

SGA HOUSE OF REPRESENTATIVES STANDING RULES

BUDGETS

Updates:

A budget update shall be presented at each House of Representatives meeting by the Director of Finance either verbally or in writing.

The following information should be included in the budget updates:

- a. Club expenditures
- b. Grants
- c. Capital
- d. Contingency
- e. SGA operations
- f. SGA programming

Publication of budgets:

1. Once each semester, Director of Communications shall publish, to the student body, a report of the names of the grants that have received funding during that semester, the nature of any capital expenses, the list of SGA programs that have been delivered, the names of any financial sponsorships or partnerships that the SGA has entered, and the names of all clubs that have been provided funding.
2. Upon request, the Director of Finance may provide individual members of the student body may be informed about the percentage of the SGA budget spent on major categories of expenses (operations, clubs, programming, partnerships, grants, and capital). Specific allocations for any club shall not be released.

Club Budget Process:

1. Each club shall submit appendix G each semester, including a budget breakdown.
2. Due dates shall be set each semester by the Directors of Club and Finance.
3. The Directors of Clubs and Finance will considering the requests from Appendix G, historical spending patterns, and current club membership in determining the recommended club budget presented to the Finance Committee.
4. The Finance Committee shall deliberate the initial recommendations and bring a modified schedule of allocations to the House of Representatives for final decision.
5. Each semester a minimum of 5% of the club budget shall be retained as a contingency for club spending.

Club budget appeals:

6. A club may appeal their semester's budget allocations by submitting an appeal by email to the Finance Committee. Appeals shall provide a rationale, explain what additional funding would be used for and request a specific amount of additional funding.
7. The appeal shall be brought to the next House of Representatives meeting as a legislative act.
8. Appeals shall be funded from the club budget contingency.

CLUB HANDBOOK

1. The Director of Clubs shall ensure that each Club President has access to a current copy of the Club Handbook at the beginning of each semester.
2. The Director of Clubs shall be responsible for maintaining an up-to-date version of the Club Handbook, revising as policies and procedures change during the year.
3. Revisions of the Club Handbook shall be brought to the House of Representatives as a legislative act and shall be approved by the House of Representatives.
4. Changes to the Club Handbook approved during the year are effective immediately, unless otherwise stated.
5. The Director of Clubs is responsible for communicating mid-year changes to the handbook to the Club Presidents and other relevant club leaders.

COMMITTEES AND SUB-COMMITTEES

Appointing Subcommittees:

1. Sub-committees are normally comprised of the SGA members already named to that to committee.
2. Non-SGA member students may be invited to participate if particular expertise or skills are required to complete their charge and is not already present in the committee. Such members shall be non-voting member of the subcommittee.
3. The Committee Chairperson shall issue a formal charge in writing to the sub-committee.
4. The sub-committee shall be constituted for only the time needed to complete their task.
5. The Committee Chairperson is responsible for overseeing the sub-committee and reporting on its actions to the House of Representatives.

Committee Appointments:

1. The Vice-President shall create a list of committee openings (with descriptions where possible) and present the list to the Representatives at the last meeting of the House of Representatives in the spring semester.
2. The Finance Committee members must be selected at the first fall meeting.
3. The Vice-President will determine the appropriate schedule for appointments to other committees.
4. Representatives serving on the College Council will be elected at the first House of Representatives meeting following the election of Incoming Representatives.

5. Non-SGA members of the College Council may be nominated by any members of the SGA and will be appointed by vote of the House of Representatives.

Special Committees:

1. Any SGA Representative or Cabinet member may request the creation of a special committee by submission of a legislative act to the House of Representatives.
2. The request must include a committee charge, rationale, proposed membership, timeline, and intended outcomes based on the charge.

ELECTIONS AND CAMPAIGNS

Timing for Spring Election of President, Vice-President and Returning Student Representatives

According to the Bylaws, spring elections shall occur no later than the last day of March each year. The following timelines shall guide the scheduling of elections and activities of the Elections Committee.

1. The number of returning student Representatives shall be determined by the following means:
 - a. The Elections Committee Chairperson shall request the number of students enrolled in each division from the Office of Institutional Research & Assessment on the 4th Monday of the spring term, requesting a response by Friday of that week.
 - b. The Elections Committee Chairperson shall calculate the number of Representatives from each division from that enrollment information.
2. Students shall have a minimum of seven (7) academic days prior to the application due date to respond to the call for applications.
3. There shall be a minimum of seven (7) calendar days between application due date and the beginning of campaigning.
4. Candidates shall have a minimum of seven (7) academic days prior to the commencement of voting to campaign.
5. Voting shall occur over a period of five (5) calendar days.
6. Election results will be announced no later than the election party, date of which to be determined by the administration.

