

Student Government Association Bylaws

Article I. Governing Documents

Section 1. Supremacy

- A. The SGA governing documents are, in order of supremacy, the SGA Constitution and the SGA Bylaws. In cases where the SGA governing documents conflict, the document holding supremacy shall win.

Section 2. Constitution

- A. The SGA Constitution is the supreme governing document that affirms the rights of the Student Body and establishes the core rules and operations of the Association.

Section 3. Bylaws

- A. The SGA Bylaws are the official internal rules, procedures, and policies of the Association.

Article II. Authorities, Powers, and Responsibilities

Section 1. Universal Authorities, Powers, and Responsibilities

- A. All members of the Student Government Association shall have the following authorities, powers, and responsibilities, in addition to those set forth in the Constitution:
 - i. To support and abide by the SGA governing documents.
 - ii. To attend all assembly meetings.
 - iii. To maintain regular office hours as prescribed in the SGA Governing Documents.
 - iv. To recommend legislation to the Assembly.
 - v. To address the Assembly.
 - vi. To perform other duties as assigned by the governing documents.

Section 2. Executive Officers

- A. Each of the Executive Officers of the Student Government Association shall have the following additional authorities, powers, and responsibilities:
 - a. To serve as a voting member of the SGA Executive Committee.
 - b. To give a report at all Assembly meetings.
- B. The Student Body President shall have the following additional authorities, powers, and responsibilities:
 - a. To serve as a voting member of the Academic Senate.
 - b. To co-chair the SGA Executive Committee.
 - c. To recommend the establishment or abolition of commissions to the Assembly.
 - d. To appoint members to established commissions.
 - e. To communicate with and maintain a working relationship with the Student Trustee.
 - f. To call special meetings of the Assembly.
 - g. To sign or veto all legislation passed by the Assembly.
 - h. To serve as the primary ceremonial representative of the student body and the Student Government Association.
 - i. To deliver a State of the Student Body Address to the University community in February.
 - j. To serve as Vice-Chairperson of the Academic Senate.
 - k. To attend all Academic Senate and Academic Senate Executive Committee Meetings.
 - l. To nominate qualified students to fill vacant positions within the Association.
- C. The Student Body Vice President shall have the following additional authorities, powers, and responsibilities:
 - a. To appoint students to serve on SGA commissions, Academic Senate external committees, and other committees, task forces, or groups where student representation is requested by the University.
 - b. To appoint four (4) students who are not current members of the Student Government Association to serve on the Fee Board.
 - c. To nominate members of the Student Elections Committee by January 31st.
 - d. To coordinate and oversee the SGA Emerging Leader Program.
 - e. To serve as a ceremonial representative of the student body and Student Government Association.

- f. To accept reports from and work closely with commissioners.
 - g. To request a report from any appointee on the status of their work.
- D. The Student Body Chief of Staff shall have the following additional authorities, powers, and responsibilities:
- a. To serve as the primary financial officer for the Association.
 - b. To pre-approve all expenditures.
 - c. To prepare the initial budget for the fiscal year and submit it to the SGA Finance and Allocations Committee by the first Assembly meeting in August.
 - d. To prepare the annual budget request.
 - e. To report on the status of the SGA Budget at each Assembly meeting.
 - f. To serve as the SGA office manager.
 - g. To monitor the reported work hours and process compensation for all SGA members.
 - h. To plan and enact the Passing of the Gavel Ceremony, retreats, member development initiatives, mandatory workplace and sexual harassment training, and other special events.
 - i. To convene meetings of all Executive Cabinet members.
 - j. To serve as a ceremonial representative of the student body and Student Government Association.
 - k. To assume the authorities, powers, and responsibilities of vacant Executive Cabinet Member positions.

Section 3. Assembly Officers

- A. Each of the Assembly Officers of the Student Government Association shall have the following additional authorities, powers, and responsibilities:
- a. To give a report at all assembly meetings.
 - b. To serve as a voting member of the SGA Executive Committee.
 - c. To serve as a voting member of the Academic Senate Executive Committee.
 - d. To perform other duties as assigned by the Assembly.
- B. The President of the Assembly shall have the following additional authorities, powers, and responsibilities:
- a. To preside over all Assembly meetings.
 - b. To maintain order and decorum in all Assembly meetings.
 - c. To rule on all parliamentary and constitutional inquiries in the absence of the Parliamentarian.
 - d. To nominate a member to serve as Parliamentarian.
 - e. To co-chair the SGA Executive Committee.

- f. To order the creation or abolition of ad hoc Legislative committees.
 - g. To designate all chairpersons of ad hoc Legislative committees unless otherwise provided for in the governing documents.
 - h. To appoint all members of ad hoc Legislative committees unless the committee memberships are otherwise provided for in the governing documents.
 - i. To serve as a member of the Policies and Procedures committee.
 - j. To monitor the assignments deferred to SGA internal committees and ad hoc Legislative committees and facilitate all deliberations.
- C. The Vice President of the Assembly shall have the following additional authorities, powers, and responsibilities:
- a. To manage Constituent Contact.
 - b. To invite guest speakers to address the Assembly.
- D. The Secretary of the Assembly shall have the following additional authorities, powers, and responsibilities:
- a. To take attendance and minutes at all Assembly and SGA Executive Committee Meetings.
 - b. To notify all pertinent parties of Assembly meetings and events.
 - c. To monitor and enforce the attendance policy.
 - d. To process and forward all legislation to the Student Body President within five (5) business days of approval from the Assembly.
 - e. To create and maintain voting records for all Assembly meetings.
 - f. To organize and make available all Assembly legislation, attendance, voting records, and similar documents for public access.

Section 4. Senators

- A. The Assembly Senators shall have the following additional authorities, powers, and responsibilities:
- a. To vote on all matters before the Assembly.
 - b. To serve as voting members of the Academic Senate.
 - c. To be in communication with their constituents and inform them of Association events, initiatives, and other relevant information.
 - d. To perform Constituent Contact as described in the governing documents.

Section 5. Ex-Officio Representatives

- A. The Ex-Officio Representatives shall have the following additional authorities, powers, and responsibilities:

- a. To vote on all matters before the Assembly.
- b. To give a report at all Assembly meetings.
- c. To inform and advise all Association members on topics relevant to the organizations and/or communities they represent.
- d. To represent the Ex-Officio Organization and/or communities they are affiliated with.

Section 6. Executive Cabinet Members

- A. All Executive Cabinet Members shall have the following additional authorities, powers, and responsibilities:
 - a. To give a report at all Assembly meetings.
 - b. To inform and advise all Association members on topics relevant to their roles.
 - c. To vote on all matters before an SGA Internal Committee.
 - d. To serve on appropriate committees within the University and/or community where student representation is needed.
 - e. To create and maintain a transition handbook including information on projects, contacts, and other relevant details of the position.
 - f. To perform other duties as assigned by the Assembly, Student Body President, or Chief of Staff.
- B. The Secretary of Governmental Relations shall have the following additional authorities, powers, and responsibilities:
 - a. To serve as the representative for the Student Advisory Committee to the Illinois Board of Higher Education.
 - b. To serve as a legislative liaison for the Student Body to the Illinois General Assembly, Illinois Board of Higher Education, Normal Town Council, and other government bodies.
 - c. To maintain close working relationships with the members of the Illinois General Assembly, especially those representing Illinois State University.
 - d. To be knowledgeable of actions of local, state, and national governmental bodies.
 - e. To coordinate a campus voter registration drive.
 - f. To attend Normal Town Council meetings.
 - g. To serve on campus and community government-related committees where student representation is appropriate.
 - h. To serve as a member of the SGA Civic Engagement Committee.

