Bylaws

Of the

**Student Government Association**

Of

The University of Wisconsin Fond du Lac

Amended last May 2019

**Section 1. Election Procedures**

1. All SGA officers and senators shall be elected by members of the UW Fond du Lac student body.
   1. The Student Activities Committee Liaison Position shall be appointed to one of the eight (8) senator positions based on duel participation of SAC and SGA.
2. The Officers shall be elected in the spring by the student body. The spring election will take place during the month of April or May, during a consecutive Monday and Tuesday, a consecutive Tuesday and Wednesday, or a consecutive Wednesday and Thursday.
3. The Senators will be elected in the fall by the student body. The fall election will take place before the first week of October, during a consecutive Monday and Tuesday, or a consecutive Tuesday and Wednesday.
   1. At least three Senators will be in their second year at UW Fond du Lac. At least three Senators will be in their first year at UW Fond du Lac.
4. In the event that any Officer positions are vacant in the fall, the position will be included on the ballot during the Senator elections. In the event that freshman or sophomore Senator positions are unable to be filled, the seats shall be opened to all students regardless of credit hours.
5. In the event that any Officer or Senator positions are or become vacant during the remainder of the fall and spring semesters, vacancies may be filled at any time by a two-thirds majority vote of all voting members. Voting may be done by secret ballot or by voice vote. In the event that any Officer positions cannot be filled, the President may appoint an existing Officer to fill the duties of the vacant position in addition to their own duties, subject to the majority approval of the appointed Officer. An Officer holding multiple positions is subject to no more than one vote.
6. In the event that the Presidency is or becomes vacant, the Vice President shall assume the office of President. The vacancy of the Vice President shall be filled through the nomination of a presidential appointment. If the Vice Presidency is also vacant, a special meeting chaired by the SGA Advisor shall be called where the President and the Vice President shall be nominated and approved through a majority vote of the full SGA.
7. Candidates in the spring and fall elections are prohibited from campaigning within a thirty foot radius of the election table.
8. Candidacy must be declared by the date established in the formal (email) call for nomination.

**Section 2. Meetings**

1. Attendance for voting members is mandatory and repeated absences will result in an expulsion from the organization. Reasonable notice of absence or other campus committee meetings will result in an excused absence.
2. A quorum of at least the majority of elected members of the SGA shall be required to be present in order to conduct any official business. A quorum of two-thirds of executive board members shall be required to be present in order to hold an Executive Board meeting.
3. The site and frequency of regular meetings of the SGA shall be determined by the President at the beginning of each semester, to include a minimum of two meetings per month the fall and spring semester.
4. Special meetings shall be called by the President as the President finds cause, or by a petition of a majority of elected members.
5. Public notice of regular and special meetings must be posted a minimum of twenty four hours in advance, excluding SGA Ad Hoc Committee meetings.
6. All voting members are responsible for coordinating and governing the dates for the fall and spring SGA elections.
7. The rules contained in the current edition of ROBERT’S RULES OF ORDER NEWLY REVISED shall govern the SGA in all cases in which they are applicable and in which they are not inconsistent with the Constitution and with the most current editions of the WISCONSIN STATUTES, the Constitution of the Collegium, and any special rules of order the SGA may adopt.

**Section 3. Enumeration of duties and powers**

1. President
2. May vote only in the event of a tie.
3. Presides as Chair at all meetings of SGA and of the Executive Board.
4. Sets the schedule of meetings for the SGA and Executive Board.
5. Creates and posts meeting agendas at least twenty-four hours in advance of SGA or Executive Board meetings.
6. Serves as a student representative on the UW-Fond du Lac Collegium.
7. Serves on the UW System Student Representatives Board.
8. Serves on the University Body group (see section 7)
9. Acts as the primary spokesperson of the SGA and/or the student body.
10. Has the power to veto a vote, within a period of one week of the vote, subject to reversal by two-thirds majority vote of the remaining elected members.
11. Serves as the coordinator of SGA involvement in campus governance.
12. Has the power to appoint campus committee membership, subject to the approval of the SGA.
13. Has the power to appoint SGA committee chairpersons and membership, subject to the approval of majority of the SGA.
14. Maintains list of interested/prospective SGA members
15. Vice President

(1) Has voting power in SGA.

