



STUDENT GOVERNMENT ASSOCIATION SENATE

OPERATING MANUAL

FIFTY-SIXTH SESSION

EMMANUEL CORPUZ
SPEAKER OF THE SENATE
OFFICE OF THE SPEAKER

Foreword

Welcome to the team! We are excited to have you as a part of the SGA this school year. SGA is an integral part of the campus community and leadership roles ensure proper functioning of the student government. It is important that as a member of SGA, you function as a role model to the campus community and are creative and intentional in providing support to and advocating for our students. Below are the expectations we have of you as student leaders. This manual should be updated every year to ensure a smooth school year for every member of SGA.

As a preface, this manual will serve as a simplified guide to the SGA Bylaws and Constitution as well as a simplified guide on the aspects of running SGA in whatever position you may be in for later years. It will be more focused on the SGA Senate since it is the Speaker's responsibility to edit the Operating Manual every year as seen fit, however there is general information that can be used for the Executive and Judicial Branch as well. It is important to keep this document in mind when first joining SGA, as it will be difficult to keep up with the expectations and responsibilities of being part of SGA. Even the most experienced members should look over the manual from time to time to ensure that SGA is still following the standards set in the Bylaws and Constitution.

Article I

Mission Statement

The purpose of the Northern Illinois University Student Government Association (SGA) shall be the organization and coordination of activities of student interest and the representation of student viewpoints concerning University policy, including working through shared governance.

Article II

Goals of SGA

As the Student Government Association, we strive to:

- Be the connection between the student body and NIU administration while serving as an available resource for students in need
- Provide and create oversight for student resources and student organizations
- Serve the student body in all areas and better the campus as a whole
- Encourage student involvement in different areas of campus
- Promote diversity, equity, and inclusion practices and policies
- Turn members into better role models and student leaders, while increasing a level of understanding of the needs of the student body

This list shall be reviewed every single year by the Speaker to make any improvements or corrections to focus the SGA Senate for each session.

Article III

Academics

You came to NIU first for an education. It is important to focus on academics first since being a student should be your top priority on campus. To be a part of SGA, you need to be able to balance being a student while also making time for committees, meetings, and other scheduled events that SGA is holding. It is important to remember that SGA should not be your primary focus, however it is important that the more work that you put into SGA, the more influence you can cause to better NIU.

Article IV

Communication

An essential part of SGA is to communicate with your superiors and other members of SGA so that plans and schedules can be made for meetings and events. It is important to remember that:

- Throughout the week, SGA members are required to check their emails for any updates or new events.
- Your supervisors are one of the most knowledgeable officers of SGA. Email them if you are unsure about your responsibilities or have any questions regarding SGA.
- All emails regarding SGA should be written in a professional manner as you represent SGA. You will be communicating with campus and community officials, and it is important to always remain professional.
- You are required to notify your supervisor that you are unable to attend an event.
- In the event of an emergency on the day of the event, please email your supervisor to let them know that you will not be able to attend.

Article V

Office Standards

The HSC offices shall be used solely for the purpose of SGA-related tasks. The Agee Conference Room, located in the SGA area of the HSC, is available for students to use as a meeting place with a reservation.

Office hours are the set time that a paid member of SGA will be in their office working on SGA-related materials for their position. Each member of SGA that has office hours must submit to their superior officer the times when they will be completing their office hours. The maximum number of hours that a paid position can work is ten (10) hours per week. When the member is in the office for their office hours, they are required to clock in and out to have a clear record of the time spent in the office. They will also be required to fill out staff reports for each week they work. An officer has up to two (2) weeks to complete a previous week's staff report before they will receive a verbal warning for not completing their staff reports.

VI

The Three Branches of SGA

The Student Government Association serves the Northern Illinois University student body by vocalizing initiatives that create positive changes for NIU students. The SGA is comprised of three main branches: the Legislative Branch, the Executive Branch, and the Judicial Branch.

