



Constitution

of the

United Student Government

of Gateway Technical College

PREAMBLE

We, the students of Gateway Technical College, unite for the common good to assure the basic rights of students for the good of our college, community, state, and nation.

ARTICLE I: NAME & SCOPE

This organization shall be known as the United Student Government of Gateway Technical College (USG).

The USG shall represent all students enrolled in Associate Degree Programs, Technical Diploma Programs, Certificate Programs, and any other students that pay into the Student Activity Fees collected by the college.

ARTICLE II: PURPOSE

This organization shall serve as a coordinating unit for the college and the students therein for the purpose of:

- A. Providing a liaison between the administration, faculty, staff, and students.
- B. Promoting leadership and citizenship within the student body.
- C. Operating as the students' voice in college affairs.
- D. Encouraging continual improvement of the college in matters of curriculum, instruction, facilities and public image.
- E. Recommending to administration logical means of carrying out such improvements as it shall endorse.
- F. Providing and promoting organized social, cultural, educational, and recreational student activities.
- G. Acquiring and disseminating accurate information to the student body.

- H. Promoting knowledge of technical and adult education within the community and the Gateway district.
- I. Adopting standards of conduct for students.
- J. Assisting with the carrying out of student compliance to these standards.
- K. Providing leadership for the innovation and development of projects concerning the betterment of the college.
- L. Working to create and approve a fiscal year budget, and expend student activity funds and other revenues generated by the Student Life Office, in concert with legislation issued in 1993 with the implementation of Wisconsin Act 101.

ARTICLE III: GOVERNMENT

USG shall consist of the following officers: Each campus will have three Campus/Center Student Leaders elected or appointed to the USG officer team. Each recognized center will have two Campus/Center Student Leaders elected or appointed to the USG officer team. Each recognized center's Campus/Center Student Leaders will be part of their respective campus' USG officers. All USG officers, regardless of Campus/Center they represent, are equal in terms of title, position, and voting power.

Meetings of the USG shall be conducted by officers as provided in the by-laws and will be governed by parliamentary procedure according to the current edition of Robert's Rules of Order.

ARTICLE IV: AMENDMENTS

Proposed amendments must be submitted in writing to the USG officer team no later than two weeks prior to consideration and voting by the USG. All amendments will be reviewed by the USG officer team and submitted to the membership at least one week prior to voting. A two-thirds vote of the majority is required for approval. No proxy votes may be considered on constitutional amendments.



By-Laws

of the

United Student Government

of Gateway Technical College

ARTICLE I: MEMBERSHIP

Membership of the United Student Government (USG) is open to any student who is currently enrolled and pays into the Student Activity Fees collected by the college.

Membership shall consist of the officers of USG, one representative from each officially recognized organization or club that is in good standing with the Student Life Office and the college, and any student as defined in Article I of the USG constitution serving as an “at-large” member. Each officially recognized organization or club shall be responsible for electing/appointing a member to serve for the academic year as a representative.

Should any student be interested in serving as a representative on the USG they may do so by seeking “at-large” status. At-large representatives will be determined through an application process, approved by the USG officer team and the Student Life Coordinators. Each at-large member would have voting privileges. At-large representatives must attend three consecutive general assembly meetings for consideration of voting privileges.

Responsibilities of the representatives shall be:

- A) Maintain enrollment of three credits and a 2.0 grade point average. USG officer team is required to maintain a minimum 2.5 grade point average.
- B) Submit current class schedule.
- C) Attend all USG assemblies.
- D) Acquire and disseminate accurate information between the student body and USG.
- E) Promote USG and student activities by means of posters, flyers, newspaper articles, etc.
- F) Attend at least two USG sponsored events per semester as a volunteer
- G) Attend and act as a Voting Member at all Student Activities Funding Committee meetings

After two consecutive unexcused absences, as determined by the USG officer team, from regular USG meetings, an organization or club representative will be replaced by an alternate member in good standing and at-large members will lose the right of vote and need to reestablish their voting rights, as determined by the USG officer team.

