***Wisconsin Student Government***

***Officer Elections***

***Elections:***

1. All officers of the WSG will be elected at the first meeting after the February Legislative Seminar. (April Meeting)
2. There must be four (4) different colleges on the Executive board.
3. Candidates must be a Governor, Lieutenant Governor, or WSG Officer to be nominated and elected as President, Vice President, Administrative Finance Officer, or Parliamentarian.
	1. In the case of Lt. Governor or WSG Officer running for office, the Governor must approve the Lt. Governor’s decision to run for office and in so doing forfeits the right to run for office.
	2. A student who is not a member of the WSG may run for WSG Executive office with the approval of the school’s Governor, Lieutenant Governor, and an Advisor. The Governor and Lieutenant Governor, in approving this student’s candidacy, forfeit their right to run for Executive Office.
4. **Nominations for each office will be followed by the election for that office.**
5. All elections of officers shall be held by paper ballot vote.
6. A candidate receiving the majority of votes cast wins the election.
7. In the event of an officer vacancy or removal from office, the remaining officers will share the duties of the vacated position until an election can be held for the vacant position.
8. If a sitting Governor is elected to President, that Governor’s school may appoint a new Governor, so as to not lose the school’s vote.

***WSG Executive Board***

**A. Composition**

1. The Executive Board consists of the elected officers of WSG and the contracted Resource Director.
2. The Executive Board shall function as the administrative body of WSG and is responsible for all business enacted by the Board of Governors.
3. There must be four (4) different colleges on the Executive board.
4. The officers shall be President, Vice President, Administrative Finance Officer and Parliamentarian.

**Officer Duties**

1. The duties of the WSG Officers are to attend all WSG Executive Board meetings and all WSG Board of Governor business meetings. (This includes a day long training session)
2. The Executive Board will meet a minimum of three (3) times per year and will be open to participation of all WTCS districts. (This is done following the regular scheduled meetings)
3. In the event the highest-ranking officer is not present, the next in command will act in their place in making general decisions and chairing meetings as necessary.
4. The chain of command shall be President, Vice President, Administrative Finance Officer and Parliamentarian.
5. The Executive Board with a majority vote shall be able to make expenditures of up to but not more than $500 between meetings. The Legislative Seminar registration fee is waived for all officers.

**C. Offices**

1. **President:**
2. Preside over all Board of Governors meetings.
3. Represent WSG as the official spokesperson at WTCS Board meetings.
4. Represent the WSG as official spokesperson at outside functions.
5. Appoint all committees and committee chairs.
6. Approve subcommittee appointments of committee chairpersons.
7. **Vice President:**
8. Fill the role of the President in the President’s absence.
9. Assume the position of President in the event of the President vacating their office.
10. Serve as ex-officio member of all committees.
11. Post meeting information along with WSG related notices on social media platforms on a regular basis.
12. Attend state-wide meetings in place of the President, as arranged.
13. **AFO:**
14. Serve as the Assistant Financial Officer in support of the Resource Director.
15. Review the checking account and Wells Fargo bank accounting records with the Resource Director at each Board of Governor’s meeting.
16. Step in for President or Vice President, as requested.
17. Attend state-wide meetings in place of the President, as arranged.
18. Take the minutes at WSG meetings.
19. Disburse the minutes within two weeks to the Resource Director.
20. In the event of an absence for meetings the AFO is required to locate a replacement.
21. **Parliamentarian:**
22. Ensure the smooth, courteous conducting of business at WSG meetings in line with the Bylaws, parliamentary procedure, and Roberts Rules of Order.
23. Advise the members on relevant rules and procedures as the Parliamentarian deems appropriate, or when asked for such information by a member or Officer.
24. Track legislation that affects the Technical Colleges and advise WSG on such matters.
25. Attend state-wide meetings in place of the President, as arranged.
26. **Ex-officio members:**
	1. There are two ex-officio members of WSG: Student State Board member and Higher Educational Aids Board representative.
	2. Ex-officio members do not have a vote at WSG meetings.