice of resignation processing by the Chairperson, the resigned Commissioner does not contest the notice of acceptance of resignation. Record of resignation must be presented for the resignation to be considered valid.

i) If the Commissioner contests the validity of the resignation, the burden of proof lies whoever makes the claim of resignation.

(v) The Commissioner has been removed in accordance with Section 4.04 of these bylaws.
(a) The Chairperson, upon agreement of a majority of the Commissioners, and a majority of the Executive Committee, may hire up to two clerical staff, to assist with the operations of the OAC. Such position must adhere to policies and procedures for the hiring of SA non-elected officials and staff, and the need for such position shall be reviewed no less than at least once every three months by both the OAC and the Executive Committee.

(i) All OAC clerical staff shall be coded according to the OAC HR policies and procedures, and pay, if any, shall maintain compliance with the official SA budget approved by the Senate.

(b) From time to time, there may be a necessity to create committees to undertake certain responsibilities of the OAC to, among other things, allow students at-large to take part in the oversight and appeals process and receive advice and specialized input from staff and/or faculty. Policies and procedures shall be instituted to guide the OAC in the administration of committees and their members; such policies procedures shall not conflict with other SA governing documents.

(i) There shall be no compensation for at-large student, staff, or faculty committee member; and no SA official shall receive compensation for serving on a committee.

Article III. RESPONSIBILITIES OF THE OAC

Section 3.01 The responsibilities of the OAC shall be in accordance with Article VI of the SA Constitution, and any legislation enacted under it.

Section 3.02 The OAC shall have the sole responsibility, to hear, mediate, and/or decide cases arising from:

(a) Oversight and appeals concerning the Executive and Legislative Branches of the SA;

(i) There shall be policies and procedures established by the OAC for the implementation of this subsection, such policies and procedures shall not conflict with other SA governing documents.

(ii) This shall include questions concerning, and procedural appeals regarding the SA Constitution, and all legislation, resolutions, and other acts derived from authority granted by the SA Constitution.

(b) Interpretation of governing documents upon request;

(i) The Chairperson shall be the sole Commissioner responsible for the issuance such interpretations to all members of the SA where applicable to the SA. An interpretation may be appealed to the entire OAC for a majority vote.

a) This responsibility may be delegated to one or more Commissioners at the discretion of the Chairperson, upon completion of training for the purpose.

b) Policies and procedures shall be created to outline the general requirements for training and interpretation of governing documents, such policies and procedures shall not conflict with other SA governing documents

(c) Processing of student parking appeals;
(i) There shall be policies and procedures established by the OAC for the implementation of this subsection, such policies and procedures shall not conflict with other SA governing documents.

(ii) There shall be a formal agreement between the SA, through the OAC, and the administration of UWM, through the UWM Parking & Transit Office (PTO), for the implementation of this subsection. However, in the absence of an agreement not due to the fault of the OAC, action may still be taken in accordance with these bylaws and policies and procedures.

(d) Providing mediation services for students, and members of Registered Student Organizations;

(i) There shall be policies and procedures established by the OAC for the implementation of this subsection, such policies and procedures shall not conflict with other SA governing documents.

(ii) There shall be a formal agreement between the SA, through the OAC, and the administration of UWM, through the UWM for Student Involvement (CSI), for the implementation of this subsection. However, in the absence of an agreement not due to the fault of the OAC, action may still be taken in accordance with these bylaws and policies and procedures, such policies and procedures shall not conflict with other SA governing documents.

(e) Maintaining accuracy and integrity of all SA records;

(i) There shall be policies and procedures established by the OAC for the implementation of this subsection, such policies and procedures shall not conflict with other SA governing documents.

(ii) All records produced by the SA in the current and previous two years shall be maintained in hard and electronic copy in the OAC offices; all records produced by the SA before this time shall be retained in electronic form in OAC files and transferred to the SA permanent archive in the Golda Meir Library.

(iii) The OAC shall coordinate with SAPS to ensure that office maintains the most current copies of all SA governing documents, legislation, and other records as requested by SAPS.

(f) Overseeing the process for hiring all unelected SA officials and staff for the Executive and Legislative Branches; where there shall be policies and procedures established by the OAC; and

(i) There shall be policies and procedures established by the OAC for the implementation of this subsection, such policies and procedures shall not conflict with other SA governing documents.

