

**KENNESAW STATE UNIVERSITY
STUDENT GOVERNMENT
Policies and Procedures Manual
REVISED Fall 2006**

I. General Use

- A. The outgoing Secretary/Treasurer (S/T) shall distribute the Policies and Procedures Manual (PPM) at the inauguration to all incoming (SG) Student Government members.
- B. SG members shall read the Constitution and PPM and agree to abide by said documents in a written agreement and shall submit said agreement to the SG S/T before voting privileges are granted.
- C. The S/T shall keep a record of all signed affirmations. The S/T shall be responsible for distributing said Constitution and PPM.
- D. The signed affirmation/agreement shall read: "I have read and understood the Constitution and the Policies and Procedures Manual of the Student Government and I agree to abide by them."
- E. All SG members, whether elected or appointed to the SG or University wide Campus Committees, shall take the following Oath of Office:

"I, (state your full name), do solemnly promise to uphold the Constitution of the Student Government of Kennesaw State University and to faithfully execute the office of (state the office). I pledge to represent the interests of the students over my own self-interests in matters concerning the organization. I will make every effort to be available to listen to concerns of students and to respond to those concerns as I seek to carry out my duties."

The SG president shall administer this oath, if the SG president is not in attendance, the highest-ranking SG officer present shall administer the oath.

II. Meeting Times

- A. SG General Sessions and Committee of the Whole Sessions shall be held on Thursdays at 3:30 PM.
- B. SG Executive Board meetings shall be held on Tuesdays at 3:30 pm, unless by a 2/3 vote of the Executive Board another day and time is chosen.

III. Attendance

- A. Attendance shall be taken at all General Sessions, Executive and Committee of the Whole
- B. SG members with four unexcused absences from said meetings in one stipend period shall be removed from office.
- C. Any SG member arriving after roll call is considered tardy. Two unexcused tardies shall be considered one unexcused absence.

- D. Any SG member leaving before the meeting has adjourned or before 4:45 pm shall be considered the same as tardy.
- E. The Secretary/Treasurer shall have the sole authority to excuse an absence or tardy.
Absences and tardies for work and school are not excusable.
- F. In the absence of a Secretary/Treasurer the governance committee shall have the authority to excuse an absence or tardy.
- G. Any member removed from office shall have the right to appeal removal to the Governance Committee, which with a majority vote may reinstate said member. The removed member may appeal said decision to the SG senate.

IV. Stipends

- A. The SG Stipend Committee shall review stipend requests each semester and recommend a stipend award within the guidelines set by the Student Activities and Budget Advisory Committee (SABAC) and the SG. Criteria shall consist of attendance at SG meetings, compliance of office hours, actual work, and work above and beyond the call of duty and any disciplinary action.
- B. SG members shall be enrolled and in good academic standing to be eligible for a stipend award. The following criteria shall be utilized when determining the maximum stipend each member is eligible for:
 1. President: 100% of in-state matriculation and fees,
 2. Executive Vice President 60% of in-state matriculation and fees,
 3. Secretary/Treasurer: 60% of in-state matriculation and fees,
 4. Cabinet Secretaries: 50% of in-state matriculation and fees,
 5. Senators: 25% of in-state matriculation and fees.
 6. Chief of Staff: 50% of in-state matriculation and fees.
- C. The Stipend Committee shall consist of the Chair who shall be appointed by the Governance Chair and confirmed by 2/3 vote of the Senate, one Executive Board member, three senators, and the SG advisor (non-voting).
- D. The President shall submit a report on each executive board member. Three weeks prior to the last general session, stipend forms shall be handed out to the SG. Two weeks prior to the last general session, the stipend forms will be submitted to the Governance Committee Chair or their appointee and the Stipend Committee will begin review on each request. Any proposed cuts to the submitted stipend amount will be emailed to the SG member along with an explanation of the proposed cuts. Any appeals by the said member shall be submitted to the Governance committee before floor submission of the stipend proposals.
- E. It shall be the duty of each Committee Chair to sign off on the monthly senator reports prior to turning them in to the Governance Chair. When deemed necessary, Committee Chairs shall place comments on the reports.
- F. The above and beyond work category demonstrates that each SG member did more than assigned. For instance, when the President requests the representation of a SG member to an event; one offers his/her services to an event (i.e. committee responsibilities, volunteerism, unassigned SG committees, and attendance to SAC). It shall be at the discretion of the Stipend Committee to judge if the attendance to an event represents above and beyond work. The

Stipend Committee shall not grant a greater percentage of the amount available for above and beyond than is granted for actual work.