(2) Assumes the duties and powers of the president when called upon to do so by the President or in the absence, incapacity, resignation, recall or impeachment of the President.

(3) Serves as a student representative on the UW Fond du Lac Collegium.

(4) Serves on the UW System Student Representatives Board.

Has the power to appoint SGA committee chairpersons and membership, subject to the approval of the SGA.

(5) Responsible for understanding ROBERT’S RULES OF ORDER, and for answering any questions that arises regarding proper conduct of meetings as the designated parliamentarian.

1. Records Director
2. Has voting power in SGA.
3. Keeps the minutes of all SGA and Executive Board meetings and is responsible for publication and distribution to members.
4. Maintains the files and the records of the SGA, including rosters of members and explanation of stipends.
5. Keeps an accurate record of attendance.
6. Maintains all correspondence of the SGA.
7. Keeps an accurate voting record on file.
8. Maintains a list of interested students.

3.04 Inclusivity Director

1. Has voting power in SGA.
2. Reports matters of campus and social concern to the SGA, including cultural concerns, women’s issues, Lesbian, Gay, Bisexual, and Transgender (LGBTQ) issues, multicultural issues, non-traditional student issues, and other diversity issues.
3. Works with campus committees and groups to promote inclusive excellence events and programming.
4. Serves on the Inclusive Excellence Campus Committee, as well as the Multicultural Club.
5. Required to take a SAVE training.
6. Responsible for participating and recruiting UW Fond du Lac student’s involvement in the UW System Student Representatives Inclusivity Summit.
   1. Public Relations (PR) Director
7. Has voting power in SGA.
8. Coordinates all publicity efforts of SGA.
9. Responsible for timely upkeep of the Student Life Office display board.
10. Responsible for leading local, state and federal legislative campaigns concerning access to higher education including facilitating grassroots lobbying for UW Fond du Lac students and organizing any UW System Student Representatives priorities on the UW Fond du Lac campus.
11. Reports issues of legislation to the SGA of relevant matters of local, state and federal legislation.
12. Responsible for posting information about legislation of the SGA as well as relevant matters of local, state and national legislation.
13. Serves as an alternate for UW Fond du Lac at UW System Student Representatives.
14. Serves as the coordinator of all SGA community service efforts.
15. Financial Director
16. Has voting power in SGA.
17. Supervises all financial transactions of the SGA.
18. Reports balance of SGA budget once a month at a SGA meeting.
19. Submits a written itemized report of the academic year to date expenditures at the last SGA meeting of each semester.
20. Required as a member of SUFAC (see Section 6), and reports back to SGA on matters of importance from all SUFAC meetings.
21. Student Activities Committee Liaison
22. Has voting power in SGA.
23. Responsible for communicating any information deemed necessary between the Student Government Association and the Student Activities Committee.
24. Required to attend majority of SAC and SGA weekly meetings.
25. Senator
26. Has voting power in SGA.
27. Serves on at least one campus committee or chairs at least one SGA committee during the academic year.
28. Responsible for communicating with the student body and reporting issues of student concern to the SGA.
29. Responsible for surveying the student body when the SGA requires student input on issues.

**Section 4. Executive Board**

4.01 Membership. The President, Vice President, Records Director, and Financial Director listed in Article III, Section I will comprise the Executive Board of the SGA.

4.02 Function. The executive board shall meet as needed with issues that arise with immediate action required.

**Section 5. Committee Membership**

5.01 Collegium Committees. The following UW Fond du Lac student representatives are required on these collegium committees:

1. Appointments (1 student)
2. Curriculum (2 students)
3. Budget (2 students)
4. Academic Actions (1 student)
5. SUFAC (5 Students)

5.03 UW Fond du Lac Collegium Committee may require representation on other collegium committees, including, but not limited to:

1. Assessments
2. Buildings and grounds
3. Fine Arts and Lectures

5.04 The President has the authority to appoint persons to these committees followed by majority approval of the SGA.

1. The process can for appointing representatives can be accomplished in two ways.
   1. Direct appointment to fill vacancy
   2. Seek nomination through self. This could be accomplished by a mass nomination procedure taking place at the beginning of the semester.

