**Student Government Association Executive Bylaws**

**Article I. Administration**

**Section 1. Executive Officers**

The Executive Officers shall include the Student Body President, Student Body Vice President, and the Student Body, Chief of Staff elected by the Student Body as a slate. The Executive Officers are each required to record twenty (20) hours of work each week that school is in session during the fall and spring semesters, except for Finals Week. Executive Officers are also required to attend one summer meeting, a fall retreat, and a winter retreat, for which they are granted one week of pay each.

**Section 2. Authorities, Powers, and Responsibilities**

A. The Student Body President shall have the following authorities, powers, and responsibilities, in addition to those set forth in the Constitution:

i. To deliver a monthly address to the Assembly outlining the expected agenda of the Administration for the subsequent two (2) months.

ii. To serve as a voting member of the Academic Senate.

iii. To serve as a co-chairperson and voting member of the SGA Executive Committee.

iv. To be in attendance in the community of Bloomington/Normal for at least forty-five (45) days during the summer. In this time, he/she shall keep regular office hours in order to serve the University Community.

v. To recommend the establishment or abolition of the student commissions to the Assembly.

vi. To appoint members and commissions to established commissions.

vii. To communicate with and assist the Student Trustee concerning Board of Trustees issues.

viii. To recommend legislation to the Assembly.

ix. To call special meetings of the Assembly.

x. To maintain regular office hours.

xi. To sign or veto all resolutions and bills passed by the Assembly within five (5) business days of receipt. Any resolution or bill not signed or vetoed within five (5) business days of receipt shall be considered signed or approved. This veto power shall not extend to any governing documents including the Student Government Association Constitution or Bylaws.

xii. To serve as the primary ceremonial representative of the student body and Student Government Association.

xiii. To deliver a State of the Student Body Address to the University community during the February of her/his term.

xiv. To remove at will any member of the Executive Cabinet.

xv. To attend all Academic Senate and SGA meetings.

xvi. To attend meetings of the Academic Senate Executive Committee.

xvii. To preside over meetings of the Academic Senate in the absence of the chairperson.

xviii. To perform other duties as assigned.

B. The Student Body Vice President shall have the following authorities, powers, and responsibilities, in addition to those set forth in the Constitution:

i. To appoint interested students to serve on commissions of SGA, as directed by the Student Body President.

ii. To appoint interested students to serve on external committees of the Academic Senate.

iii. To appoint interested students to serve on additional committees, task forces or groups in which student representation is requested to the SGA.

iv. To coordinate and oversee the SGA Emerging Leader Program.

v. To serve as the primary advocate in hearing, addressing, and advocating individual student concerns on a case-by-case basis.

vi. To appoint a group of interested students as potential members of the Student Elections Committee and submit the names of said students to the Assembly no later than November 1st.

vii. To serve as a voting member of the SGA Executive Committee.

viii. To serve as a ceremonial representative of the student body and Student Government Association in the absence of and/or in conjunction with the Student Body President.

ix. To be in attendance in the community of Bloomington/Normal for at least forty-five (45) days during the summer. In this time, he/she shall keep regular office hours in order to serve the University Community.

x. To accept reports from student commissions and work closely with commissioners.

xi. To maintain regular office hours.

xii. To attend and give a report at all Assembly meetings.

xiii. To perform other duties as assigned.

xiv. To recommend legislation to the Assembly.

C. The Student Body Chief of Staff shall have the following authorities, powers, and responsibilities, in addition to those set forth in the Constitution:

i. To prepare the initial budget for each fiscal year and submit it to the SGA Finance and Allocations Committee by the first Assembly meeting in August of the fall semester of the Academic year.

ii. To report on the status of the SGA Budget at the second Assembly meeting of each month.

iii. To serve as the primary financial officer for the Association.

iv. To approval all expenditures in advance of their being made.

v. To serve as a voting member of the SGA Executive Committee.

vi. To monitor the office hours of and process payment for all Executive Officers, Executive Cabinet Members, Assembly Officers, and Assembly Senators.

vii. To serve as the SGA office manager.

viii. To convene meetings of all Executive Cabinet Members.

ix. To delegate assignments to Executive Cabinet Members, as necessary.

x. To recommend Executive Cabinet Member appointments to the Student Body President.

xi. To be responsible for preparing the annual budget request.

xii. To plan and enact special events, including retreats, member development initiatives, and the Passing of the Gavel Ceremony, as deemed appropriate and/or necessary in conjunction with the Executive Officers.

xiii. To serve as a ceremonial representative of the student body and Student Government Association in the absence of and/or in conjunction with the Student Body President and Student Body Vice President.

xiv. To assume the authority, powers, and responsibilities of an Executive Cabinet Member position in the event of a vacancy.

xv. To maintain regular office hours.

xvi. To attend and give a report at all Assembly meetings.

xvii. To perform other duties as assigned

xviii. To recommend legislation to the Assembly.

