

Student Government Association Senate
Northern Illinois University
2:00 p.m. – Friday, 02 December 2022
Holmes Student Center Sky Room
Public Streaming: <http://go.niu.edu/SGASenateLive>

Members of the public wishing to give public comment, please submit an [Intent to Speak](#) form, no later than 11:59 pm, December 1st, 2022.

- I. Call to Order and Roll Call
- II. Verification of Quorum
- III. Public Comments
- IV. Approval of Minutes
 - A. *Minutes are distributed electronically to the Senate.*
- V. Approval of Agenda
- VI. Speaker's Report
- VII. Special Report
- VIII. Office of the Speaker Report(s)
- IX. Committee Report(s)
- X. Executive Branch Report(s)
- XI. Cabinet Report(s)
- XII. Old Business
- XIII. New Business
 - A. SR54022: A resolution to confirm Executive appointments
 - B. SB54024: A bill to introduce corrective action policies to the SGA and ensure accountability
- XIV. Good of the Order
- XV. Announcements
- XVI. Adjournment

Please be advised that public comments will be limited to five (5) minutes per person, and that any one topic may not be discussed for more than 15 minutes.

New Business

Agenda Item: A

Author: Speaker Douglass

Sponsor:

First Reading

02 December 2022

ENROLLED SENATE RESOLUTION 54022
Fifty-Fourth Session

Summary: A resolution to confirm Executive appointments

Legislation:

WHEREAS, Chief of Staff Corey Batz is graduating at the conclusion of the Fall 2022 semester; and

WHEREAS, Part I, Article III, §4.A of the Student Government Association Bylaws states that “The Student Government Association Cabinet is created by the President and exists for the purpose of assisting the president in the performance of their duties and responsibilities”; and

WHEREAS, Part I, Article III, §4.B states that “All Directors shall be appointed by the President or Vice President and confirmed by the Senate”; and

WHEREAS, President Raaif Majeed has appointed James Innis to serve as Chief of Staff; and

WHEREAS, James Innis currently serves on the Senate; and

WHEREAS, “Only the Senate shall have the power to authorize a person to be paid from student fee monies”;

THEREFORE, the students of Northern Illinois University represented in this Senate hereby approve of James Innis as Chief of Staff, pending his resignation from the Senate.

This act is ordered to take effect on December 12th, 2022.

New Business

Agenda Item: B

Author: Speaker Douglass

Sponsor:

First Reading

02 December 2022

ENROLLED SENATE BILL 54024
Fifty-Fourth Session

Summary: A bill to introduce corrective action policies to the SGA and ensure accountability

Legislation:

WHEREAS, the Student Government Association is responsible for the supervision of hundreds of student organizations and hundreds of thousands of dollars in operating budget, comprised of student fees; and

WHEREAS, officers of the Student Government Association are expected to engage in fair and proper conduct when performing their duties; and

WHEREAS, there does not currently exist a framework for management of officers that is fair and consistent across branches; and

WHEREAS, the SGA has been historically managed by students, with a variety of penal systems in place for breaches in office etiquette and conduct but without consistency or oversight;

THEREFORE, the students of Northern Illinois University represented in this Senate enact that the Bylaws be amended to the following:

ARTICLE IV
CANDIDATE QUALIFICATIONS AND EXPECTATIONS

Section 3
Corrective Action Procedures

- A. The Student Government Association shall conduct itself in accordance with university policies and procedures related to human resources and employee management insofar as they do not conflict with the policies detailed below or in other governing documents of the SGA. In addition to compliance with these policies, failure to uphold the duties and responsibilities set forth in this and other SGA governing documents shall result in corrective action focused on accountability, cooperation, and personal growth in leadership. Officers of SGA should conduct themselves appropriately and with the understanding that they are representatives of the NIU student body. Corrective action may only be taken towards supervisees by supervisors. No retaliatory or discriminatory corrective action may be taken under any circumstances.
- B. Corrective action shall follow a four-step process: verbal warning, written warning, suspension, and termination. Supervisors may only act when infractions are demonstrable. A written summary letter of each action taken shall be sent to the offending SGA officer as part of the procedure, and any relevant parties shall be informed. Templates for summary letters may be found in the Appendix of the SGA Operating Manual.

