



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: District President, Executive Vice President, Secretary, Treasurer, Elkhorn Campus Vice President, Kenosha Campus Vice President, Racine Campus Vice President, Burlington Center Vice President, CATI Vice President. These officers of USG shall collectively be referred to as the Executive Committee.

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 Executive Vice President no later than two weeks prior to consideration and voting by the USG. All amendments will be reviewed by the Executive Committee 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 Executive Committee and the Student Activities Coordinator. 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. The Executive Committee is required to maintain a minimum 2.5 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.

After two consecutive unexcused absences, as determined by the Executive Committee, 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 Executive Committee.

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 Coordinator shall be the main advisor of the USG. Each campus or recognized center shall have a co-advisor appointed by their respective campus or center administrator.

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 a Vice President to serve on the Executive Committee and a co-advisor of USG for their center.

Once a center has been officially recognized, if the center does not have at least two officially recognized clubs, their Vice President's position on the Executive Committee and the center's co-advisor of USG position 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 Executive Offices of District President, Executive Vice President, Secretary, Treasurer, Elkhorn Campus Vice President, Kenosha Campus Vice President, Racine Campus Vice President, Burlington Center Vice President, and CATI Vice President will be nominated no later than the first week of March and elected no later than April 15.

USG Executive Officers will be elected by an electronic ballot of the student body. USG executive office term shall be for a one year period beginning at the conclusion of the spring semester.

Each campus or center will also elect a Public Relations Secretary using the same procedures as the election of the Executive Committee. The campus or center Public Relations Secretaries are not part of the Executive Committee.

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

DISTRICT PRESIDENT

- A. Act as chairperson of all meetings of USG and the Executive Committee
- B. Conduct business otherwise not provided as it may arise between assemblies of the USG
- C. Create and post the agenda for each general assembly meeting a minimum of 5 days before the meeting is to be held
- D. Act with reasonableness in making decisions based on the constitution, by-laws, and pertinent factors
- E. Assist in planning a budget for the calendar of events for the upcoming academic year
- F. Assist in the planning and promotion of district activities
- G. Assist in the promotion of legislative issue
- H. Assist the president-elect during the internship
- I. And all such other duties that befall this office

EXECUTIVE VICE PRESIDENT

- A. Act for the president in her/his absence, or in case of impeachment or resignation of the president, to succeed her/him for the remainder of the academic year
- B. Accept any proposed amendments to the constitution or bylaws and present them to the USG for consideration
- C. Assist in planning a budget for the calendar of events for the upcoming academic year
- D. Participate in either the Student Activities Committee or the Legislative Committee
- E. Assist the executive vice president-elect during the internship
- F. Serve as a member of the Executive Committee and attend to responsibilities related to this committee.
- G. And all such duties that befall this office

SECRETARY

- A. Record all proceedings of all meetings of the USG and Executive Committee
- B. Submit the minutes of each meeting to the USG or Executive Committee for corrections and keep a file of all approved minutes and other government business
- C. Post general assembly meeting minutes publicly within one week of being approved
- D. Provide a copy of general assembly meeting minutes to the respective campus administrator
- E. Act as chairperson of the Elections Committee
- F. Conduct a review of the Constitution and Bylaws biennially during odd numbered years with the input of the Executive Committee
- G. Assist the secretary-elect during the internship
- H. Serve as a member of the Executive Committee and attend to responsibilities related to this committee.
- I. And all such other duties that befall this office

TREASURER

- A. Prepare the USG annual operating budget in consultation with other officers

- B. Serve as custodian of funds of the USG and keep accurate records of receipt and disbursement of funds
- C. Pay all invoices related to the budget as approved by USG
- D. Present a financial report at USG general assembly meetings monthly
- E. Have a yearly audit made of all financial records by the school business manager
- F. Participate in either the Student Activities Committee or the Legislative Committee
- G. Serve as a member of the Executive Committee and attend to responsibilities related to this committee.
- H. Assist the treasurer-elect during the internship
- I. And all such other duties that befall this office

CAMPUS VICE PRESIDENT

- A. Serve as liaison between USG and the administration, faculty, staff, and students
- B. Attend general assembly meetings at their respective campus
- C. Hold office hours on their respective campus at least once a week (times, dates and locations shall be posted and open for any students to attend)
- D. Participate on the Liaison Committee
- E. Assist in planning a budget for the calendar of events for the upcoming academic year
- F. Assist the campus vice president-elect during the internship
- G. Serve as a member of the Executive Committee and attend to responsibilities related to this committee.
- H. And all such other duties that befall this office

CAMPUS PUBLIC RELATIONS SECRETARY

- A. Provide public notice a minimum of one week prior to general assembly meetings, campus events and/or activities
- B. Participate on the Communication Committee
- C. Participate on the Election Committee
- D. Assist in the planning and promotion of campus activities
- E. Assist the public relations-elect during the internship
- F. And all such other duties that befall this office

ARTICLE IV: RESIGNATION

A notice of resignation from an office should be submitted to the District President and Secretary and copied to the Student Activities Coordinator 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 shall constitute an immediate and automatic resignation. Any absence of an officer from a general assembly meeting should be reported to the Secretary and Student Activities Coordinator via email. Absences will be excused at the discretion of the Student Activities Coordinator with input from the Executive Committee and must be submitted via email prior to the general assembly meeting.