- G. Stipends may not be raised on the floor of the Senate by any Senate member for unexcused absences. However, SG members may request a stipend for excused absences only on their submitted stipend form. An explanation of this request must be provided and the Stipend Committee shall have discretion over this request.
- H. In order for a stipend to be amended above the proposed stipend amount on the floor of the Senate, the SG member whose stipend is being amended must concur with the said amendment.
- I. If the SG sponsors an activity that requires moneys to be paid in advance (i.e. tickets, hotel reservations, conference reservations, etc) and a SG member volunteers to attend said event and does not attend, the moneys paid by SG will be refunded to SG from the said member's stipend. The said member may appeal refund by letter or email to Stipend Chair who will present the appeal to the Stipend Committee for review. The Stipend Committee will vote by majority on the appeal.

V. SG Duties and Responsibilities

A. SG Executive Board

The SG Executive Board shall consist of the elected offices of President, Executive Vice President, and Secretary Treasurer; the appointed positions of Secretary of Academic Affairs, Press Secretary, Secretary of Student Services, Secretary of Technology, and Secretary of External Affairs. The preceding appointed positions shall be confirmed by a 2/3 vote of the Senate.

1. The President shall:

- a. Chair meetings of the SG Executive Board;
- b. Chair General Sessions;
- c. Be the official spokesperson for the SG;
- d. Be the official delegate to the Student Advisory Council to the Board of Regents of the University System of Georgia (SAC);
- e. Formulate the goals of SG in consultation with the Executive Vice President and the Executive Board;
- f. Meet at least five times a semester, excluding summer, with the Vice President for Student Success and Enrollment Services and with the Director of the Student Life Center;
- g. Maintain open communications with the KSU President;
- h. Create SG Senate ad-hoc committees as deemed necessary by the SG Executive Board;
- i. Coordinate and handle the passage of SG legislation through all proper channels and provide for reports to the SG Senate on the status of said legislation;
- j. Serve as student representative on the University Counsel or designate another SG member to serve in his/ her place;
- k. Set the agenda for all SG meetings;
- l. Appoint officers to the Executive Board as well as officers and members of the Senate as outlined in the Constitution and PPM;
- m. Assign duties to members of the Executive Board for the purpose of implementing legislation;
- n. Serve as ex-officio member to SABAC or appoint another SG member to do so;
- o. Attend Executive Board and Senate meetings.

2. The Executive Vice President shall:
 - a. Fulfill the role of President when the President is unavailable;
 - b. Chair and set the agenda for Committee of the Whole in consultation with the Executive Board;
 - c. Be responsible for the submission of materials to the Press Secretary for the SG web page, press releases, and other SG publicity;
 - d. Release official statements on position in conjunction with the Press Secretary and Executive Board;
 - e. Prepare with the Executive Board the budget request to be submitted to SABAC;
 - f. Serve as liaison and coordinator of state and federal affairs in conjunction with the Secretary of External Affairs including the Student Advisory Council to the Board of Regents;
 - g. Coordinate the activities and flow of information among the Executive Board members;
 - h. Perform or oversee the fulfillment of other duties as assigned by the President;
 - i. Meet with administration as necessary in conjunction with the Executive Board.
 - j. Be the official coordinator for all SG committees.
 - k. Attend Executive Board and Senate meetings.

3. The Secretary/ Treasurer shall:
 - a. Record and type minutes of all SG General Session, Committee of the Whole, and Executive Board meetings;
 - b. Assist the Executive Board with communications;
 - c. Prepare and distribute the agenda and all related materials at least 24 hours before meetings;
 - d. Keep accurate records for all SG business and keep filing system and calendars updated, including the Senator office hour time sheets and committee reports;
 - e. Be responsible for ordering and maintaining the inventory of office supplies;
 - f. Be responsible for maintaining a current member list; as well as for maintenance of SG mailboxes and distribution of SG mail;
 - g. Keep accurate record of SG expenditures; prepare 2 financial statements per semester, one mid-term, and one concluding the semester to be presented to SG. Update SG monthly on the status of the SG budget.
 - h. Prepare with the Executive Board members the budget request to be submitted to SABAC.
 - i. Create an office policy to be distributed among SG members upon approval by the Executive Board.
 - j. Perform or oversee the fulfillment of other duties as assigned by the President;
 - k. Attend Executive Board and Senate meetings.