The Legislative Branch of SGA, also known as the SGA Senate, is the largest branch of SGA and serves the student body by proposing and voting on legislations that support NIU students. Senators are chosen to represent specific areas of NIU and to focus on supporting their constituencies. Senators serve a one-year term and can be re-elected during SGA elections. The Speaker serves as the highest ranked officer of the Legislative Branch.

The Executive Branch, under the leadership of the SGA President, serve as the main voices that speak to NIU administration and the main representation of the student body. The Executive Branch consists mainly of directors that are chosen by the President and elected by the Senate. These directors serve SGA by providing additional resources to SGA committees and creating events or projects that focus on their directorship's responsibilities. The Treasurer also serves under the SGA President and oversees the allocations of SGA funding from the Student Government Association Budget alongside the Finance Committee.

The Judicial Branch, also known as the SGA Supreme Court, is the smallest branch of SGA and serves as the Court of Appeals for most decisions made regarding SGA. The Judicial Branch is comprised of a maximum of five (5) justices, elected by the Senate, and of which one judge serves as the Chief Justice. The Chief Justice serves as the highest officer in the Judicial Branch and oversees that the Supreme Court meets for all cases brought forward to them. The Supreme Court is also able to be called upon by the Senate to discuss interpretation of SGA Bylaws and Constitution if needed. All justices serve on the SGA Supreme Court until they graduate without having to be re-elected every year. Justices are able to be removed from office by the Senate with sufficient reasoning or are allowed to step down voluntarily if they choose to no longer want to serve as a Justice

Article VII

Speaker of the Senate

The Speaker of the Senate (also known as “The Speaker”) is the chief executive officer of the Legislative Branch and the main leader and spokesperson for the SGA Senate. The Speaker shall run and facilitate Senate Meetings, move legislation from various committees to the agenda on the Senate, and supervise the Senate with its members. The Speaker shall serve as the principal member of the Legislative Branch within the SGA and NIU.

Article VIII

Office of the Speaker

The Office of the Speaker is the official designation for all positions that serve under the direct supervision of the Speaker. The current positions that are designated as part of the Office of the Speaker are Deputy Speaker, Senate Clerk, Sergeant-At-Arms, Historian, Legislative Director, and Chairpersons.

The Deputy Speaker aids the Speaker in their duties and can act as the Speaker in the case that the Speaker is unavailable. The Senate Clerk oversees all Senate meeting recordings, minutes, and attendance. The Historian maintains and oversees all Senate Records and Archives from previous SGA sessions and meetings. The Legislative Director acts as the main liaison between the Executive and Legislative Branch as well as the main recorder of all legislation that passes from each Senate meeting.

A Chairperson is the head of at least one standing committee of SGA, chosen by the Speaker at the beginning of the session. They oversee holding committee meetings on a timely basis and report to the Senate about their meetings every two (2) weeks. The chairs stand as the deciding vote in committee meetings in the events of a tie and will oversee preparing an agenda as well as submitting minutes from each committee meeting. If a chair is unable to appear for a committee meeting, the chair shall elect a committee member to lead the meeting and act as chair for the meeting. If a chair does not report to the Senate for more than one (1) month, they shall be removed from their position and replaced at the discretion of the Speaker.

Article IX

Standing Committees of SGA Senate

The Speaker assigns all Senators to serve on a minimum of one of the following standing committees:

Rules and Procedures Committee (R&P) – This committee shall serve as the main authoritative committee to Senate and provide revisions, recommendations, and reviews to the main procedures, guidelines, rules, or legislation of the SGA and the Senate. The Senate shall receive all legislation before it is to be brought before Senate and moved into Old Business to be voted on. The Speaker of the Senate shall serve as the chairperson of the committee and shall have the Deputy Speaker and the Sergeant-At-Arms serve on the committee, if the positions are filled.

Organizational Oversight Committee (OO) – This committee is mainly focused on student organizations and shall be responsible for the management of student organization initial recognition, development, and overall oversight. The Director of Organizational Development shall serve as a non-voting, ex-officio member of this committee along with a university staff member from the Division of Student Affairs.