Application Requirements

1. Students must complete an application in order to apply to run for any office in the Champlain College Student Government Association. That application shall include:
 - a. Signatures of at least 50 members of the student body for all Representative positions or at least 150 members of the student body for the positions of president and vice-president.
 - b. Release for the Election Committee Chairperson to validate that the student's cumulative GPA and conduct record meet the requirements of the position. The Election Committee Chairperson shall seek this validation through the SGA Advisors. As an alternative, an applicant may choose to provide validation of the GPA qualification from the Registrar's Office and of the conduct qualification from the Office of Student Conduct.
 - c. A statement of one hundred (100) words or less about their campaign to be included on the ballot.
 - d. For Returning Student Representatives only, the application shall validate that the representative candidate has met or acceptable effort has been made and approved by the elections committee to meet with the division Dean or Assistant Dean in the representative candidate's division. For representative candidates studying abroad, this meeting may occur via videoconference and may be documented by email. A list of individuals holding these positions shall be included as part of the application materials.
 - e. Candidates for President and Vice-President shall validate having met with the College President. For candidates studying abroad, this meeting may occur via videoconference and be documented by email.
2. All applications are received by the Elections Committee Chairperson, who validates that all requirements have been met.
3. The Election Chairperson shall ensure that applications are shredded within 10 academic days of the conclusion of elections.

Campaign Procedures

1. The production, distribution and financing of campaign materials is the sole responsibility of the candidate within the guidelines listed below.
2. Campaign materials may include:
 - a. Posters (approval required)
 - b. Digital posters & videos via Champlain College Compass (approval required)
 - c. Flyers & handouts
 - d. Social media
3. Campaign materials requiring approval shall be approved by a designated member of the Elections Committee prior to their use during the campaign period.
 - a. Posters to be placed on student activities and residence hall bulletin boards require the approval of both the SGA and the Student Activities office. One day advance notice to the Student Activities office is required.
 - b. Posters placed on public bulletin boards require only the approval of the SGA.

4. Candidates' social media campaigns may only be conducted within the scheduled campaigning window and may not use sites that are associated with official Champlain College business or offices.

5. Candidates are required to:
 - a. Have campaign materials approved by a designated member of the Elections Committee.
 - b. Have their candidate statements reviewed and edited by a designated member of the Elections Committee prior to creation of the election ballot. Final approval of edits rests with the candidate.
 - c. Seek clarification about campaign procedures as needed from the Elections Committee Chairperson.
6. The following activities are prohibited during campaigning:
 - a. Use of the Champlain College or SGA logos in campaign materials.
 - b. Anything that violates the Champlain College Standard of Conduct.
 - c. Campus-wide or division-wide mass email to students
 - d. Endorsements by any current SGA cabinet members, representatives or clubs. Joint campaigning is not considered an endorsement.
 - e. Financial sponsorship by the SGA or any of its sanctioned clubs.

Elections Procedures

1. The Elections Committee shall create an electronic ballot using a reputable and secure survey or voting software capable of automatically tabulating the results.
2. Every currently enrolled “traditional” student shall receive a unique and secure access to the ballot via his/her Champlain College email account.
3. The ballot shall contain a candidate statement for each candidate
4. The Election Committee Chairperson and one of the SGA Advisors will validate the election results before announcement.

Compensation Schedule

1. The compensation schedule for cabinet members, cabinet members and representatives shall be reviewed annually.
2. The compensation schedule for the next academic year needs to be proposed and approved by the end of fall semester each year so that complete and accurate election materials can be prepared.
3. The compensation schedule for the 2016-17 academic year shall be:
 - a. President and Vice-President: \$3000 annual stipend each.
 - b. Director of Finance, Director of Operations, Director of Communications, and Director of Clubs: \$2,000 annual stipend each.
 - c. Representatives: \$400 annual stipend each.
4. The compensation for assistant position(s) shall be determined by the House of Representatives.