(g) Upon referral to the OAC by other entities of UWM.

Article IV. RESPONSIBILITIES AND OPERATIONS OF COMMISSIONERS

Section 4.01 Responsibilities of the Commission and all Commissioners

(a) Attend all regular, special, and emergency meetings and other proceedings of the OAC, with the exception of the reasons given in Section 4.03(e) of these bylaws.

(b) Perform those duties and responsibilities listed herein, in OAC policies and procedures, and as directed by the OAC Chairperson, and these shall include, but not limited to:

(i) Maintaining accurate physical and electronic records of matters pertaining to them as OAC Commissioners and committee chairpersons; and when such matters are concluded, forward all records to the Chairperson.
(ii) Maintain necessary communications with all persons involved in and attend all necessary to matters before them.

c) The OAC shall conduct all investigations, hearings, and mediations executed under these bylaws in accordance with the principles of due process as outlined in Article III, Section 3.02 of the SA Constitution.

d) Attend all trainings necessary for the effective and efficient performance of duties and responsibilities.

e) All files and documents, physical or electronic, shall be maintained and distributed in accordance with Wisconsin State public records laws. OAC policies and procedures shall list a minimum standard for inclusion on the SA or other applicable website, with other SA entities providing more information online as necessary. Such policies and procedures shall also, not conflict with other SA governing documents.

(f) The OAC shall create policies and procedures as described herein for its efficient and effective operations and administration.

(g) The OAC shall create temporary committees deemed necessary for the efficient and effective operations and administration of the OAC. Such committees will not be required to have bylaws but shall have policies and procedures that conflict with no other SA governing documents;

(i) The committee must be given a mission and goals that reflect one or more of the missions and/or goals of the SA or OAC

(ii) The committee must submit regular reports to the Chairperson.

(iii) Committees created under this Section must have at least one Commissioner, acting as the chairperson. The composition of the committee shall be determined upon its creation by the OAC and specified in the policies and procedures; however, there shall be no less than one at-large student on any committee established under this section, appointed through the shared governance process.

Section 4.02 Responsibilities of Individual Commissioners

(a) The Chairperson shall:

(i) Perform all duties and functions assigned to the office under the SA Constitution, and these bylaws;

(ii) Serve as the Chairperson of the OAC, to include:

a) Acting as the chief executive and operational officer, and branch head of the OAC;

i) All administrative and operational business, as well as financial business established in the SA Senate approved budget of the OAC shall be the responsibility of the Chairperson; however, the Chairperson may delegate certain responsibilities through policies and procedures, of the OAC, and at their discretion. Such policies and procedures shall not conflict with other SA governing documents.

b) Acting as the official representative of the OAC internal and external of the SA;
(iii) Call and attend regular, special, and emergency meetings and other proceedings of the OAC; and call and attend other meetings as necessary for its efficient and effective operations, to include:

a) Being responsive to reasonable requests by any SA official for a special meeting or other proceeding of the OAC.

(iv) Attend all regular, special, and emergency meetings of the Senate, or their designee.

(v) Preside over all meetings of the OAC, with the exceptions given in Section 4.03(e) of these bylaws, or upon the approval of a majority of the other Commissioners:

(vi) Coordinate all activities, meetings, hearings, duties, and responsibilities of the OAC;

(vii) Assign all other Commissioners to appropriate areas after consultation with the entire OAC;

(viii) Issue interpretations in accordance with Section 2.02(b) of these bylaws;

(ix) Coordinating investigations and removal proceedings of officials of the Legislative and Executive Branches upon request of the Senate, in accordance with Article VI, Section 6.03(ai) of the SA Constitution, and Article VI of these bylaws;

(x) Call a meeting of the Executive Committee, if petitioned by a simple majority of Senators in accordance with Article V, Section 5.08(a)(vii) of the SA Constitution.

a) The Chairperson or Chairperson’s designee shall, in the instance of the President not calling such meeting at the request of the Senators, call the meeting to order, then relinquish the chair to the next senior member in the line of succession as outlined in Article V, Section 5.04 of the SA Constitution.

(xi) Facilitate an appeal process for the Student Finance Committee (SFC), in coordination with that body, and as outlined in its bylaws;

a) OAC policies and procedures shall be created to implement this subsection, such policies and procedures shall not conflict with other SA governing documents.