- C. The Secretary of Public Relations shall have the following additional authorities, powers, and responsibilities:
- a. To act as a liaison to all campus and local media.
 - b. To create and organize public relations and marketing plans and strategies for the Association.
 - c. To maintain all SGA bulletin boards and public relation resources.
 - d. To advertise, promote, and maintain a record of SGA events and activities.
 - e. To photograph and otherwise document all events and activities of the Association.
 - f. To oversee and approve all SGA marketing, press releases, and promotional materials.
 - g. To create and provide concise reports to the local and campus media outlets outlining current and future Student Government Association initiatives.
 - h. To coordinate any open forums, press conferences, or similar events wherein the primary focus is dissemination of information to the public.
 - i. To create and distribute an alumni newsletter once each semester.
 - j. To assist in the establishment and administration of the Student Government Association Scholarship Fund.
- D. The Secretary of College Affordability shall have the following additional authorities, powers, and responsibilities:
- a. To act as a liaison between the Division of Student Affairs and SGA regarding issues related to student fees and the student fee allocation process.
 - b. To work in conjunction with the Senior Associate Vice President for Student Affairs toward preparing recommendations for student fee allocations and student fees rates for consideration by the SGA Assembly.
 - c. To prepare and submit to the Assembly the SGA recommendation regarding student fee rates.
 - d. To work in conjunction with the Student Body President to forward the SGA student fee recommendation to the Board of Trustees.
 - e. To act as the liaison between SGA and all University offices that directly deal with finance, particularly the Office of Financial Aid, the Comptroller, and the Division of Finance and Planning regarding issues related to College Affordability.
 - f. To advise the Office of Financial Aid to ensure financial aid resources and literature are accessible and useful to students.
 - g. To serve as a member of the Fee Board.
- E. The Secretary of Information Technology shall have the following authorities, powers, and responsibilities, in addition to those set forth in the Constitution:

- a. To maintain and update the SGA website.
 - b. To publish to the SGA website all minutes, voting and attendance records, reports, legislation, and other files meant for public access.
 - c. To maintain all SGA electronic files and systems, including Teams.
- F. The Secretary of Campus Inclusivity shall have the following additional authorities, powers, and responsibilities:
- a. To serve as a liaison between minority, nontraditional, and underrepresented students and the Association regarding their issues and concerns.
 - b. To maintain close working relationships with the members of the ISU community who work directly with minority, nontraditional, and/or underrepresented students, especially Ex-Officio organizations, the Diversity Advocacy Unit of the Dean of Students, Office of International Studies and Programs, and the Office of Equal Opportunity and Access.
 - c. To be knowledgeable of and improve challenges and issues faced by students of diverse and/or nontraditional backgrounds.
 - d. To serve as Chair of the SGA Standing External Committee on Diversity.
 - e. To coordinate programs designed to allow students to interact with others of different backgrounds and cultures.
- G. The Secretary of Elections shall have the following additional authorities, powers, and responsibilities:
- a. To serve as a member of the SGA Policies and Procedures Committee.
 - b. To conduct a full review of the Student Elections Code by December 31st, with close consultation with the SGA Advisor.
 - c. To chair the Student Elections Committee.
 - d. To begin working no sooner than October 1st and end working upon the conclusion of the SGA Elections and all other relevant responsibilities.

Section 7. Student Trustee

- A. The Student Trustee shall have the following additional authorities, powers, and responsibilities:
- a. To give a report at all Assembly meetings.

Section 8. SGA Advisor

- A. The SGA Advisor shall have the following additional authorities, powers, and responsibilities:
- a. To give a report at all Assembly meetings.

- b. To monitor the academic and disciplinary standings of Association members.

Section 9. Parliamentarian

- A. The Parliamentarian shall have the following additional authorities, powers, and responsibilities:
 - a. To advise the Assembly on matters of parliamentary order.

Article III. Assembly Apportionment

Section 1. Apportionment

- A. There shall be six (6) Off-Campus Senators elected at-large by plurality vote of students living in Off-Campus housing during the election. Off-Campus Senators are tasked with representing all students who live off-campus. Off-Campus Senators must live in off-campus housing for the duration of their term.
- B. There shall be four (4) On-Campus Senators, each representing one of the four residence halls (Watterson Towers, Tri-Towers, Hewett/Manchester, and Cardinal Court). They shall be elected by plurality vote per residence hall of students living in On-Campus housing during the election. On-Campus Senators must live in the residence hall they represent for the duration of their term.
- C. There shall be six (6) Academic Senators elected by a plurality of the student body. They each represent students in specific academic colleges, and must be a student within the college they represent, as follows:
 - a. One (1) Senator shall represent the College of Arts and Science.
 - b. One (1) Senator shall represent the College of Applied Science and Technology.
 - c. One (1) Senator shall represent the College of Business.
 - d. One (1) Senator shall represent the College of Education.
 - e. One (1) Senator shall represent both the Wonsook Kim College of Fine Arts and the Mennonite College of Nursing.
 - f. One (1) Senator shall represent the Graduate School.
- D. There shall be four (4) Student Life Senators elected at large by plurality vote of the student body. Student Life Senators focus on non-academic student issues and experiences, including athletics, Registered Student Organizations, and student health and wellness.

Article IV. Legislation

Section 1. Information and Action Items

- A. When legislation is brought to the floor, it shall be considered an information item. The primary sponsor(s) of the legislation shall address the Assembly regarding the legislation followed by a question-and-answer period. Only questions regarding the legislation shall be permitted during the question-and-answer period. To exit the question-and-answer period, the Assembly must approve a motion to move the legislation to an action item by majority vote.
- B. When legislation is considered an action item, there shall be a period of debate followed by a vote on the legislation. During the period of debate, members may make statements regarding the legislation and propose amendments. To exit the period of debate, the Assembly must approve a motion to end debate by majority vote.

Section 2. Resolutions

- A. Resolutions are nonbinding statements of the opinion and will of the Association and/or the student body.
- B. The Assembly may pass resolutions by majority vote of the Assembly.
- C. Resolutions may call on the Association to perform certain actions. The enforcement of these actions shall not apply beyond the term of the current Association.

Section 3. Bills

- A. A bill is binding legislation causing the Association to perform a certain action.
- B. The Assembly may pass bills by a two-thirds (2/3) vote of the Assembly.
- C. Financial expenditures may only be authorized by the Assembly through a bill.
- D. When a bill is moved from an information item to an action item, it may not be handled as an action item until the next regularly scheduled general assembly meeting unless it is considered emergency legislation.

Section 4. Amendments

- A. An amendment is binding legislation that modifies the SGA governing documents.

