**Wisconsin Student Government (WSG)**

**Bylaws**

**Approved April 25, 2014; revised April 27, 2018; revised November 15, 2019;**

**Revised January 8, 2021**

**Revised and Approved January 7, 2022**

*Article I. ORGANIZATION AND MISSION*

* 1. Wisconsin Student Government is a non-partisan organization comprised of representatives for the 16 technical college districts in the State of Wisconsin.
  2. The Mission of the WSG is to represent, promote, advocate, and protect the interests of the technical colleges and their students in the 16 districts comprising the State of Wisconsin Technical College System (WTCS).

- to establish positive relationships with state legislators in support of the needs and interests of WTCS students and colleges

- to communicate relevant information to legislators at the state level

- to garner support for the Wisconsin Technical College System.

* 1. The Vision of the WSG is to:

- Create and maintain an active network between the students of the technical colleges in the 16 WTCS districts

- Share ideas for growth and development between ~~the~~ colleges

- Develop leadership and team-building skills among the members of the WSG

- Provide knowledge and techniques members can transfer to the students at their schools

- Provide skills to act as a force of change for the better, at the colleges and in the community

* 1. WSG is organized as a 501(c)(6) organization under the tax codes of the U.S. Internal Revenue Service.

*Article II. MEMBERSHIP*

1. The representative student governments of the sixteen (16) WTCS districts of the State of Wisconsin shall be eligible for membership.
2. Student governments of the WTCS districts may approve their membership in WSG by vote.
3. Each WTCS district wishing to join WSG of WTCS Colleges will pay a membership fee for membership in WSG.
4. Membership Fee:Seventeen percent (17%) multiplied by the colleges previous years FTE count as reported by WTCS liaison to the WSG Resource Director in June. One year’s membership shall be from July 1 - June 30 of each fiscal year.
5. WSG and its members will not discriminate against persons based on age, color, disability, ethnicity, gender, gender expression, gender identity, genetic information, height, marital status, national origin, political persuasion, pregnancy, childbirth or related medical conditions, race, religion, sex, sexual orientation, transgender status, veteran status, weight or any other protected classification.

*Article III. BOARD OF GOVERNORS*

**A. Composition**

1. The Board of Governors will be made up of sixteen (16) voting Governors with each WTCS district being responsible for one Governor and one Lieutenant Governor.
2. Governors and Lieutenant Governors must be students of the college they represent.
3. Each WTCS district will confirm their Governor as early in the fall semester as possible.
4. Each WTCS district will select one student who will be a Lieutenant Governor. This person will not be able to vote except in the absence of the Governor.
5. Should the Governor or Lieutenant Governor be unable to serve, the college may select and confirm a new representative following its established procedures.

**B. Duties of Governors**

1. Governors represent the students of their college.
2. Governors will be responsible for distributing information from WSG to their respective WTCS districts and organizations.
3. It is the responsibility of each Governor to make the views of WSG known to the individual District Boards, either directly or through a designated student or other representative attending District Board meetings for their college.
4. The WSG Executive Board along with the Board of Governors will be responsible for the WSG Legislative Seminar to be held once a year in Madison for the purpose of educating the student government leaders on issues and protocol for visits to their members of the state legislature.
5. Governors are responsible for completing the duties assigned to them for all WSG functions throughout the year.

*Article IV Elections:*

1. All officers of the WSG will be elected at the first meeting after the February Legislative Seminar.
2. Officers shall be elected in the following order: President, Vice President, Administrative Finance Officer (AFO), Parliamentarian, Public Relations Representative.
3. The members of the Executive Board shall represent at least three different colleges, with no single college having a majority. The President and Vice President shall not represent the same college. This provision does not apply to the ex-officio members of the board.
4. It is preferred candidates be a Governor, Lieutenant Governor, or WSG Officer to be nominated and elected as President, Vice President, AFO, Public Relations Representative or Parliamentarian.
   1. A student who is not a member of WSG may run for a WSG Executive office with the approval of the college’s Governor, Lieutenant Governor, and an Advisor.
5. **Nominations for each office will be followed by the election for that office.**
6. All elections of officers shall be held by confidential ballot vote.
7. A candidate receiving the simple majority of votes cast wins the election.
8. In the event of an officer vacancy or removal from office, the remaining officers will share the duties of the vacated position until the position is filled.
9. If a sitting Governor is elected or serving on the Executive Board, , that Governor’s college shall appoint a new Governor. No Governor shall serve on the executive board simultaneously.
10. In the event of a tie, the candidate shall be selected by a flip of the coin.

