

# CHAPTER 2.

## Club Congress.

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#### Rule 1. **Meetings of the Club Congress.**

**Meetings at the call of the President.** The President shall call meetings of the EC Committee as he or she deems appropriate, provided that they shall meet at least once every two full class weeks, and that the regular meeting date and time of them shall be on Mondays no later than 9 pm. The VP of Administration shall provide notice of all meetings at least three class days in advance of the meeting date.

#### Rule 2. **Membership of the Club Congress.**

(a) **Documenting Attendance.** Immediately after calling the SGA Meeting to order, the President shall cause the roll to be called to establish the presence of a quorum and to confirm the attendance of Club Congress, Committee representatives, and EC members. Any representative not in attendance for such a roll call, shall be assessed with one (1) of a SGA absence. All absences should be documented.

(b) **Attendance Policy.** Should any member/representative accumulate four (80% of meetings) absences during a session, the EC committee shall conduct a hearing on the member's attendance, in which the member shall be provided a reasonable opportunity to provide either oral or written explanation of his or her absences. The EC committee shall determine if the absences merit expulsion from office, reprimand, or no action at all. Additional hearings shall occur for every two additional absences after the fourth absence.

#### Rule 3. **Order of Business.**

(a) **Order of Business.** After being called to order, a pray shall be said, and the roll shall be called to establish the presence of a quorum, the SGA Meeting shall proceed with its business as follows:

- (1) Reading of the minutes of the last SGA meeting;
- (2) Guest Speaker (optional);
- (3) Report of the SGA Advisor;
- (4) Reports of the Officers;
- (5) Reports of Standing Committees;
- (6) New Announcements;
- (7) Old Announcements;
- (8) Open Floor Comments from the Club Congress
- (9) Open floor Comments from Student Body.

(b) **Open Floor Comments from the Club Congress.** At the appointed time, the President shall recognize members of the Club Congress requesting the floor for a period not to exceed three (3) minutes. This period shall be reserved exclusively for students who are current representatives of Chowan clubs/organizations of the Student Government. The total time for Open Floor Comments shall not exceed fifteen (15) minutes.

(c) **Open Floor Comments from the Student Body.** At the appointed time, the President shall recognize members of the Student Body requesting the floor for a period not to exceed three (3) minutes. This period shall be reserved exclusively for students who are not a member of Chowan clubs/organizations of the Student Government. The total time for Open Floor Comments shall not exceed fifteen (15) minutes.

(d) **Officer Reports.** At the appointed time, the President shall recognize each Student Body Officer, including him or herself, to make a summary announcement of what he or she deems necessary for no longer than three (3) minutes.

(e) **Committee Reports.** At the appointed time, the President shall recognize the representative of each standing committee to report for no longer than three (3) minutes on the committee's activities since the previous meeting.

#### Rule 4. **General Decorum.**

(a) **Decorum of Senators.** The President shall have general direction of the Student Government and shall maintain the proper decorum of the University. All members and representatives shall observe decency of speech, avoid disrespect of personalities, leave the SGA meeting to engage in conversations, and avoid walking between a speaking member and the SGA President.

(b) **Decorum of visitors.** Visitors to SGA shall be seated around the back of the room except at the discretion of the SGA President. No visitor may be seated along the aisles. Visitors shall refrain from disrupting the business of SGA. The SGA President, with the aid of the SGA Advisor, may ask any visitor to leave the room at any time for disorderly conduct.

#### Rule 5. **Standing Committees.**

(a) **Appointment of standing committees.** The President shall appoint each Chair to one of the two standing committees, as follows:

(1) Go Green;

(2) Food;

Each Senator shall be appointed to a standing committee within five (5) class days of his or her assumption of office. No chair may be removed from a committee once appointed to it except by the consent of the President to be so removed, and no chair may be appointed to a committee except with the consent of the President to be so appointed.

(b) **Additional committee officers.** Each committee shall elect a Vice-chair from its membership at its first meeting following the complete appointment of elected chair to the committee, and again at such times the office might become vacant. Additional officers may be designated by the committee or the chair.

(c) **Duties of committee chairs.** Standing committee chairs shall be responsible for such duties typical of the office of chair, including coordinating committee meetings, recording the attendance of committee members, and preparing committee reports for the EC Committee. Standing committee chairs shall also perform duties pertaining to their committees by request of the President, not inconsistent with these Statutes. The Vice-chair shall fulfill the duties of the Chair at such times the Chair is unable to do so.

(d) **General duties of standing committees.** Standing committees shall be responsible for the consideration of all questions referred to them by the EC Committee or the President.

(e) **Membership size requirements for standing committees.** At no time shall any standing committee be composed of less than three (3) members. Should membership of a committee fall below its allotted minimum, the President shall inform the EC Committee and seek students who wish to transfer to the committee. Should a committee be unable to obtain the prescribed minimum number of members, it may continue to operate, provided that a quorum of the committee shall be a simple majority of its minimum prescribed membership.