(xii) Issue decisions of the OAC in cases arising from disputes and mediation

a) The decisions of the OAC is cases arising from disputes and shall be issued by the Chairperson.

(xiii) Coordinate the creation and/or amendment of all OAC policies and procedures; and

a) Policies and procedures for legislative and executive oversight are a primary responsibility.

(xiv) Report to the Executive Committee monthly, on the activities of the OAC.

(xv) In the case of the absence or inability to perform the duties of the Chairperson, the responsibilities herein assigned to the Chairperson shall be exercised by a majority of the Commissioners; until such absence or inability is concluded.

Section 4.03 Meetings

(a) All meetings and hearings of the OAC and committees established under its authority shall conform to Wisconsin State open meetings laws.
(i) All proceedings under this section shall be posted with a public meeting notice and agenda no less than forty-eight (48) hours before the scheduled proceeding, or no less than seventy-two (72) hours before the scheduled proceeding, if said proceeding falls on a Sunday or federal or state holiday.

(b) The Chairperson shall preside over all meetings of the OAC with the exceptions given in Section 4.03(c) of these bylaws, or upon the approval of a majority of the other Commissioners:

(i) In the case of the absence of the Chairperson at a previously called meeting, the longest serving Commissioner shall act as the chairperson, unless the Chairperson assigns another to perform those duties.

(c) Quorum for all OAC meetings shall be at least three (3) seated Commissioners, in order to hear, mediate, and/or decide any case brought before it under these bylaws, with those exceptions herein, where the Chairperson may act independently; unless otherwise stated in these bylaws.

(d) The OAC shall meet for a regular meeting at least once every other week during the regular spring and fall semesters of UWM, and such meetings shall be regularly scheduled at the first meeting before or after the regular spring and fall semesters begin.

(i) The Chairperson may call special or emergency meetings of the OAC as necessary; or a majority of all other Commissioners may do the same, with the longest serving Commissioner serving as chairperson if the Chairperson is not present; however, in all cases, meetings must comply with Wisconsin State open meetings laws.

(e) Absences for all meetings and office hours may be excused for the following reason:

(i) A conflict of interest with one or more of the parties to a case;

(ii) Illness or similar exigency;

(iii) Religious observance

(iv) Academic necessity; or

(v) With the approval of the chairperson.

(vi) All absences to be excused by the Chairperson must be submitted at least six hours before the scheduled start of a meeting or other proceeding

(vii) All meetings and office hours scheduled during a period when the UWM administration has closed the campus due to weather will be canceled and excused.

(viii) Attendance at meetings through electronic means shall be allowed at the discretion of the Chairperson.

Section 4.04 Prohibitions

(a) No Commissioner may hold any other office or position, elected or appointed, in the SA.

(b) No Commissioner or committee member may run for any elected office in the SA, while holding an office or position with the OAC.
(c) A commissioner who resigns from their position before the completion of their 2-year term may not run for an elected SA position within the same academic year in which they have served on the OAC.

(d) Any member serving on a committee that deals directly with tissues or decisions relation to the elections or the IEC may not run for an elected SA position with the same academic year in which they have served on the OAC.

(e) No Commissioner may actively campaign for anyone running for any elected office in the SA.

(f) No Commissioner or committee member may hold a seat, either permanent or temporary, on the Independent Elections Commission.

(g) No Commissioner or committee member may take part in any meeting, proceeding, or action of the Independent Elections Commission.

(h) No Commissioner or committee member may act in any way, officially or unofficially, as a permanent, temporary, special, or emergency body or person in matters concerning SA elections; with those exceptions for appeals outlined in the IEC bylaws, these bylaws, and policies and procedures concerning SA elections.

Article V. REMOVAL OF COMMISSIONERS OF THE OAC

Section 5.01 All Commissioners must maintain true and accurate records of time served and worked performed, as well as perform that work outlined in these bylaws and as directed by the Chairperson; and all time and performance records shall be collected and maintained by the Chairperson.

Section 5.02 The Chairperson, upon review of the previous month’s Commissioners performance record and performance in progress, may take the following discretionary administrative sanctions:

(a) Verbal and/or written reprimands in the Commissioner’s human resources record.