4. The Secretary for Academic Affairs shall:
 - a. Chair the SG Academic Affairs Committee (AA). Meet with the Vice President for Academic Affairs of KSU to ensure completion of SG goals and legislation when appropriate;
 - b. Submit academic related materials to the Executive Vice President for the purpose of coordination, for publicity, and for the web page;
 - c. Handle all academic related suggestions and legislation;
 - d. Prepare with the Executive Board the budget request to be submitted to SABAC;
 - e. Perform or oversee the fulfillment of other duties as assigned by the President;
 - f. Attend Executive Board and Senate Meetings.

5. The Press Secretary Shall:

- a. Chair the Public Relations Committee;
- b. Coordinate Publicity and Public Relations;
- c. Send out public releases with approval of the President and Executive Vice President;
- d. Submit weekly updates of upcoming events and publicity to the Secretary of Technology with approval of the Executive Vice President for the SG Web Site.
- e. Organize SG representation at new student orientations;
- f. Maintain SG bulletin boards;
- g. Prepare with the Executive Board members the budget request to be submitted to SABAC;
- h. Perform or oversee the fulfillment of other duties as assigned by the President;
- i. Attend Executive Board and Senate meetings.

6. The Secretary for Student Services shall:

- a. Chair the SG Student Services Standing Committee. Meet with the Vice President for Student Success and Enrollment Services of KSU when necessary to ensure completion of SG goals and legislation;
- b. Submit student services related materials to the Executive Vice President for the purpose of coordination, for publicity, and for the web page;
- c. Handle all student services related suggestions and legislation;
- d. Prepare with the Executive Board the budget request to be submitted to SABAC;
- e. Perform or oversee the fulfillment of other duties as assigned by the President;
- f. Attend Executive Board and Senate meetings.

9. The Secretary of Technology shall:

- a. Chair the Technology Committee;
- b. Maintain contact with the Information Technology Advisory Committee and ensure student involvement in said committee;
- c. Advise the Executive Board and Student Fees Committee on technology fee expenditures;
- d. Submit technological materials to the Executive Vice President for the purpose of coordination, for publicity, and for the web page;
- e. Maintain and ensure that the web page is changed each semester and/or as needed;
- f. Provide the minutes and agenda on the web page no later than 72 hours after they are approved;
- g. Handle technological suggestions and legislation;
- i. Assess the current technological status of KSU;
- j. Perform or oversee the fulfillment of other duties as assigned by the President;
- k. Liaison and coordinate with the Chief Information Officer of Kennesaw State concerning technological issues;
- l. Prepare with the Executive Board the budget request to be submitted to SABAC;
- m. Attend Executive Board and Senate meetings.

10. The Secretary of External Affairs shall:

- a. Chair the SG External Affairs Committee
- b. Submit External Affairs materials to the Executive Vice President for the purpose of coordination, for publicity, and for the web page;
- c. Handle all External Affairs suggestions and legislation;
- d. Prepare with the Executive Board the budget request to be submitted to SABAC;
- e. Perform or oversee the fulfillment of other duties as assigned by the President;
- f. Attend University Senate meeting monthly or an approved member of the External Affairs Committee;
- g. Attend Executive Board and Senate Meetings.

11. The Chief of Staff shall:

- a. Be a member of SG with no voting rights;
- b. Attend all Executive and Senate Meetings;
- c. Meet with the SG President at least twice monthly;
- d. Work under the direction of the Executive Vice President in the coordination of Committees; Informing the EVP of any vacancies and providing recommendations to fill such vacancies;
- e. Oversee orientation of all SG members; keep a record of all signed affirmations and oversee distribution of the SG Constitution and PPM.
- f. Perform or oversee the fulfillment of other duties as assigned by the President;

