



STUDENT GOVERNMENT ASSOCIATION SENATE

OPERATING MANUAL

FIFTY-SEVENTH SESSION

NATHAN GONZALEZ
SPEAKER OF THE SENATE
OFFICE OF THE SPEAKER

Foreword from the Speaker

Welcome to the Senate of the Northern Illinois University's Student Government Association (SGA)! As an incoming member of this organization, you serve an integral part of this campus community by promoting student advocacy and promoting student welfare here at NIU, present and future. As a Senator, you serve as a role model of leadership and represent the voices of your respective constituencies. The Senate Operating Manual not only serves to provide expectations as student leaders but also to guide how the Senate will function in matters outside the scope of the SGA Bylaws. This manual should be updated every year by the incoming Speaker to ensure a smooth transition and overall function for the school for every member of SGA. The Speaker may update the manual at any point in his term. However, such provisions are not effective unless approved by the Senate via a resolution on the Senate floor.

As a preface, the Senate Operating Manual not only serves to provide expectations as student leaders but also to guide how the Senate will function in matters outside the scope of the SGA Bylaws. Although more concerned with the legislative branch, any member of SGA may utilize general information as they see fit. 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.

For when times are tough remember the words of former SGA Speaker Christine Wang, *"There will be times when a situation may not go as expected, and you may forget why you became a Senator in the first place. In those times, I would encourage you to remember that you serve in a position of leadership unmatched by any other student organization on campus and unlike most other college campuses in the nation."* You are a student first! But you are also a capable student leader. You are here because you and others believed in you.

Nathan Gonzalez

Speaker

Article I

Overall, Scope & Related Clauses

Section 1. 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.

Section 2. 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
- Turning members into better role models and student leaders, while increasing a level of understanding of the needs of the student body
- Promote academic well-being for the students to complement their educational journey but increase the prestige of this university.

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

Section 3. 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 have to make a better NIU.

Section 4. 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. In addition:

- SGA members are required to check their emails for any updates or new events.
- Email superiors 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.
- If you are struggling with academics and need to find a path forward.
- In the event of an emergency on the day of an event, email your supervisor to let them know that you will not be able to attend.

Section 5. Office Standards

The HSC offices should 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 set times 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 the previous week's staff report before they will receive a verbal warning for not completing their staff reports. The Senate shall oversee that all paid positions complete their staff reports and if not consult with the Speaker to issue a verbal warning or escalate depending on the situation.

II.

The Senate

Section 1. 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 legislation 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 can 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

Section 2. 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 oversees all members of the Senate. The Speaker shall serve as the principal member of the Legislative Branch within the SGA and NIU.

Section 3. 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, Parliamentarian, Sergeant-At-Arms, 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 Parliamentarian maintains and oversees all Senate Records and Archives from previous SGA sessions and meetings. They also act as the main liaison between the Executive, Judicial, and Legislative Branch as well as the main recorder of all legislation that passes from each Senate meeting.

The 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.

Section 4. 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. The Deputy Speaker shall serve as the chairperson of the committee unless removed by the Speaker for failure to carry out their duties, or other legitimate reasons.

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.

Section 5. 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. All members of the Board of Elections may not also vote in the election as described in the SGA Bylaws.

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.

Section 6. 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.

Section 7. 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 III.

Senate Functions

Section 1. 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 or Bylaws. These changes require a two-thirds (2/3) vote to pass once the legislation has met the minimum requirement of 2 weeks to be presented to Senate. A bill can also be used to approve the reallocation of SGA funding that is 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.

Section 2. 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

Section 3. 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.

Section 4. Meeting Decorum

During Senate meetings, Senators are always required to follow the meeting decorum, enforced by the Sergeant-At-Arms other positions as delegated by the Speaker. 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 or designated representative.

Section 5. 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 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.

Section 6. Committee Meetings

SGA Senate standing committees must meet in person. Committees may meet virtually through Zoom upon written permission from the Speaker of the Senate only on written request. Zoom meetings must be open to the public and must have audio and video recorded and sent to the Speaker, otherwise the meeting shall be considered not to have occurred resulting in an attendance point being given to committee members. Mics must on at all times, unless Chairperson intervenes to preserve bandwidth.

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
Committee Meeting Agenda

[NAME OF COMMITTEE] Committee Meeting Agenda

[SCHEDULED DATE], at [SCHEDULED TIME].