EXPECTATIONS OF REPRESENTATIVES

Communication/Reporting Expectations of Representatives

1. Outgoing Returning Student Representatives representing an academic division shall provide a written report containing their suggestions for communication with the division to the incoming Returning Student Representative(s). This report shall be submitted to the Vice-President at the last House of Representatives meeting of their term of office. The

Vice-President shall distribute such reports to the incoming Returning Student Representatives.

2. All Representatives are required to provide a plan for communication with their constituents to the House of Representatives (and Dean of their division for Returning Student Representatives) no later than the end of October. Oral updates shall be provided upon request.
3. Prior to the second House of Representatives meeting for Incoming Student Representatives, an orientation program shall be conducted by the President or his/her designee that should include the following:-expectations of representatives, review of the SGA Bylaws, instruction in Roberts Rules of Order, sharing of prior representatives' recommendations, review of the guidelines and expectations for the required communication plans, and diversity and inclusion training.

Attendance Expectations for Representatives:

Representatives are expected to attend all House of Representatives meetings, retreats, trainings and major SGA events (Leadership dinner, election events, and other events at the discretion of the Vice-President). Representatives anticipating an absence from a House of Representatives meeting or required event must notify the Vice-President in writing 48 hours prior to the meeting unless an emergency occurs.

1. A Representative intending to miss a House of Representatives meeting should designate another Representative to hold his/her proxy vote at the meeting must name the Representative holding the proxy vote in his/her written notification. Refer to proxy voting section of these Standing Rules for additional information about proxy votes.
2. In the first meeting of the fall semester each year, the House of Representatives will determine the expectations for Representatives' holding office hours for that academic year.

Maintenance of Representative and Cabinet member Qualifications:

1. At the beginning of each semester, the SGA Advisor(s) shall validate that each cabinet member and representative has maintained the qualifications to remain in office.
2. Should a cabinet member or representative not meet qualifications for remaining in office, the President, Vice-President and Advisor(s) shall meet with the student and determine an appropriate action plan.
3. Cabinet members and representatives who have been placed on disciplinary or academic probation are expected to disclose that status to the SGA Advisor(s), who will then convene a meeting to determine the appropriate action.

MISCELLANEOUS BYLAWS IMPLEMENTATION ITEMS

1. Increases in the student activities fee may be requested if the current SGA budget is not sufficient to fund the level of student interest and involvement in clubs, formation of partnerships and other SGA initiatives.

2. The SGA House of Representatives will need to initiate such a request by November 15th via a proposal to the President's Cabinet for consideration. The request shall include a rationale, a budget analysis justifying the increase, and a specific request.
3. The Standing Rules Committee shall review existing standing rules by mid-term of fall semester and develop an action plan to develop and implement changes for the remainder of the year.
4. The Director of Communication is responsible for informing the student body of bylaws proposals and their opportunities to discuss the proposed changes.
5. One public meeting is required to be held between the announcement of the proposed change and the scheduled vote. Discussion of the proposed bylaws changes must be on the agenda for that meeting.
6. Whenever changes to the Bylaws are approved by the House of Representatives, the Director of Communications shall announce the decision(s) to the student body within one week of the meeting at which the change is approved.

HOUSE OF REPRESENTATIVES MEETINGS

Legislative Actions

1. Types
 - a. Bills are the means by which the SGA takes action on items within its control: SGA Bylaws, standing rules, financial allocations, annual budget approval, cabinet member approval, and grants approval.
 - b. Resolutions are the means by which the SGA House of Representatives states its opinion and/or requests the action of others on a particular issue, but takes no action itself.
2. Procedures: SGA Cabinet members and Representatives may submit bills and resolutions for the consideration of the House of Representatives at the discretion of the Vice President according to the following procedures:
 - a. Submissions must be typewritten and grammatically correct.
 - b. Submissions must include a statement of purpose.
 - c. Bills and resolutions, with the exception of proposed Bylaw changes, are passed by simple majority of the voting members.
3. Methods of Voting
 - a. Members are responsible for understanding the substance of each voting issue prior to casting his/her vote.
 - b. Email voting may be used only in emergency circumstances.
 - c. In the absence of a quorum, voting may be conducted, but any member not in attendance may challenge the results of the vote.
 - i. Challenges to a vote taken in the absence of a quorum must be submitted in writing to the Vice-President within 48 hours of distribution of the minutes of such meeting.
 - d. Voting on bills related to bylaw changes, approval of the annual budget, and cabinet member approval require special consideration
 - i. A roll call vote will be taken
 - ii. A quorum must be present
 - e. Proxy voting is allowed according to the following procedure:
 - i. The member who will be absent from a meeting must provide notice to the Vice President in writing at least 48 hours prior to the meeting, except in cases of emergency.
 - ii. The member who holds the proxy vote is bound by the limits of discretion specified by the absent member.
 - iii. Changes to legislative acts that occur at the meeting, but are within the scope of notice shall be voted as originally directed or at the discretion of the proxy.
 - iv. Any legislative acts introduced as new business are ineligible for proxy voting.