Public Affairs Committee (PA) – This committee shall focus on the promotion and publicity of Student Government Association and have the overall goal of increasing the awareness of Student Government Association. The Chairperson of this committee shall work alongside the Student Advisor to promote all SGA events on SGA social media. The Director of Public Affairs shall serve as a non-voting, ex-officio member of this committee.

Student Life and Greek Affairs Committee (SLGA) – This committee shall focus on the promotion and improvement of overall student life, including commuter life on campus, and the Greek Life on campus. The Director of Student life and Greek Affairs shall serve as a non-voting, ex-officio member of this committee.

Campus Life and Environmental Affairs Committee (CLEA) – This committee shall focus on the living conditions and the environmental quality on university campus. The committee shall assist the Director of Campus Life and Environmental Affairs, who

serves as a non-voting, ex-officio member of the committee, in their initiatives and on the improvement of the campus quality overall.

Diversity, Equity, and Inclusion Committee (DEI) – This committee shall focus on collaborating alongside campus resource centers, underserved student communities, and any initiatives regarding causes for diversity, equity, and inclusion. The Director of Diversity, Equity, and Inclusion shall serve as a non-voting, ex-officio member of this committee.

Article X

Student Government Association and University Committees

Board of Elections (BOE) — The Board of Elections will be responsible for the scheduling, planning, monitoring, and publicizing of all SGA elections. There will be five members, voted by SGA Senate and who have chosen not to run in SGA elections. The Election Commissioner will be chosen by the President or by the Speaker if the President does not elect an Election Commissioner. The Election Commissioner shall serve as non-voting, ex-officio member and Chairperson for the Board of Elections and will serve as the final say for all rulings of the Board of Elections.

Finance Committee — The Finance Committee will provide oversight into all financial matters of the Student Government Association including the allocations of funding of the Student Government Association Budget. The Student Government Association Treasurer will serve as a non-voting, ex-officio member and chairperson of the Finance Committee. The committee will be comprised of at most eight (8) Senators, the Speaker of the Senate, and the Deputy Treasurer.

Northern Illinois University Committees — These are a collection of committees that are held by university officials to maintain certain areas of university, respectively. The SGA President or Speaker may make appointments to these various committees from active Senators or other members of SGA. These committees vary on schedule, but typically meet on a semesterly basis, a monthly basis, or when the committee is called upon.

Article XI
Senate Attendance

A roll call will be held at the beginning of the meeting after the call to order and another at the end of the meeting after the motion to adjourn. Roll calls will be used also after resuming a meeting from recess. As roll calls are mandatory attendance, a senator will receive a half absence for every roll call missed.

In the event of an absence, the senator will have two (2) business days to fill out a Senator Leave of Absence Form for that absence to be considered an excused absence. It is ultimately the Speaker's decision on whether the absence should be excused. The Senator may petition the Rules and Procedure Committee to appeal the decision.

At most, Senators are allowed to have three (3) unexcused absences during a semester or five (5) unexcused absences during the year as stated in the Student Government Association Constitution Article IV, Section 3.C. If a senator passes the maximum number of unexcused absences listed above, the Senator shall be removed from office effective immediately.

Article XII
Community Service

In Part I, Article II §2.C of the Student Government Association Bylaws, all Senators are required to complete at least five (5) hours of community service per semester to promote further involvement in the community. Out of the five (5) required hours, Senators must attend at least one (1) of the SGA - sponsored community service events. Service hours will be tracked on HuskieHub through the Service Opportunity section. Senators can complete service hours outside of NIU but are still required to submit them if they want it to count for the required service hours. If a Senator does not complete the required hours or submit a written statement with valid reasoning to the Rules and Procedures Committee explaining why the hours were not completed, the Senator will be removed from office effective immediately.