[MEETING LOCATION]

I. Call to order

II. Attendance –

III. Verification of quorum –

IV. Public comments –

V. Approval of minutes

VI. Approval of agenda

VII. Old Business

VIII. New Business

XI. Announcements

X. Adjournment

**Appendix Item D
Sample Legislation**

New Business

First Reading

Agenda Item:

Author: [NAME OF ALL AUTHORS]

Sponsor: [NAME OF ALL SENATOR SPONSORS]

**ENROLLED SENATE [TYPE OF LEGISLATION] 56XXX
Fifty–Seventh Session**

Summary: [A brief one-sentence summary of the legislation’s purpose]

Legislation:

WHEREAS, [Reasoning for the legislation; try and simplify using a “WHEREAS” for each reason and use as many “WHEREAS”];

WHEREAS, [The purpose of the legislation and the change it will cause for the university];

WHEREAS, [For all Bylaw and Constitution updates, you must quote from the Bylaws the ability for the Senate to make changes to the Bylaws and Constitution]

THEREFORE, the students of Northern Illinois University represented in this Senate enact
[Action that the legislation is calling for]

BE ALSO RESOLVED, [If there are stipulations that are legally binding, please include them here. These can help clarify things such as mechanisms that cannot be written down. This can be because the legislation is a resolution.]

BE FURTHER RESOLVED, [If you need more stipulations that are legally binding continue in this format until you finish. These should be balanced and make sense.]

[FOR BYLAWS AND CONSTITUTION UPDATES: The complete section that the legislation wishes to change shall be printed after the “THEREFORE”. All changes shall be highlighted in yellow. Any redactions that are made shall be stricken through and highlighted to denote the change. The section shall be uniformly typed in the correct font and size to signify the importance of the Bylaws and Constitution.]

This legislation is ordered to take immediate effect.

Appendix Item E Stipend Rubric

	Required	\$15	\$30
Senate Meeting Attendance	The Senator has attended Senate meetings with some excused or unexcused absences	N/A	The Senator has perfect attendance
Committee Meeting Attendance	The Senator has attended Committee meetings with some excused or unexcused absences	N/A	The Senator has perfect attendance
Outreach Campaign	The senator has reached out with their constituency and has participated in an outreach campaign to help their own constituency.	The Senator has reached out to their constituency twice but only conducted 1 outreach campaign.	The senator has reached out with their constituency and has participated in an outreach campaign to help their own constituency twice
SGA Public Relations Event	The senator has actively participated in an SGA Public Relations event for 1 Hour	The senator has actively participated in an SGA Public Relations event for 2 Hours	The senator has actively participated in an SGA Public Relations event for 3 Hours
Written Legislation	The senator has sponsored a single piece of legislation	The Senator has authored a single piece of legislation that passed Rules & Procedure Committee	The Senator has authored a 3 pieces of legislation that passed Rules & Procedure Committee

This rubric serves to grade and reward Senators who complete all necessary responsibilities set by the SGA Bylaws with the full stipend amount. Any component that is not satisfied and not cleared up by the Rules and Procedure Committee, including fulfilling procedures as required by the SGA Bylaws will result in a Senator's automatic dismissal. Community service, CODE, and Ally training are not covered as they are counter-intuitive to the spirit they embody and monetary gain. Full stipend amount will not be awarded until legislation is sponsored and will result in a \$30 deduction. This only applies in the Fall semester. If a Senator does not sponsor legislation in the Spring semester they will be removed and forfeit the Spring stipend amount.

This rubric shall be updated every semester to reflect the agreed amount of the stipend for the upcoming semester. Failure to complete any aspect of the required duties in this rubric forfeits your stipend by the end of the Spring 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 F
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 G
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 H
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 I
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 J
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)