- B. No amendment may be passed that contradicts a higher-order governing document. All contradictions with governing documents must be resolved before any amendment is passed.
- C. The Assembly may pass amendments by a two-thirds (2/3) vote of the Assembly.

Section 5. Emergency Legislation

- A. The Assembly may only handle a bill as an action item during the meeting in which it was moved to an action item if it approves a motion to designate the bill emergency legislation by a two-thirds (2/3) vote of the Assembly.
- B. Designating bills as emergency legislation should be reserved for situations in which action is urgently needed.

Section 6. Committees

- A. Before legislation is brought to the floor, it must be discussed at the relevant internal committee(s) as assigned by the President of the Assembly.

Section 7. Sponsors

- A. The Senators who introduce legislation to the Assembly are the sponsors of the legislation. Only Senators may sponsor legislation.
- B. The Association members who second the introduction of legislation to the Assembly are the co-sponsors. Any Association member may co-sponsor legislation.
- C. To be introduced to the Assembly, legislation must have at least one sponsor.
- D. All Association members who contributed to the legislation should be listed as a sponsor or co-sponsor. Members who contributed but do not support the legislation may choose not to be listed.

Section 8. Amendments to Legislation

- A. When legislation is being handled as an action item, any Senator or Ex-Officio Representative may propose an amendment to the legislation. Other Association members may suggest amendments, but a Senator or Ex-Officio Representative must sponsor the proposal.
- B. The sponsor(s) of the legislation shall declare the amendment as friendly or unfriendly. Friendly amendments, being approved by the sponsor(s), are incorporated into the legislation. If an amendment is declared unfriendly, the

Senator or Ex-Officio Representative who proposed the amendments may withdraw their amendment or declare it hostile.

- C. When an amendment is declared hostile, the Assembly shall vote on whether to incorporate it into the legislation. Hostile amendments may be approved by a two-thirds (2/3) vote of the Assembly.

Article V. General Assembly Meetings

Section 1. Rules of Order

- A. Each General Assembly meeting shall operate under the latest version of Robert's Rules of Order, except when contradicted by the SGA Governing Documents. The President of the Assembly is charged with the maintenance of decorum and the rules of order.

Section 2. Agenda

- A. The agenda for each general assembly meeting must be completed no less than forty-eight (48) hours before the meeting is to be held.
- B. The President of the Assembly shall determine a deadline by which all legislation to be added to the agenda must be submitted. Legislation submitted after the deadline may be placed on the agenda only if a motion to do so is approved by a two-thirds (2/3) majority vote of the Assembly.
- C. The President of the Assembly will rule on all items to be placed on the agenda with the advice and consent of the SGA Executive Committee.

Section 3. Guest Speaker Sessions

- A. The Vice President of the Assembly may invite guest speakers to address the Assembly and/or answer questions during a general assembly meeting. Guest speakers should be relevant to the business or interest of the Association.
- B. The President of the Assembly may specify a time limit for guest speaker sessions.

Section 4. Executive Session

- A. All general assembly meetings shall be open to the public unless conducted in executive session. To enter executive session, a motion to do so must be approved by a two-thirds (2/3) vote of the Assembly. When executive session is enacted, all must leave the room except members of the Association and the SGA advisor(s)

and/or their designee(s). The Assembly may allow other individuals to remain if a motion to do so is approved by a three-fourths (3/4) vote of the Assembly. The Assembly may exit executive session by approving a motion to do so by majority vote.

- B. Executive session should be reserved for the discussion of sensitive personal, employment, and/or disciplinary matters, confidential information, to avoid egregious and harmful disruption of proceedings, or in rare cases to protect the safety and security of persons and/or public property.

Section 5. Quorum

- A. A majority of the members of the Assembly shall constitute a quorum. The number of members shall be determined by the number of Assembly seats currently filled. No business may be conducted without a quorum.

Section 6. Emergency Sessions

- A. An emergency session is a special meeting of the Association outside the regular schedule. Emergency sessions may be called by the Student Body President or the President of the Assembly. Any other member of the Association may request an emergency session by sending a written request to the President of the Assembly.
- B. The President of the Assembly shall schedule all emergency sessions within a reasonable time. The Association must be given notice of at least forty-eight (48) hours before all emergency sessions. All emergency sessions must be held in a location accessible to the public.
- C. No business may be conducted during an emergency session except that for which the emergency session was called.
- D. Ex-Officio Representatives shall not be required to attend emergency sessions unless the Ex-Officio Representative(s) requested the emergency session.

Section 7. Public Comment

- A. Each general assembly meeting shall provide an opportunity for public comment. Each individual speaker shall be afforded a maximum of two (2) minutes to address the Assembly. No more than ten (10) minutes may be allotted across all speakers.
- B. Speakers shall address the assembly during public comment on a first come, first served basis, unless multiple speakers seek to address the Assembly on behalf of the same group or issue. In this case, the President of the Assembly shall attempt to

ensure that speakers representing other groups or issues have an opportunity to speak.

- C. Individuals may submit written statements or documents to the Secretary of the Assembly.

Section 8. Speaking Privileges

- A. Only Association members, the Student Trustee, and the SGA Advisor(s) and the Advisor(s) designee(s) shall hold speaking privileges during general assembly meetings, unless otherwise provided for in the SGA governing documents.
- B. Speaking privileges may be temporarily granted at any time to any person if the Assembly approves a motion to do so by a one-third (1/3) vote of the Assembly.
- D. A primary sponsor of legislation before the Assembly shall have the right to speak without the privilege of making a motion at any time, provided that the sponsor does not interrupt a member who has the floor.

Section 9. Reports

- A. All reports must be submitted in writing to the Secretary of the Assembly prior to the meeting.
- B. When giving a report, the reporter may yield the floor to any other person for purposes relevant to their report.
- C. The reporter may designate another Association member to deliver their report on their behalf.

Article VI. Committees

Section 1. Standing SGA Internal Committees

- A. The four (4) standing SGA internal committees shall be the Civic Engagement Committee, the Policies and Procedures Committee, the Membership and Outreach Committee, and the Finance and Allocations Committee. Each committee shall meet immediately prior to Assembly meetings, or at the committee chairperson's discretion.
- B. Each committee shall be composed of a varying number of Senators, Secretaries, Executive Officers, and Ex-Officios. The President of the Assembly shall determine which internal committee a member shall serve on unless otherwise provided for in the governing documents. The President of the Assembly must give each member an opportunity to indicate which committee(s) they prefer.

