

Member

Handbook

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## Mission Statement

To support the transformation of Metropolitan State University of Denver, the Student Government Assembly advocates in the interest of all students, provides leadership opportunities, and enhances the university experience by unifying and empowering all of our students.

## Vision Statement

SGA is dedicated to serving and empowering the students at MSU Denver by bridging the gap between administration and students, advocating for students, and involving our diverse student body in service, social, recreational, cultural, and professional opportunities. Through engaging all students, we gain valuable insight and strength, therefore building a community of diverse ideas, dialogues, and individuals which leads to a high quality, valuable and transformative education for all.

## Member Handbook Management

This Member Handbook, duly approved, and all policies within it shall constitute an act of the Student Government Assembly (herein referred to as “SGA”) to institute policies and procedures necessary and appropriate for executing the powers vested by the Constitution of the SGA.

## Administration

All policies contained in this manual shall be binding upon all members and officers of the SGA of MSU Denver. All officers shall maintain familiarity with, perform their duties according to, and conduct themselves within the framework of this manual. The Vice President and AVP of Engagement & Development shall serve as the stewards of the handbook, providing advice and enforcing policies as deemed necessary.

## Handbook Amendment Process

* Unless otherwise stated, the President, with an affirmative vote of 2/3 of the full SGA Team may amend any portion of this policy manual.
* The SGA Team; or any member within the team; may, at any time, choose to amend the policy manual in accordance with the SGA Team Bylaws.

## Divisions of the SGA

### The Election Commissions Committee

* Manager of Election Services
* Election coordinator(s)

### Executive Branch

* President
* Vice President
* SACAB Representatives (2)
* Student Trustee
* Associate Vice President (AVP) of Engagement & Development
* Office Manager
* Funding Manager

### Legislative Branch

* Senators (6-8)

**The SGA Team as defined for voting purposes consists of the Executive and Legislative Branch members.**

## Conduct

SGA Members shall use reasonable judgment and refrain from conduct that reflects unfavorably upon the SGA. Regulations of this section shall apply while working within the SGA Office, attending official meetings, and SGA activities in addition to time on campus in a student capacity. This type of conduct includes:

* That which brings the SGA into disrepute.
* That which reflects discredit upon the individual as an SGA Member.
* That which will impair the operation, effectiveness, or efficiency of the SGA as outlined in the SGA constitution.
* That which interferes with constitutional SGA operations.
* Members shall not publicly criticize or ridicule the SGA, its policies, or its officers where such statements are defamatory or obscene.

SGA Members shall be courteous to the student body and faculty, remaining tactful and restrained in the performance of their assigned duties. SGA Members shall exercise patience and discretion, control their tempers, and not engage in any malicious physical retaliation, even in the face of extreme provocation.

SGA Members shall not abuse their position including the following:

* SGA Members are prohibited from using their credentials, identification, or position in an unofficial or unauthorized capacity.
* SGA Members shall not be allowed to use their name, photograph, or official title that identifies them as members of the SGA to endorse or advertise any product, service, policy, or action without the permission of the President or SGA Advisor.
* SGA Members shall not use their title or office in the SGA for the purposes of soliciting, selling, or purchasing any product or service without express permission of the President or designee.
* SGA Members shall not use their title or office in the student government to avoid the consequences of illegal acts, or to obtain privileges not available to the student body or general public; except as defined in the performance of their duties.
* SGA Members shall not use the SGA Office address for receiving personal mail or as a “home address.”
* SGA Members shall not maliciously coerce, intimidate any person, or engage in speech or conduct which is discourteous, abusive, profane, obscene, or threatening.

### Ethics Directive

SGA members shall not commit or omit any acts in violation of any rule, regulation, order, or directive contained in this handbook; nor shall anyone aid and abet another to do so.

### Lawful Conduct

SGA members shall conduct themselves in a lawful manner; obeying all federal, state andlocal laws and regulations.

### Truthfulness

SGA members shall be truthful in all matters associated with the SGA.

### Respect for Others

SGA members shall treat all others with civility and respect.

### Student Trust and Authority

SGA members are entrusted to safeguard the authority and student trust vested in themand other SGA members by our students. SGA members shall use their position, office,resources, and credentials appropriately. SGA members shall not make promises orarrangements with outside persons, students, or faculty without the knowledge andauthorization of the President or the President’s designee.

### Gifts and Gratuities

SGA members shall not use their Elected or Appointed status to seek or accept forthemselves or others, any favors, gifts, benefits, privileges, rewards, or gratuities whichmay compromise the officer’s position or office and/or would not ordinarily be affordedany other member of the student body. A gratuity is defined as a free or reduced price,service, or item given to or accepted by an identified officer of the student government withthe anticipation of influencing or gaining additional presence or service from the memberor other officer of the student government.

### Special Regulations

SGA Members shall not belong to, or be affiliated with any person or group that advocates

insurrection, treason, or the overthrow of the government through unconstitutional means,or supports the superiority of one race over another.

### Security and Information

Unless deemed Public Information, SGA Members shall treat the official business of thestudent government as confidential. SGA Members shall not access, review or remove anyreport or record other than for SGA purposes. SGA Members shall not communicate anysensitive or privileged information that may jeopardize the safety and privacy of fellowSGA Members or students.

### Liability and Credibility

Whenever an SGA Member is involved in an incident where there may be a question as toSGA liability or misrepresentation, the SGA Member shall write a memo to the President.The memo will include who was involved, what occurred, who was notified and when.President will review the memo and will decide if any policy or bylaw violations haveoccurred prior to forwarding the memo.

### Proscription of Nepotism

No student who is married to, is a domestic partner of, or shares a household with an SGAMember vested with appointive power shall be appointed by that member to any paidposition within the SGA.

### Disciplinary Action

If an SGA Member violates any of these codes of conduct, they are subject to disciplinaryaction that may be taken, up to and including termination. The SGA Advisor shall becharged with the enforcement of these codes of conduct.

## Attendance Expectations

SGA Members shall report to official meetings and office hours at the time and placescheduled. This includes student government meetings, committee meetings, specialmeetings, retreats, events, and trainings.