Appendix Item K Sample Funding Request

Committee Funding Request					
Name of Event: <i>[EVENT NAME]</i>					
Request for: <i>[NAME OF COMMITTEE]</i>			Date of Event: <i>[DATE]</i>		
Request made by: <i>[NAME OF CHAIR/DIRECTOR]</i>			Request made on: <i>[DATE SENT]</i>		
Vendor: <i>[Name of store]</i>	Item Link: <i>[Link to the webpage]</i>	Item Name: <i>[Name of the listed item]</i>	Unit Price: <i>[Price]</i>	Quantity: <i>[Amount of items]</i>	Total Price: <i>[Unit Price X Quantity]</i>
<i>Item #1 Store</i>	<i>Item #1 Website Link</i>	<i>Item #1 Name</i>	<i>Item #1 Price</i>	<i>Item #1 Quantity</i>	<i>Item #1 Total price</i>
<i>Item #2 Store</i>	<i>Item #2 Website Link</i>	<i>Item #2 Name</i>	<i>Item #2 Price</i>	<i>Item #2 Quantity</i>	<i>Item #2 Total price</i>
<i>Item #3 Store</i>	<i>Item #3 Website Link</i>	<i>Item #3 Name</i>	<i>Item #3 Price</i>	<i>Item #3 Quantity</i>	<i>Item #3 Total price</i>
<i>[Use as needed]</i>	<i>[Use as needed]</i>	<i>[Use as needed]</i>	<i>[Use as needed]</i>	<i>[Use as needed]</i>	<i>[Use as needed]</i>
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---	----	---	---	---	---
Total Funding Request:					<i>[FUNDING REQUEST AMOUNT]</i>

Appendix Item L

Glossary

Abstention: An abstention is a formal refusal to vote on the current matter proposed. To abstain from a vote is to not participate in the voting procedure, as to avoid bias in certain circumstances, like voting on a matter that directly harms, affects, or benefits the voter in any way.

Agenda: An agenda is a document that is released to the members and members of the public to provide information about what will be discussed during a meeting. The agenda must be released twenty-four (24) hours before the meeting, in accordance with OMA.

Chairperson: A Chairperson is the presiding officer of a committee meeting that is either appointed by the Speaker or is chosen by a majority vote from the committee itself. A Chairperson's main responsibility for committee meetings is to create and publicize an agenda for each meeting held.

Committee: A subgroup of the Senate that is focused on creating or planning initiatives that focus on enacting positive change to SGA for the Student Body. The main members of most committees are a chairperson, non-voting, ex officio director, and committee members made up of mostly senators.

Executive Branch: The Executive Branch is the primary decision-making body of the SGA. All executive ability shall be vested in the President, and the Executive Branch shall assist in the carrying out of these duties. It is one of three SGA branches, comprised of the President, Vice President, Treasurer, Deputy Treasurer, Student Trustee, Chief of Staff, and the Cabinet of Directors. President, Vice President, Student Trustee, and Treasurer are elected positions. All others are appointed by the President and approved by the Senate.

Judicial Branch: One of three SGA branches, also called the Supreme Court. It is comprised of five justices, one of whom is the Chief Justice and one of whom is the Clerk of the Court. The Judicial Branch shall rule on the constitutionality of a disputed action of an SGA-recognized organization and interpret constitution and bylaws of SGA-recognized organizations

Legislative Branch: This branch consists of the SGA Senate. The Senate's primary function is to govern all aspects of the Student Government Association and University policy and to legislate on matters pertaining to student interest.

Majority Vote: A majority vote consists of a taken vote that is more than fifty percent (50%) of the total amount of the voting members of the meeting.

Minutes: The meeting minutes are a summarized section of notes about what transpired during meetings. Minutes must include the present voting members, the voting result of all votes, and the general ideas of any discussion points that were brought to the meeting.

OMA: The Open Meetings Act (OMA) is an Illinois state law that requires that meetings of public bodies be open to the public except in certain specific, limited situations. OMA also provides that the public must be given advance notice of the time, place and subject matter of meetings of public bodies.

President of the SGA: Also known as the “President”, the President is the head of the SGA. Their primary duty is to act as chief spokesperson and liaison for the SGA in all matters inside and outside of the University community and with the administration. A complete list of duties may be found in the Constitution.

Quorum: The necessary amount of voting members needed to hold a meeting. A quorum is determined by fifty percent (50%) of the total amount of voting members plus one voting member.

Speaker of the Senate: Also known as the “Speaker”, the Speaker is the spokesperson of the Senate. They are elected by the Senate and serve a one-year term. Their duties are to enforce all SGA rules within the Legislative Branch, appoint Senators to Senate Committees, prepare and publish agendas of Senate meetings, including attendance records and minutes, and to moderate Senate meetings.

Tabling Event: Any collection of SGA members sits down at a table and provides a form of active conversation or feedback with the Student Body Population to gauge the student population’s voice on certain topics of discussion.

Treasurer: The Treasurer works on all financial aspects of SGA. The Treasurer is responsible for presiding over the Finance Committee and approving all funding requests made by student organizations before bringing them to the Finance Committee. The Treasurer works alongside the Deputy Treasurer to create an annual budget for SGA and to provide information or additional resources to all student organizations looking to receive financial help from SGA.