# Student Government Association Legislative Bylaws

## Article I. Parliamentary Authority

The Student Government Association Legislative Branch will operate under the guidance of the latest version of Robert's Rules of Order Revised. Should Robert's Rules of Order Revised conflict with the Student Government Association Constitution or Legislative Bylaws, the Constitution will stand as the preeminent document followed by the Legislative Bylaws and subsequently Robert's Rules of Order Revised. The Parliamentarian of the Assembly shall assist the President of the Assembly in the orderly maintenance of Association business.

## Article II. Membership

### Section 1. Assembly Apportionment

A. Student Government Assembly membership shall consist of twenty (20) Senators.

i. Six (6) Off-Campus Senators elected by a plurality vote of those students **living in Off-Campus housing the current year in which the election will be held.** Off-Campus Senators shall work with the Dean of Students Office and the Office of Off-Campus and Nontraditional Student Services to advocate off-campus and nontraditional student concerns. Each senator shall represent a specific district that is enumerated in the operations manual. The President of the Assembly will give assignments to senators.

ii. Four (4) On-Campus Senators elected by a plurality vote of those students maintaining residence for the term of the election. On-Campus Senators shall work with the Association of Residence Halls to ensure Student Government Association representation at ARH General Assembly meetings and individual Senators shall attend their respective area government meetings. The constituent areas include:

a. Cardinal Court

b. Tri-Towers

c. Hewett/Manchester

d. Watterson

iii. Six (6) Academic Senators elected by a plurality of the student body shall serve to represent the interests of students in their academic colleges and departments. Academic Senators shall work to maintain contact with the colleges they represent and shall attempt to be aware of the issues that are facing their constituents. To ensure awareness within the position, Academic Senators must be enrolled in the college that they represent.

a. One Senator shall represent the College of Arts and Science

b. One Senator shall represent the College of Applied Science and Technology

c. One Senator shall represent the College of Business

d. One Senator shall represent the College of Education.

e. One Senator shall represent both the Wonsook Kim College of Fine Arts and the Mennonite College of Nursing.

f. One Senator shall represent the Graduate School.

iv. Four (4) Student Life Senators elected by a plurality of the student body shall serve to represent the interests of students in non-academic life. Student Life Senators shall work to reach out to registered student organizations through the Dean of Students Office, Student Involvement Center. The Student Life Senators will be responsible for administering the RSO of the Month program. Student Life Senators shall work to reach out to athletes through the Athletic Department. Student Life Senators shall work to reach out to the Health and Wellness Center.

B. Senators are expected to record eight (8) hours of work each week that school is in session during the fall and spring semesters, except for Finals Week. Senators are also required to attend one summer meeting, a fall retreat, and a winter retreat, all for which they will receive adequate compensation as determined by the Executive Committee.

### Section 2. Officers of the Assembly

The Officers of the Assembly shall include the President of the Assembly, the Vice President of the Assembly, and the Secretary of the Assembly, all of whom shall be elected by the Assembly. Officers of the Assembly are required to record six (6) hours of administrative office time in addition to the eight (8) hours required for service as a Senator.

### Section 3. Assembly Executive Board

A. The Assembly Executive Board shall consist of the Officers of the Assembly and the Senator Group Coordinators.

B. The Committee Chairs shall be defined as follows: The Chair of the Membership and Outreach Committee, the Chair of Finance and Allocations Committee, the Chair of the Policies and Procedures Committee, and the Chair of Civic Engagement Committee.

### Section 4. SGA Internal Committees

A. There will be four internal committees of the Student Government Assembly, which are as follows:

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

ii. 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.

iii. Membership and Outreach Committee: The Membership and Outreach Committee shall consist of a varying number of Executive Cabinet Members and Assembly Senators.

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

### Section 5. Compensation

A. Each Senator shall receive hourly pay beginning in the spring semester immediately after the Senators are sworn in and their paperwork with the Dean of Students office is completed. 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.