Section 2. Standing SGA Internal Committee Charges

- A. All standing SGA internal committees shall have the follow charge:
 - a. To abide by and support the SGA governing documents.
 - b. To elect a chairperson from their membership.
 - c. To perform other duties as assigned by the President of the Assembly, the Assembly, or the Bylaws.
- B. The Civic Engagement Committee shall have the following additional charge:
 - a. To promote community outreach and political engagement among the Student Body.
 - b. To raise civic awareness on campus.
 - c. To organize educational programming that relates to the promotion of civic engagement.
 - d. To prepare campus communications relating to civic engagement.
 - e. To cultivate relationships with the surrounding communities.
 - f. To organize community service projects for internal Association participation.
 - g. To plan and host the annual debate between College Republicans and College Democrats and the annual Town Hall event.
- C. The Finance and Allocations Committee shall have the following additional charge:
 - a. To review expenditures greater than \$500.00.
 - b. To oversee SGA fundraising.
 - c. To preliminarily approve and monitor the SGA budget.
- D. The Membership and Outreach Committee shall have the following additional charge:
 - a. To review, research, and preliminarily confirm nominees for vacant positions.
 - b. To assist in the recruitment and selection of candidates for nomination to vacant positions.
 - c. To coordinate programs for internal Association participation.
 - d. To aid in the planning and execution of all Association events.
 - e. To create legislation to recognize members or groups of the Illinois State University community.
- E. The Policies and Procedures Committee shall have the following additional charge:
 - a. To review proposed amendments to the SGA governing documents.
 - b. To recommend changes in SGA governing documents to the Assembly.
 - c. To make interpretive recommendations to the Assembly regarding the SGA governing documents.

- d. To preliminarily approve all special rules of order.
- e. To document and maintain items of historical relevance to the Student Government Association.

Section 3. Standing SGA Internal Committee Chairpersons

- A. The committee chairperson shall:
 - a. Create an agenda for each committee meeting and share it with all committee members no less than forty-eight (48) hours before the committee is to meet.
 - b. Preside over each committee meeting.
 - c. Report at each Assembly meeting on the work of the committee.
 - d. Serve as the primary spokesperson for the committee.
 - e. Coordinate the work of the committee and delegate work to committee members as needed.
 - f. Maintain accurate records of attendance, minutes, and agendas for all committee meetings and submit them to the Secretary of Information Technology.
 - g. Perform other duties as assigned by the President of the Assembly, the Assembly, or the Bylaws.
- B. A committee chairperson must be elected at the first meeting of the committee. Any member of the committee may be the committee chair. The committee chair shall be elected by majority vote of all members present and voting. In the event of a tie, the election shall be held again. If the committee is unable to elect a chairperson due to lack of candidates or repeated ties, the President of the Assembly will select a member of the committee to serve as chairperson.

Section 4. Removal of Committee Chairpersons

- A. A committee chairperson may be removed by majority vote of a Chairperson Performance Review Committee. A Chairperson Performance Review Committee is a temporary committee chaired by the President of the Assembly and consisting of the Student Body President, the President of the Assembly, the Secretary of the Assembly, a member of the committee in question, and a Senator selected by the President of the Assembly who is not a member of the committee in question. The member(s) who filed the complaint and the chairperson in question may not serve on the Chairperson Performance Review Committee.

- B. The President of the Assembly shall organize the Committee within one (1) week after receiving a complaint regarding the conduct of the Committee Chairperson. Any member of the Association may file a complaint with the President of the Assembly regarding a committee chairperson.
- C. The committee shall review the complaint and must provide the committee chairperson in question with an opportunity to defend themselves.
- D. If the Chairperson Performance Review Committee votes to remove the committee chairperson from their position, the position shall be considered vacant immediately. The President of the Assembly shall select a member of that committee to serve as interim chairperson until the committee's next meeting, where a new chairperson shall be elected. The removed individual shall be ineligible to serve as chair of that committee again.

Section 4. Ad Hoc Committees

- A. The President of the Assembly may order the creation of an Ad-Hoc committee for the purposes of conducting preliminary deliberation on legislative matters or for making specific recommendations to the Assembly. The charge and composition of an Ad-Hoc committee is determined by the President of the Assembly.
- B. Ad-Hoc committees may be disbanded at any time by the President of the Assembly.

Section 5. SGA Executive Committee

- A. The SGA Executive Committee shall be composed of the Executive Officers and Assembly Officers, each serving as voting members. The SGA Advisor shall serve as a non-voting member. The Student Body President and the President of the Assembly shall co-chair the SGA Executive Committee.
- B. The SGA Executive Committee shall have the following charge:
 - a. To abide by and support the SGA governing documents.
 - b. To coordinate all internal business of the Assembly.
 - c. To rule on all legislation and items to be placed on the agenda.
 - d. To rule on Fee Board appeal requests.
 - e. To approve all emails sent via listservs.
 - f. To perform other duties as assigned by the governing documents.

Section 6. Fee Board

- A. Four (4) Senators shall be appointed by the President of the Assembly to serve on the Fee Board. They shall not serve on any internal committees but may serve on the Executive Committee. The Secretary of College Affordability shall serve on the Fee Board and may not serve on any internal committees.
- B. The Student Body Vice President is responsible for appointing four (4) students to serve as members of the Fee Board. These four (4) students shall not be current members of the Student Government Association.
- C. SGA members who serve on the Fee Board shall be compensated for their time, up to their maximum allotted hours.

Section 7. Commissions

- A. Except as otherwise prescribed in the SGA governing documents, the internal structure, processes, and membership of all Commissions shall be determined by the Student Body President.
- B. All commission members shall be students in good academic and disciplinary standing.

Section 8. Standing SGA External Committees

- A. The two (2) standing SGA External Committees are the SGA Diversity Affairs Committee and the SGA Sustainability Committee. The chairperson of these committees shall be the Secretary of Campus Inclusivity and the Secretary of Sustainability, respectively. The committees shall be charged with assisting the committee chairperson and the Association with issues related to diversity affairs and sustainability, respectively.
- B. The Student Body Vice President shall appoint qualified students to serve on the external committees.
- C. All operations of the external committees shall be set by the committee chairperson.
- D. In addition to members appointed by the Student Body Vice President, the SGA Diversity Affairs Committee shall have as members one representative each from BSU, ALAS, APAC, and PRIDE, so long as each retains Ex-Officio Status.

Article VII. Ex-Officios

Section 1. Ex-Officio Organizations

- A. Ex-Officio Organizations are Registered Student Organizations that have been granted ex-officio status. Ex-Officio Organizations retain ex-officio status perpetually unless it is revoked.

Section 2. Granting of Ex-Officio Status

- A. To be eligible for ex-officio status, an organization must be an official Registered Student Organization in good disciplinary standing, must have been in existence for at least one full semester, and must be either a university-recognized student governing body or an organization whose constitution and stated purpose include the representation of a specific group of students not adequately represented by the Association or another organization with ex-officio status.
- B. Registered Student Organizations seeking ex-officio status must complete the following application process:
 - a. The organization must collect and submit signatures from all its members and at least one hundred (100) additional signatures from non-member students to the President of the Assembly. The signatures must be verified.
 - b. The organization must submit a written request for ex-officio status explaining (1), how ex-officio status will benefit the students it represents, (2), how they are eligible to receive ex-officio status under the SGA governing documents, and (3), what it hopes to accomplish with ex-officio status.
 - c. The President of the Assembly, after receiving both the written request and the verified signatures, shall schedule a time for a representative of the organization to address the assembly and answer questions.
 - d. The Assembly shall then vote on the application request. An application is approved if it receives votes in the affirmative greater than or equal to two-thirds (2/3) of the full Senate and Ex-Officio roster. The Assembly may not delay the vote by more than one (1) month.
 - e. If approved, the organization receives ex-officio status immediately and must nominate a member of that organization to serve as Ex-Officio Representative no later than the third regularly scheduled General Assembly after ex-officio status is granted. The Assembly may consider a nominee at the same meeting where ex-officio status is granted.

