ARTICLE I. NAME

Section 1. The name of this organization shall be the Student Government Association Senate.

ARTICLE II. PURPOSE

Section 1. The Student Government Association Senate was established to advocate and represent the undergraduate student body. This includes, but is not limited to, representing the student body on standing committees, faculty committees, and legislative processes. (For a list of areas of responsibilities, see Article IV, Section 3 of the SGA Constitution.)

Section 2: A Student Government Association Senator is expected to:

1. Attend all regularly scheduled SGA meetings;
   a. Scheduled SGA meetings include, but are not limited to, regularly scheduled Senate meetings and Senate committee meetings.
   b. Regularly scheduled Senate meetings will take place from 1:00 pm to 3:00 pm on Fridays during the academic year.
   c. Failure to attend a scheduled Senate meeting will result in 1 absence.
   d. Failure to attend a Senate committee meeting will result in 1 absence.

2. Attend all scheduled SGA events;
   a. Scheduled SGA events include, but are not limited to, town halls, retreats, and assigned SGA events deemed by the Council.
   b. Failure to attend a scheduled SGA event will result in 1 absence.

3. Serve on at least one assigned Senate committee;
   a. Senate committees include Academic Affairs committee, Allocations committee, Campus Inclusion committee, and Student life committee.
   b. The Speaker of Senate is not required to serve on a Senate committee.
   c. Senator appointment must pass with a majority vote of Senate.

4. Serve on at least one assigned external committee or advisory group.
   a. Outside appointments may be classified as any regularly scheduled meeting with a campus department or office deemed appropriate by the Vice President.

5. Attend at least two (2) University town halls;
a. University town halls include, but are not limited to, the State of the University Address, State of the Academy Address, State of the Student Life Address, “Future of Chapman” town halls, and any other town halls deemed appropriate by the Council.

b. Attendance at the town hall is not mandatory if the senator has a regularly scheduled class during the time period of the town hall.

6. Maintain one (1) regularly scheduled office hour per week during an academic day between the hours of 8:00am and 6:00pm;
   a. All office hours must be held on-campus in the Argyros Forum Student Union Collaboration Cubes or the Attallah Piazza.
      i. Senators representing colleges at a further length from the center of campus (i.e. Dodge College, Crean College, College of Performing Arts) may hold office hours at their respective colleges.
   b. No office hours shall be held in AF303 unless explicit administrative work is required, as deemed appropriate by the Vice President.
   c. Office hours shall be held at a consistent time week-to-week. These hours must be reported by the second week of each semester and posted to the SGA website immediately thereafter.
   d. If a Senator is unable to hold their regularly scheduled office hours and wishes to reschedule, they must communicate the time and location of their rescheduled office hours with the SGA Administrative Assistant via email at least 48 business hours in advance, unless extenuating circumstances occur.
      i. Failure to notify the SGA Administrative Assistant of a rescheduled time and location in a timely manner will result in a half (1/2) absence.
      ii. The rescheduled time must take place within that same academic week.
   e. Senators are required to be in the SGA polo or t-shirt and name badge during all office hours.
      i. Failure to do so will result in a half (1/2) absence.
   f. All office hours should be held at a table with the SGA tablecloth and any available SGA promotional and/or informational materials available on the table. If office hours are served in the Atallah Piazza, the SGA tent may be used.
   g. Failure to attend an office hour will result in one (1) full absence.

7. Become familiar with Parliamentary Procedure;

8. Become familiar with past Associated Students and Student Government Association legislation;

9. Every senator is required to address a line of advocacy work relevant to their constituency and show documented progress throughout the semester.

