

University of Wisconsin—Green Bay

Bylaws of the Segregated University Fee Allocation Committee

ARTICLE I. ESTABLISHMENT.

- (a) There is established the Segregated University Fee Allocation Committee of the University of Wisconsin—Green Bay (herein “The Committee”), in accordance with Wisconsin Statute 36.09(5), the Constitution of the Student Government Association of the University of Wisconsin—Green Bay, Green Bay Campus and these by-laws.
- (b) The Committee is responsible for the equitable distribution of the Segregated University Fee. The Committee shall hold annual review of the non-allocable portion of the Segregated University Fee. In addition, the Committee annually reviews and recommends increases, decreases or continuations of existing Segregated University fee levels.
- (c) Whilst established by the authority of the Student Government Association Constitution, the Committee shall be considered a separate organization for the purposes of room reservation, promotion of membership in the committee and org registration. For the purposes of budget, the Committee’s annual budgetary needs shall be included in the annual Student Government Association request.

ARTICLE II. MEMBERSHIP.

SECTION 1. ESTABLISHED AND QUALIFIED.

- (a) The Committee shall be composed of the following voting members:
 - i. One (1) Vice Chair, elected by the committee.
 - ii. Eight (8) Senators, to be appointed by the Speaker of the Senate. These appointments are to be accepted immediately by the Chair and do not require confirmation by the Committee. The Speaker of the Senate shall automatically count as one of these seats. Senators’ membership of the committee shall lapse if they no longer are Senators.
 - iii. Eight (8) members-at-large, to be confirmed by the Committee from applicants from the student body. The Executive shall advertise these vacancies to the student body at the beginning of the fall and spring semesters. Members-at-large shall not be required to be reappointed year-to-year, and shall only lapse if they resign, graduate or are otherwise removed from office.
 - iv. Five (5) reserved seats, for one (1) representative from of each of the Pride Center, Office of International Education, Multi-Ethnic Student Affairs Office, University Athletics and Veterans Services, to be appointed by the directors of those respective departments. These appointments are to be accepted immediately by the Chair and do not require confirmation by the Committee.
 - v. All former Chairs and Vice Chairs of this committee which are presently students at the University of Wisconsin—Green Bay, except any removed from these offices under Article III Section 7 of these by-laws, unless they hold any of the positions in the subsection below.
- (b) The Committee shall be composed of the following non-voting members:
 - i. One (1) Chair, selected in accordance with the SGA Constitution.
 - ii. One (1) Administrative Assistant, selected in accordance with Article III, Section 6 of these bylaws.
 - iii. One (1) President of the Campus Student Government Association of the University of Wisconsin—Green Bay, Green Bay Campus.

- iv. One (1) Vice President of the Campus Student Government Association of the University of Wisconsin—Green Bay, Green Bay Campus.
 - v. Two (2) Advisers, one (1) from the budget office and one (1) who is familiar with the financial affairs of student organizations. Whenever these bylaws require only one singular Adviser to perform a given function, that phrase shall be construed to mean an Adviser whom the two Advisers agree to perform that function.
- (c) Non-voting members shall be recognized by the chair to speak as if they were voting members according to Roberts' Rules, however they shall not be permitted to make, second or vote on a motion. However, they shall be permitted to rise to points of order, information or parliamentary inquiry.
 - (d) Non-members in attendance at any meetings of the Committee can be recognized at the discretion of the Chair. The Chair's refusal to recognize non-members may be overturned by a simple majority vote of those present.
 - (e) All members of the Committee shall be required to maintain a 2.0 GPA on a four-point scale. The Chair shall be responsible for contacting the Dean of Students Office each semester to verify the GPA of all members of the Committee.

SECTION 2. RESIGNATION AND EXPULSION.

