

ARTICLE I: NAME

Section I: The name of this organization shall be “University of Wisconsin Oshkosh- Fox Cities Student Association,” hereafter referred to as the Fox Student Association. The Fox Student Association shall be the direct representation of the student body of the University of Wisconsin Oshkosh– Fox Cities.

ARTICLE II: PURPOSE AND FUNCTION

Section I: The purpose of the Fox Student Association shall be to maximize representation and participation in, and knowledge of university governance at all levels by students and protecting the rights granted to students according to Wisconsin State Statute 36.09(5). Additionally, the Fox Student Association shall address and aid in student concerns, investigate student problems, participate in decisions affecting the educational experience of students, seek input from student constituency regarding university governance, provide a voice for student opinion, promote and uphold the rights of students, promote and support student activities, and uphold and stimulate a feeling of unity among the student body. The Fox Student Association shall also ensure the right to peaceful assembly and petition to all students, regardless of age, race, religion, handicap, sex, gender identity, marital status, sexual orientation, or political affiliation.

ARTICLE III: MEMBERSHIP

Section I: Membership in the Fox Student Association shall be open to all students without regard to age, race, religion, handicap, sex, gender identity, marital status, sexual orientation or political affiliation who are currently enrolled in three (3) or more credits through the University of Wisconsin Oshkosh – Fox Cities.

Section II: All students enrolled at the University of Wisconsin Oshkosh – Fox Cities shall be considered Associate Members of the Fox Student Association.

ARTICLE IV: STRUCTURE

Section I: The Fox Student Association will consist of two (2) bodies: the Senate and the Executive Board.

Section II: The Senate shall serve as the legislative body of the Fox Student Association. The Senate shall not exceed twenty (20) Senators.

Section III: The Executive Board shall serve as the executive body of the Fox Student Association. The Executive Board shall consist of the President, the Vice President, the Treasurer, and the Communications Director.

Section IV: In all procedures not specifically addressed in this constitution or bylaws, the Senate and the Executive Board shall act in accordance with Robert's Rules of Order, Newly Revised.

Section V: Unless specifically stated otherwise, all motions before the Senate or the Executive Board shall require a majority of the votes of the members present at the time of the votes to pass. In all voting, an abstention is not counted as a vote cast. Any motion to allocate funds will require a roll-call vote.

Section VI: A quorum for the Fox Student Association shall be one-half of the total membership, plus one (1) additional member. During winter and summer breaks Fox Student Association Senators unable to participate in meetings must notify the Communications Director and the presiding officer. They will be excused and will not be counted towards total membership for purposes of quorum. The President will be counted towards total membership for purposes of quorum.

Section VII: There will be no Fox Student Association meetings during the first and last week of a semester, or spring break.

ARTICLE V: THE EXECUTIVE BOARD

Section I: The Executive Board shall meet at least once (1) in each two (2) week period of the year. The President shall set the date, time, and place of the meeting and post it in accordance with the Wisconsin Open Meetings Law.

Section II: With the exception of the presiding officer, each member of the Executive Board shall have one (1) vote on motions before the Executive Board. The President shall serve as the presiding officer of the Executive Board. If the President is absent, the order of succession as presiding officer shall be the Vice President, Treasurer, and then the Communications Director, and then the Chief of Staff.

Section III: The Executive Board shall have the power to act on behalf of the Fox Student Association during winter break, the summer months, and in the event that the Senate cannot be summoned.

Section IV: The Executive Board will coordinate the activities of the Fox Student Association, set the agenda for the Senate, and will ensure that all Senate actions are implemented.

Section V: All Executives must maintain at least a cumulative 2.0 Grade Point Average (GPA) which, if beneficial, includes grades from remedial classes. The Fox Student Association Advisor is authorized to verify that appropriate GPAs are maintained and will notify the Executive Board of any violations.

Section VI: If any Executive resigns or is impeached, then follow the procedures set in Article VII.

Section VII: With the exception of the presiding officer, the Executives shall be considered full voting members of the Fox Student Association.

Section VIII: With the exception of matters dealing with the Fox Student Association, Executives will be required to abstain from voting on issues that present a direct conflict of Interest.

Section IX: No Executive shall vote on the payment for any member of the Executive Board.