Article XIII

Legislation

SGA Senate has the power to act in matters of student concern through legislation. It is the responsibility of all Senators to write legislation that can better SGA or benefit their constituencies that they represent. Senators must author and sponsor their own legislation each semester. Anybody is allowed to write legislation, but at least one Senator must sponsor the legislation for the legislation to be considered during a Senate meeting. Legislation can be classified as a resolution, a bill, and a petition, with each type serving a different function.

A **resolution** is the main type of legislation that is brought up to Senate to convey an opinion that will benefit the entire student body population. Resolutions are used to convey the feelings of the SGA Senate or used for the approval of student organizations to be recognized by SGA. A resolution may also be used for the approval of the appointment of an SGA officer into office or the removal of an officer with sufficient reasoning.

A **bill** is a piece of legislation that is used to make an amend to the SGA Constitution, Bylaws, and Senate Operating Manual. These changes require a two-thirds (2/3) vote to pass once the legislation has met the minimum requirement of weeks to be presented to Senate. A bill can also be used to approve the reallocation of SGA funding that are proposed to the Senate from the Finance Committee.

A **petition** serves as a last resort for SGA Senate to publish a written request that change NIU policies for the betterment of the NIU student body as a whole. Petitions are rarely used as it is only necessary in extraordinary circumstances. Petitions require a signature from a majority of all Senators to be placed on the agenda and it requires two-thirds (2/3) majority vote from the Senate on two (2) consecutive Senate meetings to pass.

XIV

Flow of Legislation

All legislation is required to be sponsored by a Senator for it to be considered during a Senate Meeting. There may be multiple authors on a single legislation, but it is not required for the authors to be a Senator or even a member of SGA. The Speaker is responsible for placing all legislation that has been approved by the Rules and Procedures Committee onto the next available Senate Agenda to be heard and considered by the Senate.

Prior to any discussion during a Senate meeting, the Speaker shall read any proponents of legislation and any opponents of legislation that were submitted to the Office of the Speaker from any current SGA-recognized student organizations or current NIU students. All public comments on specific legislation will be asked to be submitted in a written memo to the Office of the Speaker forty-eight (48) hours before the meeting to be considered and read to the Senate.

All legislation that wishes to make changes to the SGA Bylaws, Constitution, or Operating Manual shall be introduced and tabled for the first two (2) weeks before it may be voted on. The legislation shall start in the first week to be introduced as New Business and shall be moved into Old Business until it is voted upon.

Legislation may be voted upon to be pass or failed, voted to be tabled and sent to a committee for revisions and review, or be tabled for another meeting to allow Senators that may be currently absent from the meeting and who are more knowledgeable on the legislation to be present and explain the legislation

Article XV

Robert's Rules of Order

Robert's Rules of Order is the parliamentary procedure used to maintain order and decorum for all Senate meetings. Robert's Rules of Order focuses on the rights of the majority, the minority, and individual members, absent and present. The Office of the Speaker has copies of Robert's Rules of Order for senators who are looking to find more information on how the Senate operates during their weekly meetings. Robert's Rules of Order covers how Senators are supposed to act during meetings, the minimum requirements to hold meetings, how to transition legislation through the entire process,

how voting procedures is determined, and various other procedures that are essential to a governing body.

Article XVI

Meeting Decorum

During Senate meetings, Senators are always required to follow the meeting decorum, enforced by the Sergeant-At-Arms. Senators are to be dressed properly in business-casual attire at the minimum. Cell phones are not permitted to be used during meetings and computers are allowed to be used only for Senate-related purposes. Senators are required to remain silent during the meetings and raise their hands to be recognized by the Speaker and to state their opinion. Food and all beverages except water are prohibited from being consumed during meetings by all present members, guest speakers, and audience members. If at any time a member is seen violating the meeting decorum, they will be asked to leave the meeting or will be removed by the Sergeant-At-Arms.