## Article III. Authorities, Powers, and Responsibilities

### Section 1. Officers of the Assembly

A. All three Assembly Officers shall have the following authorities, powers, and responsibilities in addition to those set forth in the Constitution:

i. To attend and give a report at all assembly meetings.

ii. To attend all Academic Senate meetings.

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

iv. To serve as a voting member of the Academic Senate Executive Committee

v. To serve as a voting member of the Assembly Executive Board.

B. The President of the Assembly shall have the following authorities, powers, and responsibilities:

i. To abide by and support the Student Government Association Constitution, Bylaws, and other governing documents.

ii. To preside over all Legislative Branch caucus meetings.

iii. To direct the maintenance of order and decorum in all SGA Assembly meetings.

iv. To rule on all parliamentary and constitutional inquiries, in the absence of a Parliamentarian.

v. To nominate and, with the advice and consent of the Assembly, appoint a Parliamentarian to advise the President of the Assembly on matters of parliamentary procedures at the option of the President of the Assembly.

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

vii. To serve as a member of the Policy and Procedure Internal Committee.

viii. To designate all chairpersons for ad hoc Legislative committees unless the committee memberships are otherwise provided for in the SGA Constitution or the Bylaws.

ix. To appoint all members to ad hoc Legislative committees unless the committee memberships are otherwise provided for in the SGA Constitution or the Bylaws.

x. To order the creation or abolition of ad hoc Legislative committees.

xi. To monitor the assignments deferred to SGA internal committees and ad hoc Legislative committees and facilitate all deliberations.

xii. To serve as the chairperson of the Assembly Executive Board.

xiii. To perform other duties as assigned by the Assembly or the Bylaws.

C. The Vice President of the Assembly shall have the following authorities, powers, and responsibilities:

i. To abide by and support the Student Government Association Constitution, Bylaws, Constituent Contact Governing Document, and other governing documents.

ii. To advise the President of the Assembly on SGA internal committee appointments, and the designation of chairpersons.

iii. To provide the Senators with a general template for constituent email for the discussion of SGA business.

iv. To monitor the correspondence from the Senators to their assigned constituencies.

v. To perform other duties as assigned by the President of the Assembly, the Assembly, or the Bylaws.

D. The Secretary of the Assembly shall have the following authorities, powers, and responsibilities:

i. To abide by and support the Student Government Association Constitution, Bylaws, and other governing documents.

ii. To advise the President of the Assembly on SGA internal committee appointments, and the designation of chairpersons.

iii. To notify all pertinent parties of regular and special Assembly and caucus meetings, events, or hearings.

iv. To grant reprieves from attendance requirements to Senators.

v. To process and forward all SGA legislation to the Student Body President for consideration within five (5) business days of approval from the Assembly.

vi. To organize and make available all Assembly legislation for public viewing and easy access.

vii. To organize and make available all Student Government Association attendance for public viewing and easy access.

viii. To perform other duties as assigned by the President of the Assembly, the Assembly, or the Bylaws.

### Section 2. SGA Internal Committees

A. The Civic Engagement Committee shall have the following authorities, powers, and responsibilities:

i. To abide by and support the Student Government Association Constitution, Bylaws, and other governing documents.

ii. To promote community outreach and political engagement.

iii. To raise civic awareness on campus.

iv. To organize educational programming that relates to the promotion of civic engagement.

v. To prepare campus communications relating to civic engagement.

vi. To cultivate relationships with the surrounding communities.

vii. To organize community service projects for internal Association participation.

viii. To perform other duties as assigned by the President of the Assembly, the Assembly, or the Bylaws.

B. The Finance and Allocations Committee shall have the following authorities, powers, and responsibilities:

i. To abide by and support the Student Government Association Constitution, Bylaws, and other governing documents.

ii. To review funding requests over $500.00.

iii. To oversee fundraising efforts.

iv. To preliminarily approve and monitor the SGA Operating Budget.

v. To serve as a voting member of the Registered Student Organization Fund Fee Board.

vi. To perform other duties as assigned by the President of the Assembly, the Assembly, or the Bylaws.

