

# Student Government Association (SGA) Standing Rules

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- All representatives and officers shall keep a procedure book and turn over all materials to the SGA advisor by the end of their term.
- All representatives and officers shall have a copy of the bylaws and standing rules.
- The representatives and officers of SGA will vote annually to decide if they want to become members of the American Student Government Association (ASGA).
- A representative or executive contract will be signed at the beginning of the term of office.
- Every year all members must attend a teambuilding activity to allow for team bonding and group cohesiveness, where they will also receive pertinent information about SGA.
- When a representative or officer has exceeded the number of allowable absences, the secretary shall announce to the SGA at the earliest possible meeting that the said representative or officer shall be removed from the organization. The representative or officer in question may choose to appeal against the decision to be removed from the organization. In this case, a closed session with SGA voting members will be held. The representative or officer in question will be allowed to speak. The remaining members will then hold a vote regarding said representative or officer's removal. If removed from the organization, the said representative or officer will have their scholarship retracted.
- All representatives and officers shall be responsible for attending all regular and special meetings. If a representative or officer cannot attend said meetings and needs to take an absence, they need to contact the president, secretary, or SGA advisor at least 24 hours prior to the missed meeting. Meetings can be attended via online formats (Zoom, FaceTime, etc.) Meetings can be "made up" via private meetings with the president or SGA advisor.
- If the secretary cannot fulfill duties during the meeting, the vice president shall fulfill the duties in their place.
- Scholarships will be given to each representative and officer of SGA for the Fall and Spring semesters. Officers will receive \$1,000.00 in the Fall and the Spring. Representatives will receive \$500.00 in the Fall and the Spring.
- SGA is responsible for student organization recognition procedures on an annual basis.
- SGA will communicate the recognition procedure and fundraising/fund request procedures to student organizations.

- Each new organization that is recognized by SGA will receive a \$100.00 startup gift.
- Release forms will be signed by SGA representatives and officers each year to be kept on file in the advisor's office per academic year.
- SGA is responsible for providing students for the Academic Integrity Committee should the need arise. SGA will select two students who are enrolled outside the student-in-question's program. The vice president should serve on the Academic Integrity Committee at any opportunity.