B. The SG Senators shall:

1. Attend all Senate meetings. In case of absence, notify the S/T 24 hours in advance. Exceptions to this rule can be made at the discretion of the Executive Board. Work and school shall not be considered excused absences.
2. Work on one standing committee per semester.
3. Perform other duties as assigned by the President.
4. Hold one forum per semester before the last day to withdrawal without academic penalty.
 - a. These forums can be collective or held as individual senators per directive of the Executive Board.
 - b. Forums are intended to provide a venue for idea exchange between senators and their constituents.
 - c. College Senators shall address the concerns raised through forums with their College Dean and University Senator shall address the concerns with appropriate entities.
5. Meet with the Dean of the College they represent at least once a semester, if serving as a College senator.
6. Submit a written statement of deeds and accomplishments for the use by the Stipend Committee for the purpose of stipends. Said forms must be turned in according to the deadlines set by the Executive Board. Forms not turned in on a timely manner according to the deadlines will not be accepted for stipend purposes.
7. Serve a minimum of 2 office hours each week of Fall and Spring Semesters while classes are in session. A minimum of 2 office hours each week shall be served during Summer Semester in order for a senator to receive a full stipend for Summer Semester. Office hours are to be served Monday through Friday between the hours of 7am and 8pm.

8. The Housing Senators shall be residents in University Housing. This status shall be subject to verification by the SG Advisor. Housing Senators shall contact their respective director once a semester to discuss and coordinate Housing issues and projects.
9. All Senators shall be members of the constituency that they represent.
10. Attend SG Senate meetings.

C. The Student Government Aides shall:

1. Be members of the Student Government. They will assist the SG members in their duties, which will allow them to become familiar with the workings of the Student Government. SG Aides shall not have voting privileges and shall not be able to make a motion. SG Aides may be reassigned or removed by majority vote of the Executive Board.
2. Attend executive meetings only when deemed necessary by the executive mentoring their experience.
3. Perform duties as assigned by the SG member mentoring them.
4. Check in with the SG member mentoring them weekly at the SG meeting (either by email, phone, or in person.)
5. Perform duties as assigned by the President.
6. Function and report as members of the committee to which they are assigned by their mentoring member.
7. Abide by the SG Constitution and PPM.
8. Fulfill same qualifications as other members of student government excluding the credit hour qualification.
9. Attend SG Senate meetings.

VI. The Faculty/ Staff Advisor(s) shall:

- A. Attend Executive Board and Senate meetings.
- B. Advise the SG Board of all functions, policies, and rules of KSU and the Board of Regents.

VII. Constitution and PPM

All members of the SG Executive Board and Senate shall abide by the SG Constitution and PPM.

VIII. Budget Request to SABAC

- A. The SG president or their designee shall present the SG budget.
- B. The proposed budget must be presented to and approved by a majority vote of SG before it is presented to SABAC.

IX. Committees

- A. The Secretary of Academic Affairs shall chair the Academic Affairs Committee.
- B. The Press Secretary shall chair the Publicity and Public Relations Committee.
- C. The Secretary of Student Services shall chair the Student Services Committee.
- D. The Secretary of Technology shall chair the Technology Committee.
- E. The Secretary of External Affairs shall chair the External Affairs Committee.

X. The President, from among the SG members, shall appoint the Governance Committee Chair and the Housing Committee Chair with 2/3 approval of the Senate. The chair of the Student Fees Committee shall be internally elected. Senators will be appointed by the SG Vice President to at least one standing committee.

A. Academic Affairs

The responsibility of the Academic Affairs Committee shall include, but is not limited to, issues pertaining to all academic affairs of the KSU campus.

B. Publicity and Public Relations

1. The responsibility of the PPR Committee shall include the planning and execution of SG sponsored events. The Press Secretary, in consultation with the Executive Board, shall determine the budget of said events.
2. The PPR Committee shall plan and publicize the SG elections in accordance with the Constitution and other sections of the PPM.
3. The PPR Committee will assist the Senators in planning and holding public forums as well as publicizing SG meetings, legislation, and initiatives.

C. Student Services

The responsibility of the Student Services Committee shall include, but is not limited to, issues pertaining to all facets of student services provided to students on the KSU Campus.

D. Technology

1. The responsibility of the Technology Committee shall include, but is not limited to, issues pertaining to technology as it affects students on the KSU Campus.
2. The Technology Committee will be responsible for developing the graphs and the resulting "Forum Reports" booklet for SG Senators forums.
3. The Technology Committee will be the student representative to the Information Technology Advisory Committee.