**Section 3. Compensation**

A. Executive Officers shall begin receiving their parceled-out stipend beginning in the spring semester immediately after the officers are sworn in and their contract is signed. Each Executive Officer shall receive a private office with a computer and telephone line and receive a stipend. When signing their contract, he/she shall have the choice of contract length which specifies the amount of his/her stipend. Stipend amounts shall be established annually through the student fee review process and executed by the Dean of Students Business Office, in consultation with the SGA Advisor.

## Article II. Executive Cabinet Members

**Section 1. Approval of Appointments**

A. Appointments made by the Executive Officers require a two-thirds (2/3) confirmation by the Assembly.

B. Applications of the Executive Cabinet candidates shall be available to the Assembly to view at least one week prior to the meeting in which approval will be considered.

C. Any Executive Cabinet Member that is appointed after the start of the Academic year must attend an Onboarding Meeting led by the Student Government Association Advisor(s) and the Student Body President within two weeks following their confirmation that will cover the following:

i. Setting up their employee iPeople account.

ii. How to negative and use Teams.

iii. Cover any Mandated Training.

iv. What Office Hours are and any processes they’ll need to follow to do Office Hours correctly

v. Determine Internal Committee Placements and give all necessary information surrounding that placement, i.e., Where and when they meet, what the purpose of that committee is, any training that needs to be done for that committee.

vi. Setting up their VPSA Email.

vii. Explain the purpose of SGA along with the association’s goals and values.

viii. General expectations, i.e., Dress code, what is and isn’t allowed in our meetings, how to debate respectfully.

ix. A brief overview of Robert’s Rules.

x. Explain the Absence Policy.

xi. Give an overview of Executive Meetings, i.e., What they are, when and where they happen.

xii. Explain how to give a report and what should be included in one.

xiii. Explain how to run an external committee

**Section 2. Executive Cabinet Members**

A. The Executive Cabinet Members shall be established for the purpose of carrying out the executive functions of the Student Government Association which shall include the Secretary of Governmental Relations, Secretary of Public Relations, Secretary of College Affordability, Secretary of Programming, Secretary of Information Technology, Secretary of Diversity Affairs, Secretary of Sustainability, Secretary of Student Judiciary Affairs, Secretary of Non-Traditional Student Experience, Secretary of Parking and Transportation, and Secretary of Administrative Compliance.

B. The Executive Cabinet Members serve at the discretion of the current Student Body President with respect to specific duties and terms of office and may be removed from office by the Student Body President at any time.

C. Any Executive Cabinet Member shall be automatically and immediately removed from office if he/she is not in good academic and disciplinary standing.

D. Executive Cabinet Members are each required to work a specific number of hours of work each week that school is in session during the fall and spring semesters, except for Finals Week. The number of hours is established by the Student Body Chief of Staff.

E. Executive Cabinet Members are also required to attend one summer meeting, a fall retreat, and a winter retreat, for which they are granted eight hours of pay each.

**Section 3. Authorities,** **Powers, and Responsibilities**

A. The Secretary of Governmental Relations shall have the following authorities, powers, and responsibilities, in addition to those set forth in the Constitution:

i. To abide by and support the SGA Constitution.

ii. To advise the Student Body Chief of Staff on matters pertaining to SGA and University operations.

iii. To serve as the representative for the Student Advisory Committee to the Illinois Board of Higher Education (IHBESAC).

iv. To serve as a legislative liaison for the Student Body to the Illinois General Assembly, Illinois Board of Higher Education (IHBE) and other government bodies.

v. To maintain close working relationships with the members of the General Assembly, especially those representing Illinois State University, the 44 District Senator and the 88 district State Representative.

vi. To generally inform and recommend action to the Assembly pertaining to higher education governance.

vii. To monitor the actions of local, state, and national governmental bodies and report those matters of interest to the Assembly.

viii. To coordinate a campus voter registration drive.

ix. To serve as the SGA liaison at the Town of Normal Council meetings.

x. To serve on any and all campus and community government related committees where student presentation is appropriate.

xi. To attend and give a report at all Assembly meetings.

xii. To perform other duties as assigned by the Student Body Chief of Staff or the Assembly.

xiii. To serve as an ex-officio member of the Civic Engagement Committee of the Student Government Association.

xiv. To recommend legislation to the Assembly.