All students represented by USG may attend all regular assemblies of USG and have the right of voice once addressed by the chair of the meeting. Voting privileges are restricted to voting members.

The Student Activities Coordinators shall be the main advisors of the USG.

A center will be recognized when it has a minimum of three active clubs with student organization representatives appointed to the USG. The center, once recognized, will be entitled to elect two Campus/Center Student Leaders.

Once a center has been officially recognized, if the center does not have at least two officially recognized clubs, their two Campus/Center Student Leaders will be dissolved.

The advisors of USG and advisors of student organizations or clubs are not voting members of the USG.

ARTICLE II: ELECTIONS

USG Campus/Center Student Leaders will be nominated no later than the first week of March and elected no later than April 15.

USG Campus/Center Student Leaders will be elected by an electronic ballot of the student body. USG Campus/Center Student Leader office term shall be for a one year period beginning at the conclusion of the spring semester.

All clubs must designate a representative to the USG before the October general assembly meeting each year.

When an officially recognized student organization or club representative is elected to an officer position, the student organization shall appoint another member to be the officially recognized student organization or club representative to the USG.

If a student is acting as a representative for more than one organization or club, the representative shall only be allowed to cast one vote.

ARTICLE III: DUTIES OF THE OFFICERS

CAMPUS/CENTER STUDENT LEADER

The Campus/Center Student Leader officers will follow a shared leadership model and work collaboratively to serve the student body of Gateway Technical College to the best of their abilities.

- A. Serve as liaison between USG and the administration, faculty, staff, and students
- B. Attend general assembly meetings at their respective campus/center
- C. Attend at least two USG sponsored events per semester as a volunteer
- D. Hold office hours on their respective campus/center at least once a week (times, dates and locations shall be posted and open for any students to attend)
- E. Assist in planning a budget for the calendar of events for the upcoming academic year
- F. Provide public notice a minimum of one week prior to general assembly meetings, campus events and/or activities
- G. Assist in planning a budget for the calendar of events for the upcoming academic year
- H. Assist in the planning and promotion of campus activities
- I. Attend and act as a Voting Member at all Student Activities Funding Committee meetings
- J. Create and post the agenda for each general assembly meeting a minimum of 5 days before the meeting is to be held
- K. Act as chairperson of meetings of USG
- L. Record all proceedings of all meetings of the USG
- M. Submit the minutes of each meeting to the USG for corrections and keep a file of all approved minutes and other government business
- N. Post general assembly meeting minutes publicly within one week of being approved
- O. Provide a copy of general assembly meeting minutes to the respective campus administrator
- P. Present a financial report at USG general assembly meetings monthly
- Q. Serve as custodian of funds of the USG and keep accurate records of receipt and disbursement of funds
- R. Pay all invoices related to the budget as approved by USG
- S. Prepare the USG annual operating budget in consultation with the entire USG officer team
- T. Have a yearly audit made of all financial records by the College
- U. Conduct business otherwise not provided as it may arise between assemblies of the USG
- V. Act with reasonableness in making decisions based on the constitution, by-laws, and pertinent factors
- W. Conduct a review of the Constitution and Bylaws biennially during odd numbered years
- X. Accept any proposed amendments to the constitution or bylaws and present them to the USG for consideration
- Y. Assist in the promotion of legislative issue
- Z. And all such other duties that befall this office

ARTICLE IV: RESIGNATION

A notice of resignation from an office should be submitted to the USG officer team and copied to the Student Life Coordinators at least two weeks prior to effective date of the resignation via email unless unforeseen circumstances do not permit such notice.

Two unexcused absences of an officer from general assembly meetings or failing to attend at least two USG sponsored events per semester as a volunteer or failing to attend and act as a Voting Member at all Student Activities Funding Committee meetings shall constitute an immediate and automatic resignation. Any absence of an officer from a general assembly meeting or USG sponsored event should be reported to the USG officer team and Student Life Coordinators via email. Absences will be excused at the discretion of the Student Life Coordinators with input from the USG officer team and must be submitted via email prior to the general assembly meeting or USG sponsored event.