### Regular Attendance

* SGA Members shall arrive when they say they will.
* SGA Members are expected to work a full day on Fridays from 9am-5pm (unlessotherwise approved by the President). When not in committee meetings membersshall stay on task; working productively on SGA projects and initiatives. If you arehaving trouble fulfilling the hourly requirements of your position for any reason,please reach out to someone on the leadership team.
* SGA Members shall record their time accurately utilizing the office time clock; anymissed punches should be reported to the AVP of Engagement & Developmentutilizing the appropriate form within 48 hours.
* Payroll reporting shall be done at close of business on the last day of the pay period;all missed punches must be reported prior to that time or they will be reported onthe next payroll cycle.
* It is solely the responsibility of each member to ensure their time has beenaccurately reported and that they have been paid correctly; reporting any mistakesto the AVP of Engagement & Development, in writing, within 48 hours of receivingyour paycheck.

### Tardiness

* If you are going to be more than 10 minutes late please contact your supervisor orthe AVP of Engagement & Development as early as possible so that we can planaccordingly.
* If your tardiness is a continued issue, disciplinary action may be taken, up to andincluding, termination.

### Absence

* If you will be absent for your office hours please contact your direct supervisor atleast four hours before your scheduled start time, except for opening shifts in thecase of weather or sick days.
* If you will be absent for more than two consecutive workdays, please contact your direct supervisor and the AVP of Engagement & Development two weeks in advance and submit a Time Off Form.
* Excused absences shall only be granted for observance of religious holidays, required academic obligations as dictated by professors, scholarship requirements, intercollegiate athletic competitions or mandatory internship obligations.
* Other reasons for absence will be left to the discretion of the AVP of Engagement & Development.
* All SGA Members are expected to participate in all scheduled meetings (including committees) with no more than three (3) unexcused absences each semester.
* If your absence is a continued issue, over and above the three (3) unexcused absences, disciplinary action may be taken, up to and including termination.

### Make up Time

* If you would like to receive your full pay each pay period, you must work and clockin for the full number of hours allotted to your position. Your work hours must bedevoted solely to the completion of SGA projects and initiatives.
* If you have to miss your scheduled work hours for any reason it is possible to makeup those hours at another time. Please contact your direct supervisor and the AVP ofEngagement & Development for direction on how and when to make up lost hours.

## Dress Expectations

As members of SGA it is our responsibility to set an exemplary standard for the students that we have been elected or appointed to represent. Part of this standard is how we dress, as this affects how the students, faculty, and staff perceive us. SGA understands that each of our members is a student and has the right to represent themselves and express their individuality. Within that individual expression it is important that we hold ourselves to a high standard as campus-wide leaders and we should each strive to showcase this through our actions and appearance. For these reasons we have created the following dress expectations:

### SGA Smart Casual

Our first policy is for Monday – Friday and is considered SGA Smart Casual. In SGA Smart Casual nice jeans and MSU Denver apparel is welcome and encouraged.

Attire options include:

* Button up shirts
* Polo shirts
* Sweaters
* Casual shirts that DO NOT have any offensive writing
* NO spaghetti straps
* Dresses that are no more than 3 inches above the knee
* Khakis
* Shorts that are no more than 3 inches above the knee and not denim
* Capri Pants
* Jeans in good repair
* Dress or MSU Denver hats
* Heeled closed toed, or peep toed, shoes or boots
* Flat closed toed or peep toed, shoes and/or boots
* Dress sandals and shoes
* Tennis, running and walking shoes in good repair

### SGA Standard Business

This policy applies to Fridays with guests and meeting with faculty and staff:

**SGA Standard Business Attire options include:**

* Slacks, Pants, and Suit Pants
* Pant Suits
* Skirt suits
* Skirts that are not more than 3 inches above the knee
* Business dresses that are sleeved or worn with a blazer, NO spaghetti straps, that are no more than 3 inches above the knee
* Sport Coats
* Blazers
* Long and short sleeved dress shirts
* Blouses or dressy shirts
* Sweaters or turtlenecks
* Healed closed toed, or peep toed shoes
* Flats closed, toes or peep toed shoes
* Dress sandals and shoes

### NOT to wear

There is certain attire that is not acceptable for any workday including:

**Clothes that are not acceptable include:**

* University or College gear that is NOT MSU Denver
* Any clothing item that is ripped, distressed, or torn to show skin not traditionally shown by that article of clothing
* Tube or halter tops
* Backless or midriff shirts
* Apparel that has writing that may be offensive to a reasonable person
* Exercise or workout clothes
* Pajamas
* Apparel that is excessively tight or revealing
* Apparel that shows excessive cleavage
* House shoes or slippers

### Hygiene

Personal Hygiene is also an important part of being a student body representative. Every member of SGA is expected to adhere to a regimen of good personal hygiene.

### Religious Freedom

SGA understands and respects each person’s right to exercise their religious freedom. This dress code is not intended, and shall not be used, to restrict any individual’s right to dress in accordance with their cultural or religious beliefs.

### Special Provisions

* If you have any questions or need clarification on this policy, please contact the AVP of Engagement & Development; if you think your clothing might be inappropriate then ask for clarification before wearing it.
* SGA understands that not every student can afford to buy new clothes for work. The AVP of Engagement & Development has the authority to award a clothing stipend to members in need of the above-mentioned apparel items. Contact the AVP of Engagement & Development for more information.

## SGA Phone Script

It may sound simple but good phone etiquette is essential to effectively serving our students, faculty, staff and community. Remember to follow these simple scripted prompts and to SMILE. When you smile your voice sounds more positive, and those you are speaking with will notice the difference!

### Answering the Phone

All employees are responsible for answering the phone when in the office. When answering

the phone please use the following script:

“Thank you for calling the MSU Denver Student Government Assembly this is, how may I help you?”

### Placing Someone on Hold

“May I please place you on hold while I look into that?” or “May I please place you hold while I find them?”

### Taking a Message

“They are unavailable right now; may I take a message?” or “I will need to look into this further, may I take your information and I will contact you with an answer within 24 hours?”

When taking messages get the following information**:**

* First and last name
* Phone number and/or email address
* Specific issue or question to be addressed
* Time frame for request

Then *personally* deliver the message by email, phone or in person.

## Document Style Guide

When creating documents for SGA, please use the following style guide to make our documents uniform and easily searchable.

* Fonts:

**Bold** Standard CAPS

**Cambria** Cambria CAMBRIA

* 12pt type
* 1” – 1.25” margins
* v.1, v.2, v.3 etc. in footer of documents in 10pt type
* File names for draft documents: Title\_v.1, Title\_v.2, etc. (Styleguide\_v.1)
* File names for final documents: Title\_m.d.yy ( Styleguide\_11.5.14)

### Approved Seals

The SGA Team approves the use of the following Student Government Seals for thetransaction official business and transmission of official communication.