5.05 Other committees. Other committees not part of the collegium committee may require representation. These committees may include, but are not limited to:

(1) University Body (see section 3.01 (7) and section 11.01)

**Section 6. SUFAC**

1. Membership. This committee shall consist of five students selected in accordance with the rules of the Student Government and two members selected by the UW Fond du Lac Collegium (one faculty member and one academic staff member). The Student Life and Events Coordinator shall be an ex-officio, non-voting member. The Associate Dean for Administration and Finance for Access Campuses will provide relevant financial information to the committee.
2. Duties. This committee shall be responsible for overseeing all student activities receiving financial support from Segregated University Fees. The committee shall receive and review budget requests from all parties seeking financial support from Segregated University Fees and user charge activities, and shall create a budget for the distribution of Segregated University Fees to be submitted to the Assistant Chancellor for Access Campuses for approval.
3. Recognition of Student Organizations
4. In order to become an officially recognized student organization, an organization must secure approval from the SGA and the UWO Vice Chancellor of Student Affairs or their designee.
5. To secure initial approval, the organization must submit a club recognition form reflecting the purpose of the organization and interest from a minimum of four students, a proposed written constitution, and obtain a faculty or staff advisor. The organization may also appear before the SGA and orally petition for approval, if desired, in addition to the previous requirements.
6. Each subsequent year, an organization must go through the club renewal process reflecting continued interest from a minimum of four students. Organizations must review their constitutions annually and reflect updates at least every three years.
7. The SGA may, by two-thirds majority vote, remove any of the privileges of an organization if the organization fails to comply with the proposed mission statement after a period of one year, or if the organization operates in a manner contrary to the mission of the campus.
8. Only officially, recognized clubs may request funding from the Segregated University Fee Allocation Committee (SUFAC).
9. View Point Neutrality
10. Requests will be considered in a viewpoint-neutral manner, as established by the US Supreme Court.
11. Funding Categories
12. SUFAC typically considers funding under the following categories when making segregated fee allocations (these categories are not necessarily exhaustive, but give an overview of the general nature of requests):
    1. Student Labor
       1. Dollars spent employing students in positions that benefit the entire student population and that support the central mission of the requesting organization. Campus student labor rates and procedures must be adhered to.
    2. Salaries/Wages/Stipends
       1. Salaried positions in service to students which are partially funded by segregated fees.
       2. Other wages/stipends that support student centered activities, including, but not limited to, coaches, athletic event officials, and specialty theater positions.
    3. Travel and Lodging
       1. Team travel for Athletics.
       2. Travel for student organizations.
    4. Office Supplies, Materials, Equipment and Programs/Events
       1. Supplies, Materials and Equipment necessary to support the central mission of the requesting organization.
       2. Supplies, Materials and Equipment necessary to support programs and events that are student centered.
    5. Other Miscellaneous Items
       1. Food
          1. No Food will be funded as a part of any off-campus events, except where the meal is a required part of the event and is integral to the participation in the event.
          2. On-campus training, all-day meetings.
          3. Food as part of a campus program.
       2. Membership Dues which are integral to the organization or department
          1. With special attention to the benefit to the members or the impact to the student organization.
13. Records
14. Minutes of all SUFAC meetings shall be recorded by a voting member of the committee. Upon approval at the next meeting, the minutes shall be uploaded to the university Sharepoint site.