B. The Secretary of Public Relations shall have the following authorities, powers, and responsibilities, in addition to those set forth in the Constitution:

i. To abide by and support the SGA Constitution.

ii. To advise the Student Body Chief of Staff on matters pertaining to SGA advertising, marketing, promotion, and media relations.

iii. To maintain all SGA bulletin boards and public relation resources.

iv. To act as a liaison to all campus and local media.

v. To create and organize public relations and marketing plans and strategies for the Association, including print, radio, and television advertisements.

vi. To serve on any appropriate University and community committees, as necessary.

vii. To advertise and promote SGA ventures and activities.

viii. To attend and give a report at all Assembly meetings.

ix. To maintain a record of SGA activities and events.

x. To serve as the documenter of the Association, taking pictures, etc. at all SGA functions.

xi. To oversee and approve all SGA marketing, press releases, and promotional materials.

xii. To create and provide concise reports to the local and campus media outlets outlining current and future Student Government Association initiatives.

xiii. To coordinate any open forums, press conferences, etc. wherein the primary focus is dissemination of information to the public.

xiv. To create and distribute an alumni newsletter once each semester.

xv. To assist in the establishment and administration of the Student Government Association Scholarship Fund.

xvi. To perform other duties as assigned by the Student Body Chief of Staff or the Assembly.

xvii. To recommend legislation to the Assembly.

C. The Secretary of College Affordability shall have the following authorities, powers, and responsibilities, in addition to those set forth in the Constitution:

i. To abide by and support the SGA Constitution.

ii. To advise the Student Body Chief of Staff on matters pertaining to SGA, student fees, and University Operations.

iii. 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.

iv. 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.

v. To prepare the yearly SGA report and recommendation regarding student fee rates.

vi. To submit the student fee recommendation to the SGA Assembly.

vii. To work in conjunction with the Student Body President to forward the SGA student fee recommendation to the Board of Trustees.

viii. To act as the liaison between SGA and all University offices that directly deal with finance, in particular the Office of Financial Aid, the Comptroller, and the Division of Finance and Planning regarding issues related to College Affordability.

ix. To work with the Office of Financial Aid to ensure financial aid literature resonates with the general student population.

x. To manage and update the College Affordability Resource (CAR) in conjunction with the Secretary of Information Technology.

xi. To administer the SGA Calculator Lending Program.

xii. To assist in the establishment and administration of the Student Government Association Scholarship Fund.

xiii. To attend and give a report at all Assembly meetings.

xiv. To perform other duties as assigned by the Student Body Chief of Staff or the Assembly.

xv. To recommend legislation to the Assembly.

D. The Secretary of Programming shall have the following authorities, powers, and responsibilities, in addition to those set forth in the Constitution:

i. To abide by and support the SGA Constitution.

ii. To advise the Student Body Chief of Staff on matters pertaining to SGA programs and/or activities.

iii. To act as a liaison between the SGA and the University Athletics department.

iv. To serve on any appropriate University and community committees, as necessary.

v. To serve as an ex-officio member of the Programs and Recognition Committee of the Student Government Association.

vi. To coordinate all SGA events during Homecoming week.

vii. To assist in the coordination of programmatic SGA venture or activity.

viii. To attend and give a report at all Assembly meetings.

ix. To plan and coordinate the Community Clean-Up program.

x. To plan a community service project for the Association to complete once a semester.

xi. To foster an increase in school pride and appreciation for traditions through spirit raising campus events and activities.

xii. To organize and plan care packages activities and procedures.

xiii. To coordinate and oversee the Student Savings Club Program.

xiv. To organize and plan all Pack the Place activities and procedures.

xv. To perform other duties as assigned by the Student Body Chief of Staff or the Assembly.

xvi. To recommend legislation to the Assembly.

E. The Secretary of Information Technology shall have the following authorities, powers, and responsibilities, in addition to those set forth in the Constitution:

i. To abide by and support the SGA Constitution.

ii. To advise the Student Body Chief of Staff on matters pertaining to SGA technology.

iii. To maintain an electronic historical account of SGA files.

iv. To monitor and update the SGA website as needed.

v. To publish to the SGA website any minutes, voting records, reports, and

legislation received from the Secretary of the Assembly.

vi. To maintain SGA Campus Questions Guide on the SGA website.

vii. To serve on any appropriate University and community committees, as necessary.

viii. To attend and give a report at all Assembly meetings.

ix. To report to the Association on any Information Technology (IT) or other campus technology issues.

x. To perform other duties as assigned by the Student Body Chief of Staff or the Assembly.

xi. To recommend legislation to the Assembly.

