

BYLAWS OF THE STUDENT ASSOCIATION:
LEGISLATIVE AFFAIRS COMMITTEE



Article I. Name

Section 1.01 Name

- (a) **Name-** The name of this committee shall be the Legislative Affairs Committee, a standing committee of the Student Senate (University of Wisconsin – La Crosse Student Association).

Article II. Purpose

Section 2.01 Purpose

- (a) **Purpose-** The purpose of the Legislative Affairs Committee is to advise the Student Association on issues regarding its governing documents as well as assist the State Affairs Director on matters pertaining to the Wisconsin State Legislature.

Article III. Membership

Section 3.01 Voting Members

- (a) **Student Representatives-** The student membership shall consist of seven (7) students. One (1) shall be the State Affairs Director, and one (1) of the remaining six (6) members preferably will be a graduate student.
- (b) **Faculty-** The faculty membership shall consist of four (4) faculty appointed by the Faculty Senate and one (1) faculty appointee shall be from the Political Science Department.
- (c) **Academic Staff-** The academic staff membership shall consist of the Dean of Students or a designee.

Section 3.02 Elections

- (a) **Chairperson-** The chairperson shall be the State Affairs Director as per the Bylaws of the Executive Cabinet of the University of Wisconsin – La Crosse Student Association.

- (b) **Officers-** The committee shall elect a vice-chairperson and a secretary from its membership. This will be done by the end of the first meeting of the year by a majority cast for each office.
- (c) **Terms-** The officers shall serve for one (1) academic year and their term shall begin immediately after election.
- (d) **Vacancy-** If a vacancy of the chairperson occurs; the vice-chairperson shall assume the office of chairperson. If the office of the vice-chairperson is vacated, a new vice-chairperson shall be elected by the same election process.
- (e) **Eligibility-** All officers shall be students.

Article IV. Responsibilities

Section 4.01 Duties of the Committee

- (a) The committee will maintain the constitution of the Student Association and the bylaws of the Student Senate and its committees.
- (b) The committee will submit an annual written summary and review of the committee's activities to the Student Senate.
- (c) The committee will investigate impeachment charges brought forth against members of the Student Association and present their findings to the Student Senate.
- (d) The committee will assess organizations that could represent University of Wisconsin – La Crosse and Student Association on a state or federal level and decide if any resolution should be introduced that would pursue membership.
- (e) The committee will evaluate the University of Wisconsin – La Crosse and Student Association's involvement in various organizations. The committee will determine if there is a need to propose resolutions to withdraw from any of these organizations. The committee will assist the State Affairs Director on matters pertaining to the Wisconsin State Legislature.

- (i) Research and monitor legislation at the state level that may pertain to students at University of Wisconsin – La Crosse.*
- (ii) Write and advocate positions concerning legislative issues with the consent of the State Affairs Director.*

Article V. Duties of Officers

Section 5.01 Chairperson

- (a) Call meetings of the committee.
- (b) Preside over meetings of the committee.
- (c) Prepare and establish an agenda for the committee.
- (d) Act as an official representative of the committee.
- (e) Serve as an ex-officio member of all sub-committees of the committee.
- (f) Make reports to the Student Senate regarding committee actions.
- (g) Excuse or not excuse all absences of the committee members.

Section 5.02 Vice-Chairperson

- (a) Preside over meetings of the committee in the absence of the chairperson.
- (b) Assume the position of the chairperson if the chairperson becomes unable to perform the duties of the office.
- (c) Excuse the chairperson from meetings of the committee.
- (d) Follow any reasonable instructions of the chairperson.

Section 5.03 Secretary

- (a) Record the minutes of all meetings of the committee.
- (b) Distribute all minutes to the committee and provide a copy of the minutes to the Student Association office.
- (c) Maintain a file of committee minutes from the beginning of the year.
- (d) Take attendance at all committee meetings.