15. Communication
16. All requestors will receive an approved copy of their budget in the Spring semester for the upcoming academic year. All student organizations denied funding (100% denial) will be provided a written explanation. All student organizations that have funding requests reduced, may view a copy of the SUFAC meeting notes in order to obtain the reason(s) for the reduced funding allocation.
17. Conflict of Interest
18. In situations of conflicts of interest, members must disclose these situations before discussion. However, members do not need to excuse themselves from discussion or voting. Committee members who receive any salary/wages/stipends with the exception of Student Government Association Officers cannot serve as voting members within SUFAC.
19. Appeal Process
20. Appeals based upon procedural violations
    1. An organization or department denied funding may appeal to SUFAC within seven days after notice, if they can show SUFAC procedures were not followed.
    2. If the initial appeal is not heard, or is denied, a final appeal may be made to the Associate Dean of Administration and Finance within seven days of SUFAC’s appeal decision.
21. Appeals based on violations of viewpoint-neutrality
    1. If it is alleged that SUFAC’s decision was based on a student organization’s extracurricular speech or expressive activities, or any other discussion deemed to not be viewpoint-neutral resulting in a violation of the requirement that allocable student fees be distributed in a viewpoint-neutral manner the appeal will proceed through the following steps.
       1. 1st Appeal to SUFAC - Appeal must cite specific reasons pertaining to the violation of viewpoint-neutral distribution. Appeal must be filed within seven days.
       2. 2nd Appeal to SGA-within seven days of SUFAC appeals decision.
       3. 3rd Appeal to Associate Dean of Administration and Finance- within seven days of SGA’s appeal decision.
       4. 4th Appeal to Assistant Chancellor for Access Campuses- within seven days of the Associate Dean’s appeal decision.
22. Other Appeals
    1. Any other appeals should be made in writing to both the Associate Dean of Administration and Finance and SUFAC within seven days after notice of the approved or denied budget request. SUFAC and the Associate Dean will review the decision and come to a final decision.
23. Flexibility of Spending
24. An organization should make every effort to spend its allocated funds on the items noted in their budget request. Significant deviations from the budget should be approved by SUFAC. All deviations from the submitted budget should remain within the stated mission of the organization. Requests should be made in writing to the SUFAC chair and the Assistant Campus Dean for Administrative Services (ex-officio).
25. Utilization of Approved Budget Funds
26. All organizations that receive funding from SUFAC should spend those funds during the budget year. The budget year runs from July 1 through June 30. Excessive unspent funds may not be carried over to future fiscal years. Unspent funds may be retained in the reserve balance of the organization or department that the funds were originally allocated to. Use of these funds located in reserve accounts requires SUFAC approval. SUFAC may also allocate or spend reserves of any account on off-budget requests related to or not related to the original source fund.
27. Segregated Fee Allocation Procedures Overview
28. Members of SUFAC must have an orientation to the responsibilities of the Committee as defined by state statutes, Regent policies, and the University of Wisconsin System, University of Wisconsin Oshkosh, and campus procedures. -
29. Building the segregated fee budget for the next fiscal year (further details in 6.013).
    1. The Committee will understand the importance of the Committee, and the impact its decisions have on the entire student body and the campus, keeping in mind the viewpoint-neutral standard established by the United States Supreme Court.
    2. The Committee will understand the relevant budgeting terms, such as revenues (GPR vs. PR), Fund 103 vs. Fund 128, Municipal Services, etc...
    3. The Committee will understand the distinction between allocable and non-allocable portions of the segregated fee, and who has primary responsibility for determining each.