F. The Secretary of Diversity Affairs shall have the following authorities, powers, and responsibilities, in addition to those set forth in the Constitution:

i. To abide by and support the SGA Constitution.

ii. To advise the Student Body Chief of Staff on matters pertaining to SGA on diversity issues, concerns, and initiatives.

iii. To serve as a liaison between minority and underrepresented students and SGA regarding minority and/or underrepresented student issues and concerns.

iv. To maintain close working relationships with the members of the ISU community who work directly with minority 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 Diversity and Affirmative Action.

v. To serve as Chair of the SGA Standing External Committee on Diversity.

vi. To generally inform and recommend action to the Assembly pertaining to diversity advocacy.

vii. To address and improve issues faced by minority and/or underrepresented groups on campus; and to develop new, innovative ideas in order to address their concerns.
viii. To outreach to the minority and underrepresented groups on campus to develop strong lines of communication.

ix. To coordinate forums that foster an environment of discussion and dialogue to address diversity related issues.

x. To coordinate programs that would allow students to interact with others of different backgrounds and cultures.

xi. To serve on any appropriate University and community committees, as necessary.

xii. To attend and give a report at all Assembly meetings.

xiii. To perform other duties as assigned by the Student Body Chief of Staff or the Assembly.

xiv. To recommend legislation to the Assembly.

G. The Secretary of Sustainability shall have the following authorities, powers, and responsibilities, in addition to those set forth in the Constitution:

i. To abide by and support the SGA Constitution.

ii. To advise the Student Body Chief of Staff on matters pertaining to SGA and University operations.

iii. To act as a liaison between the Student Body, Faculty, Office of Sustainability and SGA regarding issues related to University sustainability initiatives and efforts.

iv. To serve on appropriate committees within the University and/or community where student representation is needed.

v. To attend and give a report at all Assembly meetings.

vi. To maintain and record a transition handbook for the next appointed Secretary of Sustainability, information should include but not be limited to activities, points of contact, and proposed and ongoing projects.

vii. To serve as Chair of the standing external committee on Sustainability and work with the Student Body President or Vice President to appoint members and advisors to the Sustainability Committee.

viii. To be knowledgeable of local, national, and global sustainability issues and efforts and to communicate with SGA and University when appropriate.

ix. To recommend legislation to the Assembly.

x. To perform other duties as assigned by the Student Body Chief of Staff or the Assembly.

H. Secretary of Student Judiciary Affairs shall have the following authorities, powers, and responsibilities, in addition to those set forth in the Constitution:

 i. To abide by and support the SGA Constitution.

ii. To advise the Student Body President and Chief of Staff on student disciplinary matters pertaining to the Student Body, the Office of Student Conduct Conflict and Resolution, the University Police Department, the Normal Police Department, the Bloomington Police Department, the Office of Student Activities and Involvement, and the Office of Fraternity and Sorority Life.

iii. To act as a liaison between the Student Body, Registered Student Organizations, and the Student Government Association regarding issues related to judicial proceedings by the University.

iv. To Chair the Committee of Student Judiciary Affairs.

v. To serve on appropriate committees within the University and/or community where student representation is needed.

vi. To attend and give a report at all Assembly meetings.

vii. To maintain and record a transition handbook for the next appointed Secretary of Student Judiciary Affairs. Information should include, but not be limited to activities, points of contact, and proposed and ongoing projects.

viii. To be knowledgeable of the Student Code of Conduct, the Office of Student Conduct Conflict and Resolution proceedings, and state and federal laws pertaining to University Students.

ix. To recommend legislation to the Assembly.

x. To perform other duties as assigned by the Student Body President, Chief of Staff, or the Assembly.

