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 meetings.
   a. Regularly scheduled meetings will take place from 1:00 pm to 3:00 pm on Fridays during the academic year.
   b. Senators must maintain a professional appearance at all regularly scheduled Senate meetings and faculty committee meetings by wearing the senate polo and bringing the senate binder.
      i. Senate polos will be worn with the insignia visible.
      ii. Pants should be clean and have no holes. Skirts should be of an appropriate length. Shorts should not be worn to meeting.
      iii. In the event that a senate polo cannot be worn, the senator should come in business attire.
      iv. Failure to bring your senate binder will count as ½ of an absence.
      v. Failure to wear your senate polo will count as ½ of an absence.
   c. Attend all scheduled events. A maximum of three (3) absences will be allowed per semester. Excused absences will not be counted.
      i. Scheduled events include, but are not limited to regularly scheduled senate meetings, committee meetings, town halls, retreats, and assigned SGA events.
      ii. Excused absences include:
         a. Any medical or emergency concern.
         b. Academic obligations
e Senators must notify the Speaker of Senate a minimum of 24 hours before the missed event to be counted as an excused absence.

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

iv. Any senator exceeding the allocated number of absences will be subject to removal from office. When a senator exceeds the number of permitted absences, the infraction will automatically be placed on the agenda and brought up for discussion during new business.

2. Arrive on time to all scheduled events;
   a. Scheduled events include, but are not limited to regularly scheduled senate meetings, committee meetings, town halls, retreats, and assigned SGA events.
   b. Tardiness or leaving early will count as 1/2 of absence.
      i. Senators will be considered late for regularly scheduled meetings 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.

3. Become familiar with Parliamentary Procedure;

4. Serve on at least one assigned Senate committee;

5. Serve on at least one standing faculty committee;
   a. Attend all faculty meetings in senate polo or business causal. Bring the designated senate binders to keep all agendas, minutes and notes in.

6. Attend at least two (2) town halls a semester wearing the senate polo;
   a. Attendance at the town hall is not mandatory if the senator has a regularly scheduled class during the time period of the town hall.

7. Become familiar with past Associated Students/Student Government Association legislation;

8. Maintain one (1) regularly scheduled office hour per week during the academic year between the hours of 9:00 am and 5:00 pm;
   a. Failure to do so will count as 1 absence per missed office hour.
   b. A binder will be made available in the senate cubicle of AF303 to sign in/sign out.

9. Be a full-time undergraduate student, at Chapman University;

10. Maintain a cumulative grade point average (GPA) of 2.75 and receive conduct clearance from the Dean of Students office;
11. Represent at least one constituency, serving as a direct link between the
constituency and the Senate;
12. 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;
13. Notify the Speaker of Senate when setting up any outside meetings with students,
faculty, and administration;
14. Complete a transition report to be turned in at the end of each semester;
15. Have other responsibilities consistent with the provisions of this Senate
Operating Procedure, as well as other legislation pertaining to the Student
Government Association Senate.

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 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 this issue up for discussion
during the new business of regularly scheduled Senate meetings.
5. Hold an additional three to four (3-4) office hours per week during the academic
year;
6. Be responsible for monitoring the Senate portion of the SGA website;
   a. Senate minutes shall be available on the SGA website.
   b. Absences shall be posted on the SGA website.
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.
8. 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;
9. 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. This report shall include, but is not limited to:
   a. Roll call
   b. Meeting start/end time
   c. 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. Email the Speaker of Senate if the committee sets up a meeting with students, faculty, and/or administration;
6. 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. Announcements (upcoming events)
14. Open Forum
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.** Minutes shall be posted on the SGA website within three academic days of the scheduled meeting.