* Student Government Assembly; see Appendix

Each of the approved seals is authorized for use by the division or officer designated in theseal. Seals may only be modified, replaced, removed, or added with approval of the SGATeam.

### Use of Seals and Logos

* Approved seals are to be used for transaction of official SGA business andtransmission of official SGA communication only.
* Approved seals may not be used on promotional material or unofficialcommunication.
* Approved SGA logos can be used by any SGA member for any marketing materialthat the full SGA team supports.
* The MSU Denver logo can be used by any SGA member for any marketing material that the full SGA team supports.

## Office Policies

### SGA Office Space

The Vice President may, at their discretion, assign office space to individuals or groups. The walls in the SGA office are public space and should be treated as such. Anything posted should be represent the views and values of the SGA and MSU Denver.

### Common Space

All SGA Members may use shared or common space in the office. Shared space should be cleaned and vacated of personal belongings and records after use.

### Desk Space

Officers are welcome to keep appropriate belongings or other personal property in or on

their desks. SGA is not responsible for lost or stolen belongings left unattended in the office. Desks should maintain an appearance of professionalism and avoid unnecessary clutter.

### Office Computers

Each officer will be given a unique log in to the Admin domain which should not be shared with anyone. Officers are responsible for all activities conducted under their username on the computers and keep in mind that work created on these computers may be accessed by the university.

### Key Card/Fob Access

SGA Members may be granted key card access to the SGA suite and/or one or more of the offices within it. SGA Members with key card/fob access must report the loss of their key card/fob to the AVP of Engagement & Development immediately.

### Operating Hours

The operating hours for the SGA office are at least 10am to 4pm Monday through Friday during the Fall and Spring Semesters. Office Hours during the Summer Semester are subject to change. Office hours shall be posted publicly at all times and modified as necessary to reflect the actual operating hours of the office. As such operating hours may be significantly shortened on certain days of the week or during academic breaks and Summer Semester. In the interest of safety officers should notify the President, Vice President or AVP of Engagement & Development if they plan to be present in the office outside of posted times.

## Procedure for Applying for SGA Student Organization Funding

Funding for Student Organizations

1. Each student organization must apply for Campus Event Funding before applying to SGA for funding.
   1. Student organizations can only apply to SGA for funding when,
      1. the campus organization requested budget has exceeded the max allocation from CEF.
      2. or when Campus organizations are ineligible to receive funding from CEF.

Under only these circumstances is SGA allowed to fund/sponsor student organizations.

1. Before a Student Organization can be approved for SGA funding an accurate itemized budget must be submitted by the Student Organization to SGA before a final vote.
2. An accurate and updated budget of SGA must also be given to SGA voting members before SGA can come to a final vote.
3. If/when a Student Organization has been approved by SGA for funding, SGA can only accept and approve Student Organizations for funding through a team vote.
   1. This vote must be a majority vote.
4. Only 7% of the SGA budget must be only used to fund Student Organizations.
   1. This percentage can be voted to remain the same, can be lowered no more than 5%, or can be raised to no more than 10% every year.
   2. SGA must split their desired budget for Student Organizations in half, so it will be equal both semesters.
5. As each Student Organization will request different dollar amounts, SGA cannot fund a singular Campus Organization in excess of a cumulative $3000 per year.

Student Organizations that are seeking funding must give a brief, 10 minute maximum

presentation to SGA at the nearest weekly held SGA meeting. Student Organizations are required to bring printed presentation materials as well as any supplemental materials. It is up to SGA as a whole to determine if the Student Organization will receive funding. A vote will be held the following week.

## Procedure for Applying for Funding for club sports/student athletes

1. SGA cannot fund individual athletes from club sports or from Intramurals.
   1. SGA must and can only fund events that are all inclusive, meeting standards with the MSU Denver Mission Statement

## Procedure for Applying for Funding for Departments

Follow same procedure as Student Organization. Everywhere it says Student Organization replace with Department.

## Hiring Procedures

* The AVP of Engagement & Development will recruit interested students for vacant positions, within the personnel and operating budget, as well as set up and conduct interviews in cooperation with the President and Vice President.
* The AVP of Engagement & Development shall accept applications for any vacant position on a rolling basis throughout the year.
* The President, Vice President and AVP of Engagement & Development shall jointly make hiring decisions within the confines of applicable state and federal laws and MSU Denver hiring policies.
* Hiring for the upcoming year may occur once general election results have been certified with the approval of the new and current President and Vice President.
* Members may be directed by the president in duties beyond their job description as deemed necessary and appropriate.

### Minimum Qualifications

* Must have and maintain at least a 2.5 cumulative GPA (2.25 for Senate)
* Graduate students must have and maintain at least a 3.0 cumulative GPA
* Enrolled in at least 12 credit hours per semester during the fall and springsemesters (9 credit hours for Senate)
* Earned at least 12 credit hours from MSU Denver
* Must have at least one full academic year remaining at MSU Denver
* Never been found responsible for violating the Student Code of Conduct
* Able to pass a background check
* Strong written and oral communication skills and strong organizational skills
* Proficient in Microsoft Word, Excel, and PowerPoint
* Available to work on Fridays
* Must be a resident of CO for at least 3 consecutive year before the election (forSACAB and Student Trustee)
* Must have Junior or Senior standing before election (for Student Trustee)

## Job Descriptions

### President

* Shall be elected to serve an active term from June 1st of the calendar year in which he was elected until May 31st of the following year.
* If a President completes a term and is not re-elected to an additional term, he shall serve, and be compensated for, up to month of inactive, advisory service from June 1st until June 30th in order to orient the incoming President and conduct the training of the new elected officers.
* Shall conduct his or her duties as necessary to achieve organizational goals.
* Unless excused by the chair, the President shall attend all meetings of the Senate to give status reports and serve as the executive advisor to the Senate.
* The President, as Chief Executive Officer, may designate duties for all other elected or appointed executives and staff, as appropriate within the boundaries of their job description. With regard to the Student Trustee and the SACAB Representatives, these duties may not infringe or conflict with that officer’s responsibilities as defined by the bylaws of the Board of Trustees and the SACAB, respectively.
* The President may add or remove staff positions with the approval of the SGA Team.
* The President may alter the job descriptions of any appointed staff with the approval of the Senate.
* The President shall have the final authority concerning appointments to external/campus-wide committees.
* The newly elected President must attend the mandatory training sessions offered in June or they may be terminated.
* Prepares and presents budget requests to the Student Affairs Board.
* Shall attend the SGA Team Meetings
* Shall attend Fall/Spring Commencements
* Shall coordinate and manage the Legislative Advocacy Team
* Shall attend and report to the President’s Cabinet, Alumni Board, and Board of Trustee’s meetings.
* Shall support and participate in SGA sponsored programs and activities as their professional and personal schedules allow.
* Shall be an advocate for the SGA and the students it serves.
* Shall work collaboratively and cooperatively with fellow members of the SGA.
* Works up to 30 hours each week and holds regular

