



2019-2020

SENATOR PACKET

Students First!

Executive Board:

Rose McGarrity, Executive President

William Teeter, Executive Vice President

Jamaal Lockings, Vice President of Operations

Jennifer Cale, Vice President of Finance

SERVICE. TRANSPARENCY. INTEGRITY. COMMUNITY.



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SGA Basic Knowledge

Motto

Students First!

Core Values

Service, Transparency, Integrity, & Community

Vision

SGA aspires to be a united and engaged organization that acts and advocates on behalf of UCA Students to ensure their success and achievement.

Mission

UCA SGA shall always put "Students First" by considering all student input, fairly allocating student activity funds, serving as a liaison between the students and the faculty, staff, and administration, and addressing student-related policies and procedures.

Logo



Seal



Social Media

Follow @UCA_SGA on Instagram and Twitter! Like "UCA SGA" on Facebook!

SGA Lingo

AVID - Academic Vitality, Integrity, & Vitality (UCA Core Values)
BAG - Bear Advocacy Group
EP - Executive President
EVP - Executive Vice President
PR - Public Relations
RSO - Registered Student Organization
SAB - Student Activities Board
SAFA - Student Activity Fee Allocation
SFAC - Student Fee Advisory Committee
STIC - Service, Transparency, Integrity, and Community (SGA Values)
VPF - Vice President of Finance
VPO - Vice President of Operations

Abstain - Declining to vote for or against.

Ad-hoc - A temporary committee created to accomplish a goal.

Amendment - A change to improve legislation.

Aramark - A corporation that provides dining service to campus.

Bear Boots on the Ground - A group of students that handle disaster relief.

Bear Patrol - A RSO that provides safe rides through campus.

Bill - A formal legislation proposal.

By-law - Rules set to guide the organization. Amendments are only voted on by Senate.

Chambers - Room where we hold Senate meetings in the Student Center.

Chief of Staff - Assists Executive Board and manages the SGA Office.

Constitution - Rules set to guide the organization. Amendments are approved by Senate then go to the Student Body for ratification.

Demerits - Given for violations of set rules in the Constitution or By-laws.

Executive Board - EP, EVP, VPO, and VPF

Executive Committee - Committee that consists of the Executive Board and Committee Chairs.

Friendly Amendment - Amendment that solves a small grammatical error.

Historian - A Senator tasked with keeping historical records.

IDEAL Pages - Freshman leadership team members that help during Senate.

Parliamentarian - A Senator that advises on Parliamentary Procedure.

Parliamentary Procedure (Parli Pro) - Series of rules and customs that are followed during Senate meetings.

Physical Plant - University department that maintains campus.

Previous Notice - A notification that announces a bill or resolution.

Resolution - A document that states the option of the Student Body.

Roll Call Vote - A vote where the VPO calls every Senator's name to vote.

SGA Lingo

Sergeant-At-Arms - A Senator appointed to hand out demerits for violations and has the right to remove any person from chambers for violations.

Standing Committee - A committee that is permanent by legislation.

University Committee - A committee is controlled by the university that SGA sits on.

Senator Rights and Responsibilities

Senator's Rights

- Attend Meetings
- Make Motions
- Speak in Debate
- Vote
- Serve on Committees

Expectations of a Senator

- Respect, know, and abide by the objects, policies, and Special Rules of Order of the Senate.
- Know the Senate's basic structure, read, and understand the Constitution and by-laws.
- Attend and participate in Senate and committee meetings
- Be on time to **ALL** meetings and events.
- Pay attention during meetings and events.
- Vote on motions in Senate.
- Serve on standing, ad-hoc, and university committees.
- Have basic knowledge of parliamentary procedure.
- Turn cell phones off during meetings and events.
- Submit motions types or in writing.
- Submit resolutions to the Executive Vice President to send to the Ways and Means Committee.
- Submit by-law and constitution amendments to the Executive Vice President before the established length of time.
- Submit all forms in the proper template.

Senators should always advise the Executive Board if they intend to:

- Give proper notice of business before senate meetings.
- Contact a member of the administration.

Things you can do to keep business moving:

- Move to Previous Question (*End Debate*)
- Move to Refer the Motion to a Committee (*Send to a committee.*)
- Move to Table the Motion (*Discussion at a later date.*)

Senator Rights and Responsibilities

- Move to Approve by Unanimous Consent (*Everyone votes "Yea" and is used only before going into voting procedure.*)

SGA History

- **Student Interest Committee (SIC)**
 - Established in 1920.
 - Comprised of 5 members appointed by the President.
 - Sponsored receptions, dances, and tea parties.
 - Established a small activity fee.

- **Student Council**
 - In the late 40s, the SIC moved to a more governmental body and was renamed "Student Council."
 - Primarily served as an activities board.
 - Sponsored pageants, pep rallies, homecoming, and elections.

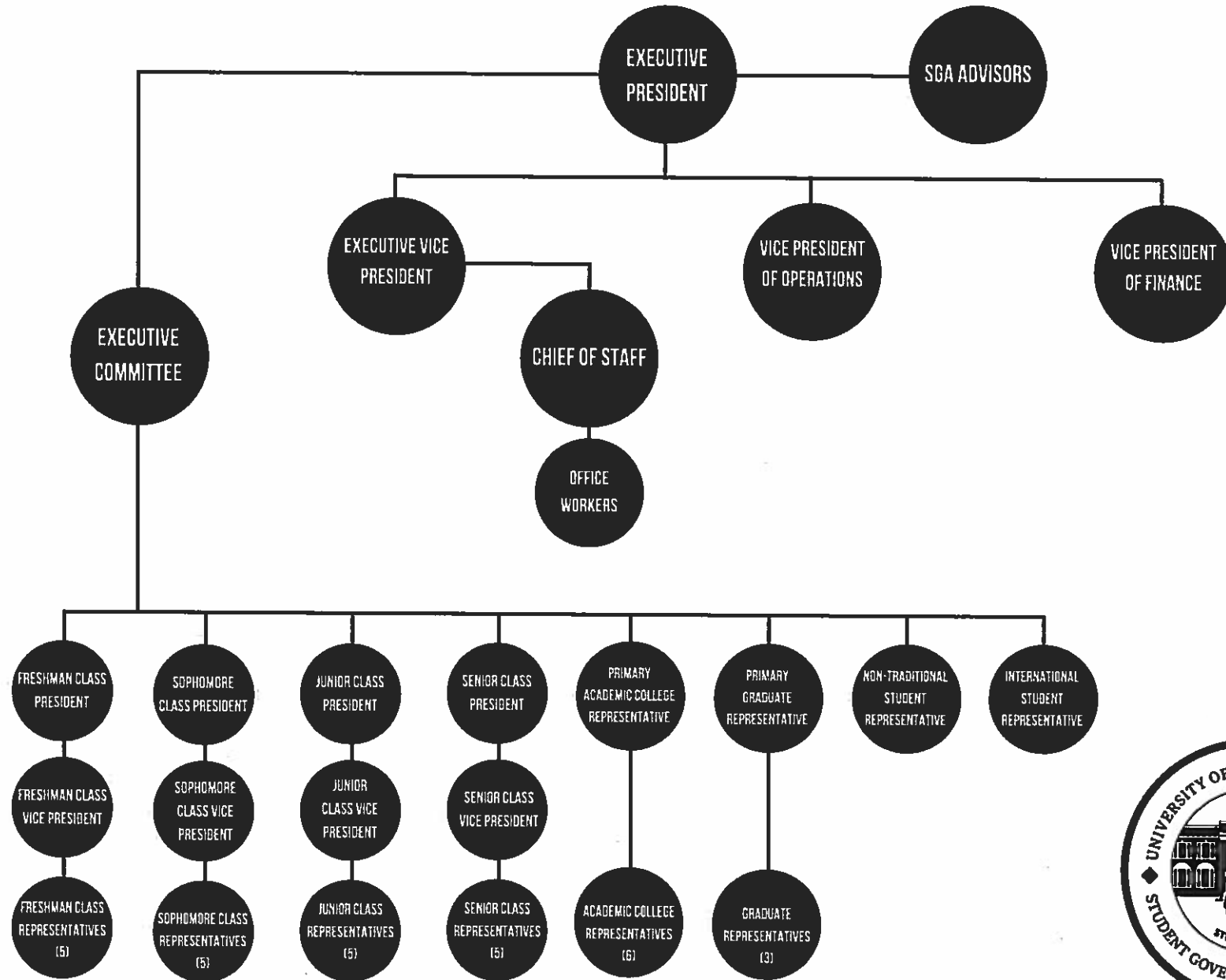
- **Student Senate**
 - In the mid 50s, "Student Council" was renamed "Student Senate."
 - This aligned more closely with the Faculty and Staff Senates at the university
 - They dealt with complaints about food service and residence halls as well as dances.
 - Met on Mondays and their leadership was mostly Greek Life members.
 - During this long period as "Student Senate," they accomplished many things, for instance:
 - ZZ Top Concert
 - Polls concerning Women's Rights
 - Proposal for what is now the Student Activities Board (SAB)
 - Daycare Center proposal for Students
 - Started the Miss UCA Pageant
 - Commodores Concert
 - Got President Ford to speak on campus
 - Extended Library Hours
 - Bought a Printer for the Library

SGA History

● Student Government Association

- In the late 80s, the "Student Senate" was renamed the "Student Government Association"
- This is the current name of the organization and is comprised of 39 Senators, 4 Executive Board Officers, 1 Chief of Staff, and 4 Advisors.
- As the "Student Government Association," these are some of the projects accomplished:
 - Reduced the number of visitor parking spots
 - SGA TV program on Channel 6 (1997-98)
 - Goo-Goo Doll Concert (1998-1999)
 - Established committee structure (1999-2000)
 - SAFA and Emergency SAFA was established (1999-2000)
 - Got students out of classes for MLK Jr. and Labor Day (1999-2000)
 - Destiny's Child Concert (1999-2000)
 - SAB branches of SGA from the V.P. of Entrainment Position (1999-2000)
 - Improved recycling programs on campus (2000-01)
 - Established 24-hour study rooms (2005-06)
 - Student Center expansion (2005-06)
 - Hired student workers for the SGA office (2005-06)
 - Started Bear Patrol Program (2016-2017)
 - Passed a resolution honoring UCA Veterans (2017-18)
 - Brought Zagster Bike Program to campus (2017-18)
 - Free feminine products in every female restroom (2018-19)

UNIVERSITY OF CENTRAL ARKANSAS STUDENT GOVERNMENT ASSOCIATION



**CONSTITUTION, BY-LAWS,
SPECIAL RULES OF ORDER,
AND CODE OF CONDUCT**



University of Central Arkansas
Student Government Association

Constitution

Updated: April 12, 2019

PREAMBLE

We, the students of the University of Central Arkansas, in order to better provide for our social, cultural, and educational pursuits, do hereby ordain and establish this constitution for the Student Government Association of the University of Central Arkansas.

ARTICLE I

Name of Organization

Section 1. The name of the organization shall be the University of Central Arkansas Student Government Association, hereafter referred to as SGA.

Section 2. The purpose and duties of the SGA shall be as follows:

It shall represent the student body at all times and in all circumstances, in areas such as: allocating and administering student activity funds; advising the administration in regard to student-related policies; cooperating with faculty in determining student obligations and honors; considering all student petitions to SGA; planning and supervising all SGA elections; and approving charters or cancellations of college clubs and organizations.

ARTICLE II

Members of the Student Government Association

Section 1. The Executive Board shall be as follows:

- A. Executive President
- B. Executive Vice-President
- C. Vice-President of Operations
- D. Vice-President of Finance

Section 2. SGA representation from each class shall be as follows:

- A. President
- B. Vice-President
- C. Five (5) Representatives

Section 3. Additional SGA representation shall be as follows:

- A. Six (6) senators from the academic colleges with one senator representing each individual Academic college. The primary senator will be chosen by the Executive Board. The primary senator from the Academic College will be responsible for the same duties as the other class presidents.
- B. Three (3) Graduate Senators. The Graduate Senator with the highest vote count will act as the President and be known as the Primary Graduate Senator. The Primary Graduate Senator will be responsible for the same duties as the other class presidents. In the case of a tie for Primary, the Executive President, with majority approval of the senators present at the next scheduled meeting, will choose the Primary Graduate Senator.
- C. One Non-Traditional Senator. The Non-Traditional Senator will be defined as an undergraduate student who is 25 years or older, married, a veteran, a transfer student or is a parent to fully encompass the definition of a UCA non-traditional student according to the UCA website (uca.edu) of the non-traditional student organization.
- D. One International Senator. An international senator will be defined as any student studying at the university with an F-1 or J-1 visa.

ARTICLE III

Qualifications of Members

Section 1. Qualifications for candidacy for the Student Government Association

- A. All candidates running for an SGA office must have a cumulative grade point average of at least 2.500 at the end of the semester prior to the election, and must maintain a grade point average of at least 2.500 for each semester. Freshman candidates who have not earned credit prior to the election will be exempt from this qualification.
 - 1. All candidates running for the Executive President, Executive Vice-President, Vice-President of Operations, and Vice-President of Finance must have a cumulative grade point average of at least 2.750 at the end of the semester prior to the election and must maintain a cumulative grade point average at least 2.750 for each semester.

- B. All candidates running for any SGA office that is not specific to the graduate representative position must be classified as an undergraduate student.
- C. All members of the SGA must be enrolled in at least twelve (12) semester hours of college work at UCA throughout their term in office, with the exception of the Graduate and Post Baccalaureate student. Senior senators may also be exempt from the 12-hour requirement during the semester prior to their graduation.
- D. The Executive President, Executive Vice-President, Vice-President of Operations, and Vice-President of Finance of the Student Government Association must be classified as an Undergraduate and have completed at least their second consecutive semester at UCA, with a minimum of sixty (60) or more semester hours by the end of the semester in which the election is held. Candidates running for these positions must have served at least one year on the SGA, and must also be able to serve for a full academic year.
- E. The Senior Class Officers and Senators must have no less than ninety (90) hours of college credit after receiving a high school diploma or GED, including hours in which the senator is currently enrolled.
 - 1. Post-Baccalaureate students may occupy one (1) of the five Senior Senator Positions. The Post-Baccalaureate Senator must have earned a bachelor's degree and be pursuing a Post-Baccalaureate degree at UCA.
- F. The Junior Class Officers and Senators must have no less than sixty (60) and no more than eighty-nine (89) hours of college credit after receiving a high school diploma or GED, including hours in which the senator is currently enrolled.
- G. The Sophomore Class Officers and Senators must have no less than thirty (30) and no more than fifty-nine (59) hours of college credit after receiving a high school diploma or GED, including hours in which the senator is currently enrolled.
- H. The Freshman Class Officers and Senators must have less than thirty (30) hours of college credit after receiving a high school diploma or GED, including hours in which the senator is currently enrolled.
- I. The Academic College Representative must have declared a major in one of the following colleges: Natural Sciences and Mathematics, Business, Health and Behavioral Sciences, Education, Liberal Arts, or Fine Arts and Communication.
 - 1. The candidate must have twelve (12) hours in the college they are representing or have a letter of recommendation from a faculty member in their respective academic college.

2. If the representative no longer has a declared major in that specific college during their term in office, they shall lose their position.
- J. Candidates' credit hours shall be verified through the Office of the Registrar prior to the election.
- K. Any senator who is removed during his/her term shall not be eligible to fill vacancies for the remainder of that term.
- L. Senators removed from senate due failing to meet the grade point average of Article III, Section 1B whose cumulative grade point average from the semester immediately following their removal meets the required minimum may run in the elections for the following term. Senators removed from senate under other circumstances are ineligible to run in elections for the following term.
- M. Applicants vying for open senator positions in the spring semester do not include hours in which they are currently enrolled on their application.

Article IV

Student Government Association Elections

Section 1. SGA Candidates

- A. Any candidate for the SGA shall have at least five (5) class days to file on their own behalf.
- B. There will be no write-in candidates allowed in SGA elections.
- C. No person shall file for more than one SGA position during an election.
- D. If no one files for an office, the vacancy shall be filled according to Article V, Section 4.