E. Student Fees

1. The Student Fees Committee (SFC) shall be composed of 13 voting members and 1 ex-officio, non-voting member. The membership shall be as follows:
 - a. 7 students to be appointed for a term of one year by the SG President;
 - b. The Vice-President for Student Success and Enrollment Services, or their designees;
 - c. The Chair of the Intercollegiate Athletics Committee (IAC), or their designees;
 - d. The Chair of the Information Technology Advisory Committee (ITAC), or their designees;
 - e. The Chair of the University Public Safety Advisory Committee, or their designees;
 - f. The University President;
 - g. The SG President;
 - h. A professional secretary (ex-officio, non-voting).
2. SFC shall elect, by majority vote and requiring the affirmative vote of at least three student members, a student chair from among its membership. The chair shall not vote, except in the case of breaking or creating a tie.
3. SFC shall advise the University President on proposals to increase, decrease, or create any student fee. SFC shall also advise the University President on the disposition of all student fees.

4. SFC is hereby directed to create a Policy and Procedure Manual and report it back to the Student Government for SG Senate approval.
5. Membership shall not count towards stipend requirements of SG Member.

F. Governance

- 1 The Governance Chair is responsible for appointing an Elections Chair to head the Elections Committee and a Stipend Chair to head the Stipend Committee both to be confirmed by 2/3 vote of the Senate. The Governance Committee will in turn oversee the Election and Stipend Committees. These assignments shall last the duration of the assigned member's term on the SG Senate.
- 2 The Governance Chair shall appoint members to the Governance Committee who will be confirmed by a majority vote of the senate.
- 3 The Governance Committee shall consist of the Chair, one Executive Board member, and three Senators.
- 4 The responsibilities of the Governance Committee shall include creation of a code of ethics, internal review, yearly review of the Constitution and PPM, and interviewing of senatorial candidates for vacant positions and provides a recommendation to the SG President within two weeks of receiving application.
- 5 The Governance Committee will meet as needed to discuss each applicant and recommendation will be decided by majority vote.

G. Housing

1. The Housing Chair is responsible for the coordinating of any Housing projects and programs between the Housing Senators. The Housing Chair will be appointed by the President and confirmed by a 2/3 vote of the Senate.
2. The Housing Committee shall consist of the University Place Senator, KSU Place Senator, University Village Senator, and up to 2 more individuals with a majority vote of the Senate any of which may be the Chair.
3. The Housing Chair will report as needed to the Senate as to projects and issues the committee has undertaken and/or accomplished.

I. External Affairs

The responsibility of the External Affairs Committee shall include, but is not limited to, issues involving coordination with the State and National Legislatures and other leaders as appropriate as it affects students on the KSU Campus.

XI. Campus Committees

- A. The SG President shall appoint representatives to the Student Fees Committee and to the Student Activities Budget Advisory Committee with a 2/3 approval from the Executive Board.
- B. All Campus Committee representatives shall abide by SG Constitution and PPM.
- C. Committee representatives may be removed by the SG President when deemed necessary.
- D. Committee representatives shall submit a written report to the SG Board during the middle of each semester and attend the General Session following the release of their written report in order to

field questions from the SG Board. Each representative must be available for the first General Session of each semester. The Executive Vice President shall ensure compliance with this clause;

1. Other committees requiring student membership shall also fall within the above guidelines concerning campus committees.

XII. Elections Policy

- A. Elections shall be governed according to the standards set forth in the SG Constitution.
- B. An Elections Chair shall be appointed by the Governance Committee Chair with 2/3 vote of the Senate.
- C. It is the responsibility of the Elections Chair to:
 1. Set up an election timeline to be distributed to all candidates, SG members, and the SG Advisor.
 2. Select an elections committee that consists of the SG advisor and at least one SG member who is not running for office.
 3. Work with the elections committee to uphold the rules and regulations for campaigning and elections as a whole.
 4. Coordinate with the Press Secretary for publicity for the elections.
 5. Schedule SG members to work the voting booths at all voting locations.
 6. Set mandatory meetings with candidates for contested positions to ensure that they are informed of election rules.
- D. The Elections Committee shall automatically disqualify any candidate who is not present at the mandatory meeting for the election pending the veto of this decision by the current SG Executive Board.
- E. The Elections Committee shall ensure no use of University owned equipment by candidates, or student organizations on the behalf of candidates running for office. Examples are including but not limited to: University owned grills, bullhorns, PA systems, etc. Candidates guilty of the use of University owned equipment for campaign purposes shall be automatically disqualified. The only exception shall be the use of one transparency and any related materials for the purpose of making banners.