    4. The Committee will solicit and review written budget requests from various campus groups that are/can be funded by student segregated fees.
    5. The Committee will be informed of the projected enrollment for the upcoming year and understand the term FTE (full-time equivalent).
    6. The Committee will determine expected revenue levels for particular groups.
    7. The Committee will submit to the Associate Dean of Administration and Finance in writing, the funding levels for various campus groups for review and to forward on for final approval from the Assistant Chancellor for Access Campuses
30. Awarding unallocated funds in the current year budget to the various campus groups upon request through an off-cycle budget request form.
31. Designating the uses of prior year funds (segregated fee balances in excess of prudent reserve levels. Prudent reserve levels are defined in UWSA -FPPP 43).
32. Making recommendations on the continued funding of multi-year positions supported by segregated fees.
33. Reviewing the current year budget and recommending necessary adjustments, if circumstances have changed since the previous year.
34. Procedures for Budget Planning and Allocation of Fund 128 (Segregated University Fees)
35. The Committee will develop a plan for the preparation and submission of a budget proposal that comprises the Fund 128 segregated fee supported accounts.
36. The Student Life and Events Coordinator will notify committees/organizations of the budget timeline, deadlines, and hearing procedures; and will distribute Funding Request Forms to committees/organizations. Budget requests are typically collected on or around November 1st with review and approval of the budget by early December.
37. The Committee will collect from the Associate Dean of Administration and Finance the following information: FTE predictions for the upcoming year, reserve balances available for budgeting, non-allocable fee calculations and updated information regarding segregated fees.
38. The Committee will hold one budget hearing, allowing each committee/organization the opportunity to provide the rationale for their budget requests.
39. The Committee will hold budget deliberations and keep a detailed record, which may include a tape recording, of all student fee funding allocation deliberations.
40. The Committee will communicate its budget recommendations, in writing, to various campus groups.
41. If requested, student organizations denied funding will be provided with written reasons for the denial, and will be informed of the campus appeal process.
42. If a recommendation involves changes to a multi-year position, that recommendation will be in writing.
43. Finalized budget recommendations will be forwarded to the Associate Dean of Administration and Finance for approval.
44. , The finalized budget recommendations will be forwarded to the Assistant Chancellor of Access Campuses.
45. The Assistant Chancellor of Access Campuses will initiate a review of the budget recommendations, and may conduct question and answer sessions as necessary.
46. The Assistant Chancellor of Access Campuses will approve the final budget agreement, communicate the agreement to SUFAC (or Student Government, where applicable), and forward the budget to the Associate Dean of Administration and Finance. The budget as recommended by the SUFAC Committee may only be denied or altered by the dean if the basis for denying or changing the recommendation is “substantial” in accordance with Regent Policy 30-3 Guidelines for Student Governance and UW System Financial and Administrative Policy (F37) Segregated Fee Determination and Distribution. The basis for the denial or alteration of the recommended budget must be communicated by the Assistant Chancellor to the SUFAC Committee in a timely manner. If the areas of difference cannot be resolved at the campus level, both budget recommendations shall be forwarded to the Vice Chancellor for Finance and Administration who will mediate and resolve the dispute before the budget is forwarded to the Chancellor for submission to the Board of Regents.
47. SUFAC will communicate allocations and related information to committees/organizations.
48. The Associate Dean for Administration and Finance will prepare the budget information and forward it to the Vice Chancellor of Finance and Administration