10. Voice any internal or external concerns regarding the Senate to the Speaker of Senate; in turn Speaker of Senate to the entire Senate, or party in question;
11. Submit monthly advocacy progress reports to the Vice President, the final report being a transition report.
   a. Monthly reports will be submitted on the final Friday of each month.
   b. The transition report will be submitted at the final Friday meeting of the Spring semester.
   c. Senators who leave before the end of the term will be required to submit their transition report in order for their resignation to be valid.
   d. Failure to submit any of these reports on time will result in a 1/2 absence
12. Complete a transition report to be turned in at the end of the term;
   a. Failure to submit a transition report will result in 1/2 absence.
13. Have other responsibilities consistent with the provisions of this Senate Operating Procedures, as well as other legislation pertaining to the Student Government Association Senate;
14. Maintain a professional appearance at all scheduled SGA meetings, SGA events, Faculty Senate committee or outside appointments, and University town halls;
   a. Senate polo must be worn with the insignia visible.
   b. Pants should be clean and have no holes. Skirts should be of an appropriate length. Shorts cannot be worn to meetings.
   c. In the event that a senate polo cannot be worn, the senator shall attend in business casual attire, but will still incur a 1/2 absence.
   d. Failure to bring your senate binder to Senate meetings will result in a 1/2 absence.
   e. Failure to wear your senate polo to scheduled SGA meetings, scheduled SGA events, Faculty Senate committee or outside appointments, or University town halls will result in a 1/2 absence.
15. Maintain a cumulative grade point average (GPA) of 2.75 and comply with the Student Conduct Code throughout the term;
16. Maintain a good attendance record for all regularly scheduled SGA meetings, scheduled SGA events, and weekly office hours. Senators will be allowed a total of four (4) absences for each semester.
   a. Failure to attend a full senate meeting, committee meeting, or weekly office hour will count as a full 1 point absence.
   b. Tardiness or leaving early from any SGA commitment will count as a 1/2 point absence.
      i. A senator will be considered late if they arrive after roll call. Leaving before new business is completed will be considered as leaving early.
      ii. Any tardiness greater than 40% of the total meeting time will be counted as an absence.
   c. Senators will also receive a 1/2 absence for not wearing their designated polo’s, or not bringing their SGA binders to required Friday meetings.
d. Any senator at a total of four (4) absences will be subject to an infraction. At this point, an infraction will automatically be placed on the agenda and brought up for discussion during new business.

i. At that time, senate can discuss the merit of the senator’s absences, and will receive a censure with a majority vote of Senate

e. Any senator exceeding zero (0) absences following the infraction will be subject to removal from their position or impeachment from office. At this point an impeachment proceeding will automatically be placed on the agenda and brought up for discussion during new business.

Section 3. The Student Government Association Speaker of the Senate is expected to:

1. Fulfill all of the duties listed above of a Student Government Senator in such a manner that he/she/they serves as a role model for fellow Senators;

2. To call and preside over sessions of the Senate and be responsible for the content of the Senate agenda at each session;

3. Serve as Parliamentarian of the Senate, should any questions of parliamentary procedure arise;

4. Hold an additional four (4) office hours per week during the academic year;

5. Be responsible for monitoring the Senate portion of the SGA website;

a. Senate meeting minutes shall be sent to the Director of Public Relations within two (2) academic days of the scheduled Senate meeting. The guidelines for Senate minutes for listed in Article IV.

b. Committee meeting minutes shall be sent to the Director of Public Relations within two (2) academic days of the following Senate meeting.

c. Censures must be signed and sent to the President within two (2) academic days of the scheduled Senate meeting. The signed censure shall then be sent to the Director of Public Relations within three (3) of the scheduled Senate meeting.

d. Legislation must be signed and sent to the President within two (2) academic days of the scheduled Senate meeting. The signed legislation shall be sent to the Director of Public Relations within seven (7) academic days of the scheduled Senate meeting.

e. Committee semester reports shall be made available on the SGA website by the end of the semester.

6. To communicate the Senate expectations listed in the SGA governing documents;

7. To act as a liaison between Senate and the SGA Executive Council. This shall include being responsible for notifying, in writing, the Senate and the Student Government Association Executive Council, within a reasonable time, of all Senate sessions and all relevant internal S.G.A and Senate matters, including but not limited to:

a. Membership changes;
b. Budgetary concerns;
c. Changes to office policies and procedures;
d. Provide an agenda to the Student Government Executive Council twenty-four (24) hours prior to any emergency meeting.
e. To notify all relevant parties, in writing, of decisions rendered by the Senate. To maintain proper correspondence with other branches of government and the campus community in reference to Senate bills;

8. Have other responsibilities consistent with the provisions of the Senate Operating Procedures, as well as all other legislation pertaining to the Student Government Senate.