ARTICLE V: IMPEACHMENT OF OFFICER(S)

Grounds for dismissal include, but are not limited to, two consecutive unexcused absences from assemblies, failing to attend at least two USG sponsored events per semester as a volunteer, failing to attend and act as a Voting Member at all Student Activities Funding Committee meetings, gross neglect and/or misappropriation of funds.

Accusing and rebuttal arguments are to be made one general assembly meeting preceding any action. Two-thirds ballot vote of the majority of attending USG members is required for impeachment.

ARTICLE VI: REPLACEMENT

Upon resignation or impeachment of an officer, vacancies will be filled as follows:

- a) An appointment shall be made by vote of the USG officer team when any vacancy exists.

ARTICLE VII: MEETINGS

The USG shall hold public general assembly meetings at least once monthly and shall give at least one week's prior notice on USG Brightspace sites of scheduled public general assembly meeting stating date, time, place and any required information for an electronic general assembly meeting such as URL.

The rules contained in the current edition of Robert's Rules of Order shall govern the USG in all cases to which they apply, providing they are not inconsistent with the bylaws or any special rules of order the USG may adopt.

Each officially recognized representative will have one vote at all USG meetings.

- a) Any member unable to attend a meeting may present a written proxy vote.
- b) Any proxy must state the nature of the material to be voted on, whether for or against, and the signature of the officially recognized representative.
- c) All proxy votes must be accepted as a legal vote by the USG.
- d) No proxy votes will be accepted on constitutional amendments.

Quorum is required for the USG to conduct business. The quorum will be fifty percent plus 1 (50% + 1) of elected USG office

General assembly meetings of USG may not be held unless the USG advisor has been notified.

ARTICLE VIII: SPECIAL APPROPRIATIONS

The USG officer team shall handle such business as is necessary between regular meetings of the USG. They may make appropriations of monies not to exceed five hundred dollars per transaction.

All actions of the USG officer team shall be presented at its next general assembly meeting.

All monies under control of USG shall be deposited into the organization's account. Copies of all deposits shall be sent to the USG officer team.

All disbursement vouchers must be signed by an officer and the USG advisor. Copies of all disbursement vouchers shall be sent to the USG officer team.

ARTICLE VIII: AMENDMENTS

The USG Bylaws may be amended at any regular meeting by majority vote of the USG roll call, provided the proposed amendments have been presented in writing at a previous, regularly scheduled meeting and will take effect immediately.

Any active member may propose an amendment to the Bylaws. Active member shall be defined as any voting member that has attended at least two meetings during the previous and/or current semester.

The Bylaws may be amended by unanimous vote of quorum with immediate effect at any meeting.

A review of the Constitution and Bylaws will be conducted biennially during odd numbered years by the USG officer team.

ARTICLE X – AFFILIATION/REPRESENTATION

This organization shall be the official voice of the Gateway Technical College student body and represents the student body pursuant to Act 101 (WI Statutes 38.145) in all dealings with:

- a. The Administration
- b. The Gateway Technical College System Board
- c. The State of Wisconsin Technical College System Board
- d. The Local Legislative Bodies
- e. The State Legislative Bodies

ARTICLE XI – DEFINITION AND LIMITATION OF OFFICER TERMS

Campus/Center Student Leaders will collectively be referred to as USG officers.

A term for a USG officer shall be defined as serving for one year for an elected officer or for one full semester and a portion of a second semester for an appointed officer.

A USG officer may serve a maximum of two terms.



Club Representative Agreement

of the

United Student Government

of Gateway Technical College

I have been elected/appointed by my Student Activities Funding Committee (SAFC) recognized student organization or club to serve as a voting representative at United Student Government (USG) meetings for the academic year.

I have been made aware of the following responsibilities of representatives:

- A) Maintain enrollment of three credits and a 2.0 grade point average
- B) Submit current class schedule
- C) Attend all USG assemblies
- D) Serve on at least one committee per academic year
- E) Acquire and disseminate accurate information between the student body and USG
- F) Promote USG and student activities by means of posters, flyers, newspaper articles, etc.

Organization/Club Name

Student/Representative Signature

Advisor Signature