

ARTICLES OF AUTHORIZATION OF THE STUDENT GOVERNMENT OF THE MILWAUKEE AREA TECHNICAL COLLEGE

The Administration of the Milwaukee Area Technical College (hereafter referred to as MATC) establishes the following Articles of Authorization as the Constitution governing the Student Governments of MATC.

PREAMBLE

We, the members of Student Government of MATC, acting together as representatives chosen by the student body, through power granted by the Administration, and under the supervision of the Director of Student Life or his/her designees, in order to promote the general welfare of the college, provide an opportunity for student coordination and participation in the management of college affairs, and represent the interests and opinions of all students, without discrimination of any protected classes, hereby ordained in these Articles of Authorization.

ARTICLE I

Section 1 – Name and Location. Each organization shall carry the title (name of campus) Student Government and should hold its business meetings on its respective campus.

ARTICLE II

Section 1 – Purpose of Student Government. The purpose of each Student Government shall be to:

- a) Represent the interests and opinions of the students to Administration of MATC.
- b) Promote general student life and to assist in the conducting of those projects that may be requested of them.
- c) Provide a selection of students to participate on organizational, district, and administrative committees and to confer with the Administration.

ARTICLE III

Section 1 – Membership and Elections. Membership in the Student Government shall be open to all students of MATC provided they are duly elected and fulfill all other requirements of their membership as detailed in the following Articles and in the individual Student Government Bylaws.

Section 2 – Representative Requirements. Representatives must be students enrolled in classes which are subject to a student activity fee. Representatives must be enrolled in a minimum of three (3) credits and maintaining a minimum cumulative grade-point average of 2.0. Members in good standing must have successfully completed a minimum of three (3) credits during a previous semester to continue membership in the next semester. Verification will be conducted by Student Life Coordinators at least once each semester, with notification of noncompliance given to those representatives who no longer qualify for the position. The Student Life Coordinator will provide a list of active Representatives within fourteen (14) days of the beginning of the semester to the Executive Board of each respective campus.

Section 3 – Election Process A General Election of Student Government Representatives shall be held at each campus within the first thirty (30) days of the day class semester when it has been determined that the number of remaining Student Representatives will be less than the maximum number for the campus. Campaigning may begin the first day of class and continue until two (2) days prior to election balloting. The office of Student Life will verify the student's eligibility to be a Student Representative with the Student Government prior to issuing the Signature Nomination Page and instruction sheet. The Office of Student Life on each campus will have the day after the campaign deadline to verify the outstanding nomination signature pages. All Signature Nomination Pages should be numbered by order of complete submission to the Office of Student Life. The General Election of Representatives by popular vote will take place in the Office of Student Life for two (2) consecutive days. The Office of Student Life hours will remain open for the posted hours of operation for General Elections. Should an emergency arise and classes are cancelled, the following weekday of classes shall be designated as the alternate day. Notice of the election process, General Election balloting dates and Student Life Office hours shall be posted on the Student Life communication boards and any electronic means as deemed appropriate no later than two (2) weeks prior to the General Election balloting. The Office of Student Life will tabulate

and verify the votes. Should a tie exist at the point of the maximum number of Representatives at the campus, Student Representatives shall be selected by the order of when their Signature Nomination Page was submitted complete. Representatives shall be selected by the order of when their completed Signature Nomination Page was submitted, if a tie at the maximum number of Representatives includes an incumbent Representatives (who has completed their full term and are requires re-election), the incumbent Student Representative will yield the position to a new Representative and is encouraged to remain an active part of Student Government as a volunteer.

Section 4 – Representative Probation. *(As amended Feb. 1991)* Representatives on disciplinary probation cannot be members of Student Government.

Section 5 – Representative Term. *(As amended Oct. 1989)* Eligible students may be members of Student Government for no more than 8 consecutive semesters unless first being re-elected through a General Election.

Section 6 – Representative Application. *(As amended March 1992)* Students seeking to be a candidate for Student Government elections must apply for an official Student Government Nomination form in the Office of Student Life on their respective campus. General Elections will be held within the first thirty days of each semester. The candidate must procure 25 active student signatures from their respective campus.

Section 7 – Representative Continuation. *(As amended Oct. 2011)* All Student Government Representatives in good standing from the preceding semester, regardless of the campus they have previously served shall be eligible for membership in Student Government on the campus they will be attending. Representatives must be attending a course on the campus they wish to serve. If the returning representative will be returning as an off-campus student, they may retain membership on the campus last served, provided that they spend a designated amount of time on campus that shall be determined in the individual Government bylaws.

Section 8 – Maximum Representatives *(As amended Jan. 2011)* The maximum number of elected Student Representative seats each semester shall be:

Milwaukee Student Government	50
Mequon Student Government	25
West Allis Student Government	25
Oak Creek Student Government	25

Section 9 – Minimum Representatives. Each Student Government shall be composed of no less than seven (7) members. If the active membership falls below seven (7), a Special Election must take place immediately. The Student Government at this time will be unable to conduct official business in the form of a General Assembly beyond designating a Special Election. All official Student Government decisions must be an executive decision of the Student Government President and the Coordinator of Student Life during this time. Vacant Executive Board positions shall be filled immediately upon seven (7) members as outlined in Article IV Section 3.

ARTICLE IV

Section 1 – Executive Positions. Each Student Government shall have a President, Vice President, Recording Secretary and/or Corresponding Secretary, and Treasurer. The duties of these officers and the manner of selection shall be determined in the individual Government’s bylaws except that the officers of the Student Government shall be chosen by a majority of members of the Student Government Representatives.