I. The Secretary of Non-Traditional Student Experience shall have the following authorities, powers, and responsibilities, in addition to those set forth in the Constitution:

i. To abide by and support the SGA Constitution.

ii. To advise the Student Body President and Chief of Staff on non-traditional student matters pertaining to the Student Body, the Office of Admissions, the Office of International Student and Scholar Services, the Office of Veterans and Military Service, the Office of Student Activities and Involvement, and the Office of Fraternity and Sorority Life.

iii. To act as a liaison between the Student Body, Registered Student Organizations, and the Student Government Association regarding issues related to the needs of transfer, international, veteran, and any other non-traditional students

iv. To Chair the Committee of Non-Traditional Student Experience

v. To serve on appropriate committees within the University and/or community where non-traditional student representation is needed.

vi. To attend and give a report at all Assembly meetings when needed

vii. To maintain and record a transition handbook for the next appointed Secretary of Non-Traditional Student Experience. Information should include, but not be limited to activities, points of contact, and proposed and ongoing projects.

viii. To be knowledgeable of the Student Code of Conduct, the Office of Student Conduct Conflict and Resolution proceedings, and state and federal laws pertaining to University Students.

ix. To recommend legislation to the Assembly.

x. To perform other duties as assigned by the Student Body President, Chief of Staff, or the Assembly.

J. The Secretary of Parking and Transportation shall have the following authorities, powers, and responsibilities, in addition to those set forth in the Constitution:

i. To abide by and support the SGA Constitution.

ii. To advise the Student Body President and Chief of Staff on matters pertaining to the Student Body, Connect Transit, Reggie Ride, Amtrak, and the Central IL Regional Airport

iii. Communicate with Illinois State University’s Office of Parking and Transportation

iv. Work with the Secretary of Sustainability on advocating for environmentally friendly modes of transportation

v. Sit on Parking and Transportation Advisory Committee

vi. To serve on appropriate committees within the University and/or community where student representation is needed.

vii. To attend and give a report at all Assembly meetings when needed

viii. To maintain and record a transition handbook for the next appointed Secretary of Parking and Transportation. Information should include, but not be limited to activities, points of contact, and proposed and ongoing projects.

ix. To recommend legislation to the Assembly.

x. To perform other duties as assigned by the Student Body President, Chief of Staff, or the Assembly.

K. The Secretary of Administrative Compliance shall have the following authorities, powers, and responsibilities, in addition to those set forth in the Constitution:

i. To abide by and support the Student Government Association Constitution.

ii. To advise the Student Body President, Student Body Vice President, and Chief of Staff on matters pertaining to the Student Government Association governing documents, rules and policies relating to other governing bodies relevant to the student body, reviewing and assessing the viability of various proposals within the confines of the governing documents, among other duties assigned by the Student Body President, Student Body Vice President, and Chief of Staff.

iii. To serve as a non-voting ex-officio member of the Policies and Procedures Committee.

iv. To attend and give a report at all Assembly meetings.

v. To maintain and record a transition handbook for the next appointed Secretary of Administrative Compliance. Information should include, but not be limited to activities, points of contact, and proposed and ongoing projects.

vi. To be knowledgeable of the Student Code of Conduct, the Office of Student Conduct Conflict and Resolution proceedings, and state and federal laws pertaining to University Students, along with internal revisions to any and all governing documents and rules within Student Government Association and relevant institutions to the student body’s interests.

vii. To recommend legislation to the Assembly.

**Section 4. Compensation**

Executive Cabinet Members shall receive hourly pay beginning immediately after the approval of his/her appointment from the Assembly and completion of his/her contract and paperwork. He/she shall receive pay based on the number of hours worked per week. Payment rates shall be established annually through the student fee review process and executed by the Dean of Students Business Office, in consultation with the SGA Advisor.

**Section 5. Executive Cabinet Meetings**

All Executive Cabinet Members are required to attend Cabinet meetings. The Student Body Chief of Staff and the Student Body Vice President oversee and coordinate these meetings to provide a forum for the cabinet members to receive assignments and to provide updates to the Administration.

**Article III. Committees**

**Section 1. Internal Committees**

There shall be four internal committees of the Student Government Association Assembly.

A. Civic Engagement Committee: The Civic Engagement Committee shall consist of a varying number of Executive Cabinet Members and Assembly Senators.

B. Finance and Allocations Committee: The Finance and Allocations Committee shall consist of five (5) Assembly Senators. Members of the Finance and Allocations Committee shall also serve as the SGA members of the Student Fee Board.

C. Programs and Recognition Committee: The Programs and Recognition Committee shall consist of a varying number of Executive Cabinet Members and Assembly Senators.

D. Policy and Procedures Committee: The Policy and Procedures Committee shall consist of a varying number of Executive Cabinet Members and Assembly Senators.

**Section 2. External Committees**

A. The Student Body Vice President shall appoint members of the Student Body to the external committees of Academic Senate that are listed in the Committee Structure of the Academic Senate at Illinois State University Supplement to the Bylaws of the Academic Senate (Blue Book).