C. The Membership and Outreach Committee shall have the following authorities, powers, and responsibilities:

i. To abide by and support the Student Government Association Constitution, Bylaws, and other governing documents.

ii. To review, research, and preliminarily confirm Presidential appointments for legislative vacancies.

iii. To assist in the recruitment and selection of candidates for Presidential appointments.

iv. To coordinate programs for internal Association participation.

v. To create legislation to recognize members or groups of the Illinois State University community.

vi. To perform other duties as assigned by the President of the Assembly, the Assembly, or the Bylaws.

D. The Policy and Procedures Committee shall have the following authorities, powers, and responsibilities:

i. To abide by and support the Student Government Association Constitution, Bylaws, and other governing documents.

ii. To review proposed revisions to the SGA governing documents.

iii. To recommend changes in SGA governing documents to the Assembly.

iv. To make interpretive recommendations to the Assembly when discrepancies arise in the SGA governing documents.

v. To preliminarily approve all special rules of order.

vi. To review various University policies and procedures prior to their coming to the full Assembly for approval.

vii. To search for, document, and maintain items of historical relevance to the Student Government Association.

viii. To select a Student Government Association Historian/Archivist from the Policies and Procedures Committee with the consent of the Assembly to lead and preside over matters related to item vii.

ix. To perform other duties as assigned by the President of the Assembly, the Assembly, or the Bylaws.

### Section 3. Committee Chairs

Only a Seated Senator of the Assembly and member of a legislative committee may serve as a Chair of that Committee. Responsibilities of the Committee Chair include:

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

B. To delegate projects and assignments to the committee members.

C. To periodically report to the SGA Assembly and Assembly Executive Board on the status of the committee’s projects and progress.

D. To write an Agenda to be shared with the members of the committee no less than 48 hours before the committee is set to meet.

E. To maintain accurate records of attendance, minutes, and agendas for all committee meetings.

F. To periodically submit accurate records of attendance and minutes of the committee to the Secretary of the Assembly.

G. To submit all records of attendance, minutes, and agendas of the committee to the Secretary of Information and Technology to be made public on the SGA website.

H. To perform other duties as assigned by the President of the Assembly, the Assembly, or the Bylaws.

### Section 4. Ad Hoc Committees

A. To achieve the charge of the ad hoc committee determined by the President of the Assembly.

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

C. To utilize available SGA resources, when necessary, with the approval of and under the supervision of the President of the Assembly or his/her designee.

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

E. To recommend to the President of the Assembly any and all feasible courses of action and/or solutions for the assigned issues or concerns addressed by the committee members.

## Article IV. Assembly Meetings

### Section 1. Agenda

A. A tentative agenda shall be compiled forty-eight (48) hours 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 a two-thirds (2/3) majority vote of the members present and voting.

C. The President of the Assembly will rule on all items to be placed on the agenda.

### Section 2. Executive Session

A. Assembly meetings shall be open to the public who wish to attend. The only exception to this open attendance policy shall be when the Assembly moves into Executive Session by two-thirds (2/3) 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) 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. 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.

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

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

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

E. 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, the Executive Branch Bylaws, the Legislative Branch Bylaws, or approved by the Executive Committee.

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 Caucus session may be held prior to the start of each Assembly Meeting. The Caucus will include legislative, executive, and ex-officio members of the Association. The Caucus 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. The President of the Assembly, in consultation with the Executive Committee, shall set the agenda for each caucus.

