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 Faculty Senate committee or outside appointment;
   a. Outside appointments may be classified as any regularly scheduled meeting with a campus department or office deemed appropriate by the Council and the Senate.
   b. Academic Senators serving on the Academic Affairs committee will fulfill
their outside appointment by regularly scheduled meetings with their college Dean or an associated committee deemed appropriate by the Council and the Senate.

c. Student Organization Senators will fulfill their outside appointment by regularly scheduled meetings with their assigned constituency deemed appropriate by the Council, the Senate, and the Student Organizations team in the Department of Student Engagement.

d. The Speaker of Senate and Senate Committee Chairpersons are not required to serve on an assigned Faculty Senate committee or outside appointment.

e. Senator appointment must pass with a majority vote of Senate.

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 9:00am and 5:00pm;
   a. A binder will be made available in the senate cubicle of AF 303 to sign in and out.
   b. Failure to attend an office hour will result in ½ absence.

7. Become familiar with Parliamentary Procedure;

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

9. Represent at least one constituency, serving as the direct link between the constituency and the Senate;

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. Complete a progress report to be turned in at the end of each semester;
   a. Failure to submit a progress report will result in ½ 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 ½ 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 should not be worn to meetings.

c. In the event that a senate polo cannot be worn, the senator should attend in business casual attire.

d. Failure to bring your senate binder to Senate meetings will result in a ½ 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 ½ 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.

a. Excused absences:
   i. Excused absences include any medical concerns, emergency concerns, and academic obligations.
   ii. A senator must notify the Speaker of Senate a minimum of 24 hours before the missed event to be counted as an excused absence.

b. Unexcused absences:
   i. Unexcused absences include, but are not limited to, work, regularly scheduled classes, other organizations’ meetings or events, and personal concerns, unless cleared by the Speaker of Senate as stated above.

c. Tardiness or leaving early will count as a ½ 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.

d. Any senator at a total of three (3) 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. The senator 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. Be responsible for monitoring Senate committees;
   a. If a committee chairperson is not meeting outlined responsibilities, the Speaker of Senate is responsible for bringing up this issue for discussion during the new business of regularly scheduled Senate meetings.

5. Hold weekly chairperson meetings at an agreeable time during the fall and spring semester. These meetings will be to ensure and facilitate a constant dialogue between committees of the Senate.
   a. Meetings shall be held at the same time every week in AF303.

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

7. 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.

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

9. 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;

10. 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. The Speaker of Senate must be aware of this meeting time.

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;

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.