*Article V. EXECUTIVE BOARD*

The Legislative Seminar Fee is waived for the Resource Director, President, Vice President, AFO, Public Relations Representative and Parliamentarian.

**A. Composition**

1. The Executive Board consists of the elected officers of WSG and the contracted position of 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. The members of the Executive Board shall represent at least three different colleges, with no single college having a majority. The President and Vice President shall not represent the same college. This provision does not apply to the ex-officio members of the board.
4. The officers shall be President, Vice President, AFO, Parliamentarian and Public Relations Representative.

**B. 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.
2. The Executive Board will meet a minimum of three (3) times per year and will be open to all WSG members.
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 and line of succession shall be President, Vice President, AFO, Parliamentarian and Public Relations Representative.
5. The Executive Board with a majority vote shall be able to make expenditures of up to but not more than $500 between meetings.

**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 WSG as official spokesperson at outside functions.
5. Appoint all committees and committee chairs which are approved by the Board of Governors by simple majority vote.
6. **Vice President:**
7. Fill the role of the President in the President’s absence.
8. Assume the position of President in the event of the President vacating their office.
9. Serve as ex-officio member of all committees.
10. Post meeting information along with WSG related notices on social media platforms in the event the PR Representative is unable.
11. Attend state-wide meetings in place of the President, as arranged.
12. **Administrative Financial Officer:**
13. Serve as the Administrative Financial Officer in support of the Resource Director.
14. Review the checking account and bank accounting records with the Resource Director at each Board of Governor’s meeting.
15. Step in for President or Vice President, as requested.
16. Attend state-wide meetings in place of the President, as arranged.
17. Take the minutes at WSG meetings.
18. Disburse the minutes within two weeks to the Resource Director.
19. **Parliamentarian:**
20. Ensure the smooth, courteous conducting of business at WSG meetings in line with the Bylaws, WSG Policies and Procedures and in spirit of parliamentary procedure.
21. Advise the members on relevant rules and procedures as the Parliamentarian deems appropriate, or when asked for such information by a member or Officer.
22. Track legislation that affects the Technical Colleges and advise WSG on such matters.
23. Attend state-wide meetings in place of the President, as arranged.
24. **Public Relations Representative**
    * + 1. Promotes and provides newsfeed for WSG on all social media platforms in a professional manner.
        2. Reviews and responds to inquiries about WSG from the website.
        3. Creates promotional materials as requested for WSG.
        4. Works with the Resource Director to promote WSG.
        5. Attends state-wide meetings in place of the President, as arranged.
25. **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.

**D. Resource Director:** This is a contracted position.

1. The Resource Director coordinates the logistics and prepares the agenda for WSG meetings, including the Legislative Seminar, in conjunction with the President.
2. The Resource Director performs the duties of Treasurer, including but not limited to the following:
3. Manage WSG approved budget.
4. Settle all bills pertaining to the operation of WSG.
5. Develop the proposed fiscal budget.
6. Send out the annual membership dues statements.
7. Collect the annual dues and Legislative Seminar registrations.
8. Furnish a detailed AFO/Resource Director financial report of revenues and expenditures of WSG at each Board of Governor’s meeting for approval.
9. Review the checking account and bank accounting records with the AFO at each Board of Governor’s meeting.
10. Have an outside audit conducted upon request of the IRS and DFI funded by WSG.
11. Manage record retention in line with IRS & WSG policies.
12. Monitor legal requirements of a 501(c)(6) organization.
13. Maintain organizational history and records.
14. The Resource Director performs the duties of an Executive Officer, including but not limited to:
15. Prepare membership lists
16. Serve as communication liaison between officers, members, advisors, WTCS staff, and external contacts and vendors
17. Prepare & post agendas and minutes for meetings
18. Coordinates the Legislative Seminar
19. Coordinate or update website in conjunction with contracted web service providers.
20. Sign contracts as authorized thru WSG approved expenditures
21. Orients and trains WSG officers
22. The Resource Director serves as WSG advisor.
23. In the event the Resource Director would be unable to perform the duties, and the responsibilities of the position, the advisors of the President and Vice President positions would perform the duties necessary until a Resource Director could be hired.
24. The Resource Director at the first meeting of the year will provide a copy of username and password information for the website, all social media platforms, bank account, web hosting and any other pertinent passwords to the advisor of the WSG President.