B. The Student Body Vice President shall appoint members of the Student Body or Assembly to any committee, task force, or group in which student or SGA representation is requested as outlined in the SGA Operations Manual.

C. There shall be four standing external committees of the Student Government Association. These are:

i. Sustainability Committee

ii. Diversity Committee

iii. Campus Safety

iv. Judiciary Affairs Committee

**Section 3. Membership and Qualifications**

A. All student members shall be full-time members of the Student Body and shall be in good academic and disciplinary standing at the time of appointment and must remain in such status while serving on any committee.

B. All student members must maintain an overall 2.00 cumulative and semester grade point ratio for undergraduate students and a 3.00 cumulative and semester grade point ratio for graduate students.

C. All student members shall provide the Student Body Vice President with an update report on a regular basis.

**Article IV. Commissions**

**Section 1. Membership and Qualifications**

A. Membership on an established commission shall be granted to from seven (7) to ten (10) interested members of the Student Body appointed by the Student Body President.

B. A commission’s membership must be composed of a majority of students not directly involved with the SGA unless otherwise approved by the Assembly.

C. The Assembly may adjust the membership limit at the request of the Student Body President.

D. All student members shall be members of the Student Body and shall be in good academic and disciplinary standing at the time of appointment and must remain in such status while serving as a commissioner.

**Section 2. Authorities,** **Powers, and Responsibilities**

A. To achieve the charge of the commission determined by the Student Body President.

B. To research or otherwise gather information pertinent to the assigned issue or concern.

C. To utilize available SGA resources and staff, when necessary, with the approval of and under the supervision of the Student Body Vice President.

D. To debate the consequences of all potential solutions to the assigned issue or concern.

E. To recommend to the Student Body President any and all feasible courses of action and/or solutions for the assigned issues or concerns addressed by the commissions.

**Section 3. Commission Chair Authorities,** **Powers, and Responsibilities**

A. To serve as chairperson and primary spokesperson for his/her respective commission.

B. To appoint a secretary for the commission.

C. To convene and set the agenda for meetings of the commission.

D. To report periodically to the Student Body Vice President on the status of the commission’s progress.

E. To submit the final report to the Student Body President on the operations and recommendations of the commission.

**Section 4. Commission Secretary Authorities,** **Powers, and Responsibilities**

A. To maintain accurate records of attendance, minutes, and agendas for all commission meetings.

B. To submit all records of the commission with the final report.

C. To distribute a copy of the minutes and agenda to all commissioners.

**Article V. Assembly Meetings**

**Section 1. Agenda**

A. A tentative agenda shall be complied by seven (7) days prior to each Assembly Meeting with the exception of Thanksgiving, Winter, Spring and Summer Breaks. All legislation must be submitted to the President of the Assembly within this time frame.

B. Legislation submitted after the time frame can be placed on the agenda if this action is approved by the majority of the Student Government Assembly.

C. The Student Government Executive Committee will rule on all items to be placed on the agenda.

**Section 2. Executive Session**

A. Assembly meetings shall be open to the public. The only exception to this open attendance policy shall be when the Assembly moves into Executive Session by two-thirds (2/3) majority vote of the members present and voting. In this case, only the Student Government members of the Legislative, Executive and Ex-Officio branches, and advisors may remain and retain their privileges. The Assembly may also allow others to remain by three-fourths (3/4) majority vote of those present and voting.

B. To ensure compliance with the Illinois Open Meetings Act, Executive Session shall be reserved for matters involving personnel and employment matters, legal matters, disciplinary issues, and other rare cases involving the safety and security of students, faculty, staff, the public and/or public property.

**Section 3. Emergency Sessions**

A. At the beginning of all emergency sessions of the Assembly, the presiding officer shall announce the purpose for calling the emergency meeting.

i. A petition calling for an emergency session must include the purpose for calling the emergency session, the date, time, and location. The petition must be turned into the President of the Assembly forty-eight (48) hours prior to the emergency session. The Student Government Members must be given forty-eight (48) hours notification of the session called by petition.

ii. Only items specified by the Student Body President, President of the Assembly, or Senator’s petition may be considered and voted upon by the Assembly.

iii. Emergency sessions of the Assembly shall be subject to the Assembly Bylaws and shall be governed by the same rules of procedures as the regular meeting.

iv. Emergency sessions will be open to ex-officio members of the Association but the attendance of these members may not be required.