### Vice President

* Shall be elected to serve an active term from June 1st of the calendar year in which he was elected until May 31st of the following year.
* If a Vice President completes a term and is not re-elected to an additional term, they shall serve, and be compensated for, up to month of inactive, advisory service from June 1st until June 30th in order to orient the incoming Vice President and assist with the training of the new elected officers.
* Shall act in absence of the President on any urgent matter and shall become President if the office is vacated.
* Chairs Student Affairs Board
* Oversees the Director of Project and Programs and the Office Coordinator
* Shall serve as the SGA office and finance executive and shall be responsible for supervising the day to day operations of office staff, including enforcing all office policies.
* Creates and organizes SGA’s budget spreadsheets
* Records all financial paperwork, including special purchase orders (SPOs), check payments, petty cash requests, and office supply requests
* Ensures all posted transactions have been approved
* Sends all financial paperwork with SGA President and advisor
* Analyzes financial data to make future predictions on savings and expenses
* Shall Chair the Executive Branch Team Meetings
* The newly elected Vice President must attend the mandatory training sessions offered in June or they may be terminated.
* Shall attend the SGA Team Meetings
* Shall support and participate in SGA sponsored programs and activities as their professional and personal schedules allow.
* Shall be an advocate for the SGA and the students it serves.
* Shall work collaboratively and cooperatively with fellow members of the SGA.
* Works up to 28 hours a week and holds regular office hours

### Associate Vice President (AVP) Engagement & Development

* Creates and advertises job postings
* Reviews initial applications and resumes with Leadership team
* Coordinates interviews with candidates with Leadership team
* Compiles and submits employment paperwork in cooperation with the offices of Student Activities and Human Resources
* Coordinates start dates for new hires in order to update payroll records
* Facilitates the on-boarding process in a timely manner including new hire orientations
* Updates job specifications to encompass current duties and requirements with approval of the SGA Team
* Updates Member Handbook as agreed upon by the SGA team
* Strives to improve the human capital of SGA
* Researches and creates training plans
* Plans yearly retreat (if current administration would like one)
* Encourages a professional and positive work environment. Helps resolve conflicts by reaching out to our advisor or on more serious occasions, the school’s conflict resolution specialist
* AVP of Engagement and Development has the authority to award a clothing stipend to members in need of standard business attire as listed in the dress code.
* Sits on SGA and University wide committees as delegated by the President
* Attends weekly Executive staff meetings
* Serves as a developmental advisor to all members of the SGA. As such this person is ineligible to run for office in the year following their serving in this position.
* Oversees the Manager of Election Services
* If an AVP completes a term and is not re-appointed to an additional term, they shall serve, and be compensated for, up to month of advisory service from June 1st until June 30th in order to orient the incoming AVP and lead the mandatory training of the new elected and appointed officers in June.
* Shall support and participate in SGA sponsored programs and activities as their professional and personal schedules allow.
* Serves as developmental advisor to all members of the SGA. As such, this person is ineligible to run for office in the year following their serving in this position.
* Shall be an advocate for the SGA and the students it serves.
* Shall work collaboratively and cooperatively with fellow members of the SGA.
* Helps members coordinate and hold events. Assists in booking rooms, caterers, etc.
* Manages and approves forms on roadrunner link like the internal graphic design form, advertisement form, game and tent request form, et.
* Works up to 28 hours a week and holds regular office hours

### Funding Manager

* Assists in executing the SGA strategic plan
* Manages relationships with the student organizations and offices on campus
* Chairs the Campus Event Funding committee
* Evaluates requests for Sponsorship and submits to President, Vice President and AVP for consideration
* Assists the Vice President, as needed, with the financial operations of the SGA
* Oversees project planning process and reports to the President, Vice President and AVP for consideration
* Sits on SGA and University wide committees as delegated by the President
* If hired and eligible prior to June 1, must attend mandatory training sessions offered in June or they may be terminated.
* Shall support and participate in SGA sponsored programs and activities as their professional and personal schedules allow.
* Shall be an advocate for the SGA and the students it serves.
* Shall work collaboratively and cooperatively with fellow members of the SGA.
* Attends weekly SGA Team Meetings as needed or requested by the president
* Works up to 20 hours a week and holds regular office hours

### Office Manager

* Assists the SGA President and Vice President in their duties
* Monitors SGA’s accounts on Banner
* Ensures compliance on all financial paperwork before submitted to Vice President
* Assists the President in the annual Student Affairs Board budget presentation
* Works with the AVP of Engagement & Development to schedule and overseeinternal events
* Assists in inventorying and ordering office supplies
* Maintains SGA website as necessary, keeping content current and appealing tostudents
* Serves as the official minute taker
* Sits on SGA and University wide committees as delegated by the President
* If hired prior to June 1, must attend mandatory training sessions offered in June orthey may be terminated.
* Attends weekly SGA Team Meetings.
* Works up to 15 hours a week and holds regular office hours

### Election Services Manager

* Leads the Election Commission in organizing and executing the SGA Elections andadvises Student Organizations on how to best conduct their own elections
* Oversees the execution of a marketing plan
* Oversees the creation and maintenance of the Election Commission’s social media
* Plans and coordinate events
* Reviews and maintains the Election Commission Codes and Bylaws
* Communicates with candidates about expectations for Campaigning
* Assists in the recruiting and interviewing of Election Coordinators
* Communicates with the student body about the election process and voting
* Communicates with administration about voting and balloting
* Works under the direction of the AVP of Engagement & Development
* If hired and eligible prior to June 1, must attend mandatory training sessions offered in June or they may be terminated.
* Shall support and participate in SGA sponsored programs and activities as their professional and personal schedules allow.
* Shall be an advocate for the SGA and the students it serves.
* Shall work collaboratively and cooperatively with fellow members of the SGA.
* Attends weekly SGA Team Meetings
* Works up to 15 hours a week and holds regular office hours