- (a) All non-ex officio members may resign their positions by communicating this to the Chair. All resignations shall take place at the date specified in the member's communication, which shall be read to the Committee at the next meeting.
- (b) Any members may be expelled from the committee upon the introduction of a motion of expulsion. Motions of expulsion for non-officers must be presented to the Chair or Vice Chair no later than 48 hours before the stated date and time of the next meeting of the Committee in order to be included on that meeting's agenda.
- (c) Voting members shall be automatically expelled following the accumulation of two unexcused absences or five excused absences at regularly scheduled meetings. Unexcused absences shall be defined as the failure of a member to notify either the Chair or Vice Chair of their absence 24 hours prior to the meeting. Exceptions due to extenuating circumstances shall be left to the discretion of the Chair.
- (d) Individuals expelled may not be reappointed to the Committee, except by a 2/3rds affirmative vote waiving this rule.

ARTICLE III. OFFICERS.

SECTION 1. ESTABLISHMENT

- (a) There are established the offices of Chair, Vice Chair, Vice Chair Pro Tempore and Administrative Assistant.
- (b) Unless otherwise mentioned, "the Executive" shall refer to the Chair and Vice Chair acting in unison and agreement.
- (c) The Speaker of the Senate shall be disqualified from holding the Speakership simultaneously with any of the offices of Chair, Vice Chair, Vice Chair Pro Tempore or Administrative Assistant.

SECTION 2. THE CHAIR

- (a) The Chair shall be selected in accordance with the SGA Constitution. Candidates for this position shall be required to have at least one semester of Committee experience, which shall be defined

as having attended 75% of regularly scheduled meetings of the Committee in at least one semester.

- (b) The Chair shall have an indefinite term and serve until they resign or are otherwise removed from office.
- (c) The Chair's responsibilities shall be as follows:
 - i. Acting as an official liaison between the Committee and all outside parties where necessary;
 - ii. Presiding over meetings, voting only in case of a tie.
 - iii. Serving as a voting member of the Strategic Budget Planning Committee or appointing a voting member of the Committee to fulfill this function for them.
 - iv. Maintaining neutrality during meetings to ensure viewpoint neutrality on the Committee.
 - v. Performing all duties otherwise reasonably considered incumbent upon the Chair.

SECTION 3. THE VICE CHAIR.

- (a) The Vice Chair shall be elected from amongst the voting members of the Committee at the last meeting of the Academic Year.
- (b) The Vice Chair's term shall expire the moment the final regular meeting of the academic year is called to order. This meeting shall be defined in Article III Section 1(d).
- (d) The Vice Chair's responsibilities shall be as follows:
 - i. Preparing and publishing agenda and materials for meetings.
 - ii. Publishing forms for usage by student organizations in requesting funds from the Committee.
 - iii. Conducting the annual review of these bylaws and the policies established pursuant to these bylaws after the conclusion of the annual budgetary process following D-Day in order to update and conform them to the desires of the Committee.

SECTION 4. SHARED RESPONSIBILITIES OF THE EXECUTIVE.

- (a) Between the Chair and Vice Chair, they shall perform these duties cooperatively:
 - i. Establishing schedules for public budget hearings for both student organizations, auxiliary requests or any other requests.
 - ii. Training new members in viewpoint neutrality, the bylaws and rules of the Committee and the SGA and parliamentary procedure.
 - iii. Ensuring that at least one of the Chair or Vice Chair are present at Executive Board meetings and Senate meetings.
 - iv. Meeting weekly with the Advisers.
 - v. Coordinating the process of budget training with the Student Engagement Center for annual budget requests of student organizations.
 - vi. Determining the date and time of meetings.
 - vii. Individually serving 10 office hours each week.
 - viii. Ensuring that all matters germane to the Committee not specified in these bylaws are completed.
- (b) The Executive shall take care to perform the above duties in the manner which they see fit and may, upon mutual agreement, choose to delegate them to one or the other of themselves, always ensuring that all of these duties are still completed.
- (c) In the case that the Vice Chair Pro Tempore is acting as both Chair and Vice Chair, they shall be empowered to solely act as the Executive until both the vacant Chair and Vice Chair can be filled. Otherwise, succession of power shall be governed by Section 7 of this article.