Article XVII

Senator Stipend and Rubric

Senators are now able to receive a stipend based on the amount of work that is completed for SGA during the semester. The stipend amount will be decided at the last meeting of the previous semester. A senator must complete the quantifiable requirements found in the Senator Stipend Rubric to receive the full amount of the stipend. If a senator completes only certain requirements, the Senator will only receive the amount of the stipend equivalent to the amount of work completed. If a Senator is removed from office before the end of the semester, the Senator will not receive any amount of the stipend. Each senator will receive notice of their stipend amount and have one (1) week to contest the amount to the Rules & Procedure Committee before it is finalized and processed.

The rubric, located in the Appendix of the Operating Manual, serves as the main grading scale for the stipend. The Office of the Speaker is responsible for deciding and calculating the amounts for each stipend that is to be awarded to a senator.

This page is to be printed for every senator upon taking office. Senators are required to know the responsibilities and duties of being a senator. Along with the responsibilities, senators are now eligible to receive a stipend on a semesterly basis, provided they meet a certain set of requirements that are set in the rubric. Each senator's stipend will be objectively graded based on the rubric and will receive an amount proportional to the responsibilities they have completed over the semester.

If the senator does not agree with the amount they have been awarded is fitting of their work done for the semester, the senator may bring the matter before the Rules and Procedure Committee in which, they will review and vote on the change in amount based on the documented records of the senator's completed work for the semester. If the senator is a part of the Rules and Procedure Committee, the senator will not be able to vote on the change.

By signing below, I affirm that I have read, understood, and agree to the policies, procedures, and guidelines set forth above.

Name (print): _____

Signature: _____

Date: _____

APPENDIX

Appendix Item A

PARLIAMENTARY PROCEDURE PRIMER

Basic Principles

The membership acting can empower its leaders and/or limit their authority. The majority determines the group's decision, but only two-thirds of the members of a group can deny a minority opinion the right to discussion. Everyone has the right to advocate their belief if over one-third of the group wishes the discussion to continue. Decorum in debate must be maintained with discussion limited to the immediate pending question or issue. Changing a past decision requires a vote larger than the one needed to take the original action in the first place.

Main Motions

The adoption or rejection of main motions is how a group makes decisions.

There are traditionally six steps taken to bring a motion before a group:

1. A member *makes* a motion. (ex. "I make a motion to _____.")
2. A member *seconds* the motion. A second is merely an expression of support for a motion to come before the group to be discussed, not necessarily that a member wants the motion adopted. In small boards or committees, seconds are often not used.
3. The chair *states the question* of the motion, "it has been moved and seconded [NAME OF ORIGINAL MOTION] Is there any discussion or debate on this motion?" At this time, the motion becomes the property of the group; the group is the only one that can change it, reject it, adopt it, postpone considering it, etc. (The consent of the original maker or seconded of the motion cannot change the motion or prevent a change to a motion.)
4. Members *debate* the motion (unless no one wants to discuss it). During this step, amendments can be introduced along with other subsidiary motions.
5. The chair then restates the motion and puts the question to a *vote* ("All those in favor, please say 'Aye.' All those opposed, please say 'Nay.'").
6. The Chair announces the *results* of the vote ("The 'Ayes' have it and the motion is adopted.").

These motions are used to assist a group with treating or disposing of a main motion:

Amend: The motion to amend is used to change a main motion. Amendments may be additions (language added to the end of the motion, "move to amend by adding..."), deletions (language removed from a motion, "move to amend by striking..."), insertions (language inserted into the middle of a motion, "move to amend by inserting A between B and C"), or replacements (language used to replace parts of a motion—"move to strike out A and replace with B").

- Secondary amendments (amendments to primary amendments) may be proposed, but not additional levels of “amending” are permitted. If a member does not support the amount, a secondary amendment could be proposed.
- When debating or voting on amendments, first assume whatever being amended has been adopted. Then ask yourself if you would prefer the version with or without the amendment.

Refer: Sometimes, motions may require further study or debate that can be better achieved in a committee. If that is the case, a motion can be referred in an existing committee (i.e. “I move to refer the motion to the [NAME OF COMMITTEE]”) or to a special committee (i.e. I move to refer to a committee yet to be named...”).

