

Union Policy Board Constitution

University of Wisconsin-Milwaukee

Preamble

The University of Wisconsin-Milwaukee Union Policy Board (UPB) is the advisory board for the UW-Milwaukee Union. The UPB shall formulate and set policy for the overall operation of the UWM Union. The UPB shall work with the Union Director to make the UWM Union a social, cultural, and recreational center for the University of Wisconsin-Milwaukee students and the community.

I. Responsibilities

- A.** The UPB shall consider, review, and enact policy for membership, programming, and building usage.
- B.** The UPB shall review annual and long term budgets for the UWM Union.
- C.** The UPB shall consider requests for, and assign, office space to student organization in areas designated for student offices.

II. Membership

- A.** The UPB shall consist of nine (9) voting members, and one (1) ex-officio member.
- B.** Six (6) voting members of the board shall be students. The student voting members shall be selected in the following manner: three (3) students at-large, who may or may not be Senators, and two (2) Student Association Senators shall be appointed by the Student Association Senate, and one (1) Student at large shall be appointed by the Student Association President.
- C.** Three (3) voting members of the board shall represent respectively; the faculty, academic staff, and Division of Student Affairs, and shall be selected in accordance with the procedures of each body.
- D.** The Union Director shall serve as an ex-officio member of the board.
- E.** The positions of Chairs and the Vice Chair of the UPB shall be held by student members of the board, and shall be elected by a majority of the board members attending at the first meeting of each term.

III. Removal of a Member

- A.** The accumulation of two unexcused absences from meetings of the UPB shall constitute grounds for removal from active membership.
- B.** A motion to remove a UPB member must be presented to the UPB at a meeting at least two weeks prior to the meeting in which it will be voted upon.
- C.** Written notice of possible removal shall be given to the representative and represented group at the time the motion is initially presented to the UPB.
- D.** Removal of a member of the UPB shall be accomplished by a motion of a UPB member and an affirmative two thirds majority vote of those UPB members present at a legally constituted meeting.
- E.** The represented group may choose to replace a removed member or reappoint the removed member.

IV. Policies

- A.** The Union Policy Board may pass policies affecting function of the Union and its tenants and in accordance with the Wisconsin State Statutes and any other legal obligations of the Union, including, but not limited to, collective bargaining agreements or other contracts, and in consultations with those affected by such policies.
- B.** Policies passed by the UPB shall be implemented by the Union Director within the agreed upon time period unless the UPB Chair received a written appeal by the Director within ten (10) days of passage.
- C.** The UPB must hear the Director's appeal at its next regularly scheduled meeting. If the UPB does not hear the appeal at its next regularly scheduled meeting, the appeal shall immediately be directed to the Vice Chancellor for Student Affairs for a final decision.
- D.** If the UPB issues a decision on the Director's appeal, the Director may then appeal, within 30 days, to the Vice Chancellor for Student Affairs for a final decision.

V. UPB Funding

The UPB shall be funded primarily from the annual budget of the UWM Union. The UPB budget shall be developed as part of the Union budget each year.

VI. Budgeting

The Budget process for the UWM Union shall be as follows:

- A.** The Union Administration, in consultation with UPB, shall formulate the annual budget.
- B.** The board must review the final union budget before it is submitted for final approval by the Division of Student Affairs.
- C.** The UPB may forward its own recommended version of a budget to the Division of Student Affairs separate from the Union Administration's budget.
- D.** Any further changes to the budget by either the Union Administration or the Division of Student Affairs must be sent to the UPB for review. The Vice Chancellor for Student Affairs retains final authority over the budget in all cases.
- E.** If agreement can not be reached between the UPB and the Union Director on the budget; the budget and points of disagreement shall be forwarded to the Vice Chancellor for Student Affairs, who retains final authority over the budget in all cases.

VII. Meetings

- A.** The meeting times of the UPB shall be scheduled at the beginning of each semester. The UPB shall meet a minimum of once per month.
- B.** All members of the UPB shall receive written notification of the meeting times, dates, and places at the beginning of each semester.
- C.** The most recent, generally available edition of *Robert's Rules of Order, Newly Revised*, shall be the UPB parliamentary authority.
- D.** Special meetings may be called by the Chair, majority of members present at a meeting, or a majority of active board members in writing.
- E.** The Union Director shall be responsible for providing board members with meeting notices, agendas, minutes, and other related record in accordance with the board's wishes. Meeting notices, agendas, minutes, and all other related records shall be sent to all regular and ex-officio board members, as well as, the President of the SA, the Vice Chancellor for Student Affairs, and the Director of Auxiliary Services. Such distribution shall be called publication.

VIII. Amendments

- A.** Amendments to the UPB constitution may be submitted at any meeting of the UPB. All amendments must be printed with sufficient copies for each member.
- B.** The UPB shall not vote on any proposed amendment to this constitution until at least two weeks have passed since the meeting in which the amendment was initially proposed.
- C.** All amendments must receive a two thirds affirmative vote of all members of the UPB.
- D.** After acceptance by the UPB, all amendments shall be submitted to the Student Association. The SA will ratify or deny UPB constitutional amendments.
- E.** All amendments that pass through the Student Association shall become an official amendment to this constitution upon written approval of the UWM Chancellor.

IX. Bylaws

- A.** The UPB may establish such Bylaws as are necessary to carry out the mission of the Union Policy Board.
- B.** Proposed Bylaws may be submitted at any meeting of the UPB. All Bylaws must be printed with sufficient copies for each of the members.
- C.** The UPB shall not vote on a Bylaw proposal until at least two weeks have passed after the meeting in which the Bylaw was proposed.
- D.** A Bylaw shall be accepted by a two thirds affirmative vote by the members present.
- E.** The Bylaws of the Union Policy Board shall provide the structure for a subcommittee of UPB, composed mainly of students, which the sole purpose of allocated office space to student organizations. The decisions of this committee, and all changes resulting from appeals, must undergo the final approval of the Union Policy Board and a subject to the appeal of the Union Director under Section IV above.

X. Conditions of Agreement

This constitution represents an agreement under the principles of Shared Governance, contained in Wis. Stat. 36.09, at the University of Wisconsin-Milwaukee and recognizes the rights and responsibilities of both parties. This agreement may be modified at the request of either party and a mutual written agreement in the form of an amendment to the current constitution or a new constitution.