Section 2. Election Rules Committee Duties

- A. There shall be separate exclusive Election Rules Committees for the Fall and Spring semesters.
 1. The Fall Election Rules Committee shall consist of the class Presidents and Vice-Presidents elected in the previous Spring election.

2. The Spring Election Rules Committee shall consist of one representative from each class plus a Academic College Senator to be appointed by the Executive Vice-President, with a two-thirds (2/3) vote of the SGA.
 3. The Election Rules Committee shall elect their own chair.
- B. The Election Rules Committee shall have the following authorities and obligations:
1. To be the ruling body on matters concerning campaign violations.
 2. To monitor each candidate's campaign and remove any materials in violation of the election rules.
 3. To have any irregularities or discrepancies initially distributed to them.
 4. To submit their final decisions to the SGA no later than one week after receiving three campaign violations against any one candidate.
 5. Any decision of The Rules Committee can be overruled by a 2/3 vote of the SGA.
 6. To determine the dates of the election with a majority approval of the SGA.
 7. To publicize ten (10) days prior to the first filing day: the date and place to file for the SGA election, election dates, polling places, times, and voter identification procedure.
 8. To determine and enforce the election rules.
- C. No member will be allowed to serve on the Election Rules Committee who is seeking office in the current election.
- D. Members of the Executive Board shall have the following authorities and obligations:
1. To publicize ten (10) days prior to the first filing day: the date and place to file for the SGA election, election dates, polling places, times, and voter identification procedure.
 2. To determine and enforce the election rules.

3. To hold a candidate meeting: the date, time, and place of which will be on the candidacy form. Every candidate must attend the candidate meeting or have an approved, designated representative attend in their place.
4. To monitor each candidate's campaign and remove any materials in violation of the election rules.
5. To determine the ballot order, the candidate or the designated representative shall draw the ballot positions. The ballot positions drawn in the candidate meeting will be recorded by the Election Rules Committee and placed on the ballot in their respective orders.

Section 3. Election Procedures

- A. When a candidate files for an office, they must read the election rules and sign a statement that they will abide by those rules.
- B. Class Presidents and Vice-Presidents are the only offices within SGA permitted the option to run a joint campaign.
- C. There will be no campaigning allowed until after the Election Rules Committee's candidate meeting.
- D. There shall be no soliciting for votes within the confines of the designated polling places while elections are in progress in those areas.
- E. In all races in which there are only two (2) candidates for election, the general election shall be the final election except in the event of a tie. In the event of a tie between the two (2) candidates, there will be a repeated election; in case of another tie, the SGA shall decide the election by majority vote.
- F. The run-off election shall be held within seven (7) class days after the general election.
- G. If one candidate does not receive a majority of votes cast in the election for executive officers, the two candidates receiving the highest number of votes will have a run-off election. If the candidates receiving the second highest number of votes are tied, the top three candidates will have a runoff election.
- H. If the candidate with the highest number of votes for a class president or vice-president election does not receive at least one-third of the votes cast, a run-off will be held between the candidates with the top two votes.

- I. Freshmen, Sophomore, Junior, Senior or Post-Baccalaureate Senator, and Academic College Representative positions shall be chosen by a plurality of votes cast
- J. If one candidate receives a majority of the votes cast in the general election, they shall be
declared the winner of the office.
- K. SGA elections shall be held through an online voting system unless otherwise unanimously voted by the Elections Committee and ratified by two-thirds $2/3$ of the SGA.
- L. Counting of the votes shall begin as soon as the polls close on the last day of voting and continue until completed.
- M. The SGA members elected in the Spring election shall take office one week prior to the first day of the Spring semester final exams. The SGA members elected in the Fall election shall take office at the next scheduled meeting following the posting of the results.

Section 4. Voting

- A. Voters may only cast ballots for those candidates seeking elected positions representing their classification or academic college with the exception of Executive officer elections.
- B. Students of all classifications will be allowed to cast votes for candidates seeking Executive positions.

Section 5. Appeals

- A. Appeals should be presented in written form to the Rules Committee no later than three days following the election.
- B. Appeal submissions must state a rationale for the appeal and must be signed by a member of the student body at the University of Central Arkansas
- C. A written response from the Rules Committee shall be submitted to the full SGA by the first full Senate meeting following the appeal.
- D. The response shall be ratified by a two-thirds ($2/3$) vote of the SGA at the first full Senate meeting following the appeal.

- E. If a new election is warranted for Executive President, Executive Vice-President, Vice-President of Finance, or Vice-President of Operations, it is to be held within one week after SGA ratification. If a new election is warranted for any other senate positions, it shall be left up to the direction of the Election Rules Committee.

ARTICLE V

Oath of Office of the Student Government Association

Section 1. The elected representative of the SGA shall be bound by Oath or Affirmation, to support this Constitution; but no religious test shall ever be required as a qualification to any office or public trust under the SGA of the University of Central Arkansas. The Oath of Office shall be spoken as provided;

- A. "I do solemnly swear that I will support, protect, and defend the constitution of the Student Government Association at the University of Central Arkansas, and will to the best of my ability advocate for the betterment of all constituents represented in our governing body."

ARTICLE VI

Operations of the Student Government Association

Section 1. Meetings of the full SGA shall be held once a week. A called meeting of the SGA shall be held when the Executive Board so votes or when the Executive Board is petitioned by one-third (1/3) of the SGA membership. Proper notification is required as determined by By-law C, Section II.

Section 2. The SGA shall operate on a committee system. All members of the SGA shall serve on two or more committees. Committees shall be open to a limited membership of students not presently on the SGA, provided those students meet the qualifications for duty found in Article III.

Section 3. If any rule is not provided for in this constitution, it shall be the duty of the SGA to determine (by majority vote of the present membership) the need for the aforesaid.

Section 4. When a vacancy occurs on the SGA, the position will be filled in one of the following ways:

- A. In the case of an individual class office candidates should petition the Ways and Means Committee.

- 1. The Ways and Means Committee shall consist of one senator from each class, to be appointed by the Executive Vice-President of the SGA, and confirmed by

a majority vote of the SGA. The Executive Vice-President shall serve as chair of the Ways and Means Committee.

2. The committee's appointments shall be ratified by a two-thirds (2/3) vote of the SGA.
- B. The Ways and Means Committee shall have the following authorities and obligations:
1. To oversee the publication, in writing, of the availability of vacant offices at least five class days before beginning the selection process.
 2. To determine and publicize the deadline for submission of candidate applications.
 3. To interview all eligible candidates within a period of one-week following the application deadline.
- C. In situations where there are less than 50% of the class representatives remaining, and/or Executive officer, the Executive Committee shall (with majority approval of the SGA) determine the method of filling the vacancy via one of the following procedures:
1. Special election by the student body.
 2. Accepting applications from the student body from which the SGA Ways and Means Committee shall elect a member.
 3. If filling the position is not practical due to time or other factors, the position shall remain vacant for the remainder of the term.

Section 5. There shall be an Executive Committee meeting at least once a week prior to each regularly scheduled SGA meeting. The members of this committee shall include the members of the Executive Board, committee chairs, and at least one (1) SGA advisor. The purpose of this meeting is to decide on pertinent matters of interest that should be brought up in the upcoming SGA meeting. The Executive President shall serve as chair of this committee and break ties as needed.

Section 6. All business meetings of the SGA shall be conducted according to Robert's Rules of Order.

Section 7. The duties of each of the members of the SGA shall be as follows:

- A. Attend all regular and called SGA meetings.
- B. Participate in SGA sponsored activities.
- C. Serve on SGA and University committees.

Section 8. Members of the Executive Board shall work at least one (1) class hour per day in the SGA office and must work at least ten (10) additional hours per week on SGA related activities.

Section 9. SGA officers' duties shall be as follows:

A. Executive President

1. Shall be chairperson of all SGA meetings.
2. Shall represent the student body whenever the occasion occurs.
3. Shall have the authority to appoint Senators to serve on ad hoc committees and shall be ex-officio member of all such committees.
4. Shall have the authority to fill SGA vacancies and Academic College Senator positions pursuant to Article V, Section 4.
5. Shall have the authority to call a special meeting of the SGA at any time, provided proper notification is given. Proper notification is required as determined by By-law C, Article II.
6. Shall have the authority to veto any SGA legislation providing that the veto comes before the next regularly scheduled meeting. Two-thirds (2/3) vote of the SGA is required to override the President's veto.

B. Executive Vice-President

1. Shall assist the Executive President as directed by the latter.
2. Shall assume all obligations and authorities of the President in the absence of the President.
3. In case of death, impeachment, or resignation of the Executive-President, shall assume the office of Executive President.
4. Shall serve as chairperson of the Ways and Means Committee

5. Shall serve as chairperson of Rules and Ethics Committee.
 6. Shall oversee the SGA office and make arrangements for its maintenance.
 - 7.. Shall oversee the live stream and archival of the senate meetings.
 8. Shall send a grievance letter to the family of any student who passes away while enrolled at UCA.
 9. Shall administer demerits in accordance with this document.
 10. Shall appoint the Parliamentarian and be approved by a majority vote of the SGA.
 11. Shall appoint the Sergeant-At-Arms and be approved by a majority vote of the SGA.
 12. Shall appoint the Historian and be approved by a majority vote of the SGA.
- C. Vice-President of Operations
1. Shall record the minutes of all SGA meetings and make them available to the public. If a roll call vote occurs in the meeting, each individual Senator's vote shall be included in the minutes of said meeting. Minutes shall be provided to members and advisors of the SGA, and two (2) copies of the minutes shall be kept on file.
 2. Shall call roll and record the attendance at each meeting.
 3. Shall be responsible for the creation, distribution, and archival of the SGA newsletter.
 4. Shall be responsible for the management of the SGA email channel in conjunction with one (1) advisor designated by the Executive Board
 5. Shall turn over the records, in good order, to the succeeding Vice-President of Operations.
 6. Shall compile a list of the names, addresses, and phone numbers of each SGA member and keep this record up to date. A copy of the list shall be given to each member and extra copies shall be kept in the SGA office. A copy shall also be given to the SGA advisors and The Echo.

7. When a called meeting is necessary, the Vice-President of Operations shall post the time and place of called meetings and notify The Echo of called meetings.
8. Shall chair the Public Relations committee.
9. Shall assume all obligations and authority of the Executive President in the Absence of the Executive President and the Executive Vice- President.

D. Vice-President of Finance

1. Shall be the comptroller of all SGA funds, keep accurate records of all money received and disbursed, and make a complete report of finances to the SGA at the first meeting of each month.
2. Shall disburse money only as directed by a majority vote of the SGA.
3. Shall deposit all funds only in an account provided by the Business Office of the University of Central Arkansas.
4. Copies of all financial records shall be made available upon request.
5. Shall be the comptroller of Student Activity Fee Allocation (SAFA).
6. Shall be required to chair both Student Activity Fee Allocation (SAFA) and the Finance Committee.
7. Shall oversee the return of all unused allocated funds.
8. Shall turn over the books, in good order, to the succeeding Vice-President of Finance. In addition, the Vice President of Finance will be responsible for making an end-of-the-year report of all Student Government Accounts to be placed in permanent records for successive Student Government Senates.

E. Procession of Officers

1. In the event of a vacancy in the position of the Executive President, the Executive Vice-President shall assume the office of the President. In the event that the office of Executive Vice-President is vacated, the Vice-President of Operations shall assume that position. In the event that all other Executive positions are vacated, the Vice-President of Finance shall assume the role of Executive President (this is the only case in which the Vice-President of Finance should assume another position). Any vacancies caused by the procession should be filled through a special election by the student body; only currently seated senators may be candidates in this election. If all Executive offices are vacated, a special election should be held, again with only currently seated

senators eligible for election to these positions. Candidates must also meet eligibility requirements in Article III.

2. In the event an Executive officer is released from their duties mid-semester through resignation or removal, their allocated scholarship amount ceases. The amount will be prorated and the student shall be charged the difference. On the date the new Executive officer begins their duties, they shall receive the scholarship reward prorated for the remaining time period. These totals are determined by the Office of Scholarships and Compliance.

F. The Parliamentarian

1. Shall advise the Executive President on questions of parliamentary procedure in the transaction of business of the SGA.

G. The Sergeant-At-Arms

1. Shall have the right to remove any SGA Senator, advisor, or visitor who is disrupting the orderly operations of the SGA meetings.
2. Shall have the right to remove any Senator, and issue demerits as needed, for non-compliance with the dress code outlined in "Special Rule V: Dress Code."

H. The Historian

1. Shall develop and maintain accurate, annual histories of the Senate's highlights for the term to submit to the Executive Vice President at the end of the academic year.
2. Shall keep a record of all senators on SGA for the term they serve to submit to the Executive Vice President at the end of the academic year.
3. Shall keep a binder of all resolutions for the year to turn in to the Executive Vice President at the end of the academic year.
4. Shall complete any other tasks pertaining to SGA history, as assigned by the Executive Vice President.

ARTICLE VII

Removal of Senators

The SGA shall have the power to remove any officer or elected member by a two-thirds (2/3) vote of the total membership of the SGA or if the officer has received seven unexcused demerits.

ARTICLE VIII

Ratification and Amendments

- Section 1. This constitution, to be legal and operative, must be adopted by a majority vote in the full SGA, consisting of class representatives as well as presidents, and then by a majority of votes cast in an election called for the announced purpose; once the new constitution is adopted, all existing forms of Student Government shall become void when in conflict with this document.
- Section 2. This constitution may be amended at any time by a majority vote of the total membership of the SGA and ratified by a majority of votes cast in an election by the student body.
- Section 3. Constitutional amendments can be brought before the SGA with a petition signed by 10% of the student body.

ARTICLE IX

Selection of Advisors

SGA shall have at least three (3) advisors, at least one of which must be a faculty member and at least one of which must work within the Division of Student Services. Advisors shall serve two-year terms, with two advisors being selected each year. The Executive Board shall interview candidates and make a selection. The SGA may accept this recommendation by a majority vote. A two-thirds (2/3) vote of the total membership of the SGA shall be required for the removal of an advisor.

ARTICLE X

By-Laws

- Section 1. DEFINITION: By-laws shall be limited to the matters of explanatory provisions to further define and clarify the constitution. They cannot be in conflict with the constitution.
- Section 2. By-Laws and amendments to the By-Laws are to be voted on at a regular meeting of the SGA, having been presented at the previous meeting of the SGA. A two-thirds (2/3) of the total membership of SGA is required for approval.

Constitution Amended: 08/30/04; 04/11/06; 09/13/06; 04/04/07; 09/18/07; 02/25/08; 09/17/08; 04/08/09; 04/16/14; 4/21/15; 5/22/16; 4/13/17; 4/25/18; 7/16/18; 9/11/18; 4/12/18, 7/15/19



University of Central Arkansas
Student Government Association

By-Laws

Updated: July 16, 2018

By-Law A: Summer Student Government Association

ARTICLE I

Summer SGA Structure

Section 1. In order to have student representation during summer school terms, the newly elected Executive President shall appoint a summer SGA. This appointment is subject to the approval of the SGA.

- A. The members of the Summer SGA and their duties shall be as follows:
 - 1. Executive President
 - a. Shall preside over all SGA meetings.
 - b. Shall serve as the student representative on University Committees that meet during the summer or appointment a

member of the Summer SGA to fill the vacancy until the fall semester.

- c. Shall represent the summer school student body whenever the occasion occurs.
- d. Shall have the authority to call special meetings of the SGA when necessary.
- e. Shall vote in SGA meetings.

2. Executive Vice President

- a. Shall assist the Executive President as directed by the latter.
- b. Shall assume all obligations and authority of the Executive President in the absence of the latter.
- c. Shall assist the other members of the SGA when called upon.
- d. Shall oversee the SGA office and make arrangements for its maintenance.

3. Vice President of Operations

- a. Shall record the minutes of all Summer SGA meetings and make them available to the public. Minutes shall be distributed to each member of the Executive Board, faculty advisors, and members of the SGA.
- b. Shall call the roll and record attendance.
- c. Shall compile a list of names, addresses and phone numbers of all SGA members and distribute it to each member of the Executive Board, advisors and members of the SGA.
- d. Shall notify each member of the SGA in the event of a called meeting by the Executive President.

