

UNIVERSITY OF WISCONSIN OSHKOSH



STUDENT ALLOCATIONS COMMITTEE BYLAWS

LAST REVISION: 11/13/13

ADOPTED BY THE STUDENT ALLOCATIONS COMMITTEE11/13/13
ADOPTED BY THE OSHKOSH STUDENT ASSOCIATION

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Article 1.Purpose

Article 1.1 : Committee

The Student Allocations Committee (SAC) is a committee of the University of Wisconsin Oshkosh that serves to recommend an equitable distribution of the allocable portion of the Student Segregated University Fees (SUF). Allocable Student Segregated Fees are used to give support to programs and activities that serve to best benefit the student body, as determined by members of the SAC.

Article 2.Approving Authority

Article 2.1 : Funding Authority

Wisconsin State Statute §36.09(5) states, in part:

...Students shall have the primary responsibility for the formulation and review of policies concerning student life, services, and interests. Students in consultation with the chancellor and subject to the final confirmation of the board shall have the responsibility for the disposition of student fees which constitute substantial support for campus student activities.

Article 3.Committee Membership

Article 3.1 : Committee Composition

The SAC shall be composed of the following:

- I)Six voting student members
- II)Two alternate student members
- III)Two voting faculty members
- IV)Two voting academic staff members
- V)One non-voting advisor
- VI)One non-voting Student Chair
- VII)One non-voting Student Controller

Article 3.2 : Student Appointment

The six voting and two alternate student members will be appointed to the committee by the Oshkosh Student Association (OSA) president, as outlined in Article V, Section I.C3 of the OSA Constitution. The members will then need to be approved by OSA Senate and Assembly. Student representatives will be appointed for a maximum of two years, where they will then again need to be approved by Senate and Assembly. There is no limit to the number of terms a student may hold consecutively.

Article 3.3 : Alternate Voting

In the event that a regular voting member is not present to vote, the alternate student members will assume voting rights in the order of seniority. As student-voting positions become vacant, the alternate with the most seniority will become a voting member of the SAC. Should the alternates have equal seniority, the decision is up to the discretion of the chair.

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Article 3.4 : Student Vacancy

If there is a vacant student position, voting or alternate, a current OSA Senator may be appointed to the committee by the OSA president as outlined in Article V, Section I.C3 of the OSA Constitution. Regardless of Senate meetings, the senator must still attend all SAC functions. The standards of a regular student member also apply to the Senator.

Article 3.5 : Faculty and Academic Staff Terms

Appointments for both the voting faculty and voting academic staff members will initially be appointed for a two-year term. Renewal of membership will be considered automatic unless terminated by formal notification by either resignation, or by their respective Senate.

Article 3.6 : Advisor

The Dean of Students, or their appointed representative, will serve the role of Advisor. They are an advisory ex-officio member with no voting rights.

Article 3.7 : Enrollment

All student members (voting or alternate), the chair, and the controller must be currently enrolled as a student at the University of Wisconsin Oshkosh.

Article 4.Roles and Responsibilities

Article 4.1 : Attendance Policy

Article 4.1 : 1)Committee members are required to be present at all regular meetings as well as budget hearings, unless there is an excused absence.

Article 4.1 : 2)If a committee member is going to be absent or will arrive late, they must inform the chair, controller, or advisor prior to the meeting in order for the absence to be excused.

Article 4.1 : 3)Once a member has three (3) unexcused absences in one semester, that member will be removed from the committee.

Article 4.1 : 4)If a committee member is no longer able to attend meetings, or wishes to be removed from the committee, the member must send a letter of resignation to the chair or advisor so that the position may be filled as soon as possible.

Article 4.2 : Student, Faculty, and Staff Members

Article 4.2 : 1)Have awareness of campus groups and their activities.

Article 4.2 : 2)Have awareness and understanding of SAC policies.

Article 4.2 : 3)Research groups to gain understanding, when needed.

Article 4.2 : 4)Contribute to discussions as a representative of your respective body. Student members are representatives of the student body; Faculty and Staff are representatives of their respective Senates.

Article 4.3 : Committee Chair

Article 4.3 : 1)Prepare meeting agendas and chair weekly meetings.

Article 4.3 : 2)Provide reports and other information to the committee on request.

Article 4.3 : 3)Inform groups of decisions made by the committee.

Article 4.3 : 4)Present budget decisions and appeals to the OSA.

Article 4.3 : 5)Present budget requests to the Student Segregated Fees Committee.