*Article VI. MEETINGS*

**A. Protocol**

1. In the spirit of parliamentary procedure, meetings shall be conducted in a smooth courteous manner in accordance with the Bylaws and WSG Policies and Procedures.
2. There are four avenues by which attendees may address the Board of Governors directly during a business meeting:
   1. By prior arrangement, such as an invited presenter who appears on the Agenda.
   2. By invitation of a Governor who has been recognized by the Presiding Officer.
   3. By request during the Public Comments section of a meeting, after being recognized by the Presiding Officer.
   4. By recognition of WSG President.

**B. Quorum and Voting**

1. A quorum to conduct business at regular and special meetings shall be a majority of the WSG voting members plus at least half of the elected officers. (9 colleges and 3 officers)
2. There will be only one vote per member WTCS district (16 votes).
3. The Governor has the official vote for their district.
4. The Lt. Governor may not vote except in the absence of the Governor.
5. In the event of a tie, the WSG President shall cast the tie breaking vote.

*Article VII. DISTRICT Advisors*

1. The District Advisors of WSG will be the student government advisors of their WTCS District’s Governors.
2. District Advisors responsibilities include:
   1. Provide information about WSG to local administration.
   2. Supervise the selection of the Lieutenant Governor.
   3. Provide guidance to WSG Governors and Lieutenant Governors when WTCS district issues need to be brought up to state level.
   4. Be present and active at all attended WSG meetings, or have a designated representative appear in their absence.

*Article VIII. ORGANIZATION GUIDELINES*

**A. Calendar**

* 1. The WSG fiscal (operational) year runs July 1 – June 30.
  2. The Executive Board terms run from election through election (April or final meeting.)
  3. The Governor and Lieutenant Governors’ terms run the academic year, fall through spring.

**B. Policy**

All WSG attendees and participants are bound by their own school's Code of Conduct as well as WSG Code of Conduct and policies. WSG policies may be expanded in the separate Policies and Procedures document.

1. Conflict of Interest

Any Governor, Lieutenant Governor, Advisor, Staff, or Officer of WSG shall disclose any personal or financial interests or connections, whether direct or indirect, related to or which may bear on any matter pending before WSG.

Disclosure shall be made to the Board of Governors as soon as the potential conflict of interest is realized or identified, and again if necessary, during a meeting of the Board of Governors, so that the conflict and its disclosure may be considered as early as possible, and also recorded in the minutes of an official meeting.

Should a conflict of significant interest be revealed after a vote affirming action, the vote and any contracts based on it will be declared void by 2/3 vote of the Board of Governors.  It will be the responsibility of the Governor's school to settle any financial or contractual issues this may raise.

1. Whistleblower Policy

WSG shall not retaliate against an individual who, in good faith, has made a protest or raised a complaint against some practice of WSG, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

1. Records Retention

Documents shall be retained in their original form for seven years and archived either physically or electronically after. Storage of electronic documents should be on a medium that is easily accessible by more than the Resource Director.

1. Contact Lists  
   Any member or affiliate of WSG, including Governors, Lieutenant Governors, elected Officers, Advisors, and Staff, shall refrain from obtaining or sharing any list of clients, vendors or donors for personal or private solicitation purposes at any time during or after the term of their affiliation with WSG.

**C. Amendments**

These bylaws may be amended by two-thirds (2/3) vote of the Board of Governors present at the meeting after the amendment is introduced where quorum is present.

*Article IX. DISSOLUTION (Section 8.01)*

Upon the Dissolution of the association, the Executive Board shall, after paying or making provisions for payment of all of the debts of WSG shall distribute the remaining assets to the current WSG member Colleges based on the previous year’s Full-Time Equivalents (FTEs) as reported by the WTCS liaison to the Resource Director.