- e. Shall assume all obligations and authority of the Executive President in the absence of the Executive President and Executive Vice President.

4. Vice President of Finance

- a. Shall be the comptroller of funds provided to the SGA by the Summer school activity fee and shall keep accurate records of all funds received and disbursed.
- b. Shall make a complete report of SGA finances at each meeting.
- c. Shall disburse funds only as directed by a majority voted of the SGA.
- d. Shall deposit all funds in an account provided by the Business Office.

- B. The Summer SGA shall meet at a regular time and place agreed upon by all members of SGA.

ARTICLE II

Allocation of Funds

Section 1. Summer Funds

- A. The Summer SGA shall not allocate more money than allotted to it by the University from summer school activity fee.
- B. All expenditures made by the SGA must be by majority vote.
- C. All expenditures made by the SGA, from the Summer fee, shall directly benefit the Summer school student body.
- D. All un-allocated funds from the summer school activity fee shall be deposited in the SGA Reserve account.
- E. SGA advisors shall serve as advisors to the Senate, and at least one shall be present at each SGA meeting.
- F. No more than 25% of the reserve account can be spent by the Summer SGA.

By-Law B: Committee System

ARTICLE I

SGA Committee Structure

- Section 1. Standing Committees shall operate the entire year and meet on a regular basis at a given time with the exception of called meetings.
- Section 2. Special (Ad Hoc) Committees shall be formed and operated on an "as-needed" basis and shall meet at called times.
- Section 3. SGA members, with the exception of executive officers, shall be required to serve on at least (2) committees. Executive officers should serve on committees as needed.
- Section 4. Committee meetings shall be scheduled at a time that is satisfactory to a majority of members.

ARTICLE II

Standing Committees

- Section 1. The SGA Standing Committees shall be:
- A. SAFA Committee (Student Activity Fee Allocation)
 - 1. The SAFA Committees shall hear the budgeting requests for recognized student organizations that qualify for SAFA funding. It shall have the power to request reports from all organizations and activities that request funds from the SGA.
 - 2. The SAFA Committees shall each consist of eight (8) senators, including one representative from each class. The Vice-President of Finance will chair both committees, and the Executive Vice President will be on both SAFA committees.
 - 3. Members of the SAFA committees may not request SAFA/Emergency SAFA funds for any Registered Student Organization or on-campus Department.
 - B. Finance Committee
 - 1. The Finance Committee shall hear the emergency funding requests of recognized student organizations that qualify for emergency funding. It shall have the power to request reports from all organizations and activities that request funds from the SGA.

2. The Finance Committee shall serve as the internal auditor for all SGA allocations and funding. The committee shall advise the Vice President of Finance on any and all procedures and policies regarding SGA financing. The committee shall also review all SGA procedures and processes involved in SGA funds and funding.
3. The Finance Committee shall consist of eight (8) senators, including one representative from each class as well as one academic college representative. The Vice- President of Finance will chair the committee, and the Executive Vice President will be on the committee.
4. Members of the Finance Committee may not request SAFA/Emergency SAFA Funds for any Registered Student Organization or on-campus Department

C. Ways and Means Committee

1. The purpose of the Ways and Means Committee is to keep and preserve, for the future Student Government Association. The committees duties shall be to review Registered Student Organizations (RSOs) constitutions, review all resolutions, fill vacant senate positions as utline in Article V Section 4 of the constitution, and issue and appeal demerits for innapropriate behavior and policy violations.
2. No member of the Executive Board, except the Executive Vice-President in his/her capacity as chairperson, shall be allowed to serve on the Rules and Ethics Committee.
3. The Ways and Means Committee shall be the ruling body on constitutionality, policy, elections, and ethics arising in SGA.
4. The Ways and Means Committee shall consist of (6) senators, including one (1) from each class, one (1) graduate representative, one (1) academic college representative. The Executive Vice President will serve as chair of this committee.

D. The Public Relations Committee

1. The Public Relations Committee shall publicize and promote the activities of the SGA and take an active role promoting the community relations of the SGA.
2. The Public Relations Committee shall oversee the SGA bulletin board in the Student Center, advertisements on the SGA website, and any media advertisements on behalf of the SGA.

3. At least six (6) SGA members shall serve on the Public Relations Committee with the Vice-President of Operations serving as chairperson.

E. Student Fee Advisory Committee

1. The purpose of the Student Fee Advisory Committee is to ensure openness and transparency in the distribution and spending of student fees by university officials. The committee shall receive quarterly reports from the office of the Vice President of Finance and Administration for UCA.
2. The Student Fee Advisory Committee shall review funding and distribution of all student fees. The Committee shall meet at designated periods throughout the year with the directors of departments and university institutions that receive student fees.
3. The Student Fee Advisory Committee shall report the information gathered to the SGA by the end of each semester.
4. The Committee shall be composed of eight (8) senators, the four (4) class Vice Presidents, a Graduate Senator, an Academic College representative, and the Junior and Senior class Presidents. The Committee duties shall be delegated to the Executive Board during the summer sessions. The Chair of the Student Fee Advisory Committee shall be selected by the SGA Executive Board Officers.

F. Diversity Committee

1. The purpose of the Diversity Committee is to better represent and address the needs of underrepresented students, including but not limited to international, non-traditional, and transfer students of UCA.
2. The committee shall consider the suggestions and concerns of these students and make decisions that will enhance their college experience.
3. The committee shall be composed of five (5) senators and (5) non-SGA members to be nominated and elected yearly by the SGA. The non-SGA members must be deemed appropriate representatives of their constituents and must uphold the charge of the committee. The chair of the Diversity Committee shall be selected by the SGA Executive Board Officers at the same time and place as chairs of the Ad Hoc Committees.

G. Academic Affairs Committee

1. The purpose of the Academic Affairs Committee is to foster academic success and achievement through enriching the learning community, promoting scholastic resources, and supporting academic accessibility.
2. The committee shall consider the academic suggestions and concerns of students within their respective academic colleges.
3. The committee shall be composed of the following seven (7) senators: the six (6) Academic College representatives and one (1) Graduate Senator. The Chair of the Academic Affairs Committee shall be selected by the SGA Executive Board Officers at the same time and place as chairs of the Ad Hoc Committees.

H. Internal Affairs Committee

1. The purpose of the Internal Affairs Committee is to amend and enhance the governing documents of the SGA through frequent review of the constitution and bylaws.
2. The committee shall consider amendments to the constitution and bylaws to better reflect the practices of the SGA.

I. Housing and Food Service Committee

1. The purpose of the Housing and Food Service Committee is to be an influential and thoughtful group that improves and benefits the lives of students in the areas of housing and food and recognizes the extensive efforts of those staff members involved in housing and food services.
3. The committee shall consider the suggestions and concerns of students impacted by housing and food services and present these concerns to the staff leaders of these areas.

J. Bear Advocacy Group

1. The purpose of the Bear Advocacy Group is to foster an inclusive and respectful environment for civic engagement among all students, educate students on civic engagement and responsibility, and to advocate for the University of Central Arkansas and its students.
2. The committee shall be composed of eight (8) senators. The Chair of this committee is appointed by the SGA Executive Board.

3. Members of this committee are not to be influenced by any representative of government or corporations.

ARTICLE III

Committee Reporting

Section 1. All Committee Chairpersons must be prepared to present their committee reports at Executive Committee and full senate meetings.

Section 2. All Committee Chairpersons must update the appropriate committee webpage monthly on a date as determined by the Vice-President of Operations.

By-Law C: Demerit Policy

ARTICLE I

Demerit System

Section 1. The SGA shall operate on a demerit system.

A. SGA members shall be allowed six (6) demerits per semester. Earning seven (7) demerits shall result in the senator’s potential removal from the SGA as stated in ByLaw C, Section 3.

B. Infractions and Associated Demerits

<u>Infraction:</u>	<u>Demerits:</u>
Missed weekly Senate meeting	3
Attending less than twenty (20) minutes of meeting	2
Attending over twenty (20) minutes of meeting, but not all of the meeting	1
Tardiness to meeting (Missed Roll Call)	1
Missed committee meeting	2

SGA retreat (Fall and Spring) – demerits per days missed	3
Failure to turn in material necessary and required for the upcoming meeting.	1
Failure of committee chair to ensure meeting report is submitted	1
Failure of Committee Chair to ensure committee webpage is updated	1
Missed SGA sponsored activity as stated in "Special Rule VI"	2
Failure to comply with dress code as stated in "Special Rule V: Dress Code"	1

- C. Senators who fail to meet the "business casual" dress-code as stated in the "Special Rule V: Dress Code" of the constitution, at the discretion of the Sergeant-At-Arms, will be asked to return home to change resulting in one demerit, in addition to the possible demerits received for tardiness, missed meeting, etc.
- D. Committee and meeting reports should be submitted to the mailbox of the Executive Vice-President by the Monday following the meeting. The president or their designee should ensure this report is submitted.

Section 2. SGA members have the ability to appeal demerits based on the following process.

- A. Upon notification of a senator's infraction, the chair of the Rules and Ethics Committee shall issue a "Notice of Potential Demerits" to the senator.
- B. From the day the notice is issued, the senator shall be given two (2) weeks to complete and turn in a "Demerit Appeal Form" on OrgSync to the chair of the Rules and Ethics Committee.
 - i. If the senator does not challenge the potential demerit(s) within the time frame, the potential demerit(s) shall be declared official and placed on the senator's record.
- A. The Rules and Ethics Committee shall consider all appeals presented and assign demerits at their discretion to the senator's permanent record.

- i. If a senator wishes to appeal the decision of the Rules and Ethics Committee, they can appeal to the full senate at the next scheduled meeting. The full senate can overrule the decision with a two-thirds (2/3) vote

Section 3. SGA members shall be removed from senate based on the following process.

B. Upon Notification of a senator's seventh demerit, the Executive Vice President shall issue a "Notice of Potential Removal" to the senator.

- i. From the day the notice is issued, the senator shall be given one (1) week to complete and turn in a "Removal Appeal Form" on OrgSync to the Executive Vice President.
- ii. This senator shall maintain all responsibilities of the office to which they were elected or appointed until a decision is rendered by the Rules and Ethics Committee
- iii. If the Rules and Ethics Committee accepts the senator's appeal, they shall return to senate with six (6) demerits.
- iv. If the senator does not challenge the potential removal, they shall be automatically removed.

C. If the senator wishes to appeal the decision of the Rules and Ethics Committee, they may appeal to the full senate at the next scheduled meeting. The full senate shall have the authority to overrule the decision with a two-thirds (2/3) vote.

- i. All voting rights and responsibilities of the senator shall be suspended until a decision has been rendered by the full senate.
- ii. If the full senate accepts the senator's appeal, they shall return to senate with six (6) demerits.

By-Law D: Fiscal Responsibility

ARTICLE I.

Fiscal Accountability

Section 1. Majority approval of the Senate is required for all expenditures with the following exceptions:

- A. General operating expenditures can be made that are necessary for the continued efficient operation of the Student Government, on an as needed basis, with the approval of the Executive Board. (This does not include expenditures, such as telephone service, printing and copying cost, secretarial

salary, etc., which are automatically deducted). The Executive Board shall notify the senate of the next regularly scheduled meeting of any funds spent in this manner.

B. Publicity expenditures that do not exceed one thousand dollars (\$1000).

C. SGA Reserve Account

1. Expenditures from the SGA reserve account require a 2/3 vote of the senators present and voting.
2. All expenditures for travel made out of the SGA Reserve Account must follow these guidelines: 1) Finance Committee approval by 3/4 vote of members present and voting; and 2) 3/4 vote of the total membership of the SGA.
3. Requests exceeding \$1,000 from the SGA Reserve Account made between the fall election and the last SGA meeting in the spring must first be heard by the SGA Finance Committee.
4. Requests below \$1,000 may be vetoed by the Executive President (prior to any vote on the request) and shall be either postponed until the next regular scheduled SGA senate meeting or referred to the Finance Committee. Two-thirds (2/3) vote of the SGA senate is required to override the Executive President's veto.

Section 2. Funds remaining at the end of the fall semester shall automatically be transferred to the spring semester account, and funds remaining at the end of the spring semester shall automatically be transferred to the reserve account. Summer SGA funds shall begin the day the residence halls open for the first summer session and end on the day the residence halls close after the second summer session. At the conclusion of the second summer session, remaining summer SGA funds shall automatically be transferred to the Reserve SGA account.

Section 3. A designated advisor(s) shall be responsible for overseeing the Vice-President of Finance's job.

Section 4. The Vice-President of Finance will oversee the deposit of all cash.

Section 5. An itemized list of all expenditures, which are spent during the monthly period not specifically authorized by legislation, will be presented to the SGA meeting, monthly, for review.

Section 6. The SGA Vice-President of Finance and an advisor of the SGA shall be the only people authorized to sign purchase orders and contracts for the SGA. In the absence of the Vice-President of Finance, the SGA Executive President shall be authorized to sign purchase orders and contracts.

ARTICLE II.

Senator Accountability

Section 1 Voting on allocation of funds

- A. Any vote SGA makes which deals with the allocation of student money shall automatically be voted on in roll call form.
- B. The Vice-President of Operations shall record and file all roll call votes made by SGA and make them easily accessible to members of the UCA community (students, employees, members of the media, etc.)
- C. SGA senators shall not vote on the allocation of funds to Registered Student Organizations of which they are members.
- D. The abstentions of SGA senators who forcibly abstain due to membership in a particular organization will not be counted in the overall tallying of votes. Their abstentions will not benefit the majority vote.

By-Law E: Student Activity Fee Allocation

ARTICLE I.

Purpose and Goals

Section 1. Purpose

- A. To insure accountability of all student activity fee funding; to teach budget planning; to encourage organizations to plan ahead; to encourage organizations to justify their expenses; to encourage greater diversity of activities funded through the student activity fee; and to better organize the SGA to make available more time to deal with non-monetary issues.

Section 2. Goals

- A. The Student Activity Fee Committee will support activities and insure a balance of events that broaden the educational, social, cultural, and recreational opportunities for all University of Central Arkansas students.

ARTICLE II.

Student Activity Fee (SAFA)

Section 1.

A. SAFA Funding:

1. 87.5% of the Student Activity Fee will be allocated to Registered Student Organizations, and departments prior to the next semester.

B. SAFA Emergency Funding:

1. 5% of the Student Activity Fee will be allocated to New Registered Student Organizations on an as-needed basis.

C. SGA Operations

1. 7.5% of the Student Activity Fee will be allocated to the SGA for the purpose of general operating expenses and SGA projects only.

- D. After the money has been allocated, if there is money left over in the SAFA account, the SGA can move money to the Operations or Emergency account with a 2/3 vote of the SGA.

ARTICLE III.

Student Activity Fee (SAFA) Funding

Section 1. SAFA Funding Committee

A. Committee members

1. Chair – SGA Vice-President of Finance
2. SGA Executive Vice-President
3. Senior Class Representative (1)
4. Junior Class Representative (1)
5. Sophomore Class Representative (1)
6. Freshman Class Representative (1)
7. Graduate Representative (1)

Non-voting members

8. SGA Advisors

Section 2. Eligibility and Criteria for Organizations and Departments Applying for Funds:

- A. Must be current UCA students in good standing with the University.
- B. Organizations must be registered with the Office of Student Life according to the criteria set forth in the UCA student handbook.
- C. Organizations must not discriminate on the basis of sex (national fraternities and sororities are exempt by virtue of Congress: Title IX), race, religion, national origin, sexual orientation, or by virtue of disability.
- D. Organizations or departments may apply for funding for programs, providing they can demonstrate that the program meets the goals of student fee allocation.
- E. SGA may request reports from all organizations or departments that request funds from the SAFA Funding Committee.

F. Honoraria and/or performance fees:

- 1. SGA will not cover expenses through SAFA funding such as: 1) parties; 2) prizes; 3) gifts; 4) awards; 5) food; 6) repair and maintenance; and 7) uniforms; and 8) all rentals except tables, chairs, and room rental to events that are sponsored by the student body. Scholarships will also not be covered.
- 2. All University rules and requisitions and/or state purchasing requirements concerning contracting and payment of speakers, performers, and consultants will be adhered to in the expenditure of student activity funds.
- 3. Student activity funds will not be used for honoraria and/or performance fees for fulltime UCA faculty or staff.
- 4. If the purpose of the event is aimed toward solely non-active UCA students, such as recruiting efforts, then no funds shall be received.