### Section 7. Legislation

A. All legislation shall be made available to the members of the Assembly not less than forty-eight (48) hours prior to the day of the Assembly meeting at which time it is to be considered. All proposed legislation is due to the President of the Assembly five (5) days prior to the day of the Assembly meeting.

i. Bills: A bill is a binding statement of the Assembly calling for a specific action in its implementation. A bill requires two-thirds (2/3) vote of the members present and voting. A bill must be presented to the Assembly for the first reading and may be voted on only upon its second reading unless it is considered emergency legislation.

a. Prior to the introduction of a bill on the Assembly floor, the legislative issue must be discussed at the appropriate committee.

b. The first reading shall consist of questions and answers only, no debate except in the case of emergency legislation.

c. The second reading shall consist of debate and if approved, the Secretary of the Assembly shall bring the bill to the Student Body President for approval or veto.

d. If the Student Body President vetoes the bill, the Assembly can bring the bill back to the assembly to vote to override the veto. The Assembly must garner a three-fourths (3/4) majority of the total number of seated Senators.

ii. Resolutions: A resolution is a nonbinding statement of opinion of the Student Government Assembly. A resolution requires a simple majority vote of the members present and voting. A resolution may be voted upon at the meeting in which it is introduced.

iii. Amendments: An amendment is used to change the Student Government bylaws and is a binding piece of legislation. Amendments must receive a two-thirds (2/3) majority.

## Article V. Procedures

### Section 1. Officer Elections

A. The President of the Assembly, Vice President of the Assembly, and the Secretary of the Assembly shall be elected at the first Assembly meeting following the general election. Elections shall be conducted under the following format:

i. Nominations shall be accepted from the Assembly floor.

ii. Each candidate shall have five minutes to speak, and each speaking period shall be followed by a five-minute question and answer session.

iii. A period of debate can be requested by any member of the Association following the question-and-answer session.

a. During the period of debate, the candidate will step out of the room.

iv. The members shall cast their vote by electronic or secret ballot for any nominated candidate or they may "Abstain".

v. For any Officer of the Assembly election where "Abstain" is the majority vote, the position shall remain open and require another election at the next regular Assembly Meeting. An office may remain open by abstention for one (l) regular Assembly meeting. At the second meeting elections will occur and a vote of "Abstain" will not be valid. If no candidate is nominated for office, the position will be considered vacant.

vi. For any Officer of the Assembly election where there is a tie vote, the Student Body Vice President will cast the tie breaking vote.

### Section 2. Chair Elections

A. The Committee Chairmen shall be elected at the second meeting following general elections. The following procedures shall be used:

i. Each Internal Committee shall elect their own Internal Committee Chairperson by a majority vote.

ii. Should an Assembly Chair Position become vacant, the Assembly Executive Board shall name an Interim Chair to serve until elections can take place.

### Section 3. Removal of Committee Chairs

A. A complaint concerning a Committee Chair may be filed with the Executive Committee by any member of the Student Government Association.

B. Upon receipt of that complaint, the President of the Assembly has one week to convene a Performance Review Committee to consider the matter.

C. The Performance Review Committee will be made up of the Student Body President, the President of the Assembly, the Secretary of the Assembly, one member of the affected committee, and a senator at large appointed by the President of the Assembly.

D. If one of the members of the committee filed the complaint, an alternate member from the same branch will be found to serve.

E. The Committee Chair in question may appeal the decision of the Performance Review Committee to the Assembly of the Student Government Association; the Assembly then has one week to rule on the matter.

### Section 4. Removal of an Officer of the Assembly

A. A complaint concerning an Officer of the Assembly may be filed with the Executive Committee by any member of the Student Government Association.

B. Upon receipt of that complaint, the Student Body President has one week to convene a Performance Review Committee to consider the matter.

C. The Performance Review Committee will be made up of the Student Body President, one Officer of the Assembly (in order of position), two committee chairs assigned by the President of the Assembly or his/her designee, and one senator at large assigned by the President of the Assembly or his/her designee.

D. If one of the members filed in the complaint is an Officer of the Assembly, a remaining committee chair will serve as an alternate member.

E. The Officer of the Assembly in question may appeal the decision of the Performance Review Committee to the Assembly of the Student Government Association; the Assembly then has one week to rule on the matter.

### Section 5. Voting Procedures

A. Only one (1) vote shall be held by each Senator. This vote may be cast as yes, no, or abstain. No proxies shall be permitted. Abstain shall mean 'present and not voting' and shall not count as part of the total number of votes.

