Title 1. Student Government Board

Chapter 1. Governing Code

Article 2. Definitions

Item 1. Office Hours

A. Office hours are designated times between the hours of 8 a.m. and 8 p.m. set aside to meet with students or other individuals pertinent to the completion of initiatives, to work on initiatives and fulfill the responsibilities of respective roles, and further the goals of SGB.

B. All changes to office hours shall be made in writing to the individual’s direct supervisor.

C. All members of Student Government Board compensated in the form of a stipend are required to hold office hours.

D. Regardless of location or time, office hours will be tracked and records will be submitted regularly to the direct supervisor, at the reasonable discretion of the direct supervisor, with a minimum of one submission of records by the end of each academic semester.

E. Deficits at the end of the week, as defined, regardless of cause, must be made up within the following two weeks of term not during an Academic Recess, unless a waiver is, in a timely manner, requested to and granted by the direct supervisor.

1. So long as they are made up within the following two weeks, the full range of responsibilities of the respective role in the organization has been accomplished, and it is reasonable to believe the individual was accessible to the student body, deficits solely do not give the direct supervisor the ability to dismiss.

2. Considerations for granting the waiver of a deficit be a direct supervisor include, but are not limited to, the causal circumstances, past performance, and size of the deficit.

F. At least half of each week’s required office hours must be held in the SGB office, unless otherwise determined by a 2/3 vote by the board.

1. Under exceptional circumstances, the President or direct supervisor may authorize individuals to conduct more than half of the required office hours in an alternate location or remotely.

G. For the purposes of this item,

1. A week begins on Monday and ends on Sunday.

2. A ‘waiver’ is a request to the direct supervisor to remove a set deficit in hours and must include all of the following:

   a. A record of all pending deficits, with the accompanying cause for each instance;
b. A request to waive a discrete number of deficits, which may be a partial or the full amount.

Chapter 4. SGB-Wide Internal Policies

Article 1. Defining Excused and Unexcused Absences

Item 1. Definition of Absence Types

A. An excused absence shall be one which meets all of the following criteria:

1. The individual must be prevented from attending the meeting because of illness, a family or personal emergency, religious obligations, scheduled and mandatory academic commitments, or official Student Government Board business. Scheduled part-time jobs, extracurricular commitments, and Student Government Board elections do not satisfy these criteria. In cases not defined above, the direct supervisor shall have discretion to determine whether this criterion is met.

2. For the weekly meeting in question, the individual must submit an excuse at least four days prior to that meeting, or as soon as possible during cases of extreme and unforeseen circumstances.

3. The individual must not have accumulated more than two excused absences per term for the type of mandatory weekly meeting in question.

   a. This requirement may be waived by the direct supervisor when Student Government Board business or extenuating circumstances are involved.

B. An unexcused absence is an absence that has been approved by the direct supervisor that fails to meet the above criteria in Sub-item 1.4.1.0.1.A.

C. Beyond limited discretion by the direct supervisor, a violative absence is any absence that fails to meet the criteria of either an excused absence or an unexcused absence, as described in Sub-items 1.4.1.0.1.A or 1.4.1.0.1.B, respectively.

   1. An absence approved after the start of the meeting in question is a violative absence.

      a. This is to ensure that quorum exists and that each individual is given an equal opportunity to miss the meeting for permissible reasons.

D. The individual’s direct supervisor shall have the discretion to record a one-half absence for any individual who arrives late to a meeting or leaves while official business is still occurring.

Item 2. Uniform Policy

A. The following policies apply to all members of SGB.

B. All direct supervisors shall communicate and document, early in a series of regular meetings, standards for performance and attendance specific to the members of that meeting.
1. All direct supervisors shall go over the absence policy at the first meeting,
germande to their respective body, of the term so as to make clear the expectations
of the time commitment required for full participation.
2. Members who are added later must receive this communication and
documentation in a timely manner.

C. Absences at the end of the week, as defined, regardless of cause, must be made up within
the following two weeks of term not during an Academic Recess, unless a waiver is, in a
timely manner, requested to and granted by the direct supervisor.

1. Considerations for granting the waiver, as defined in Item 1.1.2.0.1, of an absence
by a direct supervisor include, but are not limited to, the causal circumstances,
past performance, and amount of time missed.

D. So long as they are made up within the following two weeks of term not during an
Academic Recess, the full range of responsibilities of the respective role in the
organization has been accomplished, unexcused or excused absences solely shall not give
the direct supervisor the ability to dismiss.

1. Unexcused or excused absences for which the time has not been made up or the
responsibilities of the respective role in the organization has not been
accomplished shall give the direct supervisor the ability to dismiss the individual
in question.

E. More than two violative absences of the same type of meeting shall give the direct
supervisor the ability to dismiss.

F. Individuals who are dismissed as a result of – in part of primarily – violating attendance
requirements and would like to appeal must attend a hearing in front of the Judicial
Committee. After a hearing, the Judicial Committee shall determine whether the
attendance requirements have been met, and if not, dismiss the individual.