### SACAB Representative

* Shall each be elected to serve an active term from July 1st of the calendar year inwhich they were elected until June 30th of the following year.
* Newly elected SACAB representatives must attend the mandatory training sessionsoffered in June or they may be terminated.
* If an incoming SACAB Representative is entering their first term of office or is notan officer of SGA during the month of June preceding the start of their term of office,the SACAB Representative shall serve, and be compensated for, one month ofinactive, educational service, from June 1st until June 30th.
* In addition to the duties enumerated in the SACAB Bylaws, SACAB Representativesshall act as liaisons between the Student Government Assembly and theAdministration of AHEC.
* SACAB Representatives shall determine how they will vote on an issue in themanner that they see fit, however, they shall make known the views and opinions ofthe Student Government Assembly if such views or opinions are known.
* Unless it contradicts or conflicts with the duties outlined in the SACAB Bylaws, theSACAB Representatives shall assist in the accomplishment of SGA’s goals andinitiatives as directed by the President.
* Shall be advocates for the SGA and the students it serves.
* Attends weekly SGA Team Meetings.
* Works up to 15 hours a week and holds regular office hours in the SACAB office

### Student Trustee

* Shall be elected to serve an active term from July 1st of the calendar year in which he was elected until June 30th of the following year.
* The newly elected Student Trustee must attend the mandatory training sessions offered in June or they may be terminated.
* If an incoming Student Trustee is entering their first term of office or is not an officer of SGA during the month of June preceding the start of their term of office, the Student Trustee shall be available and compensated for one week of inactive, educational service for the training in June.
* In addition to the duties enumerated in the Bylaws of the Board of Trustees, The Student Trustee shall act as a liaison between the Student Government Assembly and the MSU Denver Board of Trustees.
* The Student Trustee shall determine how they will vote on an issue in the manner that they see fit. However, they shall make known the views and opinions of the Student Government Assembly if such views or opinions are known.
* Unless it contradicts or conflicts with the duties of the Student Trustee as defined by the Constitution and the Bylaws of the Board of Trustees, the Student Trustee shall assist in the accomplishment of SGA’s goals and initiatives as directed by the President.
* Manages Student Organization Council
* Shall support and participate in SGA sponsored programs and activities as their professional and personal schedules allow.
* Shall be an advocate for the SGA and the students it serves.
* Shall work collaboratively and cooperatively with fellow members of the SGA.
* Attends weekly SGA Team Meetings.
* Works 12-15 hours a week and holds regular office hours
* Required attendance to all Board of Trustees meetings which are held bi-monthly on Thursday and Friday from 7:30am-12:30pm. As well as all other Board of Trustees meetings and functions, including retreat.

### Election Coordinators

* Works under the direction of the Manager of Elections
* Works to execute the election marketing plan
* Assists in Planning and coordination of election events
* Reviews and maintains the Election Commission Codes and Bylaws
* Communicates with candidates about expectations for Campaigning
* Communicates with the student body about the election process and voting
* Attends weekly SGA Team Meetings
* Works up to 10 hours per week and holds regular office hours

### Senators

* Shall prepare for meetings by reviewing minutes and other materials, become wellinformed on subject matters to be discussed, and participate actively indecisions.
* Shall attend all meetings of the Senate and all committees to which they areappointed.
* All Senators are expected to participate in all scheduled meetings with no more thanthree (3) unexcused absences in one semester.
* Shall be available to attend the senate meeting and the meetings of their respectivecommittees with fellow students and SGA personnel every Friday during Summer,Fall, and Spring semesters from 9:00 AM to 5:00 PM Mountain Standard Time.
* Shall support and participate in SGA sponsored programs and activities as theirprofessional and personal schedules allow.
* Shall be advocates for the SGA and the students it serves.
* Shall work collaboratively and cooperatively with fellow members of the SGA.
* All Senators must attend the mandatory training sessions offered in June or theymay be terminated.
* Attend weekly SGA Team Meetings.
* Work up to 12 hours a week and hold regular office hours

### Speaker of the Senate

In addition to the duties of a Senator

* Presiding officer over the Senate
* Serves as the chair of all meetings of the Senate and set the meeting agenda
* Shall be the official spokesperson for the Student Senate on any matter before the Executive Branch
* Shall appoint Senators to standing and non-permanent sub-committees of the Senate with the direction of the President.
* Shall enforce senate bylaws regarding the format of legislation presented to the Senate.
* If a Speaker completes a term and is not re-elected to an additional term, they shall serve and be compensated for up to one month of inactive advisory service from June 1 until June 15 in order to orient the incoming Senate and help train new elected Senate officers.
* Attends weekly SGA Team Meetings.
* If the situation arises in which there are fewer that eight (8) seated senators, the Speaker of the Senate may divide and allocate the total weekly hours, of 96, to the senate upon request or need of the senate members.

### Speaker Pro Tempore

In addition to the duties of a Senator

* Shall be responsible for chairing the Senate meetings in absence of the Speaker
* Shall only make temporary appointment of Senators to standing and nonpermanent sub committees of the Senate only if there are exigent circumstances for such appointment to be made in the absence of the Speaker.
* The Speaker Pro Tempore shall only represent the Senate to the Executive Branch if there are exigent circumstances for the Speaker not to be present.
* Attends weekly SGA Team Meetings.

### Parliamentarian

In addition to the duties of a Senator

* Shall ensure the Senate meeting is being conducted in accordance with by-laws and answer point of order questions referred to them as well as any other clarification on parliamentary procedure.
* Has the authority to enforce the rules as needed, including overriding a ruling of the Speaker in accordance with Senate Bylaws and this handbook.
* Attends weekly SGA Team Meetings.

## Organization Chart

See Appendix

### Fiscal Management

* Personnel and Operating Budget
* Each month the Vice President and/or the Office Coordinator shall present a fiscal update to the SGA at the weekly SGA Team Meeting.
* Between June 15th and July 15th of each year, the Vice President shall submit an operating budget for the following fiscal year to the SGA Team at the SGA Team Meeting to be voted on and passed by a simple majority.
* The President shall have final approval authority for all spending within the approved SGA Operating Budget.
* Any SGA member may request spending in accordance with the bylaws.
* Project Managers may request funding for specific projects as outlined in the Project Planning and Management Process in Appendix
* Each Projects and Programs budget will be approved by the Vice President
* Each project manager is expected to understand and follow the EA procedure outlined in the Appendix, seeking clarification as needed.