**Section 4. 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.

**Section 5. Speaking Privileges**

A. No person may address the Assembly unless specifically provided for in the Student Government Association Constitution, Executive Branch Bylaws, Legislative Branch Bylaws, Ex-Officio Bylaws or Advisor Bylaws.

B. Speaking privileges may be granted to any other person with two-thirds (2/3) approval of the Assembly membership present and voting at any time during a meeting.

C. Persons giving a report scheduled on the agenda shall have the power to yield the floor to anyone for the duration of their report.

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 6. Caucus Meetings**

A. A Caucus session may be held prior to the start of each Assembly Meeting.

B. The Caucus will include legislative, executive, and ex-officio members of the Association, and shall be used to educate the Student Government Association on current issues, programs, and services, as well as to discuss emerging issues of interest to the Student Body and/or to be used as a means for facilitating open communication between the members of the Association.

C. The President of the Assembly, in consultation with the Executive Committee, shall set the agenda for each Caucus.

**Article VI. Policies and Procedures**

**Section 1. Academic and Disciplinary Policy**

A. The Student Body President must maintain an overall 2.75 cumulative and semester grade point ratio for undergraduate students and a 3.00 cumulative and semester grade point ratio for graduate students for every semester while in office.

B. The Student Body Vice President and the Student Body Chief of Staff must maintain an overall 2.50 cumulative and semester grade point ratio for undergraduate students and a 3.00 cumulative and semester grade point ratio for graduate students for every semester while in office.

C. The Executive Cabinet Members shall post a 2.00 cumulative grade point ratio for undergraduate students and a 3.00 cumulative grade point ratio for graduate students at the time of their selection or appointment and maintain a 2.00 cumulative and semester grade point ratio for undergraduate students and a 3.00 cumulative and semester grade point ratio for graduate students for every semester while in office.

D. No member of the Executive Branch shall be on academic or disciplinary probation with the University. All members must comply with the academic standards as set forth in the Student Code of Conduct.

i. If an Executive Branch Member does not meet the grade requirements and the Executive Branch Member has an academic appeal filed with their professor to change the grade in a class, then that Executive Branch Member may ask to be placed on probation.

ii. The Executive Branch Member must submit documentation of the appeal to the Secretary of the Assembly.

iii. The appeal must be resolved by the fourth week of the fall semester if the grade deficiency occurred in the spring or summer semesters or by the fourth week of the spring semester if the grade deficiency occurred in the fall semester.

iv. If the EBM’s grades are still deficient after this time, if the appeal was denied or if the change in grade was not sufficient to bring the Executive Branch Member’s grades out of deficiency, then that Executive Branch Member will be removed from their position and the Executive Branch Member seat shall be declared vacant.

E. Cumulative grade point average requirements shall apply for all semesters at Illinois State University including the summer session regardless of the number of hours attempted.

F. The SGA Advisor shall confirm each Executive Branch Member’s overall grade point ratio, semester grade point average; and ensure that they are not on any form of probation with the University at least twice per semester and at the start of any Executive Branch Member’s term or appointment. The SGA Advisor shall be responsible for reporting any member who fails to meet academic and disciplinary requirements within forty-eight (48) hours of the finding to the Secretary of the Assembly. The Secretary of the Assembly shall inform the SGA Executive Committee of any member who fails to meet academic and disciplinary requirements.

G. The SGA Executive Committee shall inform the member and the position shall be declared vacant.

**Section 2. Absence Policy for Executive Officers**

A. If an Executive Member accumulates three (3) unexcused absences during one full administrative term, he/she is automatically removed from his/her position following the third unexcused absence regardless of the reason. Unexcused absences may not be made up.

B. Excused absences will be limited to three (3) per one full administrative term. Following the third unexcused absence, all subsequent absences will be considered unexcused. Excused absences may be made up through projects approved by the Secretary of the Assembly.

C. A person may make up one half (1/2) of the total number of allowed excused absences.

D. The Student Body President is required to attend all Assembly Meetings, Academic Senate Meetings, Emergency Meetings, SGA Caucuses, and Academic Senate Internal Meetings.

E. The Student Body Vice President is required to attend all Assembly Meetings, Emergency Meetings, and SGA Caucuses.

F. The Student Body Chief of Staff is required to attend all Assembly Meetings, Emergency Meetings, SGA Caucuses, and Executive Cabinet Meetings.

G. Executive Cabinet Members are required to attend all Assembly Meetings, Emergency Meetings, SGA Caucuses, and Executive Cabinet Meetings.