G. Advertising:

- 1. Any newspaper, poster, flyer, handbill, or other form of advertising paid for from the student activity fund must display one of the following statements: "Funded by the UCA Student Activity Fee" or "Funded in part by the UCA Student Activity Fee." Omission of this statement in a group's advertising will be considered an infraction of the policy. Continual abuse could be grounds for denial of future financial support. A sample may be required by SAFA committee for reimbursement.

2. All printed advertising must comply with the rules and regulations stated in the UCA student handbook.

H. Registration Fees:

1. SGA will fund registration fees up to \$1,000.00 per semester per organization.

I. Ticket Sales:

1. All tickets for events funded by the Student Activity Fee *must* be sold through the Reynolds Performance Hall ticketing system, if being sold for more than \$3 in value.
2. Organizations cannot charge UCA students more than \$10 per ticket unless they have the approval of the Student Activity Fee Allocation Committee.
3. Organizations that receive funds from the Student Activity Fee for an event will *not* be able to make a profit that directly benefits their organization. Ticket sales can be used to offset any costs that were incurred while having the event, but any additional funds *must* be donated.
4. Possible donations of proceeds include:
 - a. Scholarships for students
 - b. Nonprofit organizations
 - c. Philanthropic organizations

Section 3. Method of Operation

- A. All SAFA funding will be allocated one semester in advanced.
- B. During the Fall semester, the "Fall SAFA/Spring Emergency" committee will allocate SAFA funding for the Spring semester, and during the Spring semester, the "Fall SAFA/Spring Emergency" committee will allocate emergency funding.
- C. During the Spring semester, the "Spring SAFA/Fall Emergency" committee will allocate SAFA funding for the Fall semester, and during the Fall semester, the "Spring SAFA/Fall Emergency" committee will allocate emergency funding.
- D. In order to make sure organizations have enough time to schedule events for the Spring semester, Fall SAFA hearings should be held no earlier than 5 weeks after the first day of classes.

1. If an organization needs advance funding for the Spring semester, the full senate can approve spending from the Spring SAFA account with a 2/3 vote.
- E. The committee shall advertise the application procedure and SAFA timelines utilizing the ECHO, KUCA, Channel 6, and letters or emails to all registered student organizations and university departments.
- F. After the application deadline the Vice President of Finance and the Chief of Staff shall examine each application and contact the advisor for verification.
- G. Funding decisions shall be prioritized by a majority vote in committee.
- H. The committee must have a quorum (majority of voting members). Any committee member who misses more than two (2) meetings in one semester, shall be replaced by an appointment by the SGA President.
- I. SAFA Reimbursements and Remaining Funds:
 1. Fall semester: January 20th is the reimbursement deadline for SAFA programs typically held May through December. If any SAFA funds remain after the deadline, your organization will forfeit the remaining funds. These funds will be transferred to the next semester's SAFA budget.
 2. Spring semester: May 20th is the reimbursement deadline for SAFA programs typically held January through April. If any SAFA funds remain after the deadline, your organization will forfeit the remaining funds. These funds will be transferred to the reserve account.
- J. SGA Reserve Account and SAFA Remainder Funds.
 1. Care should be taken by the SGA Vice President of Finance in transferring SAFA remainder funds, the SGA Reserve account should not fall below a \$75,000 balance.

Section 4. Factors Which May be Considered by the Student Activity Funding Committee:

- A. The total number of students represented and served by the organization.
- B. The purpose or goals of the activities of the organization.

- C. The relation of the organization's goals to the University's mission.
- D. The prior success of the organization/department in relation to planned programs and activities.
- E. The extent to which the organization/department has followed this policy in the past.
- F. The amount of income the organization has attempted to raise through other sources and activities and why that income is insufficient in funding the planned proposed program or activity.
- G. The SGA shall not deny funding on the basis of disagreement with the ideas or opinions expressed by a non-discriminating organization.

Section 5. Application Procedure and Process:

- A. Applications shall be as specific as possible including, but not limited to: a description, approximate date(s), justification, and a detailed budget for the event. Organizations, departments and individuals that miss represent how funds are used or misuse funds may be charged with violation through the University Judicial System and/or city, county, state, or federal courts. Below is the process by which budget recommendations shall be made:
 - 1. All budget requests will meet the standards for the adopted format and must be submitted by a student within the requesting organization/department.
 - 2. Organizations that fail to submit their budgets by the deadline will be allowed to submit only in case of extenuating circumstances. The Student Activities Fee Allocation Committee will review such circumstances.
 - 3. After the requesting organization/departments submit their budgets, they will be contacted by the Student Activity Funding Committee regarding the presentation of their proposals.
 - 4. Each organization/department must present its budget directly to the Student Activity Fee Committee during its budget hearings. A student must conduct the presentation who is a member of the requesting organization. If no student is present, the organization will receive no funding.

5. All organizations and departments will be notified in writing of the decisions of the Committee.
6. SAFA monies will be allocated over the next calendar year according to the time line of the events that are funded by the committee. It is the responsibility of the organizational treasurer to submit the time line to the Vice-President of Finance at the beginning of each Fall semester.
7. All organizations must be in good standing with the University to receive funding.
8. All organizations must submit copies of receipts to Vice-President of Finance that are funded through SGA.
9. Any organization eligible for SAFA funding can request line item changes to their SAFA allocations. These organizations will propose their changes to the Vice-President of Finance who has the power to approve changes; can be overturned by majority vote of the full senate not official until full senate has a chance to vote.

Section 6. Reimbursement Procedure and Process

- A. The full Senate must approve the SAFA funding no later than three meetings after deliberations are complete. The Vice-President of Finance will announce to the senate the preliminary SAFA funding figures at least one week prior to the full senate voting on SAFA. The Vice-President of Finance will report:
 1. Number of organizations requesting SAFA funding.
 2. Total amount requested by organizations.
 3. Total amount allocated and budgeted by the SAFA committee.
 4. Give notice to the senate that at the next meeting a motion will be presented to approve the SAFA allocations.
 5. A notebook with each organizations allocation will be available in the SGA office for senators to review.
- B. Appeal of the SAFA committee allocation
 1. The Vice President of Finance will announce to each organization during SAFA hearings that they can appeal the decision of the SAFA committee to the full SGA at a SGA meeting.

2. The appeal can only be made after the organization has been notified of their allocation and until the full SGA vote on the SAFA committee final SAFA results (majority vote of SGA). Once the full SGA approves the SAFA committee final SAFA results there can be no more appeals.

C. Appeal method

1. The organization must submit their appeal form via OrgSync prior to the deadline set by the Vice President of Finance.
2. Each appealing organization will be allotted a time slot at the beginning of the regular SGA meeting during the weeks of appeals to present to full senate.
3. A representative of the organization must be present when the full Senate considers their appeal.
4. A majority vote of the SGA can overturn the SAFA committee.

D. SAFA Reimbursement

1. All payment requests put forward to the Vice President of Finance must be submitted by a student within the requesting organization/department.
2. SAFA funds allocated to an organization will be reimbursed to the organization after proper receipts and forms are received by the Vice President of Finance.
3. If an organization must have SAFA allocated funds in advance of their program they must present to the Vice President of Finance the proper documentation.
4. May 20th is the deadline for reimbursement of SAFA funded programs held in the spring semester, typically January through April.
5. January 20th is the deadline for reimbursement of SAFA funded programs held in the fall semester, typically May through December.

ARTICLE IV.

Procedures for Obtaining SAFA Emergency Funding

Section 1.

- A. The requesting organization shall submit an Emergency SAFA Budget request via OrgSync no later than two weeks prior to the date of the event.
- B. The SGA Finance Committee shall review the funding application and may approve the funding request upon a unanimous agreement of the committee members (this supersedes By-Law D). Failure of this unanimous agreement or failure to have 2/3 voting members present will result in the application and a recommendation from the committee to be sent in front of the SGA for approval.
- C. All Student Activity Fee Allocation guidelines apply to emergency funding.
 - 1. Additional Student Activity Fee Allocation guidelines for applying for emergency funding:
 - 2. Since the main purpose of SAFA Funding is to encourage organizations to plan ahead, the Finance Committee will consider Student Activity Fee Allocations attendance the previous semester when allocating Emergency Funding to organizations.
- D. Committee reporting
 - 1. The SGA Finance Committee will report at each SGA weekly meeting the following results:
 - a. Organizations funded and the amount allocated at their last meeting.
 - 3. SAFA Emergency funds allocated year to date.
 - 4. Remaining balance in the SAFA Emergency Fund account
 - 5. Recommendations for or against funding that the committee did not vote unanimous on.
- E. A unanimous vote of the Finance Committee may be overturned by a 2/3 vote of senators present and voting of the full senate.

ARTICLE V.

Laws

- A. All federal, state, and local laws must be adhered to with regard to the expenditure of student activity funds.

- B. All university policies must be adhered to with regard to the expenditure of student activity funds.

ARTICLE VI.

Year-End Accounts

- A. Any party receiving funding from the SGA must turn in receipts to the Vice-President of Finance for all expenditures.
- B. All funded organizations must submit a typed final budget showing actual expenditures by line item.

By-Law F: The Marlene LeDuc Resource Center

- Section 1. In order to ensure proper maintenance of the Marlene LeDuc Resource Center, the SGA Executive Vice-President will be responsible for overseeing the upkeep of the office, including reporting any equipment malfunctions and addressing concerns with any organizations who violate the regulations of the Resource Center. The Executive Vice-President is also responsible for maintaining an inventory of all SGA Property (RSO Resource Center, SGA computer Lab, and SGA offices).
- Section 2. The SGA Chief of Staff will be responsible for ordering any supplies necessary for the maintenance of the resource center, in a timely and appropriate fashion. Supplies should be ordered when existing supplies are running low, not after supplies are gone.
- Section 3. Marlene LeDuc worked in the Student Activities Office where SGA had only a cubicle for office space. Marlene served as SGA's secretary by providing services and assistance to its student leaders. Unfortunately, Marlene acquired brain cancer and died shortly thereafter. When SGA acquired office space it was decided that it should be named in Marlene's honor. Her hard work and dedication as well as her service and love for students will forever be cherished.

By-Law G: Student Workers

ARTICLE I.

SGA Office

- Section 1. The Student Government Association will hire students to work in the SGA Office and the Resource Center in compliance with university policy beginning in the 2006-2007 school year.
- Section 2. The Executive Board and SGA advisors will determine the hiring process and will serve as the hiring committee.
- Section 3. The SGA student workers will be as followed:
- A. Student Office workers
 - 1. Answering phone calls.
 - 2. Answering student questions regarding SGA.
 - 3. Relay messages from students to the Executive Board.
 - 4. Helping RSO's and Departments fill out Agency and Travel Reimbursement forms.
 - 5. Receiving payments for all Resource Center services as photocopies, poster machine, laminating machine, etc.
 - 6. Maintain and clean the Resource Center and the Computer lab.
 - 7. Attend their scheduled work hours.
 - 8. Other duties as assigned by the Executive Board.
 - B. Chief of Staff
 - 1. Assist the SGA Vice President of Finance with matters concerned with SAFA, Emergency SAFA, accounts payable, budgets, and reporting.
 - 2. Work 20 hours per week in the SGA office and assume duties of student office workers.
 - 3. Assume duties as SGA office manager. Coordinate with the SGA Vice President and set duties, training, and schedule for student office workers.
- Section 4. SGA workers will be paid out of the Reserve Account.
- Section 5. Student workers can be fired by the Executive Board at any time for nonperformance. The student can appeal the decision to the Rules and Ethics Committee. SGA Executive Board members are ineligible to hold any of the paid student worker positions.

By Law H: i.d.e.a.l. Freshman Leadership Team

This Bylaw was removed by vote of the senate in 2017. A resolution was passed on November 7, 2016 to support this decision.

By Law I: The Big Event Committee

This Bylaw was removed by vote of the senate in 2018. A resolution was passed on April 2, 2018 to support this decision.

By Law J: SGA-Graduate

This Bylaw was removed by a vote of the senate in 2018.

By-Laws Amended: 08/30/04; 11/15/04; 09/12/05; 10/17/05; 04/03/06; 09/18/06; 09/25/06; 10/09/06; 09/24/07; 11/06/07; 01/28/08; 02/11/08; 02/18/08; 03/03/08; 03/31/08; 04/14/08; 09/29/08; 10/13/08; 02/23/09; 03/02/09; 10/05/09; 03/29/10; 04/05/10; 04/19/10; 10/18/10; 10/25/10; 10/24/11; 02/21/11; 04/11/11; 09/26/11; 10/03/11; 11/28/11; 03/05/12; 11/26/12; 10/14/13; 10/21/13; 10/28/13; 11/25/13; 02/03/14; 03/17/14; 9/19/14; 4/13/15; 4/21/15, 5/22/16, 6/5/17; 4/25/18; 7/16/18; 7/27/18; 4/12/19, 7/15/19



University of Central Arkansas
Student Government Association

Special Rules of Order

Updated: April 25, 2018

Special Rule I: Previous Question

1. The previous question may not be called during debate by a member who has already debated. A member may not spend his/her time debating the question and then near the end of their time debating call the previous question.

Special Rule II: Motions submitted in writing

1. All motions made during SGA regular and special meetings must be submitted in writing.
2. Motions may be submitted in writing to the Executive President:
 - A. Prior to the meeting
 - B. At the meeting but prior to making the motion
 - C. At the meeting and within a reasonable time after making the motion (reasonable time being defined by the chair)
3. All resolutions offered to the full senate must be presented in writing and copies shall be given to each senator in attendance. In addition, after the resolution is voted on by the Student Life Committee and before the resolution is presented to the full senate, the resolution should be emailed to all senators.

Special Rule III: Previous Notice

1. All motions requiring previous notice as noted in the SGA Constitution, SGA By-Laws, and Roberts Rules of Order Newly Revised, shall be presented
2. Copies shall be presented to each senator in attendance at the meeting where previous notice is given.

Special Rule IV: Open Forum

1. A new item of business, called Open Forum, shall be added to the Senate's agenda for each general meeting. All interested students may come before Senate to voice their concerns, suggestions, ideas, and so on during this time.
 - A. Each student may have up to three (3) minutes to speak and up to five (5) minutes for a question and answer session.
 - B. At any point, a Senator may call for "Orders of the Day" signifying that the current speaker's time is up. This does not signify that the Open Forum session is closed. Any other students wishing to speak may do so after Orders of the Day have been called.

Special Rule V: Dress Code

1. A business casual dress code will be followed for all senate meetings.

Senators will abide by the following rules:

- A. No shorts or t-shirts of any kind
 - B. No hats
 - C. No athletic apparel
 - D. No denim
 - E. No flip flops
 - F. No Greek letters
2. Senators shall wear nametags to classes and senate meetings on Mondays.

Special Rule VI: SGA Sponsored Activities

1. SGA sponsored activities are defined as activities that involve at least two (2) of the following:

- A. Planning and Assistance
- B. Financial Assistance
- C. Participation

2. All SGA sponsored events should be advertised at least two (2) weeks prior to the event.

Special Rule VII: Graduation Cord Requirements

1. Complete a full academic year on the SGA
2. Be in good standing with the SGA (not being forcibly removed due to demerits or unruly behavior)

Special Rules of Order Adopted: 09/19/05

Special Rules of Order Amended: 02/06/06; 09/18/06; 09/25/06; 02/11/08; 09/29/09; 11/26/12;
4/25/18



University of Central Arkansas
Student Government Association

Code of Conduct

Updated: September 29, 2009

The purpose of the Code of Conduct of the Student Government Association is to set a higher standard of behavior for SGA members. Every senator has a duty to uphold the integrity of the SGA, conducting herself as to inspire the confidence, respect, and trust of the student body. The following principles are enumerated to assist SGA members in the performance of their duties done in the service of the students of the University of Central Arkansas.