(b) Suspension, with deductions made from allocated stipend amount.

(i) A Commissioner suspended under this section shall not have the authority to act in any capacity as a Commissioner of the OAC under these bylaws; and shall not be considered for quorum at meetings of the OAC, until the conclusion of such suspension.

(ii) A suspension under this subsection may be appealed by the Commissioner suspended to the Executive Committee.

Section 5.03 Removal and Impeachment

(a) Removal of Commissioners from office shall only be performed in accordance with Article VI, Section 6.04, of the SA Constitution;

(i) A Commissioner under a removal investigation and/or proceeding shall not have the authority to act in any capacity as a Commissioner of the OAC under these bylaws; and shall not be considered for quorum at meetings of the OAC, from the time a vote for recommendation for removal is taken, until disposition of the removal investigation and/or proceedings.
(i) Such incapacity shall last no more than thirty (30) days from the time a vote for impeachment is taken; and during such incapacitation, no vote of the OAC shall be taken, but for matters directly related to administrative and operational matters.

(b) However, the Chairperson, with the concurrence of all other seated Commissioners not in question, may impeach a Commissioner, and such impeachment shall be reported to the Executive Committee for their information and consideration.

(i) Impeachment under this section is in no way intended to usurp, bypass, or otherwise minimize the duties and responsibilities of the Senate concerning recommendation of the removal of OAC Commissioners, or of the Executive Committee for conducting investigations, and removal proceedings of OAC Commissioners; but is indeed only to be utilized under such extreme circumstances, such that the Senate does not exercise its duty to refer egregious actions necessitating investigation and possible removal to the Executive Committee.

(ii) Impeachment under this subsection shall not be interpreted in any way as an action analogous to removal; but shall only serve as a charge of serious offenses against the governing documents of the SA; or that have a high probability of causing serious harm to student life on campus, or the reputation of the SA or UWM.

(iii) A Commissioner under an impeachment investigation and/or proceeding shall not have the authority to act in any capacity as a Commissioner of the OAC under these bylaws; and shall not be considered for quorum at meetings of the OAC, from the time a vote for recommendation for removal is taken, until disposition of the removal investigation and/or proceedings.

1) Such incapacity shall last no more than twenty-one (21) days from the time a vote for impeachment is taken; and during such incapacitation, no vote of the OAC shall be taken, but for matters directly related to administrative and operational matters.

Article VI. REMOVAL OF LEGISLATIVE AND EXECUTIVE OFFICIALS

Section 6.01 Removal of Legislative and Executive officials shall be in accordance with Article IV, Section 4.04 and Article V, Section 5.03 of the SA Constitution.

(a) This Article shall be supplemented by policies and procedures; such policies and procedures shall not conflict with other SA governing documents.

Section 6.02 Policy

(a) The Chairperson shall be responsible for implementation of this Article.

(b) Quorum for all portions of meetings concerning removal of Legislative and Executive officials shall be all seated members of the OAC. No removal hearings shall commence, continue, or conclude, without all seated members of the OAC being in attendance.

(i) There shall be no discretion in excuses accepted by the Chairperson in absence to such proceedings; and rescheduling of hearings shall only be allowed for documented and verifiable reasons given in Section 4.03 of these bylaws.
(ii) All absences to be excused by the Chairperson under this subsection must be submitted at least six hours before the scheduled start of a meeting or other proceeding. All absences not excused will result in a two-month suspension of pay, to take effect the month of such meeting or proceeding.

(c) No Legislative or Executive official may be removed without at least a 2/3-majority of the OAC voting for removal.

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

(i) Such referral must be forwarded to the Chairperson 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 6.03 Procedure

(a) Prior to the removal proceedings:

(i) The Chairperson 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.

(ii) Upon receipt of the referral for removal, the Chairperson shall verify that the requirements of Section 6.03(a)(1) have been met.

(iii) If the requirements of Section 6.03(a)(1) have been met, a special meeting of the OAC shall be scheduled for the purpose of having a hearing for considering the removal of the referred 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.

a) 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.

(iv) The Chairperson or their designee shall inform the President and the 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 official being referred for removal is the President, the Secretary shall be so informed.

a) 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.

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

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

(b) Beginning the removal proceedings:
(i) The Chairperson shall read aloud the referral forwarded by the Senate as outlined in Section 6.03(a) of these bylaws.

