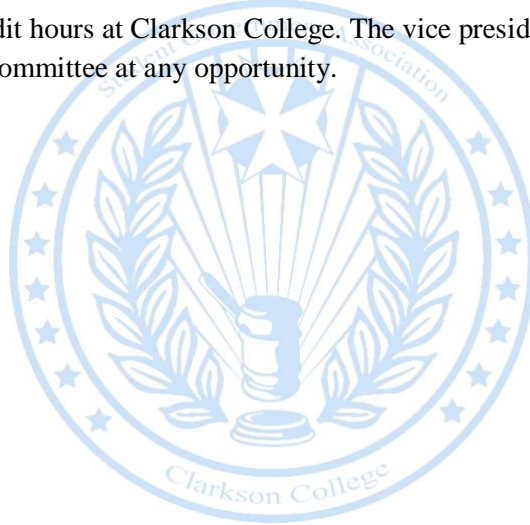


# SGA Standing Rules

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- All members shall keep a procedure book and turn over all materials to newly elected officers by the end of their term.
- All members shall have a copy of the bylaws and standing rules.
- The members 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, group cohesiveness, and receive pertinent information about SGA.
- When a member has exceeded the number of allowable absences, the secretary shall announce to the SGA at the earliest possible meeting that the said member shall be removed from office. Member in question may choose to appeal the decision to be removed from office. In this case, a closed session with SGA members will be held. The said officer will be allowed to speak. The remaining members will then hold a vote regarding said member's removal. If removed from office, said member will have their scholarship retracted.
- All members shall be responsible for attending all regular and special meetings. If a member cannot attend said meetings and needs to take an absence, they need to contact the President twenty-four hours prior to the missed meeting. Meetings may be missed only for academic related activities. Meetings can be attended via online formats (Skype, Facetime, etc.) Meetings can be "made up" via private meetings with the President.
- 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 member of SGA for the Fall and Spring semesters. Executive members will receive \$150.00 in the Fall and the Spring. Representatives will receive \$75.00 in the Fall and the Spring.
- SGA is responsible for 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.

- All members must fill out a key contract each year to hold an SGA office key. Members are responsible for this key throughout their term of office. If the key is lost, that SGA member is responsible for up to a \$200.00 fee and the remaining member keys will be confiscated.
- SGA is charged with providing a graduation speaker each semester. The selection process will be issued by SGA each semester to the graduating seniors.
- Release forms will be signed by SGA members 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's program and who have earned at least 24 credit hours at Clarkson College. The vice president should serve on the Academic Integrity Committee at any opportunity.



Approved August 2, 2018