G. For the purposes of this item,

1. A week begins on Monday and ends on Sunday.
2. A ‘waiver’ is a request to the direct supervisor to remove a set deficit in hours,
and must include all of the following:
   a. A record of all pending deficits, with the accompanying cause for each
      instance;
   b. A request to waive a discrete number of deficits, which may be a partial or
      the full amount.

Item 3. Attendance Requirements for Individuals who receive a stipend

A. In addition to the uniform policies outlined in Item 1.4.1.0.2 Uniform Policy, the
following policies apply to all members of SGB who receive a stipend.

1. These policies are only active and binding in the time periods during which these
members receive compensation through a stipend.
B. For each mandatory weekly meeting, individuals who receive a stipend may not receive more than two unexcused absences for the duration of their term (i.e., two unexcused absences for Board planning session and two unexcused absences for Board public meeting).

C. Regardless of accrued absences or approval from the direct supervisor, any member who receives a stipend missing a scheduled meeting to conduct activities related to the Student Government Board election, either as a candidate or campaign staff, is immediately in violation of attendance requirements.

*Item 4. Tracking of Absences*

A. Direct supervisors shall be responsible for tracking all absences, and notifying relevant parties if attendance requirements are violated.

1. Absence records will be submitted internally regularly, at the discretion of the direct supervisor, with a minimum of one submission of records by the end of each academic semester.

B. A public attendance tracker shall be posted on the SGB website and updated monthly by the Communications Director. It shall include attendance for Public Meeting of all members of SGB who receive a stipend.

1. The public attendance tracker shall designate whether absences are excused or unexcused. Specific reasons shall be kept private.

*Item 5. Presidential Absences*

A. For the purposes of this article, the role of direct supervisor of the President shall be exercised by the Board acting by majority vote.

*Item 6. Additional Attendance Policies*

A. In addition to regularly scheduled meeting requirements, the Board and Standing Committees may have attendance policies for special meetings (i.e., budgets and budget appeals) outlined in their respective portion in the Governing Code.

B. The definition for excused, unexcused, and violative absences shall remain the same but may have additional requirements or modifications outlined.

[...]

*Article 3. Performance and Dismissals*

*Item 1. Overview of Performance and Dismissals*

A. The direct supervisor is responsible for monitoring the performance of their supervisees.
B. All direct supervisors shall communicate and document, early in a series of regular
meetings, standards for performance and dismissal specific to the members of that
meeting.

1. Members who are added later must receive this communication and
documentation in a timely manner.

C. The direct supervisor shall be notified of any apparent violations of the Governing Code,
Constitution, or other policy by a supervisee, and shall be responsible for determining if a
violation has occurred and if it justifies the dismissal of the supervisee.

D. The direct supervisor shall be responsible for writing a dismissal letter.

E. The dismissal shall become effective upon delivering it to the individual.

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Article 6. Term Lengths

Item 1. Introduction

A. The following definitions shall apply to all SGB members unless otherwise directed in
this Code or by the Board.

B. “Last day of the spring semester” is defined as the official day for awarding of degrees as
announced by the University Registrar.

C. Term of office is defined as the length of time during which an individual holds an office
in SGB.

Item 2. Elected Members

A. Term of office for all elected members lasts from midnight on the last day of the spring
semester until midnight on the last day of the following spring semester.

B. Elected members must take the oath of office before taking any official action or
receiving a stipend.

Item 3. Appointed Members

A. Terms of office for all appointed members appointed for a full term shall take office at
midnight on the last day of the spring semester.

B. Terms of office for all appointed members appointed to fill a vacancy for the remainder
of a term shall begin immediately upon approval.

C. Terms of office for all appointed members shall end at midnight on the last day of the
spring semester.

Item 4. Academic Recess
A. Academic Recess shall be any time during a term of office which lies outside of the official ‘Fall Term’ and ‘Spring Term’ as defined by the Office of the University Registrar.

B. During Academic Recess, more leniency shall be given to the performance of members of SGB, especially those new to their position.

C. The period of Academic Recess between the start of term of office and the academic ‘Fall Term’ is recognized as being accompanied by a period of learning as elected members and appointed members are adjusting to their office. During this period:

   1. Significant leniency shall be given to disciplinary actions following documented violations of the governing code.
   2. Direct supervisors share a greater burden of responsibility for communicating with their supervisees and for violations of the governing code by supervisees.


Item 1. Meetings

A. Unless otherwise expressly prohibited, any required meeting may be conducted via videoconference or teleconference if determined necessary by the meeting chair.

   1. In making such a determination, chairs shall consider the ability of participants and members of the public to access the meeting in a physical versus virtual format.

   2. For official business that is required to take place in a public meeting, the chair must ensure that the virtual meeting is advertised and available to students at least as much as a comparable in-person meeting.

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