(ii) The Chairperson shall then take attendance of the parties present – the President or other designated official as the Complainant, and the official referred for removal as the Respondent. When the presence of both parties has been verified, the hearing shall continue.

   a) If either party is not present, the Chairperson 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.

(iii) The Chairperson shall then request the Complainant to present the case for removal of the Respondent, and submission of any additional evidence, and presentation of witnesses.

   a) The Commissioners shall then ask questions of and discuss information presented as necessary.

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

(iv) The Chairperson shall then request the Respondent to present a rebuttal, and submission of any additional information, and presentation of witnesses.

   a) The Commissioners shall then ask questions of and discuss information presented as necessary.

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

(v) The Chairperson shall then give both the Complainant and Respondent ten (10) minutes for closing statements.

(vi) The Commissioners shall then have a final questions and discussion concerning evidence and testimony presented as necessary.

(vii) The Chairperson shall then ask if there are any objections from the Commissioners to adjourning the hearing. If there are no objections, the hearing shall be adjourned, and the Chairperson shall clear the room for consideration of the case.

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

(c) Consideration of evidence and testimony by the OAC:

   (i) When the Chairperson has verified that the room is cleared, he shall call reconvene the OAC in closed session to consider the information presented by both parties.

   (ii) All Commissioners shall be given at least ten minutes to present their findings and opinions for the first round of discussion.
(iii) At the end of the first round of discussion, the Chairperson shall call a vote of the Commissioners to determine the decision of the case; and such vote shall be a roll call vote.

a) If at least 2/3 of the seated Commissioners find in favor of the Complainant, the Chairperson shall state for the record, that the OAC 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.

b) If less than 2/3 of the seated Commissioners find in favor of the Complainant, the Chairperson shall hold another round of discussion.

d) All Commissioners shall be given at least ten minutes to present further findings and opinions for the second round of discussion.

(ii) At the end of the second round of discussion, the Chairperson shall call a vote of the Commissioners to determine the decision of the case; and such vote shall be a roll call vote.

(iii) If at least 2/3 of the seated Commissioners find in favor of the Complainant, the Chairperson shall state for the record, that the OAC 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.

(iv) If less than 2/3 of the seated Commissioners find in favor of the Complainant, the Chairperson shall state for the record, that the OAC 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.

(iv) At the Chairperson’s discretion, or upon a unanimous vote of the Commissioners 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:

(i) The Chairperson shall then assign the Commissioner(s) to write the official decision of the OAC.

(ii) The assigned Commissioner(s) shall have no more than five (5) academic days to write the official decision of the OAC and present it to the Chairperson for final disposition of the case.

a) Dissenting or concurring decisions may be written by other Commissioners, with deadlines the same as those for the official decision.

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

(iv) Once this is completed, the case shall be considered closed by the OAC.

a) There shall be an appeal process in accordance with Article IV, Section 4.08(a)(x) of the SA Constitution.
Article VII. APPOINTMENT AND HIRING OF SA OFFICIALS AND STAFF

Section 7.01 Appointment of all SA officials and staff shall be in accordance with Article V, Section 5.05(a) and Article VI, Section 6.03(a)(iv) of the SA Constitution.

(a) This Article shall be supplemented by policies and procedures; such policies and procedures shall not conflict with other SA governing documents.

Section 7.02 Policy

(a) The Chairperson shall be responsible for the implementation of this Article.

(b) All unelected SA officials and staff for the Executive and Legislative branches as referenced in Article VI, Section 6.03(a)(iv) of the SA Constitution, for the purposes of Section VII of these bylaws, will be called personnel.

(c) Staff for the purposes of this Article shall be those support staff who assist the Executive and Legislative branches in clerical and administrative duties, to include, but not be limited to: administrative assistant, special assistant, front desk assistant, and project assistant.

(d) All personnel will have human resource files maintained by the Chairperson, in the OAC offices; and such file will have at least the following information:

   (i) Application and/or resume;
   (ii) Letter(s) of recommendation if any;
   (iii) OAC assessment for appointment or hire;
   (iv) Signed and dated copy of SA contract indicating agreement to abide by any SA codes of conduct, ethics, and responsibility;
   (v) Awards, recognition, certificates, etc.
   (vi) Training records while in SA;
   (vii) Tracking of positions, committees, and outreach performed while in SA;
   (viii) Monthly time and performance/work reports and basic pay or stipend records;
   (ix) Performance evaluations;
   (x) Disciplinary records;
   (xi) And termination records.