ARTICLE VI: DUTIES OF THE EXECUTIVES

Section I: The President shall represent the University of Wisconsin Oshkosh– Fox Cities as a student member on the campus Collegium, chair both the Senate and the Executive Board, serve as the student representative on both the campus Steering Committee and the Scholarship and Academic Actions Committee, meet with the University of Wisconsin Oshkosh - Fox Cities Dean monthly, and be the liaison between the Fox Student Association and the faculty, staff, and administration.

Section II: The Vice President shall represent the University of Wisconsin Oshkosh – Fox Cities as the student representative on the campus Curriculum Committee, serve as the primary Fox Student Association representative for the Association of Branch Campuses (ABC), serve as the chair of the Constitution and Bylaws Committee, and meet with the University of Wisconsin Oshkosh-Fox Cities Dean monthly with the Student Association President.

Section III: The Treasurer shall represent the University of Wisconsin Oshkosh– Fox Cities as the chair of Segregated University Fee Allocation Committee (SUFAC), serve as the student representative on the campus Budget Committee, prepare the annual Fox Student Association budget, review and sign all expenditures of Fox Student Association funds, and maintain an accurate accounting of the Fox Student Association funds and the segregated fee reserve funds in cooperation with the campus Student Life Coordinator and report them to the Fox Student Association.

Section IV: The Communications Director shall represent the University of Wisconsin Oshkosh-Fox Cities as the student representative on the campus Appointments Committee, chair the Outreach committee, coordinate the fundraising efforts of student organizations, coordinate publicity and press releases issued by the Fox Student Association, maintain the Fox Student Association bulletin board, post Fox Student Association announcements and meeting notices, prepare and distribute minutes from both Senate and Executive Board meetings within five (5) working days, keep an accurate file of all the Fox Student Association minutes, perform general clerical duties of the Fox Student Association, keep an accurate list of Senators, Executives, and students appointed to committees as well as attendance and dates of appointment, and communicate with groups outside of the Fox Student Association.

Section V: The Chief of Staff shall perform general clerical duties of the Fox Student Association, serve as the primary parliamentarian, take meeting minutes in the absence of the Communications Director, maintain the office schedule, ensure all Executives and Senators are adhering to their constitutional duties, oversee the election process (if the sitting Chief of Staff were to be on the ballot, the election process would be overseen by a Senator or member of the Executive Board not on the ballot). The Chief of Staff would be a full voting member of the Senate and the Executive Board. This would be the only unpaid Executive Board position.

Section V (Section VI): All Executives must hold three (3) office hours per week during the regular academic year.

ARTICLE VII: ELECTION OF EXECUTIVES

Section I: The election of the Executive Board by the entire student body shall take place either the third or fourth week of April, even if there is only one (1) candidate for any given position. A candidate's name may only appear once on the ballot. All candidates will be supplied with a copy of the Constitution so that they will be aware of the responsibilities they are expected to perform.

Section II: The polls are to be staffed at all times by at least two (2) students who are not on the ballot. No campaigning shall take place within twenty (20) feet of the polls. No candidate shall be within 5 feet of the polls while votes are being cast. If a candidate is at the polls while a voter approaches, the candidate must leave in a timely fashion. Any campaigning by or on the behalf of a candidate within this area during the voting process will make that candidate ineligible for office. The Senate and the Executive Board must be notified of the deemed ineligibility. Each case of a deemed ineligibility will be reviewed individually by the Executive Board.

Section III: The date, time, and place of all student body vote tabulations shall be posted on the Fox Student Association bulletin board (including recounts) at least twenty-four (24) hours in advance of tabulation. All tabulations are open to anyone who wishes to attend.

Section IV: The ballots will be counted by no less than three (3) Fox Student Association members who are not on the ballot, and the Fox Student Association Advisor must be present. Only votes for candidates, including write-in candidates, who meet the criteria for the Executive Board, shall be counted as legitimate votes. The results of the vote tabulation shall be posted on the Fox Student Association bulletin board by 9:00 a.m. the next business working day after the election. Unless a recount is requested, the candidates determined to have the most legitimate student body votes cast and meet the minimum threshold shall be considered elected to the office.

Section V: A recount of the initial vote tabulation can be requested by any candidate within two (2) business days of the results being posted. The recount shall be conducted within two (2) business days of the request. It shall be conducted by five (5) students not on the ballot, and the Fox Student Association Advisor must be present. The results shall be posted on the Fox Student Association bulletin board by 9:00 a.m. on the next business working day after the recount. The

candidates determined to have the most votes and that meet the minimum threshold shall be considered elected to the Senate.

