

Union Policy Board Bylaws

University of Wisconsin-Milwaukee

I. Mission

The Union Policy Board (UPB) shall be charged with the allocation of office space to student organizations. UPB shall also have the responsibility of formulating and overseeing union policies governing the Union as well as approval of the Union budget. The UPB and Union director will work in concert to set equitable policies and make the union a social, cultural and recreational center for UWM students and members of the UWM community.

II. Membership and Quorum

- A. The UPB shall be comprised of nine (9) voting members and one (1) non-voting ex-officio member. The voting members will choose in the following manner:
 - Three (3) students at large who may or may not be members of the SA Senate but who must apply to and be approved by the Senate
 - Two (2) Senators elected by the SA senate
 - One (1) student who may or may not be a Senator and is appointed by the Student Association President
 - Three (3) members of the UWM faculty, administration or academic staff
 - The one (1) ex-officio member shall be the Union Director
- B. Quorum at UPB meetings shall set at 5 voting members
- C. The Union Director shall call the first UPB year

III. Duties and Powers

- A. UPB Chair
 - 1. Must be a UWM student.
 - 2. Maintain order at all UPB meetings.
 - 3. Present a report to the board at each meeting.
 - 4. Appoint a parliamentarian as needed with confirmation by a majority of the UPB
- B. UPB Vice-Chair
 - 1. Must be a UWM student.
 - 2. To serve as chair in the absence of the Chair
- C. Union Director
 - 1. To serve as a non-voting member
 - 2. Provide any information to UPB members as requested
 - 3. Provide regular updates to UPB on special projects, facility upgrades and operations
 - 4. Bring concerns of the Union to the attention of the board
 - 5. Provide continuity and training to members of the board as needed
- D. Student Allocation Officer
 - 1. Must be a UWM student a member of the UPB
 - 2. Receive and investigate all requests for office space

3. Present the information form requests and investigations to the board

IV. Election of Officers

The Chair and Vice-Chair shall be elected at the first meeting of the board by a majority vote of the UPB. The Student Allocation Officer shall be elected no later than November by a majority vote of the UPB.

V. Removal of a Member

The accumulation of two (2) unexcused absences from a UPB meeting shall constitute grounds for automatic removal from the committee. An unexcused absence is any absence that is not reported to the chair within a least one day (24 hours) of a scheduled UPB meeting.

VI. Policies

The UPB may pass policies affecting functions of the Union, its tenants and those employed by the Union in accordance with Wisconsin state statutes and in consultation with those affected by policies. Policies passed by the UPB shall be implemented by the Union director within the agreed upon time period unless the UPB chair receives a written appeal by the Director within ten days of passage. The Director will first appeal to the UPB. Once the UPB has issued its ruling, the Director may then choose to appeal to the Vice-chancellor of Student Affairs for a final ruling.

VII. Meetings

- A. The UPB shall meet a minimum of once per month. All members of UPB shall receive notification of the meeting times, dates and places where the meetings will occur at least 2 hours in advance. Special meetings may be called by the Chair, a majority of members needing to be present at a meeting.
- B. The Union Director shall be responsible for providing the board members with meeting notices, minutes and other related records in accordance with the board's wishes. Meeting notices, agendas, minutes and all other related records shall be sent to any student or member of the UWM Union who requests them.
- C. Every effort should be made to schedule meetings at a regular time and day of the week so that members may plan their schedules accordingly.

VIII. Budget Process

- A. The Union Administration, in consultation with the UPB, shall formulate the annual budget.
- B. The board must approve the final union budget before it is submitted for final approval by the Division of Student Affairs
- C. Any further changes to budget by either the Union Administration or the Division of Student Affairs must be sent to the UPB for review

IX. Office Allocation Process

- A. An Office Allocation Chair (OAC) shall be elected by UPB to help organize the allocation process.
- B. The process for allocating office space shall be conducted in the spring semester and will be for the following academic year with leases starting July 1st.
- C. The OAC will prepare and make available request forms for office space no later than the first day of classes of the spring semester
- D. The applications will be due to the OAC no later than the last week in February by no earlier than the second week in February.
- E. The OAC will review all applications, conduct investigations into the applicants' need for request space, see if the organization is an active student organization, and present a map of office allocations to the board at the first March meeting.
- F. The board will vote on allocation sat this March meeting and will post the results within three days.
- G. Any student organization wising to file an appeal must do so with the chair no later than the second week of April. Organizations that met the deadline for an appeal will be heard at a board meeting in April. Any revisions to allocations made by UPB must be posted with the final allocation list no later than the first week in May.
- H. Any Student Organization that goes inactive with the Student Activities Office shall automatically lose its office space
- I. Open offices and well issues with offices may be dealt with anytime of the year by the UPB and a waiting list for organizations receiving space shall be maintained.

X. Appeal of UPB Decisions

- A. All final decisions made by the UPB may be appealed within ten (10) days of the boards ruling to the UPB Appeals Committee.
- B. This committee shall consist of three (3) members. These members shall be two (2) students chosen by the Student Association Senate and the Vice-Chancellor of Student Affairs.
- C. All decisions of the UPB Appeals Committee may make a final appeal to the chancellor
- D. Both the UPB Appeals committee and the Chancellor may refuse to hear an appeal based on the belief that the appeal has no merit.
- E. UPB appeals being made by the Union Director shall follow the procedure outlined in the UPB constitution.

XI. Roberts Rules of Order

Any area of governance not defined by this document and the UPB constitution shall be covered by Roberts Rules of Order

XII. Amendments

- A. Amendments to this document can be made with a 2/3rds vote of the UPB
- B. This set of Bylaws shall supersede all like documents.