- f. If denied, the organization may not request ex-officio status again until a new Association is inaugurated, unless approved by the Executive Committee.

Section 3. Revocation of Ex-Officio Status

- A. The Assembly may revoke an Ex-Officio Organization's ex-officio status for any of the following reasons:
 - a. The organization is defunct and/or no longer active.
 - b. The organization is no longer eligible for ex-officio status as specified in the SGA governing documents.
 - c. The organization fails to adequately and responsibly represent the student group(s) it is charged with representing.
 - d. The organization has failed to submit a nominee for its seat after three (3) regularly scheduled Assembly meetings after the organization's seat became vacant and has not provided the Assembly with reasonable justification for doing so.
 - e. The organization has failed to satisfy other requirements as specified in the SGA governing documents.
- B. The process for revoking an Ex-Officio Organization's ex-officio status is as follows:
 - a. A motion to consider the revocation of ex-officio status is made and adopted by a majority vote of the Assembly.
 - b. If a motion to consider the revocation is adopted by a majority, the President of the Assembly shall schedule a hearing for all Association members. At this hearing, the case for revocation shall be presented. The Ex-Officio Organization in question shall be given an opportunity to respond. The Secretary of the Assembly must notify the Ex-Officio Organization's president and Ex-Officio Representative as soon as the hearing is scheduled.
 - c. At the Assembly Meeting after the hearing, the Assembly shall vote on the revocation of the organization's ex-officio status. The organization's ex-officio status may be revoked by a two-thirds (2/3) vote of the Assembly. A representative of the Ex-Officio Organization must have an opportunity to address the Assembly before the vote is held.
- C. No motion for the revocation of the ex-officio status of an Ex-Officio Organization may be entertained more than once for the same charge in a single term.
- D. An Ex-Officio Organization may revoke its own ex-officio status at any time by notifying the Association in writing of its decision to do so. Upon receipt of the notification, the Ex-Officio Organization's ex-officio status shall be revoked.

- E. When an Ex-Officio Organization's ex-officio status is revoked, the organization shall immediately lose all rights and privileges afforded an Ex-Officio Organization, and the associated Ex-Officio Representative's seat shall be immediately abolished. An organization whose ex-officio status was revoked may not apply for ex-officio status until a new Association is inaugurated.

Section 4. Ex-Officio Representatives

- A. Ex-Officio Representatives are voting members of the Association charged with representing an Ex-Officio Organization and its students. An Ex-Officio Representative must be a member of the Ex-Officio Organization they represent.
- B. An Ex-Officio Organization may remove its Ex-Officio Representative from their position at any time by notifying the Association of its decision to do so in writing. Upon receipt of the notification, the Ex-Officio Organization's seat shall become vacant.
- C. An Ex-Officio Representative's term shall be determined by the Ex-Officio Organization and may last over multiple Associations but shall not be longer than one calendar year.

Section 5. Nomination of Ex-Officio Representatives

- A. Ex-Officio Organizations must nominate an eligible student to become their Ex-Officio Representative and the Assembly must vote to approve the nominee. The nominee shall have up to five (5) minutes to address the Assembly and shall then answer questions at the discretion of the Assembly. The Assembly may approve the nominee by a two-thirds (2/3) vote.
- B. If an Ex-Officio Organization fails to submit a nominee to the Association after three (3) regularly scheduled Assembly meetings, the Assembly may revoke its ex-officio status. The Secretary of the Assembly must contact the organization's president after the seat becomes vacant and after each subsequent Assembly meeting to inform them of this requirement.

Article VIII. Executive Cabinet

Section 1. Composition

- A. The Administration is composed of the Executive Officers (Student Body President, Vice President, and Chief of Staff) and six (6) Executive Cabinet Members: The

Secretary of Governmental Relations, the Secretary of Public Relations, the Secretary of Elections, the Secretary of Information Technology, the Secretary of College Affordability, and the Secretary of Campus Inclusivity.

Section 2. Role

- A. Secretaries are tasked with executing their assigned duties to assist with the business of the Executive Branch and the Association.

Section 3. Dismissal

- A. An Executive Cabinet Member may be removed from their office if at least two-thirds (2/3) of the Executive Officers choose to do so.
- B. Any member of the Association may file a complaint regarding an Executive Cabinet Member with the Secretary of the Assembly. When a complaint is received, the Executive Cabinet Member shall inform the Executive Officers, who must investigate the complaint and inform the involved Executive Cabinet Member and the member who filed the complaint of any action(s) taken.

Article IX. Assembly Officer Elections

Section 1. Election Timing

- A. At the first general assembly meeting of an Association, the Assembly Officers shall be elected.
- B. When one of the Assembly Officer positions becomes vacant, an election shall take place at the next general assembly meeting.
- C. An Assembly Officer election shall not be held until all nominees for vacant seats in the Association have been voted on.

Section 2. Procedure

- A. Candidates for an Assembly Officer position must be nominated by a Senator or Ex-Officio Representative. This nomination must be seconded by a Senator or Ex-Officio Representative. Only a Senator may be nominated, and the Senator must accept the nomination.
- B. After all nominations have been made, each candidate shall have up to five (5) minutes to address the Assembly and up to five (5) minutes to answer questions. All questions must be asked of each candidate unless the question is specific to

something a candidate has said or done. All other candidates must leave the room while a candidate addresses the Assembly and answers questions.

- C. After all candidates have addressed the Assembly and answered questions, all candidates must leave the room while a period of debate is held. After the debate period, the election shall be held via secret paper ballot.
 - a. Only Senators and Ex-Officio Representatives may vote. Members may write the name of the candidate they prefer or write abstain. If the majority of members abstain, the election shall be held again and new nominations accepted. Members may not abstain during the second election.
 - b. If there are two candidates, the candidate with the most votes wins.
 - c. If there are more than two candidates, the election shall be conducted using ranked choice voting.
- D. The results of the election shall be announced and the winning candidate shall immediately assume their position.
- E. If there is a tie, the Student Body Vice President shall choose the winner.

Section 3. Ranked Choice Voting Procedure

- A. Ranked Choice Voting shall be applied as follows:
 - a. Voting members shall rank each candidate numerically in order of preference, one (1) indicating first-preference, two (2) indicating second-preference, and so on.
 - b. The first-preference votes shall be counted. If a candidate has an absolute majority of first-preference votes, that candidate wins.
 - c. If no candidate has an absolute majority of first-preference votes, the candidate with the lowest number of first-preference votes is eliminated. The votes that the eliminated candidate received are distributed to the remaining candidates according to the second-preference listed on the ballots that listed the eliminated candidate as the first-preference.
 - d. After the eliminated candidate's votes are distributed, if a candidate has an absolute majority of votes, that candidate wins. If no candidate has an absolute majority, the candidate with the lowest number of votes is eliminated and their votes distributed. This repeats until a candidate has an absolute majority.
 - e. If a vote is to be distributed to an eliminated candidate, that candidate shall be skipped, and the vote shall be distributed to the most-preferred candidate who has not been eliminated.