When making a motion to refer, it is wise to include the following instructions:

- The authority the committee has with the motion—with power (can make changes) or just to study and give a recommendation.
- The date/meeting the committee will report.
- With special committees, the motion must include the number of members and who will appoint them (usually the chair).

Postpone or table: If the group prefers to consider a motion later or time, someone can “move to postpone/table until...” making sure to specify when the motion will be considered (a specific time later that day, another meeting, etc.).

Debate: Certain topics may warrant special rules for debate. In those circumstances, it may be wise to either limit or extend limits of debate. These motions require a two-thirds vote including adjusting the following areas of debate:

- The number of times a member can speak (default 2)
- The length of time a member can speak (default 5 minutes per speech)
- The overall amount of time available for debate (default no limit)

Previous Question: This motion ends debate and causes the group to immediately vote on the pending question. It requires two-thirds vote. (“I move to previous question.”)

Appendix Item B
Senate Agenda Guideline

For all Senate meetings, the Speaker shall produce and hand out an agenda forty-eight (48) hours prior to the meeting. Additionally, all chairpersons shall use this same template, however they can omit items IV, VIII, IX, X, XI, XII, and XIII since they are unnecessary for committee meetings.

- I. Call to Order
- II. Roll Call
- III. Verification of Quorum
- IV. Opening Ceremony
 - a. Pledge of Allegiance *
 - b. Land acknowledgement **
- V. Public Comments
- VI. Approval of the Minutes
- VII. Approval of the Agenda
- VIII. Speaker's Report
- IX. Special Report(s)
- X. Office of the Speaker Report(s)
- XI. Committee Report(s)
- XII. Executive Reports(s)
- XIII. Cabinet Report(s)
- XIV. Old Business
- XV. New Business
- XVI. Good of the Order
- XVII. Announcements
- XVIII. Adjournment
- XIX. Roll Call

** the current iteration of the land acknowledgement is as follows (The land acknowledgement should be updated as required):

“We acknowledge that we are on the traditional land of the Peoria, Kaskaskia, Piankashaw, Wea, Miami, Mascoutin, Odawa, Sauk, Mesquaki, Kickapoo, Potawatomi, Ojibwe, and Chickasaw Nations.”

Appendix Item C

	0	1-(25%)	2-(50%)	3-(75%)	4-(100%)
Senate Meeting Attendance	The senator has missed out on numerous meetings, is late or leaves early from meetings constantly, and/or consistently does not give valid reasons why they were not able to attend meetings.	The senator has accumulated at most three (3) absences in the semester, five (5) absences in the year, that are unexcused absences.	The senator has accumulated at most two (2) unexcused absences in the semester	The senator has one (1) unexcused absence in the semester	The senator has no unexcused absences during the semester
Committee Meeting Attendance	The senator is not part of a single committee since joining Senate and has not reached out about joining a single committee and/or the senator has missed numerous committee meetings.	The senator is only actively participating and attending one (1) committee OR has had a maximum of three (3) absences in total of all of their committees for the semester, five (5) absences in the year.	The senator attends their two (2) Committees whenever held, but has had at most two (2) unexcused absences for the semester.	The senator attends two (2) committees and has had only one (1) unexcused absence throughout the semester OR does not attend a third committee.	The senator regularly attends three (3) SGA Committees whenever held as well OR attends a University Committee as third committee with a report to the Office of the Speaker has been written about the contents of the meeting.
Outreach Campaign	The senator has not shown any outreach to their constituent and has not given a valid excuse why they were unable to outreach to their constituency through a campaign.	The senator has established a connection with their constituency, but has not completed an outreach campaign within the semester.	The senator participated in another senator's outreach campaign, but the campaign does not represent their own constituency directly.	The senator has reached out with their constituency and has participated in an outreach campaign to help their own constituency.	The senator has established a connection with their constituency and has participated in multiple outreach campaigns for SGA.
Service Hours	The senator has not completed any service hours and has not given a valid excuse on why service hours were not completed.	The senator has completed less than five (5) service hours	The senator has completed at least five (5) service hours, but has not completed at least one (1) hour from an SGA-sponsored event.	The senator has completed at least five (5) service hours, with at least one (1) hour being from an SGA-sponsored event.	The senator has completed more than seven (7) service hours, with at least two (2) hours being from an SGA-sponsored event.
SGA Public Relations Event	The senator has not taken part in any Public Relations Events for SGA and has not given any valid reason they could not attend an SGA-related event.	The senator was unable to attend any of the SGA Public Relations Events with a valid excuse that was submitted to the Speaker and was unable to host their own SGA Public Relations Event.	The senator participated in an SGA Public Relations Event but was not able to stay for the entire event or was late to the event.	The senator has actively participated in an SGA Public Relations event for the full amount of time present at the event.	The senator has taken part in more than two (2) Public Relations Events for SGA.
Written Legislation	The senator has not authored a single legislation during their time as a senator. The senator has shown no initiative to write legislation that could be taken up to Senate.	The senator has authored legislation in the first semester of the year [only applicable to 2nd semester]. The senator has sponsored a legislation, but has not written their own legislation.	The senator has authored legislation, but it has been drastically edited by the Rules & Procedure Committee before going to Senate OR the legislation has been declined by Rules & Procedure Committee	The senator has authored a single legislation through the semester, which has been brought before the Rules & Procedure Committee and been brought to Senate.	The senator has authored two (2) pieces of legislation that have been approved by the Rules & Procedure Committee and brought to Senate.