H. In the Fall and Spring semester following a Student Government Association election, the following absences will be given for missing Wednesday night meetings (when applied):

i. One half (1/2) absence for missing an Academic Senate Internal Committee Meeting.

ii. One half (1/2) absence for missing an SGA Caucus.

iii. One (1) absence for missing an SGA Assembly Meeting, Academic Senate Meeting, and/or Executive Cabinet Meeting.

I. In the Spring semester of an election year, all absences accumulated for newly elected SGA members for Wednesday night meetings will be applied on a fifty (50) percent basis for all prior academic obligations.

i. For example, missing an SGA Caucus during this semester will count for a one quarter (1/4) absence.

J. All absences are to be considered conditionally unexcused. For an excused absence to be granted, the Executive Branch Member must show reasonable cause for the absence at least one week in advance of the absence.

K. Except in the case of personal or medical emergency, the Executive Branch Member must present his/her case to the Secretary of the Assembly within forty-eight (48) hours if he/she is seeking a status change for the absence in question. In the event of a personal or medical emergency, the Executive Branch Member must present his/her case to the Secretary of the Assembly within forty-eight (48) hours of the absences if he/she is seeking a status change for the absence in question. If this absence is not reviewed before the next SGA Assembly Meeting, the absence will automatically be considered an unexcused absence regardless of the reason.

L. If an Executive Branch Member is unable to attend/participate in a mandatory event for one of the following reasons, he/she shall be marked as “not present;” and the absence will not be recorded as either excused or unexcused: Illinois State University courses scheduled to meet at the time of the event, personal or medical emergencies such as but not limited to deaths and/or hospitalization, and work in the case where the schedule has been set at the time the mandatory event was announced.

M. The Secretary of the Assembly is required to contact the Executive Branch Member in violation of the absence policy within forty-eight (48) hours after the third unexcused absence by telephone or email to notify them that they are removed from office.

N. If the Secretary of the Assembly is unable to contact the Executive Branch Member in violation of the absence policy by phone or email within forty-eight (48) hours after the third unexcused absence, this officer will announce this Executive Branch member as having been removed from office and their seat announced as a vacancy.

O. Any Executive Branch Member removed for attendance policy violations by the Secretary of the Assembly on behalf of the SGA Executive Committee will have the chance to appeal before the full Assembly. The Assembly then has the chance to question both members of the SGA Executive Committee and the Executive Branch Member in question. After questions, both sides shall have the chance to present their final statements. The Executive Branch Member must then receive a two-thirds (2/3) majority affirmation of the Assembly Senators present and voting to retain his/her office.

P. Two roll calls will be taken during Assembly meetings, after calling the meeting to order and prior to adjournment. Missing both roll calls constitutes one (1) unexcused absence. Missing one roll call will result in one-half absence (1/2).

Q. The Secretary of the Assembly will also take a silent roll call during SGA caucuses.

R. Attendance is also required at any event designated as mandatory by the Executive Committee with a minimum of two (2) weeks’ notice or through any legislation passed by the SGA Assembly.

i. Events can only be deemed mandatory by the Chief of Staff or the Executive Committee. Anyone wishing to request that an event be deemed mandatory must bring the event details to the Executive Committee by 5:00 p.m. on Monday. The Executive Committee will review the request and inform the event planner of its status.

ii. Executive Branch Members must be given two (2) weeks’ notice for an event to be deemed mandatory, unless approved through legislation.

S. The Fall Retreat is a mandatory event and will count for one (1) absence for every day missed.

**Section 3. Impeachment**

A. The Assembly may impeach, if necessary, any of the Executive Officers. If impeachment charges are brought on, the process shall be handled in accordance with the Student Government Association Constitution and the Operations Manual.

**Section 4. Removal of Executive Cabinet Members**

A. A complaint concerning an Executive Cabinet Member may be filed with the Executive Officers by any Senator or member of the Executive Branch.

B. Upon receipt of that complaint, the Executive Officers have one week to convene the performance review committee to consider the matter.

C. The performance review committee will be made up of the Student Body President, the Student Body Vice President, and the Student Body Chief of Staff and will be chaired by the Student Body President.

D. The performance review committee shall explore and investigate the complaint and decide on a course of action.

E. The performance review committee shall present their findings to the SGA Executive Committee along with the course of action taken.

**Article VII. Bylaw Revisions**

A. Revisions of the Executive Bylaws must be presented by a member of the Executive Branch to the Policy and Procedures Committee prior to being placed on the Association agenda.

## Amendment and Ratification History

## Amended: 10/5/22

Ratified: 11/02/22