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- Article 4.3 : 6)** Review load sheet created by the Controller and send to all appropriate parties prior to the beginning of the fiscal year, each year, to transfer funds to student organization accounts.
- Article 4.3 : 7)** Serve a spokes person for the Committee and act as a liaison between the committee, the groups that it funds, the Oshkosh Student Association, and the administration.
- Article 4.3 : 8)** Prepare and present budget requests to the Student Segregated Fees Committee.
- Article 4.3 : 9)** Hold a minimum of 7 weekly office hours, answer any questions, and provide information to students.
- Article 4.3 : 10)** Manage the SAC office and supervision of SAC staff.
- Article 4.3 : 11)** Keep the Committee files updated and in good order.
- Article 4.3 : 12)** Maintain enrollment in at least 8 credits each semester and a 2.5 cumulative GPA
- Article 4.3 : 13)** For their work, the Chair will receive monthly stipends. The salary rate will be determined a year in advance when the Allocations Committee Operating Budget is presented at budget hearings.

Article 4.4 : Committee Chair-Elect

- Article 4.4 : 1)** Shadow and assist the current chair to learn the responsibilities and expectations of the position.
- Article 4.4 : 2)** Meet with current chair and controller weekly and with the advisor as requested
- Article 4.4 : 3)** Serve 3 weekly office hours.

Article 4.5 : Student Controller

- Article 4.5 : 1)** Coordinate the accurate recording of all meeting minutes.
- Article 4.5 : 2)** Record and process any Additional Allocations or approval of funds that are approved by the committee in a timely manner.
- Article 4.5 : 3)** Provide account information, budget history, current balances, spending history, etc, as requested by the committee.
- Article 4.5 : 4)** Assist the Committee Chair in the preparation of the annual budget request for the Student Segregated Fee Committee.
- Article 4.5 : 5)** Complete all budget information that is required by the University System.
- Article 4.5 : 6)** Audit organizations on a regular basis to ensure they are within their budget limits.
- Article 4.5 : 7)** Screen all line-item charges within all group accounts and all transfers of funds.
- Article 4.5 : 8)** Calculate the reserve amount at the beginning of each year, and maintain a current balance of money available for additional allocations.
- Article 4.5 : 9)** Serve a minimum of 5 weekly office hours, answer any questions, and provide information to students.
- Article 4.5 : 10)** Assist the Committee Chair as needed.
- Article 4.5 : 11)** Maintain enrollment in at least 8 credits per semester and a 2.5 cumulative GPA
- Article 4.5 : 12)** The controller will receive a monthly stipend for their work. The salary will be determined a year in advance when the Allocations Committee Operating Budget is presented at budget hearings.

Article 4.6 : Advisor

- Article 4.6 : 1)** Assist the committee by providing historical information, as requested.
- Article 4.6 : 2)** Assure compliance with University rules governing funding of organizations and with the SAC Policy and Procedure Manual.
- Article 4.6 : 3)** Make recommendations and suggestions, as requested.
- Article 4.6 : 4)** Act as a resource person for the SAC staff, as requested.

Article 5. Committee Procedures

Article 5.1 : Meeting Conduct

The SAC meetings are conducted under the Informal style of parliamentary procedure, intended for small groups and committees, as defined by "Robert's Rules" for parliamentary procedure.

Article 5.2 : Open Meeting Policy

SAC meetings, in accordance with Wisconsin State law, are open meetings.

Article 5.3 : Student Input Procedure

The SAC will annually assess student interest as to how allocable student segregated fees are distributed as laid out in the PPM. The method used to assess student interest is left to the discretion of the committee.

Article 5.4 : Quorum

The SAC defines quorum as having six voting members present if the committee is full. If there are open positions on the committee, quorum will be defined as having one-half of all voting members. In order for quorum to be achieved there must be a student majority.

Article 5.5 : Abstentions

Article 5.5 : 1) In accordance with "Robert's Rules for Parliamentary Procedure," abstentions are not counted. For example, a vote of 1 (in favor) – 0 (opposed) – 8 (abstentions) would pass.

Article 5.5 : 2) Members of the SAC who are also members or advisors of SAC funded groups should abstain from involving in discussion. Upon the discretion of the committee, or by personal choice, that individual may leave the room for the discussion. Once a motion is being voted on, that person must abstain.

Article 5.5 : 3) Committee members are not allowed to make requests on behalf of a group they are involved with, unless receiving permission from the chair before hand. The Chair, however, is an exception, who may make requests on behalf of the SAC.

Article 5.6 : Chair Election Procedure

Article 5.6 : 1) At the first two meetings of the spring semester, the committee must open the floor for nominations. Current student members of the committee, including the alternates, current controller and chair, may be nominated. All nominations must be seconded

Article 5.6 : 2) In the event that there are no committee members available for nomination, OSA may nominate students as candidates. The committee will still follow the normal election procedure with those nominated by OSA

Article 5.6 : 3) The elections will be done the third meeting of the semester

Article 5.6 : 4) Each nominee will address the committee and give a short speech. Afterward, the committee may ask any questions of the candidate. Other individuals who have been nominated may not be present during this time. The candidate may provide a resume if they so chose.