Decorum and Debate at House of Representatives Meetings:

1. Representatives are expected to use respectful language and etiquette appropriate to a formal collegiate setting.
2. Representatives wishing to speak to an issue shall raise their hands and wait to be acknowledged by the chair.
3. Representatives shall speak only to the issue under consideration at that moment.
4. An SGA member who wishes to speak to the House of Representatives from a role other than their SGA role, e.g. club head shall make it known.
5. Cabinet members, advisors, and other guests wishing to address the House of Representatives must gain approval from the House of Representatives via the Chair to address the group, unless they are specifically scheduled to speak on the posted agenda.

Communication and Agendas:

1. House of Representatives meeting agendas shall contain the following items
 - a. Approval of the prior meeting's minutes
 - b. Cabinet report
 - c. Committee reports
 - d. Division reports
 - e. New Business
2. House of Representatives meeting agendas shall be developed by the Vice-President:
 - a. The Vice-President shall solicit agenda items from the members 5 days prior to the House of Representatives meeting
 - b. The Vice-President shall provide all House of Representatives members with the agenda and associated documents at least 24 hours in advance of the meeting.
3. Minutes of House of Representatives meetings shall be distributed to Representatives by the Director of Operations at least 24 hours in advance of the meeting.
4. Minutes shall be available to any member of the student body who requests to review them. The Director of Communications shall be responsible for providing a means for students to request the minutes and for distributing them.
5. Each semester, the Director of Communications shall make public a list of grant awards approved by the House of Representatives.
6. A list of grants decisions need to be published once each semester to the student body.
7. At each House of Representatives meeting, the chairperson of House of Representatives standing committees and the representative to other College committees shall provide an update of the actions and decisions made by that committee since the last House of Representatives meeting. Committees having more than one representative shall select one person to speak for the committee at each House of Representatives meeting.

Cabinet Appointments:

1. When presenting cabinet nominations to the House of Representatives for approval, the President shall provide Representatives with the cover letters and resumes of the proposed appointees within the normal warning period for House of Representatives meetings.

2. If one of the President's Cabinet nominees is rejected by the House of Representatives, the President shall present a nominee at the next House of Representatives meeting. The President has the prerogative to present the same nominee but bears responsibility for providing additional information to the Representatives to gain their approval.



Behavioral Standards and Values

Mission: *The Student Government Association is an advocate for the Champlain College community and acts as a liaison for students to the Administration, Staff, and Faculty. The SGA strives to effect change on behalf of the students, thereby creating a more enjoyable environment and a promising future. The SGA offers opportunities for leadership development, involvement, and personal growth within Champlain College.*

As an SGA senator or officer I adhere to the following Behavioral Standards & Values:

1. Honesty

In practice, this value looks like:

- a. I will only make promises that I believe I can keep.
- b. I abstain or recuse myself from the decision-making process in all situations in which there is a conflict of interest, or when I believe I cannot exercise impartial judgment.
- c. I will express my genuine opinion on issues even if my view is unpopular.
- d. I will be true to who I am as a person, while at the same time upholding the integrity of our organization.

2. Responsibility

In practice, this value looks like:

- a. I seek to maintain integrity in both my public and private life.
- b. I can clearly articulate how my decision will advance the College's core values.
- c. I use SGA materials and resources solely for SGA-related activities.
- d. I take ownership for the decisions I make or fail to make, the actions I take or fail to take, and the consequences that result.
- e. I protect confidential information that has been entrusted to me.
- f. I do not misuse the SGA Facebook or Twitter (or other social media sites) by posting from the organization or "tagging" SGA in posts that are not in accordance with our mission.
- g. I monitor the content of my social media sites to ensure I am representing SGA to the best of my ability.
- h. I do not wear my SGA apparel (t-shirts, polos etc.) at inappropriate times, such as, but not limited to, parties, bars, or anytime underage consumption of alcohol or illegal drug use could be present.
- i. I will not hold SGA events that are not approved by the Senate, Cabinet or SGA advisor(s).