XIII. Appointments to Secretarial Positions

- A. The President-Elect shall announce the qualified candidates he/she has chosen to fill each Secretarial position no later than one week prior to the first General Session of the summer or one week prior to the meeting in which the candidate(s) will be appointed if said candidate(s) has not met the 2 meeting requirement.
- B. The Senate shall confirm by a 2/3 vote the candidates at the first General Session or at the next meeting the candidates are eligible.

XIV. Vacancies in SG

- A. Between elections, students interested in fulfilling a vacant position on SG must contact the President of SG by a letter of intent or application. The President will inform the S/T of the qualified applicant upon approval of the letter of intent or application who will submit the application to the Governance Committee. The Governance Chair or designated member of the Governance Committee will present the Governance Committee's recommendation of the Applicant to the SG President no later than 2 weeks upon receiving application.

- B. At the SG President's discretion he may discuss the Applicant with the Executive Board. Upon the SG President's approval the Applicant will be presented before the Senate for confirmation.
- C. The Applicant shall go through a two-week orientation process as follows: The candidate shall be presented with a packet containing the SG Constitution, PPM, and other information deemed appropriate.
 - 1. The Applicant shall be present at each SG meeting following the submission of a letter of intent. Failure to do so will result in immediate ejection from the orientation process.
 - 2. The Applicant must also serve one hour each week in the SG office following his/ her attendance of his/ her first SG meeting.
 - 3. The Applicant will be interviewed by a member of Governance Committee and if needed by the SG President at his discretion.
 - 4. At the Applicant's third SG meeting, he/ she shall be presented to the SG for approval, after consent by the SG President. Incumbents from a previous term who are appointed shall be exempted from the 3-meeting requirement by a majority vote of the Senate.
- D. If there are any College Senate seats open on SG following the spring elections the following procedures will be taken:
 - 1. If one College Senate seat is left unfilled following the spring elections and is not filled by October 1, that seat shall revert to an at-large seat.
 - 2. If both College Senate seats are left unfilled following the spring elections and are not filled by October 1, one position shall revert to an at-large seat.
 - 3. In the event that a student from a College whose seat has reverted to an at-large seat chooses to fill that vacant seat, the at-large seat may be reverted back to its original College seat with a 2/3 vote of the Executive Board.
 - 4. In the event that any College Senate seat reverts to an at-large seat during a term, those seats shall automatically revert back to College Senate seats for the next election.
- E. Students interested in becoming Student Government Aides should submit to the S/T a letter of intent or application. The S/T will inform the appropriate Secretary who will interview and present the approved applicant to the Executive Board for confirmation by majority vote.

XV. Agenda

- A. The agenda shall be distributed no later than 24 hours before the time of the scheduled meeting.
- B. Any item to be placed on the agenda must be placed in the S/T's mailbox no later than 48 hours before the scheduled meeting.
- C. New business that is not on the agenda may be placed on the agenda during the meeting after all other agenda items have been discussed, pursuant to the discretion of the Chair.

XVI. Impeachment proceedings

- A. Impeachment proceedings shall follow the structure outlined in the SG Constitution.
- B. The Governance Committee Chair shall be responsible for sending the SG member to be impeached a letter through certified mail, no later than 2 days after the vote is taken to impeach said member. Said letter shall outline and explain said charges of impeachment.
- C. The letter shall be distributed to the SG Board in the same amount of time.

XVII. Committee of the Whole

- A. The first meeting of the semester shall be a General Session. After this first meeting, the second meeting shall be a Committee of the Whole (CW). This alternation of meetings shall continue throughout the year unless by a 2/3 vote of the Executive Board another day and time is chosen.
- B. The primary functions of the CW shall be to discuss and pass binding legislation for the SG, and to allow time for each committee to meet separately.
- C. Other votes on appointments and other matters of business may be taken pursuant to the discretion of the Chair of the meeting.
- D. Robert's Rules of Order, Newly Revised shall govern the meeting in addition to any other rules of order SG may wish to adopt.
- E. Non-voting members shall not be permitted to make motions.