ARTICLE V: IMPEACHMENT OF OFFICER(S)

Grounds for dismissal include, but are not limited to, two consecutive unexcused absences from assemblies, 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) The Executive Vice President will automatically fill any vacancy in the position of District President.
- b) An appointment shall be made by vote of the Executive Committee when any other position 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 Blackboard 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 officers.

General assembly meetings of USG and/or meetings of the Executive Committee of USG may not be held unless the USG advisor has been notified.

ARTICLE VIII: SPECIAL APPROPRIATIONS

The Executive Committee 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 Executive Committee shall be presented to the full government 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 treasurer.

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

ARTICLE IX: COMMITTEES & THEIR FUNCTIONS

EXECUTIVE COMMITTEE

The Executive Committee is comprised of the District President, Executive Vice President, Secretary, Treasurer, Elkhorn Campus Vice President, Kenosha Campus Vice President, Racine Campus Vice President, Burlington Center Vice President, CATI Vice President. The District President shall be the chairperson of the Executive Committee. The Executive Committee:

- A. Presents the budget, plans, and policies to the full government for approval
- B. Acts upon such matters as may require immediate disposal
- C. Approves committees and chairperson positions
- D. Promotes needed legislation
- E. Meets at least once prior to each General Assembly meeting
- F. And all such other duties that befall this committee

LIAISON COMMITTEE

The Liaison Committee is comprised of the Elkhorn Campus Vice President, Kenosha Campus Vice President, Racine Campus Vice President, Burlington Center Vice President, CATI Vice President, and other members that the Liaison Committee appoints as needed. The chairperson of the Liaison Committee shall be selected from the Campus or Center Vice Presidents by committee members and approved by the Executive Committee. The Liaison Committee:

- A. Hears complaints and suggestions from all students, faculty and administration
- B. Investigates complaints and suggestions from all viewpoints

- C. Forwards information acquired through proper channels
- D. Reports progress to any and all interested parties
- E. And all such other duties that befall this committee

COMMUNICATIONS COMMITTEE

The Communications Committee is comprised of the Elkhorn Campus Public Relations Secretary, Kenosha Campus Public Relations Secretary, Racine Campus Public Relations Secretary, Burlington Center Public Relations Secretary, CATI Public Relations Secretary, and other members that the Communications Committee appoints as needed. The chairperson of the Communication Committee shall be selected from the Public Relations Secretaries by committee members and approved by the Executive Committee. The Communication Committee:

- A. Acquires and disseminates accurate information to the student body and all pertinent parties and places by the use of all communications media
- B. And all such other duties that befall this committee

ELECTION COMMITTEE

The Election Committee is comprised of the Public Relations Secretaries of each campus or center and will be chaired by the District Secretary. Other members may be appointed as needed by the Election Committee.

STUDENT ACTIVITIES COMMITTEE

The Student Activities Committee is appointed by the Executive Committee and will include appointees from each campus or center. One appointee from each campus must attend NACA whenever Gateway Technical College sends a delegation. The chairperson of the Student Activities Committee shall be selected by the members of the Student Activities Committee subject to the approval of the Executive Committee. The Student Activities Committee:

- A. Promotes and provides organized social, recreational, cultural, and educational activities
- B. And all such other duties that befall this committee

LEGISLATIVE COMMITTEE

The Legislative Committee is appointed by the Executive Committee and will include appointees from each campus or center. The chairperson of the Legislative Committee shall be selected by the members of the Legislative Committee subject to the approval of the Executive Committee. The Legislative Committee:

- A. Promotes student awareness of legislative and political issues in the greater community
- B. Promotes student participation in government activity on a local and state level
- C. Selects Wisconsin Student Government representation to attend meetings through the academic year
- D. Promotes knowledge and understanding of Wisconsin Technical College System (WTCS) activities on a state level

- E. And all such other duties that befall this committee

AD HOC COMMITTEES

Ad hoc committees will be appointed as needed.

ARTICLE X – 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 District Secretary with the input of the Executive Committee.

ARTICLE XI – 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



Club Representative Agreement

of the

United Student Government

of Gateway Technical College

I have been elected/appointed by my District Activity Advisory Board (DAAB) 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