

## **Constitution of the La Follette School Student Association**

### **Article I – Name.**

The name of this organization is the La Follette School Student Association (LSSA).

### **Article II – Purpose.**

The purpose of LSSA is to maintain and improve the academic, social, and professional qualities of life for students of the Robert M. La Follette School of Public Affairs.

### **Article III – Members.**

Section 1. The members of LSSA are the students enrolled in any of the degree programs of the La Follette School.

Section 2. LSSA may not require payment of dues as a condition of membership.

### **Article IV – Officers.**

Section 1. The officers of LSSA are a President, a Vice President, a Secretary, a Treasurer, a program liaison, a first-year representative, coordinators of fundraising, alumni, community service and outreach, a social coordinator, and two graduation co-coordinators.

Section 2. The officers of LSSA constitute the Executive Board.

Section 3. Except for the first-year representative, officers must be members who have completed at least nine credits of La Follette School coursework. The first-year representative must be a member in their first year of study of La Follette School coursework.

Section 4. The duties of all officers are: to attend member and Executive Board meetings; to inform the President of planned absence from an Executive Board meeting, at least one day in advance; to meet with their successors to discuss their responsibilities and transfer records, no later than fourteen days after the graduation ceremony.

Section 5. The duties of the President are: to preside over meetings and chair the Executive Board; to develop the budget with the Treasurer; to excuse the absence of officers.

Section 6. The duties of the Vice President are: to preside over meetings or chair the Executive Board in the absence of the President; to lead other Executive Board initiatives not included in officer duties; to support the activities of other officers; to assume the duties of the President, if the President is unable to do so.

Section 7. The duties of the Secretary are: to record member and Executive Board meetings; to conduct elections.

Section 8. The duties of the Treasurer are: to maintain financial records of the organization; to maintain and develop the budget with the President; to make expenditures as directed by the Executive Board.

Section 9. The duties of the program liaison are: to attend La Follette School department meetings; to gauge and communicate the opinions of students, representing their interests to department faculty and staff; to communicate La Follette School faculty and staff perspectives, initiatives, and priorities.

Section 10. The duties of the first-year representative are: to gauge and communicate the opinions of first-year students, representing their interests on the Executive Board; to coordinate first-year involvement and management at the graduation ceremony and reception; to conduct the election for student speaker at graduation.

Section 11. The duties of the fundraising coordinator are: to raise funds in support of LSSA activities.

Section 12. The duties of the graduation co-coordinators are: to plan the graduation ceremony, including finding a venue, choosing a speaker, and distributing tickets; to solicit input from graduating members on the graduation ceremony.

Section 13. The duties of the alumni coordinator are: to plan at least one annual networking event with La Follette School alumni, members, and faculty; to foster communication between students and alumni.

Section 14. The duties of the community service and outreach coordinator are: to connect members with service opportunities on the UW-Madison campus and throughout the Madison area; to promote the service of La Follette School students through La Follette School staff.

Section 15. The duties of the social coordinator are: to organize extracurricular activities to promote the development of personal and professional relationships among members.

## **Article V – Terms of office.**

Section 1. Election of officers.

1. An election shall be held for all officers except the first-year representative during the spring semester, beginning no earlier than April 1 and concluding no later than fourteen days before the date of the graduation ceremony.
2. An election for the first-year representative shall be held during the fall semester, beginning no later than fourteen days after the first day of the semester.
3. Special elections shall be held as provided by this article.
4. Candidates for first-year representative may only be nominated and voted upon by first-year members.
5. The Executive Board establishes policies for the conduct of elections.

6. For an office with one holder, members cast one vote, and only one person may be elected. For an office with multiple holders, members cast as many votes as there are individuals to be elected.
7. Officers are elected by plurality vote. Unopposed candidates are automatically elected.

#### Section 2. Term of office.

1. The term of all officers except the first-year representative begins with the conclusion of the previous term and spans the following academic year.
2. The term of the first-year representative begins with his or her election.
3. The term of all officers concludes no later than fourteen days after the graduation ceremony, on a date determined by the Executive Board; officers remain members until that date.