This rubric serves as a basic template of what is expected from senators during their term in office. The rubric is structured that senators who complete the bare minimum amount of work to be a senator receive a majority of the stipend. For senators to receive the entire stipend amount, a senator must go above and beyond to complete the tasks in the last column. Anything short of the bare minimum, a senator will receive smaller increments of the stipend in proportion to the amount of effort put in. In the case of a senator who has not completed a single requirement without valid reasoning, they will receive smaller amounts for the work completed or shall receive nothing from the category if they are removed from office because of the lack of effort.

This rubric shall be updated every semester to reflect the agreed amount of the stipend for the upcoming semester. It is the duty of the Office of the Speaker to ensure that updates are made and that the stipend amounts be fairly distributed to each senator based on efforts made for SGA.

**Appendix Item D
Verbal Warning Letter Template**

VERBAL WARNING LETTER



Date
DeKalb, IL 60115

Dear NAME,

This letter is a follow-up to our meeting on DATE. During this meeting we discussed (absence at staff meetings, lack of communication, missing staff reports, etc.)

The major concerns addressed include (indicate the exact actions, decisions, etc. Include dates and the exact expectation or policy not met)

In our conversation you talked with me about (personal issues they are struggling with, time management issues, etc.)

I have issued a verbal warning because of our conversations. I remind you to be cognizant of your behaviors so that your actions are reflective of a positive student leader at Northern Illinois University. Furthermore, I would encourage you to meet with me or other SGA leaders if you have questions or concerns.

Sincerely,

Supervisor Signature

DATE

Acknowledged:

Officer Signature

DATE

CC:
SGA Advisor

Appendix Item E
Written Warning Letter Template



WRITTEN WARNING LETTER

Date

DeKalb, IL 60115

Dear NAME,

This letter is a follow-up to our meeting on DATE. During this meeting we discussed (continued absence at staff meetings, lack of communication, concerns of safety and security of student information, etc.)

The major concerns addressed include (indicate the exact actions, decisions, etc. Include dates and the exact expectation or policy not met)

In the future, you must (list specific duties that must be fulfilled, any modifications or accommodations, who to report to, etc.)

This letter shall be considered a written warning as a result. I again remind you to be cognizant of your behaviors so that your actions are reflective of a positive student leader at Northern Illinois University. Furthermore, I would encourage you to meet with me or other SGA leaders if you have questions or concerns.