1. Verbal warnings shall be issued verbally upon confirmation of a minor violation of SGA policies. Minor violations are those that do not significantly interfere with the function of the SGA, and might consist of missing staff reports, failure to report to the Senate, missing or late agendas or minutes, failure to attend required meetings, or any number of other infractions.
2. Written warnings shall be issued in writing upon confirmation of a more serious violation, or if the SGA officer fails to modify their behavior after a verbal warning and violates the same policy again after a minimum of 5 business days. Serious violations might include, but are not limited to, improper office conduct, irresponsible or unethical use of SGA position, or violation of the NIU Student Code of Conduct.
3. Suspension shall be a temporary removal from one's position and duties, issued in writing, without pay if applicable. The length of suspension shall be determined at the discretion of the supervisor in coordination with the SGA Advisor. Suspension shall include an action plan, created by the supervisor, SGA Advisor, and SGA officer, detailing practical steps to improvement and a timeline. Matters that may necessitate suspension include, but are not limited to, repeated offenses following a written warning after a minimum of 5 business days, mismanagement of SGA funds, violations of SGA election policy, abuse of the privileges of office, or major violations of the SGA Code of Conduct. Accumulation of three or more written warnings for unrelated policy violations shall result in an automatic suspension upon any further violations. All duties and responsibilities, as well as pay, shall resume at the conclusion of the suspension period.
4. Termination shall be a last-resort action resulting in removal from one's SGA position, delivered in writing, taken by a supervisor upon confirmation of continued violation of SGA policies, failure to uphold the steps of an action plan according to its timeline, or a violation so serious that no corrective action is possible. Termination by a supervisor shall result in a loss of pay, when applicable. All terminations must include an exit meeting between the supervisor, SGA officer, and SGA advisor. Supervisors shall author a piece of legislation to be presented to the Senate for a vote of removal from office. Should this legislation fail, the officer may choose to continue working without pay. Officers who receive stipends shall be paid a prorated amount proportional to their time worked.

C. The supervisory hierarchy shall be as follows:

1. Executive:
 - a. The President shall supervise all officers of the Executive Branch.
 - b. The Vice President shall supervise all officers of the Executive Branch except for the President.
 - c. The Chief of Staff shall supervise all Directors.
 - d. The Treasurer shall supervise the Deputy Treasurer.
2. Legislative:
 - a. The Speaker shall supervise all officers of the Legislative Branch.
 - b. The Deputy Speaker shall supervise all officers of the Legislative Branch except for the Speaker.
 - c. Chairs of committees shall supervise their committee officers for matters that pertain directly to committee proceedings. This includes the Treasurer, the Chair of the Board of Elections, and the Chairs of ad hoc committees.
3. Judicial:
 - a. The Chief Justice shall supervise the Judicial Branch.
4. The Speaker, President, and Chief Justice may issue verbal or written warnings to each other, but suspension and termination must go to the Senate for a vote to ensure fair proceedings. Supervisors are still bound by the policies and procedures of this and other governing documents and are subject to removal from office or other consequences imposed by the Senate.
5. The Senate, as a representative body of the student population, shall supervise every elected and appointed position in SGA. Rather than written summary letters, Senators wishing to issue corrective action shall draft legislation in the form of a verbal or written warning, suspension, or termination (removal from office). This action shall be reserved for situations in which the Senate feels that supervisors have failed to correct themselves or their branches. Verbal or written warnings shall pass

with a simple majority. Suspension or termination shall pass with a two-thirds majority. Petitions for termination (or removal) require signatures from seven (7) senators.

- D. Supervisors shall use their best judgement when determining their approach to corrective leadership and shall consult other SGA officers or the SGA advisor when necessary.
- E. Supervisors shall be tasked with ensuring that their supervisees are knowledgeable regarding and agree to all policies, procedures, duties, and responsibilities of their positions.
- F. The supervisors of each branch shall, in coordination with the SGA Historian, maintain a filing system for historical records of corrective action.
- G. Appeals of any corrective actions shall be submitted in writing within 2 weeks to the SGA Supreme Court. If the appeal is on behalf of an officer of the Supreme Court, it shall be submitted to the Senate as legislation.

APPENDIX A GLOSSARY OF TERMS

Written WarningCensure: A stern rebuke by the Senate where the accused offender stands in the well of the Senate and the Senate declares them guilty of misconduct. This type of sanction will usually require the accused to take corrective action to remedy their behavior. Considered a step above **reprimand** and **verbal warning**. No removal from SGA position. This action is available against all SGA personnel. Simple majority required.

ReprimandVerbal Warning: A formal rebuke by the Senate often considered the lowest sanction. No removal from SGA position. This action is available against all SGA personnel, **and** usually involves an isolated incident or behavior that can be easily corrected. Simple majority required.

Suspension: An interim sanction, applicable to any **memberofficer** of SGA, where one is suspended from their job duties pending review. This does not affect pay. Two-thirds majority required.

The students of Northern Illinois University represented in this Senate further enact that the following be added to the Operating Manual following Appendix C:

D

SAMPLE CORRECTIVE ACTION LETTERS

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,

SIGNATURE

Name and title (President, Speaker, etc.)

CC:
SGA Advisor

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,

SIGNATURE

Name and title (President, Speaker, etc.)

CC:

SGA Advisor

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

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

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)

This act is ordered to take immediate effect.