(e) All human resources records that have a student's Social Security Number, UWM PantherID Number will be redacted, and the original maintained in the SAPS offices. Under no circumstances will the OAC receive or maintain any financial, tax, Social Security, or other information acquired for the purposes of payroll; this information shall be received and maintained by SAPS.

(f) All personnel will have job descriptions, which shall have at the minimum the following information:
(i) Position branch;
(ii) Position title;
(iii) Position supervisor;
(iv) Pay-scale level;
(v) Start date;
(vi) Termination date (if applicable);
(vii) Purpose of position;
(viii) Work environment;
(ix) Essential job functions;
(x) Qualifications;

(g) All personnel applications shall be assessed using a standardized appointment or hiring matrix, and such matrices will describe minimum assessment scores for hiring or appointment.

(h) All personnel will have recommended standardized pay-scale levels, which shall contain ranges to take into account the type, purpose, level of authority, work environment, and essential job functions of the position; and these levels shall be outlined in policies and procedures, such policies and procedures shall not conflict with other SA governing documents.

(i) Such pay-scale shall maintain compliance with the official SA budget approved by the Senate.

Section 7.03 Procedure

(a) The Chairperson shall be notified as soon as is practicable by the President or Presidential designee of any vacancy position opening in the Executive or Legislative Branches

(b) All vacant SA official positions will be marketed for at least three weeks before the appointment process continues.

(c) All vacant SA staff positions will be marketed for at least two weeks before the hiring process begins.

(d) All applicants for personnel positions shall complete an application for the purpose.

(e) All applicants for personnel positions shall be assessed with an appointment/hiring matrix.

(i) After assessment, the Chairperson shall determine if a screening interview is necessary and make arrangements if necessary.

(f) After assessment, and screening interviews if necessary, primary interviews shall be scheduled.

(g) After primary interviews are completed, the Chairperson shall:

(i) In cases of an SA official appointment:

1) Oversee final evaluation applicants and generate final candidate list.
2) The OAC’s final candidate list on the form created for the purpose shall be forwarded in pdf format, to the President and Secretary of the SA for nomination process.

3) The President or the President’s designee shall inform the Chairperson if either of their presence will be required at the Senate confirmation.

4) When a nominee is confirmed by the Senate, the Chairperson shall create a human resources folder for the new appointment, and complete administrative processing and orientation.

(ii) In cases of an SA staff person:

1) Oversee final evaluation of applicants and finalize the new hire.

2) The Chairperson shall forward the information of the new hire on the form created for the purpose, in PDF format, to the Secretary, Treasurer of the SA, and to the supervisor of the new hire.

3) The Chairperson shall create a human resources folder for the new hire, and complete administrative processing and orientation.

Article VIII. RATIFICATION AND AMENDMENTS

Section 8.01 These bylaws shall be ratified upon:

(a) A simple majority of the SA Oversight and Appeals Commission voting for approval, then;

(b) After submission of the SA OAC approved bylaws to the full SA Senate, at least a 2/3-majority of that body voting for approval;

(c) Where these bylaws shall then be in effect and signed by the President of the Student Association and SA Oversight and Appeals Commission Chairperson.

Section 8.02 Amendments to these bylaws shall be in accordance with Article IV, Section 4.09(a)(v) of the SA Constitution, and the SA Senate bylaws.

Article IX. RATIFICATION VERIFICATION

For the SA Oversight and Appeals Commission:

\[ \begin{array}{ccc}
3 & 0 & 0 \\
Aye & Nay & Abstain \\
\end{array} \]

\[
\text{James Carpenter} \\
\text{Chairperson} \\
10/23/18
\]

For the SA Senate:

\[ \begin{array}{ccc}
17 & 0 & 0 \\
Aye & Nay & Abstain \\
\end{array} \]

\[
\text{Alyssa Molinski} \\
\text{SA President} \\
10/30/18
\]

Ratification History:
1. Approved by the Student Association Oversight and Appeals Commission: September 15, 2018
2. Approved by the Student Association 1819 Senate: September 23, 2018