SECTION 5. THE VICE CHAIR PRO TEMPORE.

- (a) The Vice Chair Pro Tempore shall be elected at the last meeting of the academic year, after the Vice Chair. Thus, the Vice Chair Pro Tempore's term of office shall expire when the last meeting of the academic year is called to order. The Vice Chair Pro Tempore must be a voting member who is neither the Speaker of the Senate nor the Vice Chair.

SECTION 6. THE ADMINISTRATIVE ASSISTANT.

- (a) The Administrative Assistant's responsibilities shall be as follows:
 - i. Recording minutes at meetings of the Committee.
 - ii. Taking roll at meetings of the Committee and keeping a document of the attendance record of each member of the Committee.
 - iii. Making and storing name placards for each member of the Committee.

SECTION 7. ELECTIONS, SUCCESSION AND VACANCIES, HOW FILLED.

- (a) All elections by the Committee shall be by secret ballot. Should there be more than two candidates for any office, two rounds of voting shall be held. The first shall be with all candidates, and the second shall be with the top two vote-getters. Only one round will be held if there are only two candidates. The presiding officer of the election shall be permitted to vote unless the presiding officer is an adviser or the Chair.
 - i. In all elections, if there is only one candidate, there shall be the option of "Reopen Nominations" against the only candidate, and the presiding officer shall make this option known to the Committee. Should this option prevail, the electoral process shall restart. The candidate who loses to "Reopen Nominations" shall still be eligible to run in the restarted election.
- (b) No one can be the presiding officer of their own election. If such conflict of interest arises, the presiding officer shall pass the gavel to an Adviser to oversee the election. The person who passed the gavel shall still be permitted to vote.
- (c) Should the office of Chair become vacant, the Vice Chair shall act as Chair and the Vice Chair Pro Tempore as the Vice Chair until the vacancy is filled in accordance with the Student Government Constitution.
- (d) If the office of Vice Chair is vacant in addition to the office of Chair, the Vice Chair Pro Tempore shall act as Chair and Vice Chair until those positions are filled in accordance with the SGA Constitution and these bylaws.
- (e) If only the office of Vice Chair is vacant, the Vice Chair Pro Tempore shall act as Vice Chair until that office is filled in accordance with these bylaws.
- (f) If all three of the offices of Chair, Vice Chair and Vice Chair Pro Tempore are vacant, an Adviser shall act as Chair and Vice Chair until those positions are filled in accordance with the SGA Constitution and these bylaws.
- (g) When an election is held, they shall occur in a meeting after the presentations of any guest speakers or any confirmations of new members.
- (h) All candidates are permitted to vote for themselves and shall not be made to leave the room during any of the electoral process.

SECTION 8. REMOVAL FROM OFFICE.

- (a) At the request of two-fifths of the voting members of the Committee, a motion of no confidence may be presented for any office established by these bylaws to the Chair, or to an Adviser if the

target of the motion is the Chair. Such a motion shall list with specificity the reasons why the person in question should be removed from office. The presiding officer of this motion cannot be its target. If such conflict of interest arises, an Adviser shall preside over the resolution of the motion of no-confidence. Motions of no confidence shall require a 2/3rds majority affirmative vote of the Committee to pass.

- (b) Targets of motions of no confidence may vote on these motions, but only if they are voting members.
- (c) Neither the Chair, SGA President or any other officer of the SGA shall be permitted to unilaterally remove the Vice Chair or Vice Chair Pro Tempore. The process for removal of these shall solely be consistent with these bylaws.

ARTICLE III. MEETINGS.

SECTION 1. FREQUENCY AND SEASON.