Section VI: Candidates who are declared elected under Article VII, Section IV or Article VII, Section V shall assume their duties at the first Fox Student Association meeting in May.

Section VII: If the President resigns, is impeached or the office is vacant, then the order of temporary succession shall be the Vice President, the Treasurer, the Communications Director, and then the Chief of Staff. The position of President must be posted within one (1) week for a period of two (2) weeks. During this time, applications will be accepted by the Executive Board. A special election by the student body for President must occur within three weeks of the vacancy. The Interim President shall assume the responsibilities of President and will coordinate the effort for the special Presidential election. Once a new President is elected, the winner of the election will immediately assume the duties of President and then the Interim President may resume the duties of their original position, if applicable. If the office of President goes unfilled, this process will then be repeated until the position is filled.

Section VIII: If any Executive except the President resigns, is impeached or the office is left vacant, the Senate may choose to either appoint, by two-thirds (2/3) vote, a temporary Executive or hold a special election. A temporary executive will fulfill all duties and receive all benefits of a normally elected Executive. If the Senate chooses to hold a special election, the position must be posted within one (1) week for a period of two (2) weeks. During this time, applications will be accepted by the Executive Board. A special election by the student body for the position must occur within three weeks of the vacancy. Once a new Executive is elected, the winner of the election will immediately assume the duties of the position.

Section IX: If a vacancy occurs within the last two (2) months of that position's term, then the Senate will decide if the position should be filled. If the Senate decides that the position is to be filled, then follow the procedures in the above sections of Article VII.

ARTICLE VIII: THE SENATE

Section I: The Senate shall meet at least once (1) in each two (2) week period, during the academic year while classes are in session. The date, time, and place of each regular meeting shall be announced at the previous regular meeting.

Section II: All meetings shall be posted outside the Fox Student Association Office in a minimum of three (3) different locations in accordance with the Wisconsin Open Meetings Law. **Section III:** Special meetings of the Senate may be called by the President in accordance with the Wisconsin Open Meetings Law. The special business for which the meeting was called shall be the only business discussed and voted on.

Section IV: The Executives shall complete a monthly report by the end of the second week of the following month. The completed reports should be made readily available upon request. All attendees of conferences, standing committees, and special meetings shall report on their activities at the following regular senate meeting.

Section V: The presiding officer of the Senate shall not have a vote on the Senate floor, on any motions or actions, at any time. If any motion or action ends in a tie, that motion or action will fail. However, in the case of appointments the presiding officer will break the tie.

Section VI: The presiding officer of the Senate shall be the President. If the President is absent, the order of succession as the presiding officer shall be the Vice President, the Treasurer, the Communications Director, and then the Chief of Staff.

Section VII: The Senate has the power to create sub-committees of the Senate. There shall be a standing SUFAC (Segregated University Fees Allocation Committee), which is empowered to review all allocation of student fees, and recommendations on such to the Senate. SUFAC shall consist of the Treasurer and up to five (5) student members with a mandatory minimum of three (3) voting members, with at least one (1) Senate member in addition to the Treasurer. The Treasurer shall serve as the chair.

Section VIII: All Senators must maintain at least a cumulative 2.0 GPA which, if beneficial, includes grades from remedial classes. Senators must sign a waiver for the Fox Student Association Advisor to verify their GPA and will notify the Executive Board of any violations.

Section IX: With the exception of matters dealing with the Fox Student Association, Senators will be required to abstain from voting on issues that present a direct conflict of interest.

ARTICLE IX: SENATOR DUTIES

Section I: The duties of a Senator are as follows: regularly attend Senate meetings, uphold and enforce the Fox Student Association Constitution, encourage the student body to participate in university governance, and vote on all student appointments made by the President or the Executive Board. All Senators must hold one office hour per week during the regular school year.

ARTICLE X: ELECTION OF SENATORS

Section I: Election to the Senate shall be open to any student currently enrolled in three (3) or more credits at the University of Wisconsin Oshkosh – Fox Cities. The applicant must hold at least a 2.0 GPA at the time of submission.

Section II: A Senate election shall be held in conjunction with the Executive election in April. Applications for Senate positions will be accepted for a period of two (2) weeks beginning three (3) weeks prior to the elections. An election will be held by the second week of October. The Senators will take office at the first Senate meeting after the election.