## Handling Conflict

When you have a conflict with another team member in SGA it is important that you work to address the issue efficiently and effectively to the benefit of all involved parties. Begin each conflict resolution by speaking with the involved parties directly first. If you feel that this first step is not appropriate please contact the AVP of Engagement & Development immediately to discuss other possible solutions. When seeking a resolution to conflict please keep in mind the following:

* Be respectful of others right to hold their own opinions, thoughts, ideas and feelings.
* Listen for the intent of others: “what do they really intend?”
* Acknowledge others: acknowledge their thoughts, feelings and ideas.
* Be honest about your thoughts, feelings and ideas.
* Remember we are all learning; work collaboratively to support the learning process of all members.
* Use the Conflict Resolution Map in the appendix to guide your behavior.

## Succession

### President

Should the President leave office temporarily, the Vice President will assume the duties and responsibilities of the Presidency until the President is able to assume their duties and responsibilities once again. Should the President position become permanently vacant, the Vice President will assume the position of President. Speaker of the Senate shall assume the position of the Vice President permanently.

### Vice President

Should the Vice President position become temporarily vacant, the Speaker of the Senate will assume the duties and responsibilities of the Vice President temporarily until that individual is able to assume office once again. Should both the President position and the Vice President position become permanently vacant simultaneously, the Speaker of the Senate shall assume the position of the President and the Speaker Pro Tempore will assume the position of the Vice President. A special election will be held for the position of the President and Vice President IF the positions fall vacant twelve (12) weeks or more prior to the SGA spring elections, in which, those elected for the position will enter the presidency immediately after results are certified. However, if the positions fall permanently vacant at any point within twelve (12) weeks from the upcoming Spring election, the positions will be filled on a permanent basis until the end of the election year by the Speaker of the Senate and the Speaker Pro Tempore. The entering President will follow the vacancy procedures outlined in the Member Handbook for the remaining vacant positions.

### Speaker of the Student Senate

Should the Speaker of the Student Senate leave office temporarily, the Speaker Pro-Tempore shall assume the duties and responsibilities of the Speaker of the Student Senateuntil he/she is able to assume the duties and responsibilities once again.

Should both the Speaker of the Student Senate and the Speaker Pro-Tempore temporarilyleave office simultaneously, the Parliamentarian shall assume the office of the Speaker andappoint a member of the student senate to temporarily serve as the Speaker Pro-Tempore.

Upon the return of the Speaker and the Speaker Pro Tempore, the temporary Speaker and temporary Speaker Pro Tempore shall step down from the positions and return to their Parliamentarian and Senator positions respectively.

Should the Speaker of the Senate, Speaker Pro Tempore, and the Parliamentarian

temporarily leave simultaneously, the most senior senate member will temporarily become the speaker, and the temporary Speaker will appoint two senate members to assume the Speaker Pro Tempore and Parliamentarian positions on a temporary basis.

Upon the return of the Speaker, Speaker Pro Tempore, and the Parliamentarian, the temporary members will step down and return to their original senator positions.

Should the Speaker position become permanently vacant, the Speaker Pro Tempore will assume the Speaker of the Student Senate position permanently and an election for the Speaker Pro Tempore position will be scheduled for the immediate senate meeting.

Should both the Speaker and the Speaker Pro-Tempore positions become permanently vacant simultaneously, the Parliamentarian shall assume the office of the Speaker permanently and an election for the Speaker Pro Tempore position will be scheduled for the immediate senate meeting.

Should the Speaker, Speaker Pro Tempore, and Parliamentarian positions become permanently vacant, the President will chair the senate meeting, which the only business conducted will be the election for the Speaker, Speaker Pro Tempore, and Parliamentarian.

## Election Procedures for Leadership Roles in the Student Senate

Those interested in any leadership positions must verbally express their interest, speak to why they would be candid for their respective position, and step out of the room once all interested student senators have spoken. The remaining senators will enter into an executive session, in which, they may openly discuss the qualifications of each member for the positions they are seeking and submit their ballots. All voting for the positions shall be casted through an electronic ballot. If an electronic ballot is not an option, the President will collect and count the ballot votes. The advisor will verify and confirm the count is valid.

## Development Plans

It is the aim of the SGA to provide an opportunity for growth and development to each of its members. As such, each SGA Member will work with the AVP of Engagement & Development to write a development plan; including their individual goals for the year. At least once each semester each member will meet with the AVP of Engagement & Development to gauge progress towards achieving goals and to determine how the AVP and the SGA team can better assist in the achievement of those goals.

## Resignation

* Members of the SGA who wish to resign must express to the AVP of Engagement& Development or the SGA Advisor, in writing, their intent to resign and the date in which the resignation takes effect.
* The SGA President shall be notified of the resignation, without divulging specific, personal reasons and the President shall disseminate that information appropriately.

Periodically elected or appointed members of the SGA team may fail to fulfil their duties and responsibilities, may behave in ways that are detrimental to the group or SGA goals/progress, and/or otherwise may be unfit to serve in office. When such circumstances present, team members are encouraged to communicate directly with the individual member(s) exhibiting concerning behavior. Such communication should clearly articulate the concerns at hand, as well as the impact of the behavior.

Team members addressing concerns with other members should engage the SGA advisors for guidance and referrals for involved individuals. Advisors will work with individual members to refer to applicable support services, leadership training, or relevant coaching.

While many concerns with team members’ abilities to fulfil their duties and roles can be addressed through supportive measures (coaching, conflict resolution, advising, etc.) there may be instances in which members of the team believe that another member should be removed from office. The following procedures are designed to direct the removal of SGA officers from their role and the SGA Team.

## Impeachment

The impeachment process is to be used when an individual SGA team member have engaged in behavior that is in violation of this handbook, the SGA constitution or other governing documents, or other University policies. The nature of the violation(s) should be severe and/or pervasive such that continued service on the SGA team would be detrimental or harmful to the group’s progress and/or the student body. The impeachment process may be initiated by any current member of the SGA team regarding the behavior of another SGA team member. The impeachment process may result in the removal of the individual member from the SGA team, per the procedures outlined below.