- f. If multiple candidates tie for lowest place, the Student Body Vice President shall choose which candidate is eliminated.

Section 4. Election Failure

- A. If the election cannot be conducted due to a lack of candidates, the President of the Assembly shall designate a Senator to serve in the vacant position until another election is held at the following general assembly meeting. If a President of the Assembly cannot be elected, the Student Body President shall designate a Senator to serve as President of the Assembly until another election is held at the following general assembly meeting.

Article X. Removal of Assembly Officers

Section 1. Removal

- A. An Assembly Officer may be removed by majority vote of an Assembly Officer Performance Review Committee. An Assembly Officer Performance Review Committee is a temporary committee chaired by the Student Body President and consisting of the Student Body President, Student Body Vice President, Chief of Staff, the Assembly Officer(s) not named in a complaint, two internal committee chairs selected by the Student Body President, and a Senator selected by the Student Body President. The member(s) who filed the complaint and the Assembly Officer(s) named in the complaint may not serve on the Assembly Officer Performance Review Committee.
- B. The Student Body President shall organize an Assembly Officer Performance Review Committee within one (1) week after receiving a complaint regarding the conduct of the Assembly Officer. Any member of the Association may file a complaint with the Student Body President regarding an Assembly Officer.
- C. The committee shall review the complaint and must provide the Assembly Officer in question with an opportunity to defend themselves.
- D. If the committee votes to remove the Assembly Officer from their position, the position shall be considered vacant immediately. The removed individual shall be ineligible to serve as an Assembly Officer again.

Article XI. Voting

Section 1. Voting Privileges

- A. Only Senators and Ex-Officio Representatives may vote on business before the Assembly. Each shall have one (1) vote of equal weight. Proxy voting shall not be permitted.
- B. Where applicable, the Student Body Vice President may cast a tie-breaking vote on business before the Assembly. If the Student Body Vice President is absent when a tie occurs, the business shall be tabled until the Student Body Vice President can cast their vote. If the office of Student Body Vice President is vacant when a tie occurs, the tie breaking vote may be cast by the Student Body President, or the assembly may table the business until a Student Body Vice President is appointed.

Section 2. Voting Options

- A. Members may vote “Yes,” “No,” and “Abstain.” “Abstain” shall indicate that the member is present but not voting on the matter. Abstentions shall not count in vote calculations.
- B. Generally, abstentions should be reserved for cases in which the abstaining member feels there is a conflict of interest regarding the matter at hand.

Section 3. Definitions

- A. “Full Senate and Ex-Officio Roster” shall mean the sum of all Ex-Officio Organizations and Senate positions, including vacant positions. There are twenty (20) Senate positions and ten (10) Ex-Officio Organizations, so a two-thirds ($2/3$) majority vote of the Full Senate and Ex-Officio Roster requires a minimum of twenty (20) yes votes to pass ($30 * 2/3 = 20$).
- B. “Of the Assembly” shall mean the Senators and Ex-Officio Representatives present and voting.
- C. “Absolute Majority” shall mean $50\% + 1$.
- D. “Majority” shall mean more than any other.
- E. “Association Members” refers to all members of the Student Government Association.
- F. “Assembly Members” refers to all Senators.

Section 4. Secret Ballot

- A. Voting may be done via a paper secret ballot if one-third (1/3) of the Assembly approves a motion to do so. The results of all secret ballots must be announced.
- B. Votes to reinstate a member removed due to inadequate semester grade point averages shall be conducted via a paper secret ballot.

Article XII. Vetos

Section 1. Scope

- A. The Student Body President may veto any legislation passed by the Assembly.

Section 2. Overturning Vetos

- A. The Assembly may overturn a veto within fourteen (14) days from the issuance of the veto.
- B. To overturn a veto of a resolution, two-thirds (2/3) of the Assembly must vote to do so.
- C. To overturn a veto of a bill or amendment, three-fourths (3/4) of the Assembly must vote to do so.
- D. Once a vote to overturn a veto is held, the Assembly may not vote to overturn that veto again.

Article XIII. Vacancies

Section 1. Nominations

- A. The Student Body President shall nominate eligible students to fill vacancies in the Senate and Administration positions.

Section 2. Approval

- A. All nominees to vacant positions must be approved by a two-thirds (2/3) vote of the Assembly.
- B. Nominees shall be afforded up to five minutes to address the Assembly and answer questions before a vote is taken.

Article XIV. Non-Partisanship

Section 1. Neutrality

- A. The Association is tasked with representing the will and interest of the entire ISU student body. Therefore, the Association shall remain strictly neutral on political subjects.
- B. The Association shall take no action that endorses, supports, or otherwise favors any political party, candidate, campaign, organization, or subject. No Association resources may be used for such purposes.
- C. The Association may support, endorse, and advocate for policies that are specifically related to student issues or that have an outsized impact on students.

Section 2. Independence

- A. No Association member shall, in the capacity of their office, identify their office with a political party or organization.
- B. No political parties or organizations shall be formed within the Association or during an election.
- C. These restrictions shall apply to election candidates who are not Association members.

Section 3. Rights

- A. No statement in the SGA governing documents shall be construed to infringe on any individual member's right to free speech and free association. No member shall be found in violation of the SGA governing documents for any political activity they undertake outside of the capacity of their office.

Article XV. Elections

Section 1. Administration

- A. Elections shall be governed and administrated by the Student Elections Committee and the Student Elections Code.

Section 2. Student Elections Committee

- A. The Chair of the Student Elections Committee shall be the Secretary of Elections. All other student members shall be appointed by the Student Body Vice President. The Student Elections Committee shall be governed by the Student Elections Code.

Section 3. Student Elections Code

- A. The Student Elections Code may be amended by a two-thirds (2/3) vote of the Assembly. The Student Elections Code may not be amended after candidate registration has begun.

Section 4. Referendum

- A. The Association may hold referendums. All referendums must be open to the entire Student Body.
- B. The Association must abide by the results of all referendums.
- C. To hold a referendum, three-fourths ($\frac{3}{4}$) of the Assembly must vote to do so. Referendum proposals must include the full question to be asked and all voting options.
- D. Referendums may either allow the student body to approve or reject a proposal or select from multiple proposals. If it is the former, the options shall be “Yes”, “No”, or “Abstain.” If it is the latter, the options shall be “Abstain”, “None of the Above”, “Proposal 1”, “Proposal 2”, and so on.
- E. All “Abstain” votes shall be disregarded in the vote calculations.
- F. If “None of the Above” is the winner, none of the proposals shall be enacted.
- G. All referendums shall be administered under the Student Elections Code and the Student Elections Committee.

Article XVI. Attendance

Section 1. Management

- A. The Secretary of the Assembly shall keep records of each absence and shall be responsible for enforcing all aspects of the attendance policy. The Secretary of the Assembly must notify the absent member(s) of their current standing after each absence.

- B. When a member is removed from their position due to the attendance policy, the Secretary of the Assembly must notify the Association, the removed member, and the SGA Advisor.
- C. The Secretary of the Assembly must notify Ex-Officio Organizations regarding all absences accumulated by their Ex-Officio Representatives.