**Section 7. University Body- See Appendix 1-** This is the document approved by all 3 Student Governments (Oshkosh Student Association (OSA)- University of Wisconsin Oshkosh, Fox Student Association (FSA)- University of Wisconsin Fox Valley, UW Fond du Lac Student Government Association (SGA)-University of Wisconsin Fond du Lac.

**Section 8. Stipend Committee**

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1. Membership
2. All Student Government Association members are members of this committee.
3. Duties
4. This committee shall be responsible for the distribution of stipends to members of the Student Government at the end of each semester.
5. Procedures
6. The members of the Executive Board are automatically nominated for consideration of stipends at the end of each semester.
7. Any Student Government member, including the SGA Advisor, may nominate themselves (as a student, not the SGA advisor) or any other SGA member for a stipend before the stipend meeting.
8. Prior to the meeting, all members shall create a report on their position for the semester
   1. The report shall summarize the adherence to the criteria outline in Section 8.03 (5) letter i and section 11.02.
9. Stipend discussion and approval shall take place within 2 weeks of the end of the semester.
10. The members of the Stipend Committee will meet and determine the stipend amounts following the rules below and not to exceed the total stipend funding provided by the previous year’s SUFAC budget.
    1. The President will act as chair and the SGA Advisor will act as secretary for the stipend committee except where the stipend of the president is being discussed when the vice president will assume the chair.
    2. The Stipend Committee will debate all stipend awards in closed session.
    3. SGA members nominated for a stipend may present materials in support of their nomination. This support may be in written form or an in person presentation to the committee.
    4. The Stipend Committee may request a statement from a nominated member about their work.
    5. Before an individual member’s stipend will be considered, that member will be asked to leave the room. They will not be allowed to return until deliberations are complete on their stipend.
    6. The total amount allocated for stipend by the previous year’s SUFAC need not be distributed if the committee feels that it has not been earned.
    7. Any stipend funds not awarded will be rolled into the Student Government Reserve 128 account.
    8. SGA members are eligible for money up to the amount listed:
       1. President 30%
       2. Vice President 20%
       3. Secretary 10%
       4. Treasurer 10%
       5. Discretionary 30%
          1. The Discretionary Stipend moneys are to be allocated to members nominated other than those listed in Section H.
    9. Criteria to be used to evaluate nominated members will be as follows:
       1. Adherence to duties delineated in the Duties Section of these bylaws.
       2. Service to UW Fond du Lac Collegium Committees and/or Student Government Association ad hoc Committees.
       3. At least two hours of direct work in the form of office hours or hours spent in committees per regular week of the semester excluding full SGA meetings.
       4. Attendance at 1 governance related event of a group based outside of the UW-Fond du Lac campus including but not limited to:
          1. UW System Student Representatives monthly meeting
          2. University of Wisconsin System Association of Branch Campuses meetings including video conferences University of Wisconsin System Association of Branch Campuses
          3. An SGA sponsored campus event
       5. Attendance at a minimum of 80% of SGA meetings and committee meetings.
    10. Each member of the SGA will have one vote, including the President. In the event of a tie, the SGA Advisor will cast the tie-breaking vote.
    11. All stipend awards will be announced at the conclusion of the Stipend Committee meeting by the SGA Advisor.
11. Any SGA member nominated to receive a stipend that is denied a full stipend may appeal the decision to the full SGA in writing no more than 5 school days after the decision. If there is an appeal, the Stipend Committee will reconvene, to discuss the proposed appeal and give their decision within one week of receiving the written appeal.

Section 9**. Impeachment**

1. Any elected member of the SGA may motion for the impeachment of another elected member of the SGA. A two-thirds majority vote is necessary to hold an impeachment hearing.
2. An impeachment hearing will be held no earlier than one week from the initial impeachment vote. The elected member being impeached must be notified of the impeachment hearing and the basis for the motion for impeachment. The impeachment hearing can be conducted if the elected member being impeached fails to attend, but the chance for appeal is denied.
3. At the impeachment hearing a majority vote of elected members shall be required to convict and expel an elected member.
4. An impeached member forfeits all duties and powers of the position, including voting privilege.
5. A written appeal may be presented to the SGA no more than seven days after the impeachment hearing. A two-thirds majority vote is required to overturn the previous decision.

**Section 10. Amendments**

1. Amendments to these bylaws may be proposed by any member of the University of Wisconsin Fond du Lac Student Government Association, in writing.
2. Upon submission of the any amendment, the SGA shall debate and amend the amendment(s) if deemed necessary.
3. The amendment(s) shall become a part of these bylaws immediately upon receiving an affirmative vote by a two-thirds majority of the student government body voting on this issue.
4. An AD-HOC Committee may be formed when the SGA Bylaws are found lacking or outdated and will be chaired by an Officer appointed by the President.