Section 2 – Vice President Position and Duties. The Vice President shall succeed the President in the event that the President is unable to fulfill the duties of his/her office. If the Vice President is unable to succeed the President, a Special Election for the Presidency must be conducted within one month of the vacancy.

Section 3 – Executive Position Vacation. All elected positions, excluding the Presidency (See ARTICLE IV, Section 2), vacated prior to the completion of their term (for definition of term See ARTICLE V, Section 2) of office, must be filled by a Special Election if more than half of their term remains or by Presidential appointment and confirmed by the General Assembly if half or less of their term remains. The Special Elections and appointments to fill any vacated officer position

must be completed within one month of the vacancy's occurrence. The appointed officer will only serve the remaining term of the position they are assuming or until the next regular election.

NOTE: An appointed officer fulfilling the term of service of a vacated elected position may be elected and serve a full term (See ARTICLE V, Section 2) in that same office following the completion of the appointed term. If more than three-fourths of the term remains, it shall be considered a full term, if less, the Representatives may run for office for the following semester.

Section 4 – Additional Officer Positions. Campus Student Governments may outline additional offices such as, Parliamentarian and the Sergeant-at-arms, in their bylaws with terms of up to one year. These offices shall either elected by the majority or appointed by the President and confirmed by the General Assembly.

Section 5 – Standing Committees. The committees of each Government may be Civics, Research and Development, Campus Events, and the Community Affairs. All Governments may have ad hoc committees of their choosing which may function for one year before the organization must choose to reinstate them.

ARTICLE V

Section 1 – Qualifications and Elections of Officers. (As amended March 1992) To be eligible to serve as an officer of a Student Government, a student must fulfill all requirements for student membership as detailed under ARTICLE III, Sections 1-6, have achieved and maintain a cumulative grade-point average of 2.5, and be able to fulfill and dispatch the duties and responsibilities of their position as detailed in the individual Government's bylaws.

Section 2 – Executive Term Limitations. No executive officer of a Student Government may serve for a term of more than two consecutive semesters in the same office on the same campus (Refer to Article IV, Section 3). A term is defined as the last thirty days of the spring semester to the following last thirty days of spring semester or the first thirty days of the fall semester to the first thirty days of the following fall semester. The candidate will take office at the beginning of the new term.

Section 3 – Interim Representation. Between semesters (i.e., summer and winter breaks) the current President or another current Government member, approved by the individual Government, shall serve as the official Representative of the Government for all Student Government related business.

Section 4 – Limit Position: State and National Student Government members at any given time may hold only one position in either.

- a) The Government's state affiliated student organization, Wisconsin Student Government (WSG)
- b) The national-affiliated student organization, American Student Association of Community Colleges (ASACC)

For purposes of this section, "position" shall be interpreted to mean any chair or office.

ARTICLE VI

Section 1 – Meetings. A minimum of one General Assemble meeting must be held per month. One Student Government meeting per month will be recognized by the MATC Administration as an excused absence for the purpose of the Student Representative's records.

Section 2 – Attendance. Membership may be terminated at the discretion of the General Assembly if a representative misses three meetings within a semester. This student may run for re-election during the following semester.

Section 3 – Quorum; Voting. At all Student Government meetings, a quorum is required to conduct official business (i.e. voting) and must be composed of a simple majority of the active members. Each Representative is entitled one vote. Using technology (i.e. Skype, or telephone conference) voting is permitted only with prior approval by a member for the Executive Board and by the Director of Student Life 72 hours prior to the meeting for use of technology or conference calls.

Section 4 – Special Meetings. Notice for Special Meetings must be made available by the secretary to the public and all Student Representatives at least one week in advance of the meeting date.

Section 5 – All Student Government meetings shall be conducted using as a guideline MATC DSS Standing Rules. (See Appendix 1)

ARTICLE VII

Section 1 – Bylaws. Bylaws may be created and amended by a two-thirds vote of the Student Government, provided that notice has been given at a previous General Assembly meeting and written notice, including the proposed changes, made available a minimum of five (5) days in advance of the regular meeting to the Student Government's membership. The bylaws of the Student Governments must be on file in the Office of Student Life.

ARTICLE VIII

Section 1 – Minutes. (As amended Oct. 1995) Minutes shall be kept of all meetings by the Recording Secretary. Copies shall be given to the Campus Administrator, Student Life Coordinators, the libraries on the respective campus, the Vice President-Student Services, and the Director of Student Life within ten (10) days. Minutes will be posted on the MATC website under the Clubs and Organizations section within seven (7) business days upon approval of minutes.

Section 2 – Resolutions. Specific requests for action shall be contained in resolutions approved by the campus Student Government or District Student Senate, using the standard form provided by the Administration through the Office of Student Life.

Upon their passage by the General Assembly, campus resolutions shall be submitted to the campus Vice President. District-wide resolutions shall be submitted for approval by the District Student Senate upon their approval at the campus in which they were written on. District resolutions that have been passed shall be submitted to the Vice President-Student Services by the Director of Student Life for comments and/or explanation.

Copies will be returned to the respective Student Governments, the Director of Student Life, and the Student Life Coordinators within thirty (30) days indicating the disposition of the request.

APPENDIX

Appendix 1. All Student Government meetings shall be conducted using MATC DSS Standing Rules. Article VI – Section 5 – Robert's Rules of Order will be superseded by MATC DSS Standing Rules.