### Process for i*mpeachment*

1. **Impeachment Notification Memo.** The individual initiating the impeachment must provide a written memo which outlines the reason(s) impeachment is appropriate, including the specific problematic behavior(s), and the applicable evidence regarding said behaviors (i.e. date(s), time(s), place(s) of the alleged offenses). The memo must include the name of the SGA team member initiating the impeachment as well as the name of the person for which impeachment is being sought. The memo should be submitted to the SGA advisors for distribution to the entire SGA team. The memo should also indicate the date of the meeting that the initiator plans to call for a vote to impeach (must be a minimum of 5 working days from the time of submission of the memo).
2. **Meeting with the Student Under Consideration for Impeachment.** Upon receipt of an impeachment intention memo (above), the advisors will call a meeting with the student under consideration for impeachment. At their discretion, the advisors may invite others into the meeting to offer relevant support(s) and/or guidance. The purpose of this meeting is to discuss the potential impeachment, to offer support to the impacted student, to help the member understand the process for impeachment, and to assist in preparing a response to the impeachment notification memo.
3. **Notice to SGA Team**. Following the advisors’ meeting with the student under consideration for impeachment, the impeachment notification memo will be distributed to the SGA team members. Note: In instances which the advisors are unable to meet with the student under consideration for impeachment, the advisors may distribute the impeachment notification memo to the SGA Team at their discretion and the process may proceed.
4. **Student Response Memo.** The student under consideration for impeachment may provide a written response to the impeachment notification memo within 5 business days. This response memo will be distributed to the SGA team members in advance of any vote for impeachment. The written response should offer any explanation regarding the alleged behavior, and/or a plan of action to correct/change their behavior in the future, if applicable. The response memo should be provided to the SGA advisors, who will distribute it to the SGA team prior to an impeachment vote. Note: It is not a requirement that the impacted student provide a response. The impeachment proceedings may proceed without such a response.
5. **Vote.** A vote to impeach may be initiated at any SGA team meeting where quorum is present (and so long as it has been a minimum of 5 working days since the impeachment notification memo was submitted). A 2/3 majority vote of SGA Team members is required to impeach a member.
6. **Outcomes.** An affirmative impeachment vote (2/3 of team members present, with quorum) will result in the immediate removal of the officer from their role within SGA, as well as removal from any and all affiliated committees/duties. If the officer is also an SGA employee, their employment will also be terminated at that time. A negative impeachment vote will result in the individual continuing in their officer role. Members may also call for alternative outcomes, such as specific sanctions and/or statuses (i.e. SGA probation), with guidance from the advisors.

## Vote of No Confidence

A vote of no confidence may be employed to remove an SGA officer from the SGA team. While the impeachment process (outlined above) is designed to be used when specific behavioral concerns are present, a vote of no confidence may be used when member(s) of the SGA team have lost confident in their peer’s ability to effectively carry out their role or duties within SGA. As is the case with impeachment, the nature of a concern that could result in a vote of no confidence must be severe and/or pervasive such that continued service on the SGA team would be detrimental or harmful to the group’s progress and/or the study body. A vote of no confidence may be initiated by any current member of the SGA team regarding another SGA team member, per the procedures outlined below.

### Process for A Vote of No Confidence

1. **Notification of Pending Vote of No Confidence.** The individual initiating the vote of no confidence must provide a written memo with a sequence of events which outline their intent to call for a vote of no confidence. The memo should explain the rationale for the lack of confidence in the SGA team member. The memo must include the name of the SGA team member initiating the vote, as well as the name of the person whose abilities to fulfill their duties are being called in question. The memo should be submitted to the SGA advisors for distribution to the entire SGA team. The memo should also indicate the date of the meeting that the initiator plans to call for a vote of no confidence (must be a minimum of 5 working days from the time of submission of the memo).
2. **Meeting with the Student.** Upon receipt of a notification of a pending vote of no confidence (above), the advisors will call a meeting with the student who may be removed from SGA as a result of the vote. At their discretion, the advisors may invite others into the meeting to offer relevant support(s) and/or guidance. The purpose of this meeting is to discuss the pending vote, to offer support to the impacted student, to help the member understand relevant processes, and to assist in preparing a response to the pending vote.
3. **Notice to SGA Team**. Following the advisors’ meeting with the student impacted by the pending vote, the notification of the pending vote of no confidence memo will be distributed to the SGA team members. Note: In instances which the advisors are unable to meet with the student impacted, the advisors may distribute the notification memo to the SGA Team at their discretion and the process may proceed.
4. **Student Response Memo.** The student whose abilities are being called into question may provide a written response to the call for a no confidence vote. This response memo will be distributed to the SGA team members in advance of any vote of no confidence. The response memo should be provided to the SGA advisors, who will distribute it to the SGA team prior to a vote. Note: It is not a requirement that the impacted student provide a response. A vote of no confidence may proceed without such a response.
5. **Vote.** A vote of no confidence may be initiated at any SGA team meeting where quorum is present (and so long as it has been a minimum of 5 working days since the notification of pending vote memo was submitted).
6. **Outcomes.** If unanimous of the SGA team members present (with quorum) vote that they have no confidence in the member’s abilities to fulfill their SGA duties and responsibilities the outcome will be immediate removal of the officer from their role within SGA, as well as removal from any and all affiliated committees/duties. If the officer is also an SGA employee, their employment will also be terminated at that time. If one of the voting members present, do not indicate a lack of confident in the individual officer will continue in their officer role. A negative no confidence vote will result in the individual continuing in their officer role. Members may also call for alternative outcomes, such as specific sanctions and/or statuses (i.e. SGA probation), with guidance from the advisors.

## Vacancy Procedures

### SACAB Representatives and Student Trustee

* The positions of SACAB Representative and Student Trustee must be filled via a special election.
* Until the vacancy can be filled by a special election, the President shall appoint a temporary delegate to the respective board. The respective board may choose whether or not to recognize such an appointment. Such an appointment shall have all privileges of the position they are filling until a permanent replacement may be elected.

### Other Elected Positions

* The President, Vice President and AVP of Engagement & Development shall refer to staff policies in order to fill vacancies, except the Student Trustee and SACAB Representatives, in a reasonable period of time, and with consideration of the fiscal implications of hiring and training that individual.

### Executive Positions

* The President, Vice President and AVP of Engagement & Development shall refer tostaff policies in order to fill vacancies in a reasonable period of time, and withconsideration of the fiscal implications of hiring and training that individual.