Section 2. Attendance Requirements

- A. All members of the Association are required to attend all general assembly meetings, SGA committee meetings, fee board (where applicable), mandatory events, emergency sessions, retreats, office hours, and other events as described in the SGA governing documents.
- B. All Senators are additionally required to attend meetings of the Academic Senate and Academic Senate internal committee meetings.
- C. The Assembly Officers are additionally required to attend meetings of the SGA Executive Committee and the Academic Senate Executive Committee.
- D. The Student Body President is additionally required to attend meetings of the Academic Senate and the Academic Senate Executive Committee.
- E. The Executive Officers are additionally required to attend meetings of the SGA Executive Committee.
- F. All Secretaries are additionally required to attend any meetings, committees, or events they are assigned to by the Student Body President, Chief of Staff, or the SGA governing documents.
- G. Ex-Officio Representatives are not required to attend emergency sessions. An Ex-Officio Representative who called for the emergency session is required to attend that emergency session.
- H. The Student Trustee and the SGA Advisor are not subject to the attendance policy.
- I. Association members may be exempted from the attendance policy by a vote of the SGA Executive Committee for required events prior to the end of the spring semester at the beginning of the Association's term only for academic conflicts. Members may not be exempted in this way for any events occurring after the end of the spring semester at the beginning of the Association's term.

Section 3. Mandatory Events

- A. Mandatory events are events where all Association members who are available during the event are required to attend.
- B. Members who have scheduled obligations during the mandatory event which were set prior to the event's designation as mandatory or cannot reasonably be avoided

shall not be required to attend. Obligations include Illinois State University coursework, Dean of Students Office Excused Absences, work, and travel. The Executive Committee may include other obligations on a case-by-case basis.

- C. Events may be designated mandatory by a vote of the Executive Committee or through a bill. Events may not be designated mandatory if they occur less than two weeks from the time of designation.

Section 4. Accumulation

- A. Association members accumulate one (1) absence per required event missed.
- B. Back-to-back absences (e.g., missing an SGA internal committee and the following general assembly meeting) shall be considered only one (1) absence if due to a personal or medical emergency, or on a case-by-case basis as determined by a vote of the SGA Executive Committee. Otherwise, multiple absences shall be registered.
- C. Association members who arrive late to or leave early from required events may accumulate one (1) absence for that event on a case-by-case basis as determined by the Secretary of the Assembly.
- D. Accumulated absences are reset after a new Association is inaugurated.

Section 5. Excused Absences

- A. The Secretary of the Assembly may consider an absence excused if any of the following are true:
 - a. The member provided advance notice to the Secretary of the Assembly for a reasonable cause (as determined by vote of the Executive Committee).
 - b. The absence was due to a personal or medical emergency or Dean of Students Office Excused Absence, and the member informed the Secretary of the Assembly within a reasonable time.
- B. Each Association member is entitled to only three (3) excused absences. Once these three (3) excused absences are accumulated, any further absences shall be considered unexcused.
- C. The Secretary of the Assembly may grant additional excused absences to a member through projects approved by a vote of the SGA Executive Committee.
- D. All absences not considered excused shall be considered unexcused.

Section 6. Removal

- A. Once a member has accumulated three (3) or more unexcused absences, they shall be immediately removed from their position.

Section 7. Appeal

- A. Members removed for absence policy violations may appeal their removal to the Assembly only at the next regularly scheduled general assembly meeting. The member may address the Assembly, and the Assembly may ask questions of the member and the SGA Executive Committee. The removed member may be reinstated by a two-thirds (2/3) vote of the Assembly.
- B. If a reinstated member accumulates one (1) additional unexcused absence, they shall be removed from their position and shall not be permitted to appeal their removal again.

Article XVII. Constituent Contact

Section 1. Purpose

- A. Constituent Contact Events refer to interactions between students and Association members. There are three main purposes for Constituent Contact: to gather information regarding the needs and concerns of the Student Body, to raise awareness of any issues the Student Government Association is currently working on, and to inform the student body of the Student Government Association.

Section 2. Approval

- A. Constituent Contact Events must be submitted to the Vice President of the Assembly by the end of each month. Each Senator is responsible for performing and providing evidence for Constituent Contact Events. Constituent Contact Events may be held on any given day or week of the month and multiple Constituent Contact Events may be counted at once.
- B. The Vice President of the Assembly shall be responsible for managing constituent contact and reviewing Constituent Contact Events. To approve a Constituent Contact Event, the Vice President of the Assembly must determine that the event accomplishes at least one of the stated purposes of Constituent Contact and is an interaction between an SGA member and a non-SGA student. The Vice President of the Assembly may impose additional requirements for Constituent Contact Events with the advice and consent of the Executive Committee so long as the additional requirements do not contradict the SGA governing documents.
- C. If the Vice President of the Assembly rejects a member's Constituent Contact submission, the member may appeal the decision to the Executive Committee.

- D. The Vice President of the Assembly shall keep a record of all submitted events for each member.

Section 3. Application

- A. Every Senator is required to report four (4) Constituent Contact Events each month of the Fall and Spring semesters. Only approved submissions shall count towards this requirement. This number may be reduced at the discretion of the Vice President of the Assembly due to university closure or break, finals week, or other extenuating circumstances that would make fulfilling this requirement unreasonable.
- B. The Vice President of the Assembly may excuse an individual member from Constituent Contact requirements if extenuating circumstances exist. It is the individual member's responsibility to provide the Vice President of the Assembly advance notice of any extenuating circumstances. The Vice President of the Assembly should not excuse Constituent Contact Hours without advance notice unless the individual member had no reasonable way to anticipate the extenuating circumstances. If the Vice President of the Assembly has already excused an individual member from three (3) Constituent Contact Events, the Vice President of the Assembly cannot excuse additional events for that member without approval from the Executive Committee.
- C. Failure to submit Constituent Contact shall be considered 1 unexcused absence for each month where the member failed to complete all assigned Constituent Contact.

Article XVIII. Office Hours

Section 1. Requirements

- A. All Association members are required to hold regular office hours.
 - a. The Executive Officers shall each hold two (2) office hours per week.
 - b. The Senators shall each hold two (2) office hours per week.
 - c. The Secretaries shall each hold a number of office hours per week determined by the Chief of Staff.

Section 2. Definition

- A. Office Hours are hours spent in the SGA Office or other location approved by the Secretary of the Assembly.

Article XIX. Onboarding

Section 1. Responsibility

- A. The Secretary of the Assembly shall be responsible for onboarding all Association members when they assume their position. In the absence of the Secretary of the Assembly, the Chief of Staff shall be responsible for onboarding.
- B. The SGA Executive Committee shall be responsible for creating and maintaining any onboarding materials and procedures.

Section 2. Scope

- A. Onboarding shall include and overview and explanation of the following:
 - a. The SGA governing documents.
 - b. Authorities, powers, and responsibilities of the member's role.
 - c. Association organizational structure and processes.
 - d. All programs and tools used by the Association.
 - e. Academic Senate organizational structure, role, and processes.
 - f. Association policies, including Constituent Contact, attendance, and office hours.
 - g. Robert's Rules.
 - h. Legislation.
 - i. All required training, actions, and other employment related matters.
 - j. Any other subject as determined by the Executive Committee or SGA Advisor.