**Section 11. Appendix**

1. **University Body Structure**
2. **Structure**
   1. The University Body shall be made up of the president from each campus, one (1) appointed member from UW-Fox Valley, one (1) appointed member from UW-Fond du Lac, and three (3) appointed members from UW Oshkosh.
   2. The appointed members must be active, serving members of the executive board or Senate of the institution from which they represent.
   3. Two (2) Ambassador positions shall be granted to each shared governance group. The ambassadors have speaking rights, but do not have the right to vote within the University Body.
3. **Meeting Guidelines**
   1. Meetings must be conducted in accordance with the Wisconsin Open Meetings Law.
   2. At the beginning of each semester, the University Body is required to have one (1) mandatory meeting. A chair will be elected during the fall semester meeting.
   3. A secretary shall be appointed at every meeting after the meeting has been called to order. Quorum must be present to appoint a secretary.
   4. Minutes will be sent out in accordance with the Wisconsin Open Meetings Law, and campus guidelines.
   5. Refer to *Robert’s Rules of Order Newly Revised*for any other guidelines not explicitly stated in these bylaws.
4. **Chair Election/Responsibilities**
   1. The University Body shall elect its own chair by a majority, roll call vote. The chair must be a voting member of the body.
   2. The chair, will serve as presiding officer and shall maintain their voting rights and will serve a term of one (1) academic year.
   3. If the chair resigns, is impeached, or the position is left vacant for any other reason, the University Body must call a meeting within two (2) weeks of the position becoming vacant to elect a new chair following the same procedure as listed above.
5. **Impeachment**
   1. A voting member of the Body may propose to impeach the chair if they believe that the chair has:
      1. Violated the bylaws of the University Body.
      2. Engaged in unethical or illegal conduct.
      3. Significantly failed to carry out their duty as chair.
   2. The individual making the charges must submit a written justification of the impeachment to the president of each campus, the advisor to each campus’ Student Government Association, the UW Oshkosh Chancellor, and the individual in question.
   3. A hearing before the Body will be scheduled within two (2) weeks of the receipt of the written complaint. The accused individual will be allowed to speak at this hearing, but will not be allowed to be the presiding officer. A two-thirds (⅔) vote is required to impeach the individual.  The impeached individual will be immediately terminated from their position as chair if the motion passes within the Body.
   4. The impeached individual may request a second hearing within two (2) weeks of the impeachment.  A two-thirds (⅔) vote of the Body is required to overturn the impeachment decision. If the impeachment is overturned, the individual will immediately resume the position of chair.
6. **Quorum**
   1. Quorum is defined as one-half (½) plus one (1) of all voting members, and that all campuses have at least one (1) representative at the meeting.
7. **Legislative Process**
   1. There shall be two processes in which to pass legislative documents, that is, resolutions, amendments, and bills, throughout the university.
      1. A legislative document may be brought up and passed in one (1) of the three (3) campus Student Government bodies in accordance with their legislative policies. If that campus deems it to be of importance to the university as a whole, they may present the legislative document to the University Body. The campus must provide the legislative document to the presidents of all three campuses, after which, a meeting will be scheduled for the University Body within two (2) weeks of receiving the aforementioned document. The University Body will debate and vote on only the legislative document being proposed. To pass the legislative document in the University Body in this fashion requires a three-fourths (¾) vote of attending voting members. If a three-fourths (¾) vote is not met, the document dies. After the document is passed in this way, the document will be applied to all three (3) campuses.
      2. A legislative document may be brought up in the University Body. The proposed document must be sent to the president from each campus two (2) weeks prior to the proposed meeting date and time. The University Body will debate and vote on only the legislative document being proposed. To pass in the University Body in this fashion requires a three-fourths (¾) vote of attending voting members. If a three-fourths (¾) vote is not met, the document dies. After the document is passed in this way, the document will be sent to all three (3) campuses to be ratified. In order for the document to be applied to all three (3) campuses, it requires that two (2) of the three (3) campuses pass the document through their respective governing bodies in accordance with their legislative policies. If the document is not passed by two (2) of the three (3) campuses, the document dies.
   2. In the University Body, only voting members may propose legislative documents.
8. **End of Semester Reports Additional Information**
   1. The report, as discussed in 8.03 (3), can (but is not required to) include information as follows:
      1. Name, position
      2. Duties in your own
      3. What you completed this year with regards to your position
      4. What the group completed
      5. What you could improve on
      6. What you could have done this year that you didn't do
      7. Most enjoyable event/aspect of position
      8. Anything else that you feel is important for the incoming elected official to know.

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