3. Professionalism

In practice, this value looks like:

- a. I will arrive to meeting and functions on time and prepared.
- b. I will use appropriate language and I will speak respectfully.
- c. I will be considerate of those who are our guests and devote my full attention to their presentations.
- d. I will directly approach those with whom I have conflict or disagreement.

4. Communication

In practice, this value looks like:

- a. I clearly relay any necessary information to my fellow SGA members and/or my constituents as soon as possible.
- b. I ask clarifying questions if I disagree or do not understand.
- c. I seek feedback from my fellow SGA members or constituents in order to promote the mission and goals of our student government.
- d. I will be cautious and aware of how I communicate about the SGA in a public setting so that there is not scrutiny against myself as a member or our organization in general.

5. Collaboration

In practice, this value looks like:

- a. I will work with other senators and officers to divide and accomplish assigned responsibilities.
- b. I will encourage new ideas and share all relevant information with others.
- c. I will reach out to the College community for other opportunities for collaboration and team work.
- d. I will strive to reach a consensus that best serves the Champlain community.

6. Productivity

In practice, this value looks like:

- a. I will spend my office hours on SGA related work and materials.
- b. I will uphold my responsibility to reach out to my constituents at least twice a semester.
- c. I will be willing and with out attitude help my fellow SGA members on events and meetings in order to accomplish the tasks at hand.

7. Fairness

In practice, this value looks like:

- a. I treat all viewpoints with respect, even if I do not personally agree with them.
- b. I only take credit for work that I have done and acknowledge everyone who assists me.
- c. I observe the established procedures detailed in the Standing Rules and Bylaws and demonstrate transparency in my decision-making process.

8. Commitment

In practice, this value looks like:

- a. I will attend the scheduled SGA meetings and events.
- b. I will make my SGA affiliated presence known on campus and in the community.
- c. I have a clear set of objectives, a general time-frame for accomplishment, and am willing to see difficult projects through completion.
- d. I will continue to work toward and support the SGA's mission and goals, as well as my own.
- e. If I do not see myself being able to fulfill my role as an SGA member I understand that is in the best interest of the organization for me to relinquish my duty.

9. Integrity

In practice, this value looks like:

- a. I will be sincere in my decisions and communications to the public.
- b. I will not hold my role as an SGA member as being above other students on campus in a negative manner.
- c. I will use my best judgment and moral character to uphold the premise upon which I was elected

10. Service

In practice, this value looks like:

- a. I will make my focus on the greater need of the student body before considering my own.
- b. I understand my role as an SGA member is to serve the values and goals of our mission.

**Adapted, with permission, from the *Values and Ethics* Code of the Student Government Association of Chapman University.

http://www.chapman.edu/students/life/student-government/_files/operating-docs/SGAValuesandEthicsCode.pdf

PROCEDURES FOR SANCTIONS OF SGA MEMBERS IN VIOLATION OF STANDING RULES OR BYLAWS

1. A complaint must first be brought to the President or Vice President. If the complaint is against President or Vice President, the complaint must be brought to one or both of the advisors.
2. The President, Vice President, and the advisor(s) must meet/discuss to determine a plan of action. Possible plans of action are (A) dismissal of the complaint or (B) a discussion with the respondent of the complaint.
3. If the complaint is not dismissed, then the respondent to the complaint must be interviewed by the President, Vice President, and the advisor(s).
4. A meeting of the President, Vice President, and the advisor(s) must then be held to either (A) resolve the complaint or (B) bring the complaint to the House of Representatives for further action.
5. If the complaint is to be brought before the House of Representatives, then the President, Vice President, or one of the advisors must notify the respondent of the complaint.

6. Once the complaint has been referred to the House of Representatives, the House of Representatives is under no obligation to accept a resignation from the respondent.
7. In a meeting of the House of Representatives, where only voting members are present, the House of Representatives must discuss the complaint and determine a course of action. Options for a plan of action are (A) resolution of the complaint or (B) sanctions are levied against the respondent of the complaint, up to and including expulsion of the respondent.
 - a. The respondent must be invited to the meeting.
 - b. The advisor(s) may be present for the discussion.
 - c. When the House of Representatives decides to vote on a plan of action, the respondent and advisor(s) must leave the meeting.
 - d. Only the final action is recorded in the minutes.