Sincerely,

Supervisor Signature

DATE

Acknowledged:

Officer Signature

DATE

CC:
SGA Advisor

**Appendix Item F
Suspension Letter Template**

SUSPENSION LETTER



Date
DeKalb, IL 60115

Dear NAME,

This letter is a follow-up to our meeting on DATE. During this meeting we discussed (state concern or violation here along with dates and times of violations).

(Describe how these issues impact the position. Include specific information and examples of how it is in violation of expectations, job description or contract.) Please remember that the actions you display affect the entire University and organization and can set a negative tone for other officers.

Due to your inability to meet the requirements of your position, you are on probation from your duties as (SGA position) until (insert date and time here). You will need to work with me to create an action plan to ensure accountability upon your return. Continuing issues could result in termination of your position. I again remind you to be cognizant of your behaviors so that your actions are reflective of a positive student leader at Northern Illinois University. Furthermore, I would encourage you to consider coming to talk to me or other SGA leaders if you have questions or concerns.

Officer Signature

DATE

Supervisor Signature

DATE

Advisor Signature

DATE

**Appendix Item G
Action Plan Template**



ACTION PLAN

Date

DeKalb, IL 60115

Dear NAME,

This letter is a follow-up to our meeting on DATE. During this meeting we discussed your challenges in [LIST DUTIES AND RESPONSIBILITIES HERE]. As part of your continued membership in the Student Government Association, we collaborated to create the action plan below.

EXAMPLE: Visibility in the Office: You must spend a minimum of 10 hours in the office between 9 am and 5 pm during the week (Monday – Friday). During these minimum 10 hours during the week, you should be visible to your peers and fellow staff. This can be done by having your door open and being in the HSC. You must submit a weekly schedule to your supervisor outlining the 10 office hours and post the schedule publicly.

EXAMPLE: Committee Meetings/Administrative Responsibilities: You must attend all committee meetings and complete all administrative responsibilities at least 24 hours before the due date. Tasks that fall into this category include (but are not limited to) committee meetings, events, reports to the Senate, and supervisor 1-on-1s. If you cannot do this, you will need to communicate with (SUPERVISOR/ADVISOR NAME) at least 2 days before the deadline about why you cannot complete the task on time.

EXAMPLE: Conduct: You must maintain professional conduct while in the office, even when not on the clock.

If at any time these expectations need to be amended, (SUPERVISOR/ADVISOR NAME) will communicate changes to you.

By signing this Action Plan, I, (OFFICER NAME), agree to abide by the expectations set out by my supervisor. I understand that failure to abide by these expectations may result in termination from my position.

Officer Signature

DATE

Supervisor Signature

DATE

Advisor Signature

DATE

**Appendix Item H
Termination Letter Template**



TERMINATION LETTER

Date

DeKalb, IL 60115

Dear NAME,

This letter is a follow-up to our meeting on DATE. During this meeting we discussed the following:

1. LIST EACH TOPIC DISCUSSED
2. IF APPLICABLE: Not meeting expectations set in your Action Plan associated with your Probation Letter as discussed in our meeting on DATE.

(Indicate dates, times, and details of what happened which led to termination of employment. Include which policies or expectations were violated.)

Your position as the (TITLE) of the Student Government Association plays an integral role in serving our students. As a result of your failure to meet the requirements of your position, you have been terminated effective immediately (DATE). You must arrange a time to return any keys and remove personal belongings from your desk by (DATE AND TIME).

Your removal from this elected or appointed position will include a piece of legislation that will be presented to the Senate, authored by your supervisor, so the Senate may vote to remove you. Should this removal be denied, you will have the option to continue your work in SGA, but without pay.

We thank you for the time, commitment, and contributions that you have provided to SGA through your position. However, it is important that in the pursuit of providing the best possible experience for our students that our officers meet their expectations.

Sincerely,

Supervisor Signature

DATE

Advisor Signature

DATE

Acknowledged by*

Officer Signature

DATE

(*Officer does not have to acknowledge or sign for termination to proceed)