My Responsibilities to the Student of the University of Central Arkansas:

1. I will serve as the liaison between the Students and the administration of the University of Central Arkansas.
2. I will always think of, "students first", considering how my decisions affect the student in her education and individual development.
3. I will seek to provide equal opportunities for all students regardless of sex, race, gender, age, sexual orientation, nationality, religion, or disability.
4. I will frequently poll my constituents on general needs and concerns, making every effort to keep them informed of the various issues concerning them.

My Responsibilities to the SGA:

1. I will work to promote a positive image of the SGA, encouraging unity and cooperation.
2. I will present myself at meetings and functions in a professional manner, in modes of dress and behavior, and strive to follow the principles of parliamentary procedure as defined by *Robert's Rules of Order*.
3. I will make decisions only after careful consideration and discussion of a question.
4. I will respect the opinion of others and the principle of majority rule.
5. As a general representative of UCA, and of SGA in particular, I will act in a trustworthy manner, honoring my word and obligations.

6. I will uphold the SGA Constitution and its By-Laws, and I will uphold the Code of Conduct.

Code of Conduct Adopted: November 10, 2003



Student Government Accounts

Where does student money go...

The Student Government Association (SGA) collects from each student a Student Activity Fee (SAFA). The amount of fees collected from each student is outlined below. These funds are allocated by the SGA to support activities and insure a balance of events that broaden the educational, social, cultural, and recreational opportunities for all students.

Student Activity Fee (per student)

Session	Fall	Spring	May Int.	Summer I	Summer II	10 wk	Winter Int.
Enrolled Students	15.50	15.50	3.50	3.50	3.50	3.50	3.50
Readership	\$2.00	\$2.00					

SGA Accounts

1. During the academic year the Student Government Association works from three accounts:
 - a. General Operating Account: 7.5% of SAFA goes to operate the SGA each semester
 - b. SAFA Account: 87.5% of SAFA goes to RSOs. These funds are allocated each semester for the upcoming semester.
 - c. Emergency SAFA: 5% of SAFA goes to new RSOs on an as-needed basis. This primarily consists of ew groups that did not have an opportunity to go through the SAFA procedure.
2. SGA Reserve Account: At the start of the Summer II semester, all funds remaining in these three accounts are rolled over into the Reserve Account.
3. Readership Program Account: Funds to be used for the Readership Program.

All Things Finance

The Student Activity Fee: \$15.50

- o \$2.00—Readership
- o \$13.50—SGA accounts
 - \$11.81 (87.5%) - SAFA Account
 - \$1.01 (7.5%) - General Operations
 - \$.68 (5%) - Emergency SAFA

What is SAFA (Student Activity Fee Allocation)?

- o RSOs interested in funding must present request one semester in advance
- o SAFA Committee Members:
 - Chair—VP of Finance
 - Executive VP
 - 1 representative from each class (Freshman-Senior)
 - 1 Academic College Rep.
 - 1 Graduate Rep.
- o When is SAFA?
 - Hearings: October 29-31; from 4:00-9:30
 - Deliberations: November 5-7; from 4-finished
- o Previous expenditures:
 - Spring 2019 Budget Requests:
 - Requested: \$262,844.89
 - Approved: \$124,150.97

Finance Committee:

- o Roles:
 - Assess Em. SAFA requests
 - Act as internal auditor of SGA
 - Review all financial procedures regarding SGA funding
- o Members:
 - Same breakdown as SAFA

Student Fee Advisory Committee (SFAC):

- o Purpose:
 - To review funding and distribution of all student fees
- o Members:
 - Chair VP of Finance (interim)
 - 4 class VPs
 - 1 Graduate Rep.
 - 1 Academic Rep.
 - Junior and Senior class Presidents

Email ucasga.vpfinance@gmail.com if you have any questions.

Committee List

SGA Standing Committees

- Academic Affairs
- Bear Advocacy Group (BAG)
- Diversity
- Finance
- Housing and Food Service
- Internal Affairs
- Public Relations (PR)
- Student Activity Fee Allocation (SAFA)
- Student Fee Advisory Committee (SFAC)
- Ways and Means

University Committees

- Academic Adjustments and Appeals
- Academic Assessment
- Academic Freedom
- Academic Integrity and Discipline
- Assistance Program For Students with Exceptional Circumstances
- Athletic
- Diversity Advisory
- Financial Aid
- Graduate Council
- Honorary Degree
- Housing Exemptions
- Information Technology Advisory
- Library
- Online Learning Advisory
- Professional Education
- Public Appearances
- Public Art
- Sexual Harassment Complaint
- Strategic Planning and Resource (SPARC)
- Strategic Budget Advisory (SBAC)
- Strategic Planning (SPC)
- Student Center
- Student Evaluation of Teachers
- Student Grievance
- Student Life
- Student Success and Retention

Committee List

- Study Abroad Advisory
- Sustainable Environment and Ecological Design
- Traffic and Parking
- UCA Core Council
- Undergraduate Council
- University Calendar
- University Safety



Committee Descriptions

SGA Standing Committees

Academic Affairs Committee

The purpose of the Academic Affairs Committee is to foster academic success and achievement through enriching the learning community, promoting scholastic resources, and supporting academic accessibility. The committee shall consider the academic suggestions and concerns of students within their respective academic colleges.

Bear Advocacy Group

The purpose of the Bear Advocacy Group is to foster an inclusive and respectful environment for civic engagement among all students, educate students on civic engagement, and to advocate for UCA and its students.

Diversity Committee

The purpose of the Diversity Committee is to better represent and address the needs of underrepresented students, including but not limited to international, non-traditional, and transfer students of UCA. The committee shall consider the suggestions and concerns of these students and make decisions that will enhance their college experience. The committee shall be composed of five (5) senators and at least (5) non-SGA members to be nominated and elected yearly by the SGA. The non-SGA members must be deemed appropriate representatives of their constituents and must uphold the charge of the committee. The Chair of the Diversity Committee shall be selected by the SGA Executive Board Officers.

Finance Committee

The Finance Committee shall propose a budget for the SGA at the beginning of each semester and assist the Vice-President of Finance with the control and handling of all SGA monies. The Finance Committee shall hear the funding request(s) of registered student organizations and make recommendations to the SGA. It shall have the power to request reports from all organizations and activities that request funds from the SGA.

Housing and Food Service

The Housing and Food Service Committee shall improve and benefit the lives of students in the areas of housing and food and recognizes the extensive efforts of those staff members involved in housing and food service. This committee shall consider the suggestions and concerns of students impacted by housing and food service and present these concerns to the staff leaders of these areas.

Committee Descriptions

Internal Affairs Committee

The purpose of the Internal Affairs Committee is to amend and enhance the governing documents of the SGA through frequent review of the constitution and bylaws. The committee shall consider amendments to the constitution and bylaws to better reflect the practices of the SGA.

Public Relations Committee

The Public Relations committee shall publicize and promote the activities of the SGA and take an active role promoting the community relations of SGA.

Student Activity Fee Allocation Committee

To insure accountability of all student activity fee funding, to teach budget planning, to encourage organizations to plan ahead, to encourage organizations to justify their expenses, and to encourage a greater diversity of activities funded through the student activity fee.

Student Fee Advisory Committee

The purpose of the Student Fee Advisory Committee is to ensure openness and transparency in the distribution and spending of student fees by university officials. The Student Fee Advisory Committee shall review funding and distribution of all student fees. The Committee shall meet at designated periods throughout the year with the directors of departments and university institutions that receive student fees.

Ways and Means Committee

The purpose of the Ways and Means Committee is to keep and preserve the future for the SGA. The committee's duties shall be to review RSO constitutions, resolutions, fill vacant senate positions, and appeal demerits. This committee is the ruling body on constitutionality, policy, elections, and ethics arising in SGA.

Committee Descriptions

University Committees

Academic Assessment Committee

The Academic Assessment Committee will provide oversight, identify needs, develop recommendations and policies regarding institution-wide assessment of student learning in order to strengthen the university and enhance its accountability. It will also recommend changes in academic assessment processes; review the usefulness of academic assessment strategies, reporting strategies and feedback processes; and ensure that assessment data are used to inform decision-making at all levels. The committee will support, fully or in part, faculty initiatives related to the improvement of academic assessment programs. The committee will maintain close communications with the Faculty Senate, the office of the provost, the UCA Core Council, and other appropriate committees, administrative bodies, and academic units.

Academic Integrity and Discipline Committee

To hear cases of a serious nature involving student behavior. To hear cases on appeal from the Student Judiciary Board, Greek Judiciary Board, or administrative hearing officer. To hear cases of academic misconduct and make recommendations jointly to the Provost and Vice President for Student Services.

Assistance Program For Students With Exceptional Circumstances

The APSEC program is intended to be a scholarship program to support students who: a. exhibit exceptional financial need; and b. do not qualify for, or receive, other institutional scholarships or financial aid sufficient to attend the university or continue their education. In addition, this policy provides for a very limited number of such scholarships for qualifying international students.

Athletic Committee

The committee serves as a liaison among the athletic department, the academic faculty, and the administration and concerns itself with policies governing the athletic program and ensuring a desirable balance between the athletic program and the academic programs of the university. The committee will review aspects of the athletic program such as schedules, budget allocations, Title IX compliance, and academic progress of athletes. The committee recommends policies concerning the university athletic program as well as those of the conference.

Diversity Advisory Committee

Committee Descriptions

Purpose: (a) review all policies, programs, and offices of the University of Central Arkansas in an effort to (i.) promote and maintain a diverse student, faculty, and staff population and (ii) foster an environment of inclusion and diversity; (b) develop and present to the Board of Trustees and the President (i) plans and recommendations to increase diversity, including but not limited to, staffing, budget recommendations, and program changes, if any, and (ii) recommendations concerning language to be included in University publications, advertisements, and other materials on the subject of diversity; (c) prepare and file with the Board of Trustees and the Office of the President, an annual report on diversity initiatives with such recommendations as the committee may deem necessary and advisable; and (d) undertake such other activities, studies or initiatives as the Committee may, from time-to-time, deem necessary or advisable, as well as conduct any other matters within the Committee's jurisdiction as may be requested by the Board of Trustees.

The Financial Aid Committee

Serves as an advisory group to the Director of Student Financial Aid. The student financial aid office is governed by federal guidelines and regulations and, when institutional policy is required, the policy is reviewed by the committee.

Graduate Council

Reviews and recommends to the Council of Deans new graduate curricula and programs proposed by the various departments and colleges. To review existing graduate offerings and make appropriate recommendations to the council of deans. To initiate and recommend policies relevant to graduate degree requirements, grading and credit policies, academic standards, and related matters. To review and recommend faculty for graduate status. To act as an academic appeal board for graduate students.

Honorary Degree Committee

The honorary doctorate is the highest academic honor awarded by the university. It is bestowed in recognition of outstanding contributions to society through intellectual, professional, scientific, artistic, or public service efforts. In granting an honorary degree, the University of Central Arkansas acknowledges excellence and provides an example to members of the university community.

Housing Exemptions Committee

Committee Descriptions

Reviews the requests of students who wish to live off campus during their freshman year.

Information Technology Advisory Committee

The committee advises the president and members of the executive staff on campus technology planning and assists in monitoring and assessing implementation of technology planning. The committee rates/ranks proposals from sector working groups and from other campus constituents, and advises the president and members of the executive staff on technology plan implementation and project proposals, and in other ways as needed.

Library Committee

Student members advise the committee on any library matters that are of particular concern to the student body. Members' reports to colleagues in the respective colleges serve to maintain a flow of ideas and opinions between the faculty and the library staff. They advise on the allocation of funds to alleviate deficiencies in the specific subject areas. The tenured members of the Library Committee serve as the college tenure and promotion committee for library faculty.

Online Learning Advisory Committee

To serve as an advisory group to the provost regarding issues concerning online learning including academics, student enrollment, course technology, trends in online learning, finance, and strategic planning. At the beginning of each academic semester, the director of online learning will present to the committee a report detailing student enrollment, finances, and the status of new/developing online programs.

Professional Education Council

The Professional Educational Council (PEC) provides leadership for all professional education programs. It initiates, receives, and develops recommendations on all policies, proceedings, and standards affecting professional education. To ensure that all professional education programs are organized, unified, and coordinated to allow fulfillment of the mission of the professional education unit. To ensure that the professional education curricula are built upon knowledge bases essential for effective practice and upon the findings of research.

Public Appearances Committee

Committee Descriptions

Coordinates the work of and establishes the policies for the Public Appearances Series at the university. The series, which includes a variety of lectures, art exhibits, dramatic productions, and concerts, is intended not only to provide entertainment, but to enrich the cultural and educational atmosphere of the university community.

Public Art Committee

To advance the presence of public art on campus, create a Collections Management Policy to serve the interests of the university and the UCA Foundation regarding the gifting of artworks, and make decisions about the acquisition, placement, and maintenance of art on campus.

Sexual Harassment Complaint Committee

To serve as the formal committee conducting investigations and making recommendations according to the guidelines of the University of Central Arkansas Sexual Harassment Policy.

Strategic Planning and Resource Council (SPARC)

Coordinates efforts between the Strategic Planning Committee (charged with making recommendations concerning the implementation of the strategic plan initiatives) and the Strategic Budgeting Advisory Committee (charged with making funding recommendations that support strategic plan initiatives and the mission of the university).

Strategic Budget Advisory Committee (SBAC)

Collaborates with the Strategic Planning Committee, as part of the Strategic Planning and Resource Council. To review changes and updates to the university budget in light of the strategic plan. To make recommendations, in support of the university's mission and strategic plan, concerning new proposals from unit heads and salary requests from the Staff Senate Compensation Committee and the Faculty Salary Review Committee. Recommendations shall be for the next fiscal year, in addition to a five-year period. To conduct studies and make inquiries related to university revenues, university expenditures, and the general allocation of university funds. To present concerns and recommendations to the president and the university campus as a whole.

Committee Descriptions

The Strategic Planning Committee (SPC)

Collaborates with the Strategic Budgeting Advisory Committee, as part of the Strategic Planning and Resource Council. To make recommendations concerning the implementation of the strategic plan initiatives for the next fiscal year, in addition to a five-year period. To conduct studies and make inquiries related to the strategic plan and mission of the university. To present concerns and recommendations to the president and the university campus as a whole.

Student Center Board

Recommends and formulates policies governing events in the Student Center.

Student Evaluation of Teachers Committee

The Student Evaluation of Teachers Committee (SET) will periodically review and update the evaluation instrument, and oversee all procedures and guidelines associated with student evaluations.

Student Grievance Committee

Hears any grievance from a student(s) regarding any nonacademic policy or procedure change, complaint, or infraction, and to advise the Vice President for Student Affairs on proper course of action.

Student Life Committee

Conduct a continuing study of university policies and regulations affecting student life. The committee makes recommendations to the president regarding possible changes and revisions as may be needed and changes in student affairs policies submitted by the Student Government Association or the Faculty Senate. The committee also establishes and administers policies that govern the recognition and functioning of UCA student organizations.

Student Success and Retention Council

The Student Success and Retention Council undertakes on-going study of the retention and graduation/program completion of students at UCA; reports data on the retention and graduation/program completion of students at UCA to the president, board of trustees, and other campus stakeholders; researches best practices in increasing retention and graduation/program completion rates; proposes specific action steps to increase retention and graduation/program

Committee Descriptions

completion rates at UCA; oversees the implementation of approved action steps to increase retention and graduation rates; and assesses the success of these implementations.

Study Abroad Advisory Committee

Recommend guidelines for proposing, delivering and assessing study abroad programs; Create policies and procedures to promote and facilitate study abroad programs such as faculty led, exchange, and language immersion, as well as consortiums for students; Review and recommend all international partnership agreements related to Study Abroad with universities, colleges, and non-profit institutions; Review all study abroad proposals (their frequency, rotation, and distribution) and make recommendations for UCA study abroad programs; Assess safety of all study abroad programs to meet UCA study abroad crisis and risk management policies; Make recommendations that promote accessible and affordable programs for all UCA students; and Promote professional development related to study abroad for the UCA community.

Sustainable Environment and Ecological Design Committee

The Sustainable Environment and Ecological Design Committee encourages, reviews, develops, recommends, and provides information about proposals that can enhance UCA's role in the local and national environmental community.