XVIII. Rights of Visitors

- A. Visitors shall be recognized to speak on matters that are on the agenda after the SG Board has finished speaking or at the President's discretion with the majority approval of the SG Board.
- B. Non-SG members shall follow the same procedures in order to have an item placed on the agenda.

XIX. Policy between Semesters (Does Not Exempt Summer Semester)

If the Executive Board votes by $\frac{3}{4}$ approval that emergency voting is necessary for an item of business during a school break of more than one week, the following procedures shall be taken:

- 1. The question or matter of business shall be written in a specific manner.
- 2. The S/T shall call or email all SG members and give the questions or matter of business.
- 3. Each SG member shall then give the S/T their vote verbally or via email.
- 4. SG members shall vote within 2 weeks of said notification.
- 5. The motion shall pass by a majority of approvals if quorum is met.

XX. Legislation Procedures

A. Legislation Proposals

- 1. With the exception of bills of appointment, stipend bills and other bills over which SG has direct authority, all new legislation shall, upon its introduction on the floor of the Senate, be referred to a Standing or Ad Hoc Committee of the SG by the President.
- 2. Before referring said legislation to committee, the legislation may be discussed to allow feedback on which Committee may direct its efforts
- 3. If deemed an urgent matter by the President, legislation shall be considered immediately with the concurrence of a majority of the Senate. Legislation not deemed urgent by the President shall be considered with the concurrence of 2/3 of the Senate.
- 4. All legislation shall be introduced by a member of SG, or a Standing or Ad Hoc Committee of SG, in order for the matter to be considered by the Senate.
- 5. All legislation upon being referred to committee and being discussed by the executive board shall be placed upon the agenda for a first reading. At the next SG meeting at which the bill is placed on the agenda, the resolution shall be available for a vote of the Senate.
- 6. All bills and resolutions shall be considered to have an automatic motion for a roll call vote excepting bills of appointment.

B. Legislation Implementation

1. When legislation is passed, the SG President is responsible for forwarding the written legislation to the appropriate administrator, when deemed necessary by the SG President, within 2 weeks of the passage of said legislation.
2. The SG President must report the status of the legislation to SG within one month and continue to do so on a monthly basis until a decision has been reached regarding the legislation.

XXI. Parliamentarian

- A. The President may appoint a Parliamentarian with majority approval of the Senate.
- B. The Parliamentarian must be a current SG member.

XXII. Historian

- A. The President may appoint a Historian with majority approval of the Senate.
- B. The Historian must be a current SG member.
- C. The Historian shall document SG meetings and events.
- D. The Historian shall print documents for SG uses and submit documents to University Archives in a timely manner.

XXIII. Third Party Meetings

- A. All Senators shall inform their respective Committee Chairs prior to a meeting with a third party on Student Government business.
- B. All Secretaries and Committee Chairs must inform the either the President or the Executive VP prior to a third party meeting and must inform the President or the Executive VP of third party meetings of the senators on their committees.

XXIII. Office Policies

The Office Policy created by the Secretary/Treasurer shall be posted in the office and made visible to all members. It shall also be distributed to new members at orientation before keys are distributed to each member. The Office Policy must be followed by each member and guest when in the Student Government Office.

- A. If any of the office policies are violated and are observed by a member of SG, the member shall then report the violation to the Secretary/Treasurer or the Executive Vice-President. If it is shown there was a violation, then the Secretary/Treasurer or Executive Vice-President shall then file a written reprimand to be signed off by both the President and member in violation. The reprimand shall be placed in the said member's personal file.
- B. If a second violation occurs and is shown to be true, then a second written reprimand shall be filed and signed by the Secretary/Treasurer or Executive Vice-President and the President, along with the member in violation. It shall then be given to the Governance chair to determine whether the two violations constitute disciplinary action.

1. If action is required, the Governance committee, with a majority vote, will have the authority to suspend office and key privileges for a minimum of one week and a maximum of four weeks. The suspension shall remain in place and can only be overturned with a 2/3 vote of the sitting Executive Board.

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