Article VI. Compensation

Section 6.01 Compensation of Committee Members

- (a) The committee chair will be compensated for their work on the committee based on the discretion of the UWLSA President.

Article VII. Voting

Section 7.01 Quorum

- (a) A quorum will consist of a simple majority (half of the members plus one) of the voting members.

Section 7.02 Motions

- (a) Action of the committee shall be by a majority vote.

Article VIII. Meetings

Section 8.01 Meetings

- (a) Meetings shall be held as needed at the discretion of the chairperson during the academic year.

Section 8.02 Special Meetings

- (a) Special meetings may be called by the chairperson by providing written notice to all committee members within twenty-four (24) hours.
- (b) The Legislative Affairs Committee may create subcommittees as deemed necessary.
 - (i) *Each subcommittee shall have a list of policies and procedures that is approved by the Legislative Affairs Committee.*

Section 8.03 Open Meetings

- (a) All meetings will be held in compliance with the Wisconsin Open Meeting Law.

Section 8.04 Parliamentary Procedure

- (a) Robert's Revised Rules of Order shall be used as the parliamentary authority.

Section 8.05 Business Conduct

- (a) The committee will conduct its business in accordance with the rules of the University of Wisconsin-La Crosse.
- (b) The committee will conduct its business in accordance with the rules of the Universities of Wisconsin.
- (c) The committee will conduct its business in accordance with the rules of the State of Wisconsin.

Article IX. Attendance

Section 9.01 Student Attendance

- (a) Student members shall be allowed two (2) unexcused absences.
- (b) An unexcused absence will be defined as any absence where the chairperson of the committee is not notified prior to the meeting that is missed.
- (c) A third unexcused absence will be considered abandonment of the committee and will result in dismissal from the committee.

Section 9.02 Faculty and Staff Attendance

- (a) Faculty and staff members will only be required to attend meetings when a vote occurs.
- (b) The chairperson of the committee will share with all members whether there is a vote scheduled in the meeting.
- (c) Materials related to the vote will be shared prior to the required meeting.

Article X. Impeachment Proceedings

Section 10.01 Investigation

- (a) An investigation for impeachment of a member of the University of Wisconsin – La Crosse Student Association will be conducted if the qualification for such is met as stated in the University of Wisconsin – La Crosse Student Association bylaws.
- (b) The committee will have at most two (2) weeks from the passing of the impeachment investigation resolution to conduct its investigation.
- (c) Within the week following the Wednesday after the impeachment investigation resolution passes the Student Senate, the committee will convene two times to hear from the accused and to hear from the accuser.
 - (i) *The interviews will be conducted in a closed session.*
 - (ii) *The session will be recorded.*
 - (iii) *The Student Association Advisor will be present.*
 - (iv) *The accuser and accused will both be given 5 minutes to make an opening statement and then will have up to 30 minutes to answer questions.*
- (d) The committee shall do what is deemed necessary and within the bounds of the University of Wisconsin – La Crosse Student Association bylaws, Constitution, Wisconsin State laws, and federal laws in its investigation with the approval of the Student Association Advisor.
- (e) investigation with the approval of the Student Association Advisor.

Section 10.02 Findings

- (a) The Legislative Affairs Committee will consider all evidence provided for and against the accused party and will meet to deliberate whether impeachment is warranted or if a different form of reprimand would be more appropriate.
- (b) The committee will then present their findings in the form of a binding resolution to the Student Senate.
- (c) If the committee chooses to impose a different form of a reprimand, the Student Senate must approve the decision by a two-thirds (2/3) vote.
- (d) If the committee chooses to recommend impeachment, the individual will proceed to go to a trial to decide if they will be removed or not.

- (e) If the committee chooses not to impeach, the Student Senate may choose to reopen the investigation with a majority vote.

Article XI. Amendments

Section 11.01 Amendments

- (a) Amendments to the Legislative Affairs Committee by-laws shall require a two-thirds (2/3) vote of the committee and approval of the Student Senate.