Traffic and Parking Committee

Recommend long-range plans for parking space. Recommend policies for parking including zoning criteria, permit costs, and penalty amounts. Recommend policies and procedures for administrative forgiveness of parking and traffic citations. Select traffic appeals board to hear traffic citation appeals. The traffic appeals board will consist of one faculty member, one staff member, and one student, all selected from the membership of the traffic and parking committee.

UCA Core Council

Reviews the current UCA Core program and make appropriate recommendations to the Council of Deans. To review and recommend to the Council of Deans new and revised UCA Core curricula proposed by the various departments and colleges. To initiate and recommend policies and procedures relevant to UCA Core requirements.

Undergraduate Council

Committee Descriptions

To review and recommend to the Council of Deans new undergraduate curricula and programs proposed by the various departments and colleges; to review existing undergraduate offerings and make appropriate recommendations to the Council of Deans; and to initiate and recommend policies and procedures relevant to baccalaureate and associate degree requirements, grading and credit policies, academic standards, and related matters.

University Calendar Committee

Reviews and make recommendations for a rolling three-year academic calendar.

University Safety Committee

Recommends to the Vice President for financial and administrative services policies that ensure an environment free from unreasonable risk, thereby reducing the number and severity of occupational illnesses and injuries. To serve as a resource for the various administrative units on campus, assisting them in the identification and correction of unsafe conditions or practices in their areas. To serve as the coordinating body in monitoring compliance with safety regulations. To recommend to the Vice President for Administration expenditures necessary to achieve the university's safety goals. To recommend to the vice-president for financial and administrative services expenditures necessary to achieve the university's safety goals.

*refer to www.uca.edu/committees for more information on all university committees.

Ultimate Guide to Writing Legislation

Introduction: Before you start writing, you first have to know the different types of legislation and their specific uses and forms.

- A **Bill** is written to introduce legislation relating to constitution or by-law amendments.
- A **Resolution** is used to state the opinion of the SGA. If you want the Senate to take a position on a student-related issue, you should draft a resolution. To get a resolution passed you will need a majority vote of the Ways and Means Committee and a majority vote of Senate.
- A **Constitution** or **By-law Amendment** is exactly what it sounds like; it changes the SGA constitution or by-laws. Amending the constitution and the by-laws is a big deal because these are the documents that we use to govern ourselves. To pass a constitutional amendment, it must first be ratified by the Senate then approved by the Student Body during our elections. By-law amendments only need Senate approval and do not require a vote of the Student Body. The SGA Code of Conduct and Special Rules of Order may be amended just the same as a by-law.
- A **Motion** is made to bring business to the Senate. A Bill, Resolution, or Amendment is brought before the Senate for action by a motion.
- A **Previous Notice** is an action where a Senator announces in Senate their intention to present an amendment or motion. Resolutions will be sent out by the Executive Vice President prior to Senate, this is also known as a previous notice.

Things to ask yourself before preparing a motion:

- Is the language in this motion clear and specific?
- Is the motion stated briefly, consistently, and directly?
- Can my intent possibly be misinterpreted?
- Will the motion be in order?
- Does it call for action outside the objects of SGA jurisdiction?
- Is it typed or in writing?

Senate Bill [NUMBER]
[TITLE OF BILL]
[DATE MONTH, YEAR]
Sponsored by: Senator [NAME]
Co-Sponsored by: Senator [NAME]

Constitutional Amendment: Article: _____ Section: _____ Letter: _____ Number: _____
By-Law _____ Amendment: Article: _____ Section: _____ Letter: _____ Number: _____
(Fill out only one line.)

Reason of Amendment:
[Text]

Language:
(Language removed will be ~~struck-out~~ and language inserted will be **bolded and underlined.**)
[Text]

Ratified by a vote of _____ yeas to _____ nays
on this date of _____ with _____ abstaining and _____ not present.

Rose E. McGarrity
Executive President, Student Government Association



Senate Bill 001

SFAC Chair

8 July, 2019

Sponsored by: Vice President Teeter
Co-Sponsored by: President McGarrity

Constitutional Amendment: Article: _____ Section: _____ Letter: _____ Number: _____
By-Law B Amendment: Article: II Section: 1 Letter: G Number: _____
(Fill out only one line.)

Reason of Amendment:

To amend language to allow the Chair of the Student Fee Advisory Committee (SFAC) be chosen by the Executive Board.

Language:

(Language removed will be ~~struck out~~ and language inserted will be **bolded and underlined.**)

Article II

Standing Committees

Section 1. The SGA Standing Committees shall be:

G. Student Fee Advisory Committee

4. The Committee shall be composed of eight (8) senators, the four (4) class Vice Presidents, a Graduate Senator, an Academic College representative, and the Junior and Senior class Presidents. The Committee duties shall be delegated to the Executive Board during the summer sessions. ~~The Committee shall elect their own chair.~~ **The Chair of the Student Fee Advisory Committee shall be selected by the SGA Executive Board.**

Ratified by a vote of 10 yeas to 0 nays
on this date of 15 July, 2019 with 0 abstaining and 0 not present.

Rose E. McGarrity

Rose E. McGarrity
Executive President, Student Government Association



Senate Resolution [NUMBER]
[TITLE OF RESOLUTION]
[DAY MONTH, YEAR]
Sponsored by: Senator [NAME]
Co-Sponsored by: [NAME of Senator, Organization, or Person]

Whereas,
[Text]

Whereas,
[Text]

Whereas,
[Text]

Therefore, Be It Resolved,
That the Student Government Association of the University of Central Arkansas [Text]

Rose E. McGarrity
Executive President, Student Government Association



Senate Resolution 001
Honoring UCA Veterans

8 November 2018

Sponsored by: Senator Teeter

Co-Sponsored by: LTC Joshua Powers - Professor of Military Science, Mr. David Williams -
UCA Veteran's Services Coordinator, Student Veterans of America

Whereas,

Throughout our country's history, generations of UCA men and women have answered the call to leave their families, their jobs, and put their futures and even their lives on the line to valiantly defend our nation and its inalienable rights;

Whereas,

For many, their sacrifice has ended in permanent injury in the continued preservation of our freedoms and the promise of liberty;

Whereas,

We owe a debt of gratitude to our veterans and wish to express our appreciation to all veterans for their selfless service to the United States; and

Whereas,

The Student Government Association also wishes to honor the memory of all of those who have gave their lives while serving our nation in the armed services;

Therefore, Be It Resolved,

That the Student Government Association of the University of Central Arkansas expresses its profound gratitude and appreciation to all the men and women who have served and are currently serving our nation in the armed forces.

Joshua Eddinger - Lucero

Joshua Eddinger - Lucero

Executive President, Student Government Association





MOTION CARD

Date: _____

Made By: _____

Seconded By: _____

Motion Title: _____

I move that...

(DO NOT WRITE BELOW THIS POINT)

Voting Results:		
Yes	_____	
No	_____	
Abstain	_____	
Motion:	PASSES	FAILS

Notes: _____



MOTION CARD

Date: 15 July 2019

Made By: Vice President Teeter

Seconded By: _____

Motion Title: SFAC Chair

I move that... the UCA SGA amend By-Law B to allow the Executive Board to choose the Chair of the Student Fee Advisory Committee.

(DO NOT WRITE BELOW THIS POINT)

Voting Results:		
Yes	_____	
No	_____	
Abstain	_____	
Motion:	PASSES	FAILS

Notes: _____

Robert's Rules of Order

Robert's Rule of Order (1915) is the oldest and most commonly used guide to parliamentary procedure, a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion. With its age, the book has adapted many times and has specific rules about meeting processes, making it confusing to many. The following guide serves as a cheat sheet for running effective meetings.

Meeting Structure

- I. Call to Order
- II. Roll Call
- III. Approval of the Minutes
 - A. *Exec. President will ask if there are any changes or additions to the minutes as distributed by the V.P. of Operations*
 - B. *Followed by a majority vote of Senate to approve.*
- IV. Open Forum
 - A. *This is a time for students to voice concerns to SGA.*
- V. Presenters
- VI. Executive President Report
- VII. Executive Vice President Report
- VIII. Vice President of Operations Report
- IX. Vice President of Finance Report
- X. Standing Committee Reports
- XI. Adhoc Committee Reports
- XII. University Committee Reports
- XIII. Unfinished Business
 - A. *This is important business that was previously planned for discussion at the current meeting. Any Bill is presented and voted on during this time.*
- XIV. New Business
 - A. *Resolutions and previous notices for bills are presented during this time.*
- XV. Announcements
- XVI. Adjournment

Types of Motions

Motions are typical methods used by members of a body to express themselves during a meeting. A motion is a proposal that the entire membership can take action on. There are six basic types of motions:

- Main Motions
 - Introduces items to the membership for their consideration.
 - They cannot be made when any other motion is on the floor.
- Subsidiary Motions
 - Change or affect how a motion is handled, and is voted on before a main motion.
- Privileged Motions
 - Bring up items that are urgent about special or important matters unrelated to pending business.
- Motion to Table
 - Used in to attempt to halt a motion.
- Motion to Postpone
 - This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken.
 - Also, debate is once again open on the main motion.
 - This can be a postponement until a set date or indefinitely.

How to Present a Motion

Motions are presented by:

- Obtaining the floor
 - Waiting until the last speaker has finished.
 - Raise your hand and the Executive President will recognize you.
- Make Your Motion using "I move that the UCA SGA..."
- Wait for Someone to Second Your Motions
 - Another Senator can second your motion.
- If no Senator seconds your motion then your motion fails.

Parliamentary Procedure At A Glance

Your guide of what to say and when to say it...

TO DO THIS:	YOU SAY THIS	Interrupt speaker?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconsidered?
Adjourn Meeting	"I move to adjourn."	NO	YES	NO	NO	Majority	NO
Call a Recess	"I move to recess for..."	NO	YES	NO	YES	Majority	NO
Complain about heat, noise, etc.	"I rise to a question of privilege."	YES	NO	NO	NO	No Vote	NO
Temp. suspend considering an issue.	"I move to lay the motion on the table."	NO	YES	NO	NO	Majority	NO
End debate and amend.	"I move the previous question."	NO	YES	NO	NO	2/3rds	NO
Postpone discussion for a certain time.	"I move to postpone discussion until..."	NO	YES	YES	YES	Majority	YES
Move to refer to/back to a committee.	"I move to refer the matter to committee."	NO	YES	YES	YES	Majority	YES
Amend a Motion	"I move to amend... of the motion"	NO	YES	YES	YES	Majority	YES
Introduce Business	"I move that..."	NO	YES	YES	YES	Majority	YES

*** The motions listed above are in order of precedence. ***

Parliamentary Procedure At A Glance

Your guide of what to say and when to say it...

TO DO THIS:	YOU SAY THIS	Interrupt speaker?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconsidered?
Protest breach of conduct or rules	"I rise to a point of order."	YES	NO	NO	NO	No Vote	NO
Vote on a ruling of the chair	"I appeal from the chair's decision."	YES	YES	YES	NO	Majority	YES
Suspend rules temp.	"I move to suspend the rules so that..."	NO	YES	NO	NO	2/3rds	NO
Avoid considering improper matter	"I object to consideration of this motion."	YES	NO	NO	NO	2/3rds	YES
Verify a voice vote	"I call for a division." or "Division!"	YES	NO	NO	NO	No Vote	NO
Request information	"Point of information"	YES	NO	NO	NO	No Vote	NO
Take up a matter previously tabled	"I move to take from the table..."	NO	YES	NO	NO	Majority	NO
Reconsider a hasty action	"I move to reconsider a vote on..."	YES	YES	YES	NO	Majority	NO

***** The motions listed above are NOT in order of precedence. *****

IMPORTANT DATES

Important SGA Dates

Fall Semester 2019

20 - 22 September

Fall Retreat

23 September, Monday

First Senate Meeting (5pm in Senate Chambers)

Administration Banquet (6pm in McCastlin Ballroom)

2 October

Presidential Town Hall

7 October

Senator Composites (4pm in front of Old Main)

29 - 31 October

SAFA Hearings (4pm to 9:30pm)

5 - 7 November

SAFA Deliberations

20 November

Presidential Town Hall

2 December

Holiday Reception (President's House)

Spring Semester 2020

13 January

Mid-year Banquet (6pm in McCastlin Ballroom)

20 April

End-of-Year Banquet (6pm in McCastlin Ballroom)

Important University Dates

Fall Semester 2019

2 September, Monday

Labor Day Holiday

9 September, Monday

Excess Aid Direct Deposits Available & Checks Mailed

12 September, Thursday

Final date to drop Aug. 22 - Dec. 13 classes with 75% refund.

September 17, Tuesday

Final date to officially withdraw from Aug. 22–Sept. 27 classes with a W grade.

October 1, Tuesday

Final date to drop Sept. 30 – Nov. 1 classes and receive a 100% refund.

October 2, Wednesday

Final date to officially withdraw from Aug. 22 – Oct. 11 classes with a W grade.

October 4, Friday

Final date to drop Sept. 30 – Nov. 1 classes and receive a 75% refund.

Undergraduate graduates: Final day to make degree application for December and name be in the commencement program.

October 14, Monday

Final date to pay at least 60% of bill before being dropped from classes

October 15, Tuesday

Final date to drop Oct. 14 – Dec 13 classes and receive a 100% refund.

October 17 – 20, Thur – Sun.

Fall Break

October 22, Tuesday

Final date to drop Oct. 14 – Dec. 13 classes and receive a 75% refund. No refund after this date.

Important University Dates

October 24, Thursday

Final date to officially withdraw from Sept. 30 – Nov. 1 classes with a W grade.

October 28 -November 18

Advance Registration for Spring 2020

November 5, Tuesday

Final date to drop Nov. 4 – Dec. 13 classes with a 100% refund

November 8, Friday

Final date to officially withdraw from Aug. 22 – Dec. 13 classes or the university with a W grade . Final date to drop Nov. 4 – Dec. 13 classes and receive a 75% refund. No refund after this date.

November 22. Friday

Undergraduate graduates: Final day to make degree application for December graduation. Name will not be in the commencement program.

November 27, Wednesday

Thanksgiving Break. No classes. Offices open.

November 28-Dec. 1, Thur. – Sun.

Thanksgiving Holiday. University closed

(Due to Thanksgiving break drop date is extended)

December 2, Monday

Final date to officially withdraw from Oct. 14 – Dec. 13 classes with a W grade.

Final date to officially withdraw from Nov. 4 – Dec. 13 classes with a W grade.

December 6, Friday

Study Day

December 7, Saturday

Final Exams – Saturday classes

December 9 – 13, Mon – Fri

Important University Dates

Final Examinations – day and night classes

December 14, Saturday

Undergraduate Winter Commencement

Spring Semester 2020

January 9 Thursday

Instruction begins – day and evening classes

January 10, Friday

Final date to drop Jan. 9 – February 28 or Jan. 9 – Feb. 14 classes and receive a 100% refund. Change of course period ends for Jan. 9 – February 28 classes

January 15, Wednesday

Change of course period ends for Jan. 9 – May 1 classes

Final date to drop a Jan. 9 – May 1 classes and receive a 100% refund. Final date to drop Jan. 9 – Feb. 28 or Jan. 9 – Feb. 14 classes and receive a 75% refund. No refund after this date.

January 20, Monday

Dr. Martin Luther King Jr. Holiday

January 27, Monday

Excess Aid Direct Deposits Available & Checks Mailed

January 30, Thursday

Final date to drop Jan. 9 – May 1 classes and receive a 75% refund. No refund after this date.

February 4, Tuesday

Final date to officially withdraw from Jan. 9 – Feb. 14 classes with a W grade.

February 7, Friday

Graduate School graduates: Final date to make degree application for May graduation.

February 18, Tuesday

Important University Dates

Final date to drop Feb. 17 – March 27 classes and receive a 100% refund

February 19, Wednesday

Final date to officially withdraw from Jan. 9 – Feb. 28 classes with a W grade.

February 21, Friday

Final date to drop Feb. 17 – Mar. 27 classes and receive a 75% refund. No refund after this date. Undergraduate graduates: Final date to make degree application for the May graduation and be included in the commencement program.