#### Section 3. No member may hold more than one office at a time.

#### Section 4. Vacancy of office.

1. Offices are vacated by removal or resignation.
2. If the office of President is vacated, the Vice President assumes the office for the remainder of the term, vacating the office of Vice President. If both the offices of President and Vice President are vacated, the Secretary temporarily assumes both positions until a new President and Vice President are elected.
3. An office vacated during the fall semester, winter break, or the first seven weeks of the spring semester shall be filled by a special election, beginning no later than fourteen days after the date of vacancy, except that a special election for vacancies occurring less than twenty-one days before fall exams or during winter break shall be held within fourteen days of the start of the spring semester.
4. An office vacated during the spring semester after the first seven weeks, or the summer breaks and term, shall be filled on a temporary basis until the next regular election. The Executive Board selects the individual to fill the office.
5. Members elected to fill a vacancy serve the remainder of the term of office.

#### Section 5. Removal.

1. Excessive absence from Executive Board meetings, ineligibility to hold an office, or loss of membership, result in automatic removal from office. Excessive absence is defined as five or more excused absences, two or more unexcused absences, or three consecutive absences.
2. Officers may be removed with cause.
3. Any member, including the President and Vice President, may petition for removal of an officer. Petitions must be in writing and include justification for removal. Petitions must be submitted to the President, except petitions for removal of the President, which must be submitted to the Vice President.

4. Within three days, the President or Vice President must either accept the petition, or deny it for insufficient cause. A denial shall be presented to the petitioner in writing within three days. The petitioner may override a denial by having a majority of the other members of the Executive Board, not including the petitioned officer, agree in writing to accept the petition.
5. Accepted petitions shall be presented to the petitioned officer within three days and considered by the Executive Board at its following meeting. The President or Vice President may not preside over a meeting which is to consider a petition for their removal.
6. Petitions shall be considered in executive session with only the Executive Board and petitioner present. Both the petitioner and petitioned officer shall be able to present their case. Petitions may not be acted upon in executive session.
7. The Executive Board shall vote on adopting the petition immediately following the executive session in which it is considered. A petitioned officer may not vote on his or her petition. A two-thirds vote is required to adopt the petition, which results in removal of the petitioned officer.

#### Section 6. Resignation.

1. An officer wishing to resign must submit his or her resignation in writing to the President, except the President must submit his or her resignation to the Vice President.
2. The President or Vice President shall inform the Executive Board of the resignation within three days.
3. The resigning officer shall continue to serve until a replacement is elected, or for no more than fourteen days.

#### **Article VI – Full membership meetings.**

Section 1. A meeting of the full membership may be convened by the Executive Board, when it deems necessary to involve the full membership in a vote. It may be conducted via e-mail, and is limited to items of business contained in its call.

Section 2. Quorum is one-third of the membership. A majority is required for any vote.

#### **Article VII – Executive Board.**

Section 1. The Executive Board shall meet at least once a month during the fall and spring semesters, or no less than nine times during the academic year. A schedule of regular meetings shall be set by the Executive Board within one month of the start of the fall semester, and distributed to members.

Section 2. A special meeting may be called by the President. Officers may request the President call a special meeting. Notice of the special meeting shall be distributed to members at least one day in advance.

Section 3. Quorum is two-thirds of the Executive Board.

Section 4. The Executive Board may adopt policies further governing the association.

**Article VIII – Committees.**

Section 1. Any officer may create a committee on an ad hoc basis.

Section 2. There are no restrictions on members' participation on committees.

**Article IX – Parliamentary authority.**

The current edition of *Robert's Rules of Order Newly Revised* governs this organization to the extent it is applicable and consistent with this constitution and other rules or policies LSSA may adopt.

**Article X – Amendment.**

This constitution may be amended by majority vote at an Executive Board meeting, where any member present may vote. The meeting must be announced with at least seven days notice to all members.