B. An electronic or secret ballot must be held if requested by one-third (1/3) vote of present and voting members.

i. If a secret ballot is distributed it shall be distributed by the Recording Secretary and counted aloud in the presence of the Assembly.

ii. A roll call vote can be requested in accordance with Robert’s Rules of Order.

iii. In casting his/her vote, each voting member is asked to consider the following:

a. Representative voting: for all bills, resolutions, the SGA Constitution (as it is a contract with the student body) and any action taken on behalf of the student body, a voting member is required to garner constituent feedback and to vote in accordance with that feedback. In instances where insufficient or no constituent responses are received by a voting member, then that voting member acts as trustee for his/her constituents, voting his/her opinion.

b. Trustee voting: for all Bylaws amendments, changes to internal policies and procedures, appointments to vacant/open positions, and Academic Senate votes, a voting member is given the authority to vote his/her opinion on a matter.

c. Referendum voting: for all certified referendum results, a voting member is required to act in accordance with the majority opinion voting results of the referendum when taking Association action on the issue.

### Section 6. Approval of Appointments

A. Appointments made by the Executive Officers require a two-thirds (2/3) confirmation by the Assembly, and they must answer questions at the discretion of the Assembly.

B. Applications of the Executive Cabinet candidates shall be available for Senators to view at least seven (7) days prior to the meeting in which approval will be considered.

C. Appointments to University Committees, Task Forces, or External Committees of Academic Senate by the Student Body Vice President must be announced to the Assembly on a regular basis.

D. Any Senator 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. Any Mandated Training they must do.

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

v. Determine Internal Committee Placements for both General Assembly and Academic Senate 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. Provide a brief overview of Robert’s Rules.

x. Explain the Absence Policy.

xi. Provide a brief explanation on how to write legislation.

xii. Provide an explanation of Constituency Contact and how to submit them properly.

xiii. Provide an overview of their role in the Academic Senate.

### Section 7. Election Regulation Revisions

A. The Assembly shall pass no legislation concerning election regulations within fifteen (l5) days prior to the filing date.

### Section 8. Senator Constituency Relations

A. The Vice President of the Assembly shall provide a listserv to each Senator that corresponds with their specific constituency.

B. Each Senator shall send an email on a regular basis to their respective constituency. The contact shall be monitored by the Vice President of the Assembly.

C. Each Senator shall be required to keep track of constituent feedback. All contact received from constituents must be kept in electronic or hard copy for review.

D. Each Senator must be able to cite his/her constituent contact to justify his/her voting record.

### Section 9. Committee Assignments

A. Following the first meeting of the session, interest forms will be provided for all members to complete and return no later than the second meeting of the session. The newly elected President of the Assembly will process the applications. This process must establish a method for the assignment of all elected Senators. This process must focus on assignment according to each individual’s qualifications with consideration for committee workload.

### Section 10. Internal Business of the Assembly

A. The Assembly Executive Board shall deal with all internal business of the Assembly.

B. The President of the Assembly shall be the presiding officer of these proceedings.

C. The Assembly Executive Board shall:

i. Be open to the public, except when they consider absences of the members of the Assembly, fill vacancies of Assembly seats, or 2/3 (two-thirds) of the officer’s vote to move to Executive Session.

ii. Publish minutes in the Assembly Agenda to allow Senators and students to have access to a record of the proceedings.

D. Duties shall include the following:

i. To act on all articles of impeachment.

ii. To act when a Senator does not comply with the Assembly Absence Policy as defined by the Legislative Branch Bylaws.

iii. To act on any other internal Assembly business.

iv. To distribute an Assembly Operations Manual to all newly appointed or elected senators.

v. To conduct a mandatory orientation program for any new senator appointed in conjunction with an SGA Advisor.

vi. To monitor the contact between each Senator and his/her constituency as reported by the Vice President of the Assembly.

vii. Should the Officers of the Assembly feel they cannot formulate a recommendation in a case, they must bring the matter before the Assembly in the form of a resolution.

### Section 11. Emergency Legislation

A. Emergency Legislation shall be defined as, "any bill which requires immediate action and should therefore be acted upon without a second reading."