March 3, Tuesday

Final date to drop March 2 – May 1 classes and receive a 100% refund.
Change of course period ends for March 2 – May 1 classes

March 6, Friday

Final date to drop March 2 – May 1 classes and receive a 75% refund. No refund after this date.

March 12, Thursday

Final date to officially withdraw from Feb. 17–March 27 classes with a W grade.

March 16, Monday

Final date to pay at least 60% of bill before being dropped from classes

March 22 – 29, Sun – Sun

Spring Break

March 30, Monday

Final date to officially withdraw from Jan. 9 – May 1 classes or the university with a W grade.

March 30 – April 20

Advance Registration for Summer and Fall 2020

March 31, Tuesday

Final date to a drop March 30 – May 1 classes and receive a 100% refund.

Important University Dates

April 3, Friday

Final date to a drop March 30 – May 1 classes and receive a 75% refund. No refund after this date.

April 10, Friday

Final date to officially withdraw from March 2 – May 1 classes with a W grade.

April 17, Friday

Final date to officially withdraw from March 30 – May 1 classes with a W grade. Undergraduate graduates: Final date to make degree application for May graduation. Name will not be included in the commencement program.

April 24, Friday

Study Day

April 25, Saturday

Final exams – Saturday classes

April 27 – May 1, Mon-Fri

Final exams – day and night classes



RETREAT AGENDA

UCA SGA Fall Retreat

20th – 22nd September 2019
Shepherd of the Ozarks (SOTO)

Friday, Sept. 20th	Departs at SOTO	UCA to SOTO
03:00pm	Estimated Travel Time: two (2) hours	
05:00pm	Arrive at SOTO	SOTO
	Senators will unload the bus and take their luggage to their assigned bunks.	
06:00pm – 07:00pm	Dinner	Buffalo Center Dinning Hall
	Please sit at your assigned seat.	
07:00pm – 08:00pm	Opening Session	Buffalo Center Auditorium
08:00pm – 08:45pm	UZoo Leadership Styles	Buffalo Center Auditorium
	Activities facilitated by Rose and Will .	
08:45pm – 09:45pm	Icebreaker Session	Buffalo Center Auditorium
	Activities facilitated by Exec. Members .	
09:45pm – 10:00pm	Announcements	Buffalo Center Auditorium
10:00pm – 12:00am	Senator Bonding/Homework Time	Big Creek Lodge
	S'mores, fire, and other fun stuff.	
12:00am	Lights Out	Big Creek Lodge
Saturday, Sept. 21st	Wake-Up Call	Big Creek Lodge
07:30am – 08:00am		
08:30am – 09:30am	Breakfast	Buffalo Center Dining Hall
	Please sit at your assigned seat.	

09:30am – 11:30am	New Senator Session: SGA 101 Rotation Groups facilitated by the EVP, VPO, VPF, & Advisors (Hank & LaTonya). 4 rotation groups with 30 minute sessions. <ul style="list-style-type: none"> • <u>Group 1</u> – I'm Just a Bill: the Constitution & Writing Legislation with Jamaal. • <u>Group 2</u> – STIC to Your Values: SGA Values and What They Mean with Hank and LaTonya. • <u>Group 3</u> – Built on the Rocks: the SGA Structure with Will. • <u>Group 4</u> – What's Going On in Chambers: How Senate, Agendas, and Committees Work with Jen. 	Buffalo Center <u>Dining Hall</u> <u>Buffalo Steps</u> <u>Dining Hall Loft</u> <u>Dining Hall</u>
09:30am – 11:30am	Veteran Senator Session: SGA 201 Facilitated by Rose and Advisors (Char & Dr. T)	Buffalo Center Auditorium
11:30am – 12:00pm	Talk Like A Team: Communicate + Connect + Cultivate Session facilitated by LaTonya .	Buffalo Center Dining Hall
12:00pm – 01:00pm	Lunch	Buffalo Center Dining Hall
01:00pm – 02:00pm	General Leadership Session facilitated by Kelsey Broaddrick .	Buffalo Center Auditorium
02:00pm – 04:00pm	Free Time Optional: Goat Cave Hike or Low Ropes Course	SOTO
04:00pm – 06:00pm	On a Need to Know Basis Rotation group facilitated by the EP, EVP, VPO, & VPF. 4 rotation groups with 30 minute sessions. <ul style="list-style-type: none"> • Group 1 – Snap, Tweet, and Swipe: Social Media and Public Relations with Jamaal. • Group 2 – Robert Who?: Basics of Robert's Rules of Order with Rose. • Group 3 – The Backbone of SGA: Committee Overview with Will. • Group 4 – Finance Frenzy: Financial Orientation with Jen. 	Buffalo Center <u>Dining Hall</u> <u>Dining Hall</u> <u>Dining Hall Loft</u> <u>Buffalo Center Steps</u>
06:00pm – 07:00pm	Dinner Please sit at your assigned seat.	Buffalo Center Dining Hall
07:00pm – 07:45pm	Mock Senate	Buffalo Center Auditorium
07:45pm – 08:30pm	Time Management Session facilitated by Dr. T .	Buffalo Center Auditorium

08:30pm – 09:00pm	Break	SOTO
09:00pm – 09:50pm	Brainstorming Ideas Senators will separate into groups to discuss goals and ideas for the year. Groups will separate based on classification.	Big Creek Lodge
09:50pm – 10:05pm	Idea Ranking Groups will need to take this time to rank their top 3 goals/ideas for the year.	Big Creek Lodge
10:05pm – 10:50pm	Presentation of Ideas Groups will stand up in front of everyone and present their goals/ideas for the year. Exec. will also present their goals for the year.	Big Creek Lodge
10:50pm – 11:00pm	Announcements	Big Creek Lodge
11:00pm – 12:00am	Senator Bonding/Homework Time COOKIES	Big Creek Lodge
12:00am	Lights Out	Big Creek Lodge
<i>Sunday, Sept. 22nd</i>	Wake-Up Call	Big Creek Lodge
07:30am – 08:00am		
08:30am – 09:30am	Breakfast Please sit at your assigned seat.	Buffalo Center Dining Hall
09:30am – 09:45am	Presentation of Committee Assignments	Buffalo Center Auditorium
09:45am – 10:15am	Standing Committee Meetings	Buffalo Center Auditorium
10:15am – 11:15am	True Value Diversity session facilitated by Ms. Char.	Buffalo Center Auditorium
11:15am – 11:30am	Retreat Wrap-Up	Buffalo Center Auditorium
11:30am – 12:00pm	Clean-Up All senators will clean-up their rooms and pack-up all their belongings.	SOTO
12:00pm – 01:00pm	Lunch Please sit at your assigned seat.	Buffalo Center Dining Hall
01:00pm – 01:30pm	Load Bus	SOTO
01:30pm	Group 2 Departs Estimated Travel Time: two (2) hours	SOTO to UCA

Shepard of the Ozarks Map



Big Creek Lodge
(Senator Lodge)

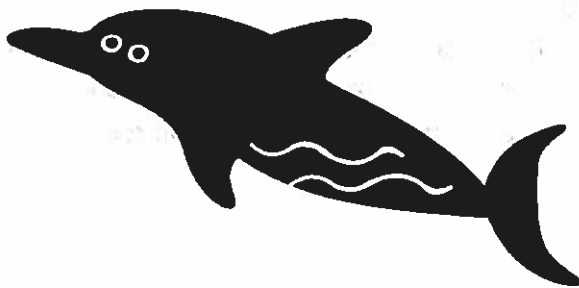
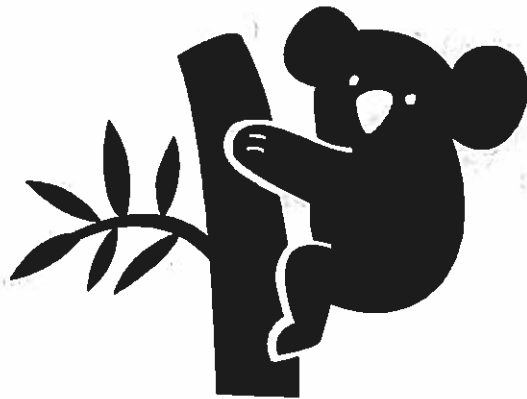
Visitor Center

Buffalo Center
(Exec Lodge)

Smiling Elk Lodge
(Advisor Lodge)

SOTO Emergency Contact: (870) 448-3242

“The U Zoo”

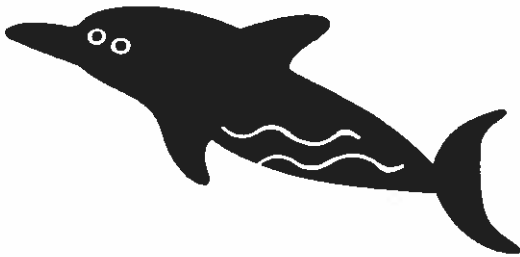


Identifying Your Personality Style



Directing Lion

- "I know what I want, and I go after it!"
- "I enjoy taking charge of situations."
- "I take on new challenges, especially those that are a test of my abilities."
- "You'll recognize me by my steady eye contact and my firm handshake."



Interacting Porpoise

- "I make new friends easily and always want to be included."
- "I prefer freedom from control, detail, and complexity."
- "I really enjoy entertaining and motivating people."
- "You'll recognize me by my animated and informal style of communication."



Steady Koala

- "I'm most comfortable when I know what others expect of me."
- "I prefer it when things go smoothly and I don't like change."
- "I receive satisfaction from working with others."
- "You'll recognize me by my intermittent eye contact, gentle handshake, and less forceful tone of voice."



Cautious Eagle

- "I need to do things correctly because I am uncomfortable making mistakes."
- "I prefer to be quiet and observant."
- "I like situations where I have the freedom to concentrate on perfecting ideas and work without interruption."
- "You'll recognize me by my reserved nature, careful speech, and attention to detail."



The Directing Lion

The Lion most often:

- Asks “what” questions- and is not as interested in “who”, “how”, or “why”
- Seeks control and strives for immediate, tangible results
- Delegates detail and focused on the bottom line
- Overcomes opposition and completes tasks on time
- Takes risks and implements changes
- Interprets rules and makes quick decisions
- Downplays feelings and relationships
- Asks fewer questions-- makes more statements
- Talks more than listens
- Outwardly displays high self-confidence

The Lion is motivated by:

- Difficult assignments, variety, freedom from control and supervision
- Power, prestige, challenge, competition
- Opportunity for individual accomplishment and potential for growth

For balance in teamwork, the Lion needs others who will:

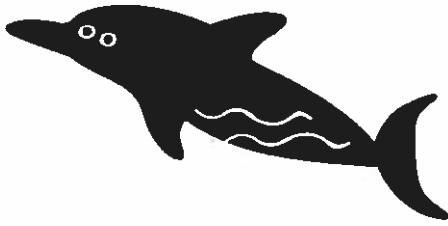
- Weigh pros and cons, research facts, handle detail, calculate risks, and structure a predictable environment

To improve relationships with Lions:

- Focus on results, be efficient, minimize small talk, avoid detail, use a few facts and logical thinking to convince, agree with facts rather than ideas

To be more effective leaders, Lions need to:

- Recognize the worth of practical experience
- Realize their own need for and appreciation of people
- Release some control in order to benefit from the talents of others
- Slow his or her pace
- Be sensitive to others need for details and conversation
- Learn to actively listen



The Interacting Porpoise

The Porpoise most often:

- Asks “who” questions- and is not as interested in “what”, “how”, or “why”
- Operates spontaneously but still strives for noticeable results
- Initiates contact with people and desires to help others
- Seeks freedom from detail and control
- Generates enthusiasm and brings others in alliance to accomplish tasks
- Brainstorms creative ideas and participates well as a team player
- Emphasizes relationships and openly expresses feelings
- Takes risks when pressured by others to do so
- Needs frequent breaks because of shorter attention span

The Porpoise is motivated by:

- New assignments, participatory management, known and attainable goals
- High visibility tasks, social recognition, freedom of expression
- Group activities outside of the job, opportunity to verbalize proposals

For balance in teamwork, the Porpoise needs others who will:

- Appreciate sincerity, provide immediate feedback about his/her work, concentrate on the tasks at hand, seek facts, prefer dealing with things rather than people, organize time and follow-up on projects

To improve relationships with Porpoises:

- Focus on ideas and people, provide verbal approval and recognition, treat with warmth, recognize special talents and accomplishments, be friendly and encourage conversation, use stories to prove points, support their help of others, avoid detail, offer incentive for challenge

To be more effective leaders, Porpoises need to:

- Control time and adhere to deadlines
- Make more objective decisions and more realistic appraisals
- Spend more time checking, verifying, organizing – or at least locate some one who can help in these areas
- Accept direction
- Follow through on projects





The Steady Koala

The Koala most often:

- Asks "how" questions- and is not as interested in "what", "who", or "why"
- Cooperates with others and makes only group decisions to carry out the task
- Performs routine and specialized work in a predictable manner
- Seeks stability and security in both personal life and professional life
- Generates enthusiasm and brings others in alliance to accomplish tasks
- Avoids taking risks
- Overlooks deadlines to complete projects
- Listens more than talks and calms heated discussions
- Demonstrates patience and loyalty

The Koala is motivated by:

- Similar assignments along with the same people, identification with a group
- Clearly stated rules and procedures, organization in the workplace
- Sincere appreciation

For balance in teamwork, the Koala needs others who will:

- Provide time tables and overall structure, react quickly to unexpected change, become flexible and involved in more than one task, apply pressure on others for task completion, delegate tasks

To improve relationships with Koalas:

- Be friendly and sincere, notify before making any changes, explain the importance of their role in reaching a goal, emphasize how specific actions will minimize risks

To be more effective leaders, Koalas need to:

- Validate own self worth
- Have more confidence in the abilities of others
- Respect and take part in healthy disagreements and problem solving opportunities
- Become more open to new ideas
- Let go of the need to "know what is certain" in order to grow
- Be more willing and flexible to accept changes in circumstance



The Cautious Eagle

The Eagle most often:

- Asks “why” questions- but is also interested in “what,” “who,” and “how”
- Works within existing circumstance to produce quality rather than quantity
- Bases decisions on logical thinking and critical analysis
- Generates many unique perspectives and ideas through viewing situations from many angles, however many of these perspectives might be left unstated
- Focuses on key directives and details, checking and rechecking for accuracy
- Develops long term strategies and thorough plans rather than to react to given situations
- Works with complete data systems or develops his/her own
- Takes few risks
- Asks lots of questions as part of fact-finding and makes statements as necessary

The Eagle is motivated by:

- Standard operating procedures, organized workplaces, exact job descriptions and objectives, scheduled performance appraisals, and having all the instructions up front
- Goals, fears, responsiveness to individual efforts, assurance of security
- Opportunity for careful planning, back-up plans for action

For balance in teamwork, the Eagle needs others who will:

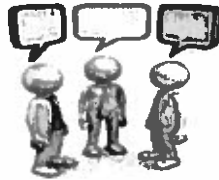
- Make quick decisions, compromise with the opposition, use policies only as guidelines

To improve relationships with Eagles:

- Respect the need for privacy and detail, focus on step-by-step explanations, avoid surprising changes and violating the eagle’s standards, provide pros and cons to persuade, disagree with the facts, not the person, hold to minimum socializing in work situations or environment

To be more effective leaders, Eagles need to:

- Share their perspectives and vast information stores with less concern over the opinions of others
- Develop tolerance for healthy conflict
- Remember to laugh at themselves and others
- Compromise with group members
- Be more willing and flexible to accept spontaneous changes in circumstance



"Talk Like A Team: Communicate + Connect + Cultivate"

Communicate

Individually: _____

Collectively: _____

Connect

Individually: _____

Collectively: _____

Cultivate

**NOTABLE
QUOTES:**

"Direction, not intention determines your destination."

Andy Stanley

"To effectively communicate, we must realize that we are all different in the way we perceive the world and use this understanding as a guide to our communication with others."

Anthony Robbins

"A leader's attitude is caught by his or her followers more quickly than his or her actions."

John Maxwell

"Culture does not change because we desire to change it. Culture changes when the organization is transformed; the culture reflects the realities of people working together every day."