Section III: Ten (10) Senate seats are up for election at the fall election and ten (10) at the spring election. If there are more than ten (10) open seats the extra seats can be filled but the term of office for those extra seats are only valid until the next general election. The ten (10)

candidates with the most votes will serve a term of one (1) year. If elected in spring, the senator(s) will serve until the next spring election. If elected in fall, the senator(s) will serve until the next fall election. If a senator graduates before their term is completed, their term as senator will cease.

Section IV: The polls are to be staffed at all times by at least two (2) students who are not on the ballot. No campaigning shall take place within twenty (20) feet of the polls. No candidate shall be within 5 feet of the polls while votes are being cast. If a candidate is at the polls while a voter approaches, the candidate must leave in a timely fashion. Any campaigning by or on the behalf of a candidate within this area during the voting process will make that candidate ineligible for office. The Senate and the Executive Board must be notified of the deemed ineligibility.

Section V: The ballots will be counted by no less than three (3) Fox Student Association members who are not on the ballot and the Fox Student Association Advisor must be present. Only votes for candidates, including write-in candidates, who meet the criteria for the Senate, shall be counted as legitimate votes. The results of the vote tabulation shall be posted on the Fox Student Association bulletin board by 9:00 a.m. the next business day after the election. Unless a recount is requested, the candidates determined to have the most votes and that meet the minimum threshold shall be considered elected to the Senate.

Section VI: A recount of the initial vote tabulation can be requested by any candidate within two (2) business days of the results being posted. The recount shall be conducted within two (2) business days of the request. It shall be conducted by five (5) students not on the ballot, and the Fox Student Association Advisor must be present. The results shall be posted on the Fox Student Association bulletin board by 9:00 a.m. on the next business day after the recount. The candidates determined to have the most votes and that meet the minimum threshold shall be considered elected to the Senate.

Section VII: If there are any vacancies between the general elections, students may be elected by the Senate after attending two (2) consecutive Fox Student Association regular meetings. The interested party must submit an application for candidacy to declare their intent to become a Senator at least one week prior to appointment.

Section VIII: Senators not elected in a general election must be approved by a secret ballot of the majority of the Senate. The elected senator(s) may only hold the seat until the next general election.

ARTICLE XI: VETO POWER

Section I: Any motion which requires a simple majority to pass is then to be forwarded to the President who will either approve or veto the action within one (1) week of receiving it.

Section II: If the President vetoes a Senate action, the President must inform the Senate of any veto in the next regularly scheduled meeting of the Senate. The Senate can override the veto with a two-thirds majority vote, within two (2) regularly scheduled meetings of the announced

decision. If the President does not announce the veto at the next regularly scheduled Senate meeting, then the motion or action passes.

Section III: If the Executive Board takes action on a matter that cannot have been postponed until the next scheduled Senate meeting and the Senate does not approve, the Senate can veto the action by a two-thirds ($\frac{2}{3}$) majority vote. However, any money encumbered or spent as a result of the Executive Board's decision may not be called back.

Section IV: Abuse of the Executive Board's power to act on behalf of the Senate or abuse of Presidential rights, as evidenced by repeated Senate vetoes of such actions, shall be considered sufficient reasons for the Senate to consider impeachment against any or all of the Executive Board members.

ARTICLE XII: ABSENCES

Section I: Any Senator, Executive, or committee member unable to attend a meeting must notify the presiding officer and, if applicable, the Communication Director of that body prior to the meeting.

Section II: Any Senator, Executive, or committee member with three (3) unexcused absences during any semester will be notified in writing by the Executive Board explaining the Senator's, Executive's, or committee member's responsibilities. Any absence after a warning letter is sent will result in a hearing before the Senate.

Section III: The Senate will hold a hearing to decide whether or not the Senator, Executive, or committee member should be able to retain the appointment, be removed from the appointment, or be impeached. All voting shall be conducted by secret ballot.

Section IV: Absences from each body or committee shall be counted separately.

ARTICLE XIII: IMPEACHMENT

Section I: Justifiable reasons for impeachment are as follows:

1. Materially violate any Article of the Fox Student Association Constitution
2. Accruing three (3) or more unexcused absences
3. Unethical conduct
4. Illegal activities
5. Significant failure to carry out assigned duties

Section II: Any student, faculty, or staff member of the University of Wisconsin Oshkosh—Fox Cities who believes a Senator or an Executive has committed an impeachable offense may initiate an impeachment proceeding against that individual. The person making the charges must submit a written justification of the impeachment to the University of Wisconsin Oshkosh – Fox Cities Student Life Coordinator, the Senate, and the individual in question.