- (a) Meetings must be held at least once every other week when classes are in session during the fall and spring semesters, unless there is no new business for the Committee.
- (b) Outside of the fall and spring semesters, the Chair and Vice Chair shall be empowered to approve requests which are within the Committee's guidelines and are less than or equal to \$5,000. Special meetings may be convened at the discretion of the Chair to approve urgent larger requests, or urgent requests which break the Committee's guidelines, or both.
- (c) During the fall and spring semesters, special meetings may be called at the Chair's discretion to deal with urgent matters or any matter they deem necessary to have a special meeting. Such meetings must be announced no later than 24 hours prior to the meeting.
- (d) The last regular meeting of the academic year shall be the fourth Thursday in April.

SECTION 2. CONDUCT.

- (a) All meetings shall require a quorum to be lawfully conducted, defined as half-plus-one of voting members of the Committee.
- (b) Meetings shall be held in accordance with the Wisconsin Open Meetings Law.
- (c) Any member who objects to proceedings within the meeting shall do so in accordance with Robert's Rules of Order.
- (d) Any voting member is entitled to ask for a roll call vote for any vote.
- (e) Matters of fee allocation, fee policy amendment or by-law amendment shall always be decided by roll call vote.
- (f) All matters not provided for in these bylaws, the Student Government Constitutions, Merger Implementation Statement, UW-System Policies or Wisconsin Statute shall be decided at the Chair's discretion, which may be overruled at the Committee's discretion.

ARTICLE IV. PROCEDURES.

SECTION 1. VOTING REQUIREMENTS.

- (a) All voting members are entitled to one vote. On motions, the options to vote shall be in the affirmative, in the negative or an abstention from voting.
 - i. Members are discouraged from abstaining due to being unsure how to vote. Members should generally only abstain when they cannot in good conscience maintain viewpoint neutrality on the question.
- (b) All motions, unless otherwise stated in these bylaws, shall require a simple majority to pass.

- (c) In all cases, abstentions shall not be counted toward the computation of a majority.
- (d) In order to vote on a Student Organization contingency or annual budget request, members must have been present at the meeting the request was initially presented. Attendance and voting eligibility shall be recorded and reported by the Administrative Assistant to the Executive.

SECTION 2. GUIDELINES.

- (a) In order to establish a viewpoint neutral process for the allocation of Segregated Fees, the Committee shall, by 2/3rds affirmative vote, establish guidelines.
- (b) For exceptions to be granted to guidelines, a 2/3rds affirmative vote of the Committee shall be required.

SECTION 3. ANNUAL PROCESS FOR STUDENT ORGANIZATIONS.

- (a) The Executive shall determine the dates on which student organizations are to submit their annual requests to the Committee.
- (b) Student organization budget requests less than or equal to \$1000 shall be decided upon solely by the Executive.
- (c) Student organization budget requests greater than \$1000 but less than \$5000 shall be decided upon by the Committee at D-Day, but shall not be required to present unless the request is against the guidelines established in Section 2 of this article. If after submission to the Committee these budgets fall below \$1000, they shall be then treated as budgets in Subsection (b) of this Section.
- (d) Student organization budget requests greater than or equal to \$5000 shall be required to be presented to the Committee.
- (e) All budget hearings shall be open to the public, but only members of the Committee and guests recognized to speak by the Chair shall be permitted to speak during discussion of the budgets.

SECTION 4. APPEALS.

- (a) Appeals shall be conducted in this way:
 - i. During the appeals process, all proceedings will be audio recorded.
 - ii. The organization shall submit a request to review the disputed decision by providing a request, either written or electronic, for review to the Executive, detailing the basis for the appeal to the Committee within seven days of the date the decision letter was sent.
 - iii. The Executive shall determine if the appeal is warranted based on either procedural concerns or alleged concerns of viewpoint neutrality having been violated. These are the only grounds by which an appeal shall be warranted.
 - iv. If the Executive deems the appeal warranted, it will be presented to the board at the next available meeting that the Vice Chair deems appropriate.
 - v. If the appeal is not successful, the aggrieved organization, in accordance with the SGA Constitution, may appeal the decision to the Student Judiciary within seven days of the appeal decision for further review.
 - vi. The Executive shall include this section in its entirety in all communications informing organizations of rejected requests.