Frances Hesselbein



Communicate

Individually: _____

Collectively: _____

Connect

Individually: _____

Collectively: _____

Cultivate

THE Myth OF Multitasking

EXERCISE

(Are you being productive ... or are you switchtasking? The following exercise will help you quickly understand the negative impact on efficiency caused by switchtasking.)

Switchtasking is a thief	
S	
1	
S	
1	

FIRST PASS

1. Have a timer with a second hand ready. For best results have another person time you.
2. In the first row, copy the phrase "Switchtasking is a thief". After copying the entire phrase in the first row, then switch to the second row and write the numbers 1-21.
3. Ready, Set, Go! (After you have completed the last number (21), write down your total time to completion.)

Like this:

Switchtasking is a thief.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21

6. Ready, Set, Go! (After you have completed the last number (21), write down your total time to completion.)
7. Compare your results between the first and second pass. Typically, a person who is switchtasking will 1) Take much longer to complete the exercise, 2) See a considerable decrease in the quality of work, and 3) Experience more personal stress.

SECOND PASS

4. Have a timer with a second hand ready again.
5. In the third row, copy the phrase "Switchtasking is a thief". For every letter you write in the "S" row, switch to the fourth row (labeled "1") and write the corresponding number.



Adapted from *The Myth of Multitasking: How "Doing It All" Gets Nothing Done* by Dave Crenshaw.

(ISBN: 978-0-470-37225-8) Copyright © 2008 by Dave Crenshaw. Published by Jossey-Bass, An Imprint of Wiley, 2008



DAVE CRENSHAW
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Three Variables in Group Discussions (In order of importance)
(Source: 'When Groups Meet' by Thomas Pettigrew)

- 1) **Anxiety Reduction** - (essential to future dialogue, reduces threat and uncertainty, helps create a context which positive interaction can occur)
- 2) **Empathy** - (with the other group, listening and trying to understand the person's story)
- 3) **New Knowledge** - (about the other group, useful but of minor importance)

Ground Rules for Discussions

Listen to *Understand*

Ask *What* and *How* questions?

Share authentically from your *own* experience (unvarnished)

Maintain an attitude of *inquiry*, not *challenge* (time to listen, help, not judge)

Value each other's communication styles

Avoid minimizing or dismissing the other's experiences (it's *their* experience)

Assume positive intent & compassion

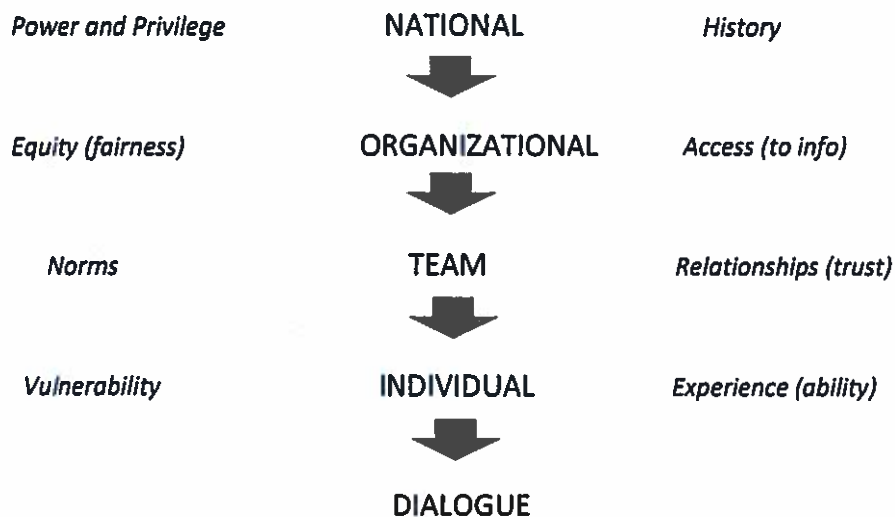
Honor confidentiality

Relax, have fun, learn something

(Pay attention to your OWN reactions...emotions do not lie)

Context for Dialogue

What's going on at each one of these levels?



(Dialogue is useful when you want to build trust, learn more about the other person or their point of view, & gain a deeper level of understanding and a stronger relationship. Dialogue is NOT a problem solving conversation, its single focus is greater understanding.)

"Dialogue is the art of thinking together."

Dialogue is Helped By....

- Courage to share your ideas /perspectives
- Authenticity
- Listening to self and others
- Silence
- Focus/ being present
- Taking responsibility

Dialogue is Hindered By....

- Minimizing difference – focusing on similarities
- Blind spots – not knowing what we don't know
- Performance culture – drive for results
- Fear (making things worse or being misperceived, loss of friendship, conflict, negative career impact, challenging own belief system)

Source: Isaacs, William. (1999) Dialogue.

The Introspective Process (know this for YOU)

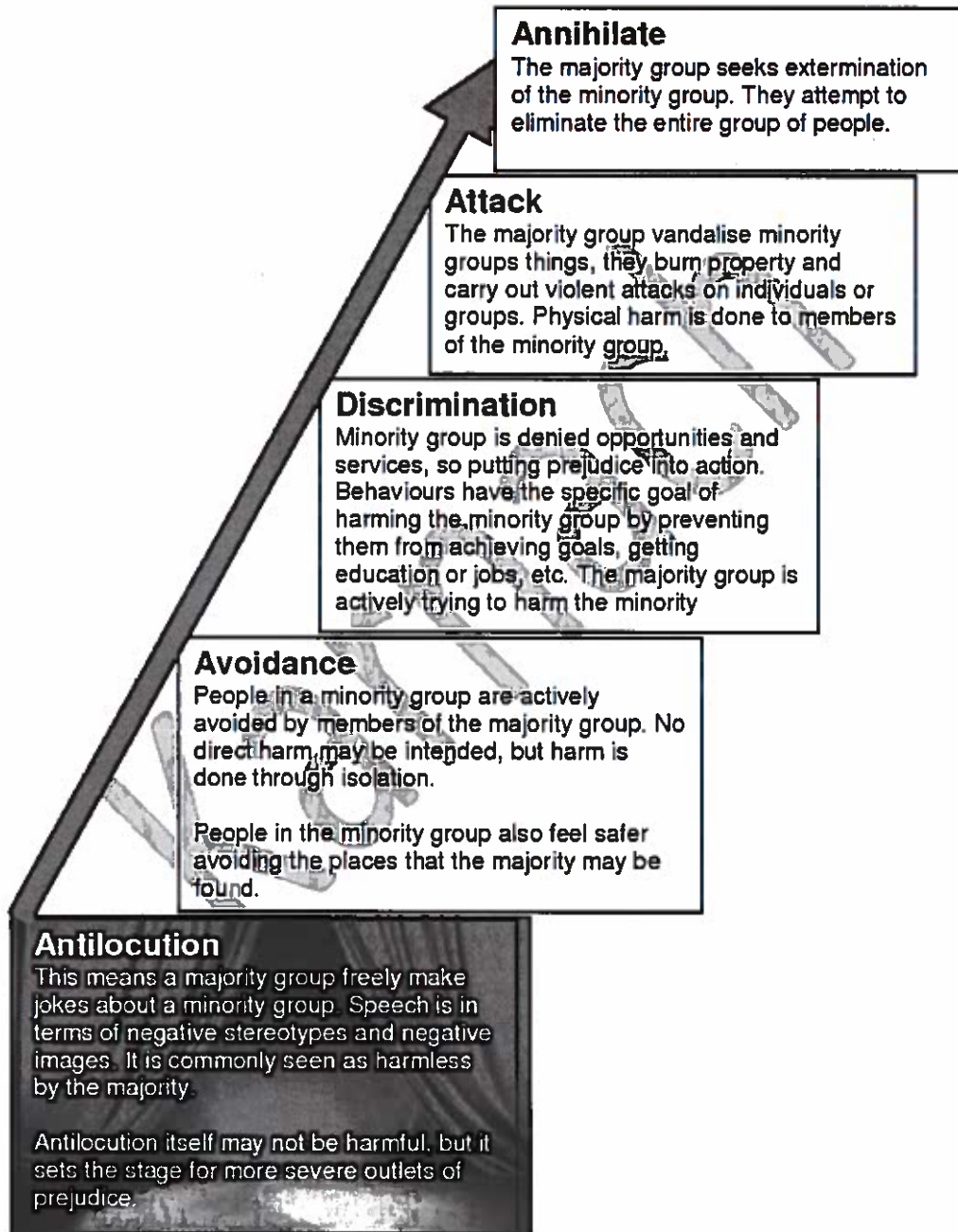
- Event /Experience
- Importance/Relevance
- Impact (different levels)
- Feelings
- Learnings

"An enemy is a person whose story we have not heard." – Gene Knudsen Hoffman

"Two monologues do not make a dialogue." – Jeff Daly

Ladder of Prejudice

(How the majority group can treat the minority)



Adapted from 'The Nature of Prejudice', Gordon Allport 1954

I AM

Both

• I am 20

Positive

• I am Only Child

Both

• I am Southern

negative

• I am Republican

negative

• I am Conservative / Libertarian

Positive

• I am A Leader

negative

• I am Straight

negative

• I am White

Both

• I am Food Lover

Positive

• I am A Dog Person

Both

• I am Allergic to Cats

Positive

• I am the son of public servants

Both

• I am Change Agent

Positive

• I am a double major

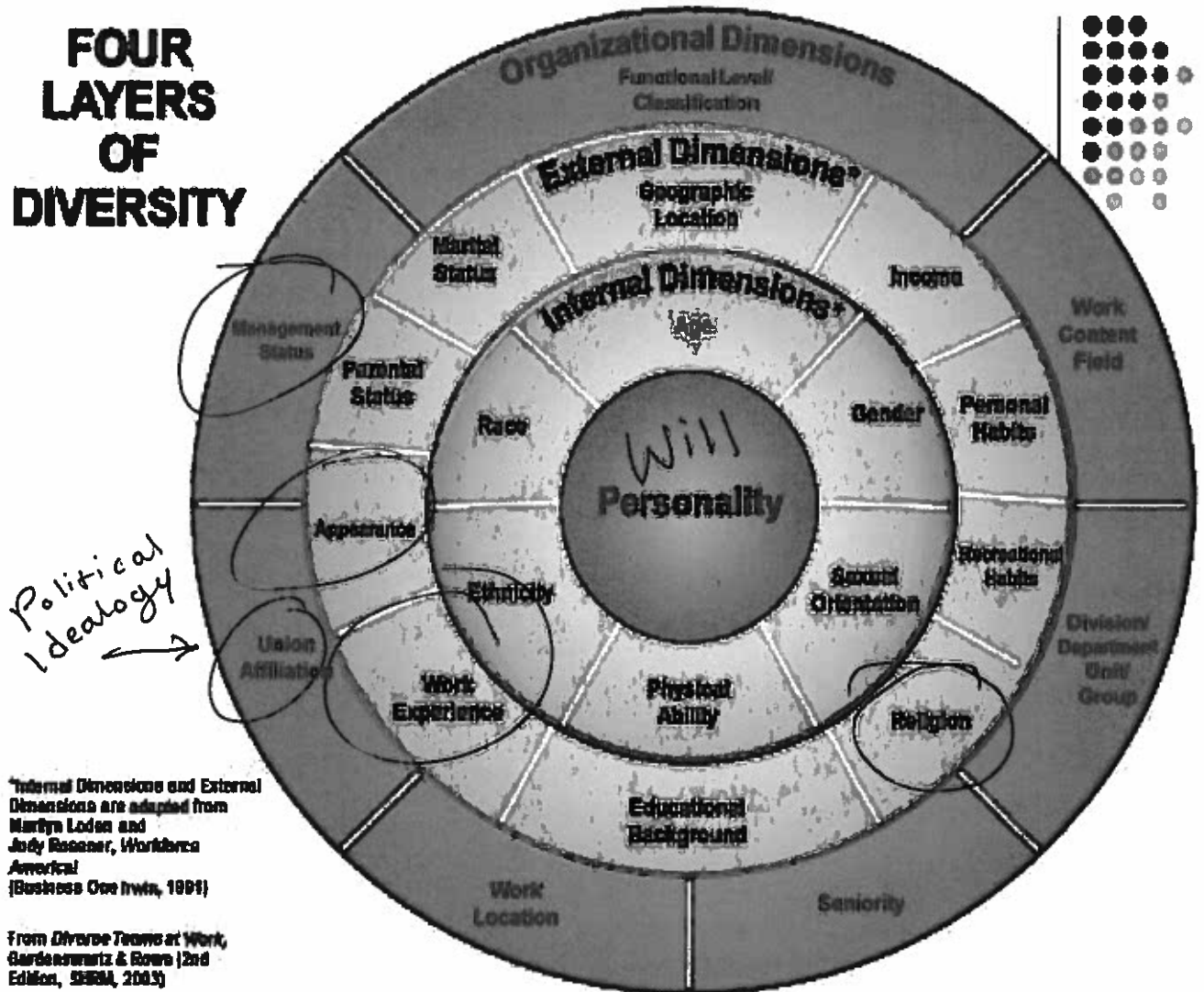
Both

• I am Male

~~Both~~
negative

• I am Middle Class

FOUR LAYERS OF DIVERSITY



*Internal Dimensions and External Dimensions are adapted from Marilyn Loden and Judy Rosener, *Workforce America!* (Business One Irwin, 1991)

From *Diverse Teams at Work*, Garbarowitz & Rowe (2nd Edition, SHRM, 2003)

Circle five identities that have the most impact on your thinking and behavior on a daily basis?

What are some of the reasons these five were selected?

How many are visible? Not visible?

How do these five identities impact your work, academics, life?

DIVERSITY DOZEN

Twelve things I will do to be better.

1. I will never stop being a student. If I do not grow, learn, and change at the same rate the world around me is changing, then I necessarily lose touch with the lives and contexts of those around me. I must continue to educate myself – to learn from the experiences of my customers and colleagues, to study current events, and to be challenged by a diversity of perspectives.
2. I will engage in a self-reflective process to explore the way my cultural filters impact the way I see and experience different people.
3. I will understand the relationship between INTENT and IMPACT. Often, and particularly when I'm in a situation in which I experience some level of privilege, I have the luxury of referring and responding only to what I intend, no matter what impact I have on somebody. I must take responsibility for and learn from my impact because most individual-level oppression is unintentional. (Unintentional oppression hurts just as much).
4. I will build relationships with people who are different from me (in terms of race, ethnicity, sexual orientation, gender, religion, first language, disability, and other identities). These can be valuable relationships of trust and honest critique.
5. I will learn to pronounce every person's full given name correctly. No student, customer or employee should need to shorten or change their names to make it easier to pronounce for me and others. I will practice and learn names, regardless of how difficult it feels or how time consuming it becomes.
6. I will invite critique from students, customers and colleagues and accept it openly. Though it's easy to become defensive in the face of critique, I will thank the person for their time and courage.

7. I will sacrifice the safety of my comfort zone by building a process for continually assessing, understanding, and challenging my biases and prejudices and how they impact my expectations for, and relationships with, all students, customers and colleagues.
8. I will improve my skills of communication, so when issues of diversity and equity occur in the work or academic environment, I can take advantage of the resulting learning opportunities. Too often I allow these moments to slip away, either because I am uncomfortable with the topic or because I feel unprepared to effectively engage in a conversation.
9. I will celebrate my uniqueness. I can, and should, also acknowledge and model appreciation for all differences.
10. I will reject the myth of color-blindness. As painful as it may be to admit, I know that I react differently when I'm in a room full of people who share many dimensions of my identity (same cultural filter) than when I'm in a room full of people who are very different from me. I have to be open and honest about that.
11. I will recognize my own social identity group memberships and how they may affect my students', customers' and colleagues' experiences and learning processes. People do not always experience me the way I intend them to. Someone's initial reaction to me may be based on a lifetime of experiences, so I must try not to take such reactions personally.
12. I will acknowledge my role as one of "influence". My work changes lives, conferring upon me both tremendous power and tremendous responsibility. I must acknowledge and draw on that power and responsibility as a frame for guiding my efforts toward fairness, respect and equity in the workplace.

(Adapted from "20 Self-Critical Things I Will Do" Paul Gorski,
www.edchange.org)