Section III: A hearing before the Senate will be scheduled within seven (7) days 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, nor will that individual have the ability to vote on the motion to impeach. A two-thirds (2/3) vote is required to impeach the individual. The impeached individual will be immediately terminated from their position on the Fox Student Association if the motion passes in the Senate.

Section IV: The impeached individual may request a second hearing within seven (7) days of the impeachment. A two-thirds (2/3) vote of the Senate is required to overturn the impeachment decision. If the impeachment is overturned, the individual will immediately resume the position previously held.

ARTICLE XIV: AMENDMENTS TO THE CONSTITUTION

Section I: Amendments to the Constitution shall be read at two consecutive regularly scheduled meetings and shall be approved by a two-thirds (2/3) roll call vote of the Senate members voting.

Section II: All Amendments to the Constitution must be passed within the regular academic year.

Section III: Amendments to the Constitution shall become effective immediately after being passed by the Senate, and approved by a majority of the voting student body. If the amendments to the Constitution alters the election process or position duties, the changes will not take effect until the following regular term of office.

ARTICLE XV: BYLAWS

Section I: The University of Wisconsin Oshkosh – Fox Cities Student Association shall adopt bylaws to define policy and procedure.

Section II: Bylaws of the Fox Student Association Constitution shall be approved by a two-thirds (2/3) roll call vote of the Senate members voting.

Section III: All bylaws must be passed within the regular academic year.

Section IV: Any change to the Bylaws which would alter the election processes or position duties would not take effect until the following regular term of office.

ARTICLE XVI: SPECIAL PRIVILEGES OF THE STUDENT LIFE COORDINATOR

Section I: If at any time the Fox Student Association is without any elected members or if the sitting Fox Student Association fails to hold a constitutionally required general election, the Student Life Coordinator is authorized to conduct an election. The Student Life Coordinator must follow the same guidelines for conducting an election as the Senate by substituting Student Life Coordinator for Senate.

Section II: If at any time the sitting Fox Student Association is acting contrary to this Constitution, the Student Life Coordinator is encouraged to notify the student body and campus newspaper.

Section III: The Student Life Coordinator may, after the Senate has approved an Executive's Pay, deny approval of the payment. The only reason the Student Life Coordinator may deny an Executive's pay is if the Executive in question is in violation of their oath of office or if they have neglected their Constitutional duties to Fox Student Association. If the Student Life Coordinator denies an Executive's pay, she/he will explain his or her decision to the Senate. If the Senate believes that the Executive in question has not violated their oath of office and has not neglected their Constitutional duties to Fox Student Association, the Senate may re-approve payment with a majority vote.

ARTICLE XVII: RECALL ELECTION

Section I: A recall petition can be used to require an election by the student body. Each page of the petition must state which elected member(s) are being recalled. A valid petition needs the signatures of 10% of the student body Full Time Equivalent (FTE) to force an election.

Section II: The Fox Student Association is required to hold the election within three (3) weeks using the standards in Article VII and/or Article X as the case requires. No open Senate seats can be filled under Article X, Sections VII and VIII between the receipt of a valid recall petition and the confirmation of Senators elected during the recall election.

Section III: No elected member will be subject to a recall election more than once (1) in the same term of office.

ARTICLE XVIII: FISCAL RESPONSIBILITY

Section I: The Fox Student Association will not spend more money than it has in its account(s) unless approved under the provisions of Section V of this Article.

Section II: The Fox Student Association will not authorize any other organization to spend more money than it has in its account(s) unless approved under the provisions of Section V of this Article.

Section III: An increase or creation of a segregated fee funded position will require one (1) year of an elected student body to approve and pass under the provisions of Sections V of this

article. A decrease or removal of a segregated fee funded position will require two (2) consecutive years of an elected student body to approve and pass under the provisions of Section V of this Article.

Section IV: Any single year increase of 10% or more in segregated fees per Full-Time Equivalent (FTE) over the previous fiscal year must be approved under the provisions of Section V of this Article.

Section V: The previous sections of this Article require a two-thirds (2/3) roll call vote of the Senate and a majority vote of the student body with at least 20% of the student body Full-Time Equivalent (FTE) voting to be approved unless otherwise specified in this Article.