## Public Record

* Minutes from all official and public meetings shall be kept on file and available for no less than 3 years.
* How minutes are taken and approved shall be determined by the bylaws of the corresponding division of the SGA; Senate, Executive Branch, SGA Team, or Election Commission.
* The Election Commission shall, upon completion of an election and certification of results, file all records and original documents with the Vice President for storage.
* These records will be considered public record and, with the exception of documents containing protected personal information, will be made available to the public, in a reasonable amount of time, upon request.
* Anything discussed in executive session shall not be recorded in meeting minutes and shall not be considered public record.

## SGA Advisors Policy

* Any SGA division may select and appoint advisors at their own discretion.
* Advisors are not given an official vote on SGA business; but their opinion shall be solicited and heeded when possible.
* The SGA Advisor shall be given the authority to terminate an SGA employee for just cause, in accordance with all applicable university policy, local, state and federal laws.
* An advisor may be dismissed at the discretion of the division which appointed them.

## Glossary

**Elected Member:** positions which are elected by a vote of the student body shall be classified as “Elected”.

**Excused Absence:** shall only be granted for observance of religious holidays, required academic obligations as dictated by professors, scholarship requirements, intercollegiate athletic competitions, illness with a warning of potential absence the day before a shift or with four hours’ notice, or internship obligations. Additional reasons may be considered by the SGA Advisor, or Executive Staff, on a case-by-case basis.

**Executive Member:** positions filled by presidential appointment for executive purposes shall be classified as “Executive”.

**External Member:** positions which represent SGA to external organizations and are filled by “student-at-large” appointments shall be classified as “External”.

**Leadership Team:** For the purpose of this handbook, leadership team shall refer to the President, Vice President, AVP of Engagement & Development, and Speaker of the Senate.

**Permanent Vacancy:** The perpetual absence of an elected position.

**Quorum:** Is defined as half plus one of all current, eligible voting members for that entity or group; Executive Team, SGA Team, Senate, etc.

**SGA Team Members (For the purpose of SGA Team voting):** The Legislative branch and the Executive Branch, minus the Elections Commission Committee.

**Simple Majority:** Is defined as half plus one of current, present, and eligible voting members.

**Temporary Vacancy:** The provisional absence of an elected position.

**Tardy:** Arriving past the agreed start time, ex: tardiness for an 8am start time begins at 8:01.

**Unexcused Absence:** Defined as any absence not strictly adhering to the excused absence policy above. Again, additional reasons may be considered by the SGA Advisor on a case-by case

basis.

## Appendices

### Appendix A: Election Commission Bylaws

### Appendix B: Election Commission Codes

### Appendix C: Senate Bylaws

### Appendix D: SGA Team Bylaws

* The Student Government Assembly Team shall be defined as all members from the Legislative and Executive branch, excluding the Election Commission.
* The SGA team votes on all matters pertaining to the entire team.

**Quorum**

* In order to conduct a vote in a meeting there must be half plus one of current members present.
* If a member has an excused absence for more than two weeks that member shall not be counted towards quorum and the quorum going forward will be adjusted until the member returns.

**Voting**

* Simple majority in vote the affirmative or negative will be required to decide on a given action.
* Chair shall withhold from voting unless there is a tie.
* Ballot voting should be used during all meetings.
* In the case of a Presidential veto, such an action may be overridden with a 2/3 vote of all senate members currently in SGA. If there are fewer than 6 senators employed by SGA, then a 2/3 vote of all voting members shall be required to override a presidential veto. In the latter case, the president shall have no vote except as a tie-breaker.

**Minutes**

* Minutes should be delivered to chair within 48 hours of meeting, then the chair will disseminate.

**Agenda**

* Agenda should be sent 24 hours via email before meeting begins.
* If a member would like to add an agenda item(s) they shall be submitted by Wednesday at 12:00 PM.
* Amendments may be made to the agenda at the open of meeting during approval of the Agenda.

**Respect**

* Members agree to be respectful at all times during this meeting.
* Members agree to raise their hand to be recognized by the chair.
* If you are asked to leave you no longer count towards quorum.
* Productive debate is encouraged, but attacking, argumentative behavior is unacceptable.
* You may be asked to leave by the chair or advisor if your behavior is deemed disrespectfulor disruptive.

**Attendance**

* If a member accrues more than three unexcused absences per semester than disciplinary action will be taken up to and including termination.
* Reference unexcused absence policy.
* Members shall give 48 hours notice prior to missing a scheduled meeting.
* Documentation is necessary for excused absences.

**Recess**

* A member may request a recess and the chair has the discretion on approval.
* The chair may call for a two minute recess without approval.

**Changing Bylaws**

* There must be 2/3 affirmative vote of voting members present to amend current bylaws.

### Appendix E: Organizational Chart

A screenshot of a social media post

Description automatically generated

### Appendix F: Conflict Resolution Map

![A screenshot of a cell phone

Description automatically generated]()

### Appendix G: Project Planning and Management Process

The following is the process for planning and obtaining approval for projects and events:

1. Begin filling out the project planning guide found on the Y drive
2. Once you get your ideas typed on the form, or if you would like help filling out the form, set up a meeting time with the Vice President
3. In this meeting you will review your project idea along with your plan for execution
4. Any adjustments in the plan should be recorded in the project planning document
5. Once the project has a preliminary approval from the Vice President, then you will need to garner support from fellow members of SGA
6. Once you have gained support for the project, identify the team which will help you execute your plan and communicate this with the Vice President
7. Add your team to the project plan
8. At this point in time the Project Lead will present the project to SGA President, Vice President, and AVP for approval
9. After leadership has signed off on the project plan a budget will be assigned to your project
10. Meet with the Vice President to receive your budget and to discuss the budget monitoring process
11. Now you may begin executing your project
12. Set up bi-weekly progress meetings with the Vice President for assistance in monitoring your budget and the progression of your project (See disclosure)
13. Upon the completion of your project, set up a final meeting with the Vice President to evaluate the outcomes of your project

Keep in mind the Vice President is a resource for you and your team during every stage of the planning, executing, and closing of your project. Please do not hesitate to ask for advice or support at any time.

*Disclosure: This process can be adjusted based on the individual needs and timelines of each project. Any adjustments will be determined at the initial meeting with the Funding Manager during the project plan discussion.*

### Appendix H: Student Employee Warning Letter

Contact Human Resources for this.

### Appendix I: Student Government Assembly Seal