SECTION 5. REALLOCATION REQUESTS.

- (a) Requests for reallocation which do not break the guidelines promulgated pursuant to Section 2 of this article shall be automatically approved by the Executive.

- (b) Requests for reallocation which do break the guidelines promulgated pursuant to Section 2 of this article shall be brought before the Committee and shall require a 2/3rds affirmative vote to be approved.

SECTION 6. MISCELLANEOUS STANDING RULES.

- (a) Ad hoc subcommittees may be formed by the Chair to deal with issues of exceptional controversy or complexity. The Chair shall appoint from the membership of the Committee to sit on ad hoc subcommittees. Non-voting members are entitled to sit and vote on these subcommittees. The Chair shall also appoint a member to serve as Chair of the subcommittee. This can be any member of the committee, including the Chair themselves.
- (b) No voting member of the Committee or the Chair shall be the sole representative of their organization to present its budget.
- (c) Advisers of organizations shall not be permitted to present their organizations' budgets.
- (d) Organizations which restrict membership on account of any of sex, race, religion, color, creed, national heritage, age, marital status, sexual orientation, or socioeconomic, disability or veteran status, or any other protected category according to state or federal law, or which are social fraternities or sororities, shall not be funded by Segregated Fees.
- (e) The Committee shall be empowered to freeze or revoke the funds of student organizations which have been shown to be improperly using Segregated Fees by majority vote. Such organizations shall be made to appear before the Committee within 3 business weeks.
- (f) Organizations which are absent without 24 hours advanced notice at the date required of them according to the schedule established by the Executive according to Article III Section 4 shall be rescheduled again. Failure to appear a second time without 24 hours advanced notice shall be grounds for immediate rejection of their entire request for the fiscal year.

SECTION 7. AUXILIARIES AND NON-ALLOCABLES.

- (a) Non-allocable line items are items that are beneficial to the students whilst remaining non-academic. These shall include items such as the Soccer and Softball Complex, Debt Service (KEC note) and Municipal Services.
- (b) Auxiliary items shall include things such as Athletics, the Union, Kress Center Maintenance, UREC, the Pride Center, Counselling and Health, the Student Engagement Center, the Pep Band, Dean of Students Office and Transit.
- (c) The Reserve Fund shall be listed as a Non-Allocable item to keep in line with state standards.
- (d) The following shall be the process for Auxiliary offices to receive a contingency request:
 - i. The contingency request must benefit students or student-controlled buildings (such as the Union or KEC).
 - ii. The plan must first be presented to the Executive and then presented for a second time to the Committee.
 - iii. The request shall not be considered if the cash reserve is above the amount 7.5% per FTE.
 - iv. Any revenue produced from the request shall be placed in the reserves fund, along with any unused monies from the request.
 - v. The request must be approved by a $\frac{3}{4}$ majority of the Committee.
 - vi. Contingency requests cannot be used for additional annual funding and may only be used for one-time purposes and cannot be asked for again.
 - vii. Contingency requests cannot be used for the funding of new building projects. Such projects must be individual non-allocable line items.

viii. Each Auxiliary can only ask for one contingency request every other fiscal year.

ARTICLE V. AMENDMENT AND COMING INTO FORCE.

- (a) These bylaws may be amended by a 2/3rds affirmative vote of the Committee.
- (b) The Executive shall be empowered to make stylistic changes to these bylaws and all such policies and documents promulgated pursuant to these bylaws which do not affect the meaning for reason of correcting spelling or grammatical mistakes, changing the formatting of this document, editing the numbering or naming of the sections and articles, or whatever reason the Executive sees fit to updating these documents to bring them in conformance to observed practice. These changes shall be reported at the next meeting of the Committee by a member of the Executive.
- (c) These bylaws may be suspended temporarily without being amended by the Committee. This shall require a 3/4ths affirmative vote of the Committee.
- (d) These bylaws shall come into force and the old bylaws shall be repealed in their entirety at midnight April 24, 2022.