Article 5.6 : 5) All nominees must disclose any past or present holding of, or current intention to hold, any president, vice-president, or chair position of a university committee or organization during their candidacy speech to the committee given prior to elections.

Article 5.6 : 6) All nominees will leave the room while the committee discusses candidates. The committee votes via secret ballot style. The advisor should lead the discussion and voting, and then count the votes

Article 5.6 : 7) The winner of the election shall assume the responsibilities as the chair-elect. Once returning from spring break, the chair-elect will begin learning the duties and responsibilities of the chair and assume additional responsibilities as the semester progresses. The chair-elect will assume full duties and responsibilities at the last meeting of the spring semester.

Article 5.6 : 8) Should the winner of the Allocations Chair election be in a paid OSA position during their term as Allocations Chair the candidate shall present evidence to the OSA Senate

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proving that he/she is competent and capable of holding multiple positions. If OSA approves of the candidate's ability to manage multiples positions, he/she shall retain all positions to which he/she was appointed. However, if OSA does not approve of the candidate, he/she shall choose which position he/she will retain and give up the other.

Article 5.7 : Controller Selection Process

- Article 5.7 : 1)** Applications or nominations for the Controller will be accepted within 3 weeks after the selection of the Chair-elect in the Spring semester of each year.
- Article 5.7 : 2)** The Controller position is open to any University student who will meet the position criteria stated in Section 4.05 during their term, should they be elected.
- Article 5.7 : 3)** Applicants for the Controller position will apply with a resume to the current Chair and the Advisor. Interviews will be conducted by the Advisor, the Chair, and the Chair-elect, and the current Controller.
- Article 5.7 : 4)** During each controller applicant's interview, those executive members conducting the interview must ask the applicant to disclose any past or present holding of, or current intention to hold, any president, vice-president, or chair position of a university committee or organization during their interview process
- Article 5.7 : 5)** The Chair shall have one vote, the Chair-elect shall have one votes, and the Controller shall have one vote during the Controller Selection Process
- Article 5.7 : 6)** The Chair, the Chair-elect, and the Advisor will make a recommendation to the Committee based off interviews and reference checks
- Article 5.7 : 7)** In the event that two or more Controller candidates are equally qualified following the interview process, the Chair will present Controller candidates to the Committee for appointment. Candidates at this stage will have an opportunity to address the Committee and answer questions.
- Article 5.7 : 8)** All candidates presented to the Committee must disclose any past or present holding of, or current intention to hold, any president, vice-president, or chair position of a university committee or organization during their address of the body
- Article 5.7 : 9)** The Committee will have final authority in approving the appointment of the Controller. Should the committee reject the candidates, the process will being again from the start.

Article 5.8 : Removal from Office

The SAC by a two-thirds vote may call for the removal from office of any of the SAC executive positions for dereliction of duties. If the Chair-Elect is removed from office, then the Chair will appoint a replacement, with the Committee approving the final decision. If the Controller is removed from office, the Chair shall appoint an interim Controller with approval from the Committee until a new Controller is hired in line with Section 5.07, Controller Selection Process, of these bylaws. If the Chair is removed from office, the committee shall hold a special election following the procedure guidelines outlined in Section 5.06, Chair Election Procedure, of these bylaws. Any individual removed from office shall have the opportunity to utilize the Student Tribunal and the Judicial Committee to appeal their removal.

Article 5.9 : Committee Minutes

Journals of actions, including codification, dates, and brief rationale for each allocation shall be maintained by the SAC. A copy of the minutes will be made available on the Student Allocations Committee website (<http://www.uwosh.edu/SAC/>)

Article 5.10 : Agenda Deadline Policy

Any proposals for additions to the agenda must be received in the Allocations office before the meetings. The specific day/time for proposals will be made at the discretion of the chair.

Article 6.Policies and Procedures Manual

Article 6.1 : SAC PPM

The Policies and Procedures Manual of the SAC shall be reviewed annually by the SAC and does not require approval or review by the OSA. The PPM shall outline the budget procedure, funding policy, and appeals process to be utilized by the SAC.

Article 7.Bylaw Approval Process

Article 7.1 : Oshkosh Student Association

Article 7.1 : 1)The SAC Bylaws are subject to approval from the Oshkosh Student Association (OSA) Senate. Once approved by both OSA and the SAC, the bylaws will be considered viable until the time when the SAC determines they must be changed or replaced. Following edits, the SAC and OSA Senate will vote on approval of the new bylaws.

Article 7.1 : 2)Any changes made by the Committee to the bylaws are subject to approval of the OSA Senate. The Chair, Chair-Elect, and/or Controller should present the changes to the Senate as soon as possible.

Article 7.2 : OSA Reporting

The SAC Chair shall report annually to the OSA President, Vice President, Senate, and Assembly and anytime they deem necessary.