Section 4. A Student Government Association Senate Committee Chairperson is expected to:

1. Hold weekly committee meetings;
   a. Meetings shall be held at the same time every week in AF303 or the Cross-Cultural Center. The Speaker of Senate must be aware of this meeting time.
      i. If none of the rooms in AF303 or the Cross-Cultural Center are available, then meetings can be held on the first floor of Argyros Forum or in the Library.
   b. Committees must meet starting the first week of the semester. Attendance for committees will begin being recorded the first week of the semester.
   c. After the second Friday of each semester, the meeting times cannot be changed without unanimous approval from the committee members.
   d. If the meeting time is temporarily changed to accommodate the committee chair’s schedule without unanimous approval from committee members, then the chair will receive a half (1/2) absence.
   e. Committee members who are unable to attend because of a temporary change in meeting time shall be allowed to submit their updates to the committee via email without receiving an absence.

2. Email weekly minutes to the Speaker of Senate prior to the next Senate meeting. This report shall include, but is not limited to:
   a. Roll call
   b. Meeting start/end time
   c. Senator updates including, but not limited to, identified student issues, information collected, scheduled meetings, and proposed solutions.
   d. Additional significant items discussed

3. Present a weekly committee report during regularly scheduled Senate meetings, discussing goals and progress of committee initiatives;

4. Hold an additional two (2) office hours per week during the academic year;

5. Be responsible for monitoring Senators in their committee;
a. If a senator is not meeting outlined committee responsibilities, their Chairperson is responsible for bringing up this issue for discussion during Chairperson meetings and/or the new business of regularly scheduled Senate meetings.

6. Oversee the creation of a semester report of the committee’s progress and accomplishments.

7. Have other responsibilities consistent with the provisions of this Senate Operating Procedure, as well as other legislation pertaining to the Student Government Association Senate.

ARTICLE III: AGENDAS

Section 1. In accordance with Robert's Rules of Order, the format for the Senate agendas shall be the following:

1. Call to Order (Speaker of Senate begins the meeting)
2. Roll Call
3. Approval of the Agenda (additions, deletions, and corrections)
4. Approval of the Minutes (additions, deletions, and corrections)
5. Recognition of Guest (If guest is planning on presenting for longer than thirty minutes, the Speaker of Senate will provide approval of the length of the presentation prior to the meeting, and the speech shall be added to the agenda).
6. Recognition of Solicitor (short presentation, five minute question and answer session, excuse solicitor).
7. Report of Officers (Executive Council members)
8. Report of Advisor
9. Report of Speaker of Senate
10. Committee Reports
    a. Standing Committees (faculty and other standing committees)
    b. Special Committees
11. Old Business (business not previously completed)
12. New Business (business not previously discussed)
13. Open Forum
14. Announcements (upcoming events)
15. Adjournment (Speaker of Senate adjourns the meeting)

Section 2. All the agenda items must be cleared with the Speaker of Senate prior to placement as an order of business (a weekly deadline must be scheduled and adhered to by all members of the Chapman community). All requests must be emailed to the Speaker of Senate twenty-four (24) hours before the regularly scheduled senate meeting.
Section 3. Copies of the agenda shall be distributed to the Senators, the Executive Council, the SGA Advisor, the Dean of Students, and others upon request.

ARTICLE IV: MINUTES

Section 1. In accordance with Robert's Rules of Order, the format for the Senate minutes shall follow that of the Senate agenda.

Section 2. The minutes shall be typed and distributed at, or before, the following Friday Senate meeting. Minutes from special and/or emergency meetings must be distributed at, or before, the following meeting.

Section 3. The minutes shall include the time the meeting was called to order, members present, and members absent, whether excused or unexcused.

Section 4. Senate meeting minutes shall be posted on the SGA website within three (3) academic days of the scheduled meeting.

1. Censures shall be posted on the SGA website within five (5) academic days of the scheduled meeting.

2. Legislation shall be posted on the SGA website within ten (10) academic days of the scheduled meeting.

ARTICLE V: AMENDMENTS

Section 1. The SGA Senate Operating Procedures may be amended by a majority vote of Senate with approval of the SGA President. To override a President’s veto a two-thirds (2/3) vote is required by the Senate.