B. A bill may acquire emergency legislation status:

i. Prior to the Assembly meeting: If such action is approved by a majority of the Officers of the Assembly.

ii. During an Assembly Meeting: If such action is called for by the author of the bill and approved by a two-thirds (2/3) majority of the members of the Assembly present and voting.

## Article VI. Policies

### Section 1. Academic and Disciplinary Policy

A. All members of the Legislative Branch must maintain an overall 2.00 cumulative and semester grade point average for undergraduate students and a 3.00 cumulative and semester grade point ratio for graduate students for every semester (spring, summer, and fall) while in office, unless reappointed through an appeal process.”.

B. No member of the Legislative 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 a Legislative Branch member does not meet the grade requirements and the Legislative Branch member has an academic appeal filed with their professor to change the grade in a class, then that Legislative Branch member may ask to be placed on probation. That Legislative Branch member must submit documentation of the appeal to the Secretary of the Assembly. 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. If the Legislative Branch member’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 Legislative Branch member’s grades out of deficiency, then that Legislative Branch member will be removed from their position and the Legislative Branch member seat shall be declared vacant.

C. Cumulative grade point average requirements shall apply for all semesters at Illinois State University including the summer sessions regardless of the number of hours attempted. (i.e., Senators shall be responsible for achieving a minimum 2.00 grade point average for each semester they are in office.)

D. The SGA Advisor shall confirm all Legislative Branch Member’s overall grade point average, semester grade point average; and a confirmation that they are not on any form of probation with the University at least twice per semester and at the start of any Legislative 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.

E. The Assembly Executive Board shall inform the member of their status and the position shall be declared vacant.

F. Any Legislative Branch Member removed for semester GPA violations by the Assembly Executive Board 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 Legislative Branch Member in question. After questions, both sides shall have the chance to present their final statements. The Legislative Branch Member must then receive a two-thirds (2/3) majority affirmation of the Assembly Senators present and voting to retain their office.

1. This appeals process does not apply to members of the Legislative Branch on academic or disciplinary probation or those who have violated the cumulative GPA requirements.
2. The appeals process shall occur at the General Assembly after the member is removed from office due to the semester GPA violation.
3. Members removed from the Legislative Branch due to cumulative GPA violations which are subsequently reappointed shall not be allowed to be reappointed again in the case of future cumulative GPA violations.

### Section 2. Absence Policy

A. If any legislative branch 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 Officers of the Assembly are required to attend all Assembly Meetings, Academic Senate Meetings, Emergency Meetings, SGA Caucuses, SGA Committee Meetings, Academic Senate Internal Meetings, and SGA Executive Committee Meetings.

E. Senators are required to attend all Assembly Meetings, Academic Senate Meetings, Emergency Meetings, SGA Caucuses, SGA Committee Meetings, and Academic Senate Internal Meetings.

F. 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.

G. 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.

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

I. Except in the case of personal or medical emergency, the Legislative 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 Legislative 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.

J. If a Legislative 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.

K. The Secretary of the Assembly is required to contact the Legislative 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.

L. If the Secretary of the Assembly is unable to contact the Legislative 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 Legislative Branch member as having been removed from office and their seat announced as a vacancy.

M. Any Legislative 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 Legislative Branch Member in question. After questions, both sides shall have the chance to present their final statements. The Legislative Branch Member must then receive a two-thirds (2/3) majority affirmation of the Assembly Senators present and voting to retain his/her office.

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

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

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

Q. 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 Senator. If impeachment charges are brought on, the process shall be handled in accordance with the Student Government Association Constitution and the SGA Operations Manual.

### Section 4. Academic Senate

A. All Senators are required to attend Academic Senate and serve on one (1) internal committee of Academic Senate. The Officers of the Assembly shall serve on two internal committees of Academic Senate: one being the Academic Senate Executive Committee.

## Amendment and Ratification History

## Amended: 10/5/22

Amended: 10/22/22

Ratified: 11/02/22