Article XX. Academic and Disciplinary Requirements

Section 1. Disciplinary Requirements

- A. All Association members must be in good disciplinary standing with Illinois State University. Members placed on disciplinary probation, restrictive disciplinary probation, suspended, or dismissed by Illinois State University shall be

automatically removed from their positions. Removed members shall be ineligible to serve in any position until they are in good disciplinary standing.

- B. The SGA Advisor shall monitor each member's disciplinary status and inform the SGA Executive Committee of any members not in good disciplinary standing.

Section 2. Academic Requirements

- A. Undergraduate members of the Association must have and maintain a minimum 2.0 cumulative and semester grade point average.
- B. Graduate members of the Association must have and maintain a minimum 3.0 cumulative and semester grade point average.
- C. The Student Body President, Vice President, and Chief of Staff must have and maintain a minimum 2.75 (3.0 for graduate students) cumulative and semester grade point average.
- D. Cumulative grade point average requirements apply for all semesters at Illinois State University (including summer and winter) regardless of the number of hours attempted.
- E. The SGA Advisor shall monitor each member's cumulative and semester grade point averages and inform the SGA Executive Committee of any members failing to meet the academic requirements.
- F. Members who fail to meet the academic requirements shall be automatically removed from their positions.

Section 3. Final Course Grade Challenges

- A. Members who fail to meet the academic requirements but have challenged a final course grade under Illinois State University policy 4.1.20 (Final Course Grade Challenge) shall not be removed from their position until the challenge is resolved, providing that a successful challenge would raise their GPA above the minimum threshold.
- B. Members must notify the Secretary of the Assembly of any challenges.
- C. Members who still do not meet the academic requirements after their challenge has been resolved shall be automatically removed from their positions.

Section 4. Reinstatement

- A. Members removed for failing to meet the semester grade point average requirements may be reinstated by a two-thirds (2/3) vote of the Assembly. This

shall not apply to members who fail to meet cumulative grade point average requirements or disciplinary requirements.

- B. Reinstatement may only occur if the removed member requests it prior to the general assembly meeting following their removal. The removed member may not request reinstatement afterwards.
- C. Before a vote to reinstate is taken, the removed member must have the opportunity to address and take questions from the Assembly.
- D. Members may only be reinstated once and shall not be eligible for further reinstatement for subsequent violations.

Article XXI. Impeachment

Section 1. Scope

- A. The Executive Officers, Senators, and Ex-Officio Representatives may be impeached for negligence or irresponsibility.
- B. Negligence or irresponsibility includes, but is not limited to:
 - a. Failure to appropriately perform duties assigned by the SGA governing documents.
 - b. Behavior through or affecting the Student Government Association that is unethical and/or harmful to the Student Government Association and/or its members.

Section 2. Conviction

- A. Members who are convicted shall immediately be removed from their position.

Article XXII. Compensation

Section 1. Wages

- A. Each SGA member shall be compensated for each hour worked. Payment rates shall be established by the Dean of Students Business Office.

Section 2. Hours

- A. The Executive Officers each may record up to fifteen (15) hours per week.
- B. The Assembly Officers each may record up to nine (9) hours per week.

- C. Senators may record up to six (6) hours per week.
- D. The Chief of Staff shall determine for each Secretary the maximum number of hours they may record. The sum of all weekly hours for Secretaries shall not exceed thirty (30) hours.
- E. Ex-Officio Representatives may each record up to three (3) hours per week.

Section 3. Refusal of Compensation

- A. Members of the Association may choose to decline financial compensation for their role(s) and instead serve on a purely volunteer basis.
- B. Members can request a contract that forgoes eligibility for financial compensation. If a member chooses this option, their specific role(s) will be designated as a volunteer position, and they will not be eligible for any financial compensation.
- C. If a member vacates their role, that role previously designated as a volunteer position will automatically revert to a compensated position.

Article XXIII. Required Statements

Section 1. Nature of Required Statements

- A. The statements in Sections 3, 4, 5, and 6 of this article are required to be present in the SGA governing documents by the university administration. In the event of a conflict between these clauses and the governing documents, including the SGA Constitution, these clauses shall hold supremacy.

Section 2. Updates to Required Statements

- A. Should the university administration modify any of these statements, the President of the Assembly shall immediately update the affected statement(s) accordingly. As the changes are required by the university administration, the President of the Assembly is not required to consult the Assembly before doing so but must inform the Assembly after changes are made. Each clause must be a verbatim copy of the university-provided clause.

Section 3. Non-Discrimination Clause

- A. Member Selection: Member selection shall be free from discrimination based on race, color, ancestry, national origin, religion, pregnancy, sexual orientation, order of protection, gender identity and expression, age, marital status, disability, genetic

information, unfavorable military discharge, status as a veteran, or sex (including sexual harassment, sexual assault, domestic violence, dating violence, and stalking).

- B. Programs, Services, and Activities: This organization shall be in compliance with all federal and state statutes and regulations as well as Illinois State University policies pertaining to non-discrimination in educational programs. Access to all programming provided or sponsored by Registered Student Organizations shall be free from discrimination based on race, color, ancestry, national origin, religion, pregnancy, sexual orientation, order of protection, gender identity and expression, age, marital status, disability, genetic information, unfavorable military discharge, status as a veteran, or sex (including sexual harassment, sexual assault, domestic violence, dating violence, and stalking). This organization shall provide reasonable accommodations as necessary to individuals with disabilities in order to provide equal opportunity to participate in programs, services, and activities.

Section 4. Membership Clause

- A. One hundred percent of members are Illinois State University students. Non-students and alumni may participate, but are not considered members and cannot act on behalf of or represent the RSO when conducting business. When participating in events, meetings, etc., they must abide by all Illinois State University and RSO policies as well as city, state, and national laws.

Section 5. Advisor Clause

- A. The organization will have an advisor that is an Illinois State University faculty, staff, or graduate assistant employed by the University.
- B. The Dean of Students or designee will meet with the Student Government Association on a regular basis.
- C. Provide oversight and represent the Dean of Students Office to members of the RSO.
- D. Serve as ex-officio member of the RSO and as such, does not cast a vote.
- E. Serve as signature/approval authority for registered student organization procedures required by Illinois State University such as Events with Alcohol, Student Organization Registration, Fleet Vehicle Request, space reservations, student fee funding, etc.

Section 6. Sponsored Statements

A. The Student Government Association is sponsored by the Dean of Students Office.

As such, the organization agrees to the following:

- a. The Dean of Students Office provides oversight to the organizations including approval and denial authority of organization activities and events.
- b. Authorized signers for the Dean of Students Office will request and sign all contractual agreements for all RSO events and activities.
- c. The Dean of Students Office will assign a staff member to advise the organization. The advisor will fulfill responsibilities as outlined in governing documents.
- d. If the Dean of Students Office provides funding or the organization receives an allocation from the Student Fee Board, the organization agrees to follow all Illinois State University policies and procedures for expenditures.
- e. The RSO will utilize a University account number supplied by the Dean of Students Office for on-campus expenses.