

Memorandum

To: Student Government Association (SGA) Senators
From: Student Body Vice President Whitney Paul
Subject: New-Senator Manual
Date: December 15, 2008

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I. Welcome

Let me be the first to welcome you to SGA! As the head of all 250 student organizations at Missouri State University, SGA is the official voice of the student body. This means that student concerns are addressed by this body and brought to the appropriate administration, faculty, and staff members at Missouri State.

We are a recommending body, meaning that our power lies in the power of persuasion. Independently, there are few actions we can perform in terms of University governance. But by working with administration, faculty, and staff, we can assure that student concerns are addressed and decisions are made with students in mind.

II. Historical Information

SGA was formed in 1921. Since then, there have been 85 student body presidents. The current student body president, Orlando V. Hodges, II, is one of few to hold the office twice.

The organization is funded by student dollars. There is a memorandum of agreement among SGA, SAC, and the Office of Student Activities governing how the student involvement fee, the official source of SGA funds, is allocated.

So now you have some brief background information on how SGA got started and what we do; but you may be asking yourself, "Who are all the people sitting at the front of the room? What about the guys sitting in the back of the room? We'll start at the back of the room and move to the front.

III. SGA's Advisors

Dean Michael Jungers

SGA is advised by two University staff members. The first advisor is Dean Michael Jungers, Dean of Students. His office is on the fourth floor of the PSU in PSU 405. You can reach in his office at 417.836.5527 or by e-mail at mikejungers@missouristate.edu. Dean Jungers is the individual held legally responsible for SGA's actions. But maybe more importantly for us, Dean Jungers is a great resource whom you should contact for questions. Approach him much like you would a coach in high school or an organization's sponsor. He is someone you can trust and will always offer you applicable, direct advice.



Vice President Earle Doman, Ph.D.

Dr. Earle Doman is the Vice President for Student Affairs at Missouri State. His office is located in Carrington 200. You can reach him on his phone at 417.836.5526 or by e-mail at earledoman@missouristate.edu. Dr. Doman has previously served as Dean of Students and advised SGA more directly. Given his responsibilities at the administrative level, Dr. Doman may not always be present at SGA functions. Do not let his absence detract you from seeking his advice. He has a commanding knowledge of the functions of this University. His advice has such prestige that he has been hired as a consultant to other universities experiencing problems with their student government. Get in touch with him because he will help you.

These two advisors guide us as we represent students. In addition to these advisors, you have access to a cabinet of student leaders. As we stroll through the cabinet, keep in mind that these are all student leaders here to help you.

IV. SGA's Separation of Powers

Before we dive into the wonders of SGA, it is important to remember that you cannot serve in more than one branch. Executive members can not serve on the legislative side and vice versa. In addition, you cannot be both a senator and a member of the judicial branch (Campus Judicial Board, a.k.a. the CJB).

Rather than me tell you what each of these positions do, I have solicited each of the directors to write a brief biography about themselves and their position. I will start with the executive members.

Executive

SGA is divided into three branches, much like the national government. These branches are the executive, legislative, and judicial branches. The executive side of SGA mainly serves support functions for the rest of SGA. These officers coordinate public relations, balance the budget, and revise our elections manual. This side of SGA is headed by the president of the student body.

Student Body President—Orlando V. Hodges, II
(hodges000@missouristate.edu)

I am Orlando Hodges, the President of the Student Body here at Missouri State. I was born in St. Louis, Missouri. I am 21. My Bachelor of Arts is in Economics and I will graduate with a minor in English. I have four younger siblings; I love them dearly. In my free time I enjoy doing anything that can be associated with music (dancing,



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singing, playing, listening, etc.). My favorite food is chicken. As the Student Body President my focus has been to create a senate that works well for students. I honestly believe we are well on our way to accomplishing this feat. I look forward to answering all your questions and hearing all of your suggestions.

Budget Director—Andrew Schussler
(schussler87@missouristate.edu)

What's up everybody? I'm Andrew Schussler, your budget director at Missouri State. I am a junior studying in the College of Business Administration (COBA). I work in the small business consulting center in COBA as a student employee where I help small businesses tackle the problems of the 21st century enterprise.

As budget director, I ensure all SGA expenses are reimbursed and all bills are paid. I constantly review the budget and inform SGA of how the money is being spent. I also turn in payroll for the cabinet members. If you ever have a question that relates to money and SGA, I am the person you want to talk to.

Chief of Staff—Ashley Hoyer
(hoyer827@missouristate.edu)

Hey! My name is Ashley Hoyer and I am the Chief of Staff for Student Government Association. This is my second year as a member of the SGA Cabinet. I was the 2007-2008 Director of Academic Affairs—a position I hold very near and dear to my heart! Who knew so many people were out there trying to make your academic experiences at Missouri State better?! This year, as Chief of Staff, it is my job to “keep the boat afloat”. Whether it's editing resolutions, preparing SGA Agendas for our Tuesday meetings, or setting up open forum times for your organizations, I am the go-to-girl for all your Tuesday meeting needs!

In addition to making sure our meetings run smoothly, I stand as a resource and advisor to your Student Body President and Vice President. Outside of SGA (I'm beginning to wonder if that exists), I'm a junior from Monett, MO, majoring in English Literature and minoring in Socio-Political Communication and Political Science. Needless to say, my head can always be found in a book! I am a member of the Missouri State College Democrats and nothing excites me more than a good political debate. In my spare time, I like to bake, paint, and play trivia at Finnegan's. I'm also the resident cat lady of my neighborhood and love to play with my two cats, Jack and Minky and my Westie, Libby. I look forward to working with you as a fellow student and a fellow advocate for the betterment of an already outstanding Missouri State! Go Bears!



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Chief Elections Commissioner—Jeff Faust
(faust524@missouristate.edu)

My name is Jeffrey Faust, your Chief Elections Commissioner. I am majoring in Journalism with a minor in Political Science. I spend a lot of time with my brothers from Phi Sigma Pi, a national co-ed honor fraternity, and working for the sports section of The Standard. I love MSU volleyball and basketball as well as my time spent interning in Jefferson City for Sen. Dan Clemens and the people of the 20th District.

As Elections Commissioner, it is my responsibility to officiate the annual student body presidential, vice-presidential, and senior class presidential elections. Besides the work to make sure the elections run as smoothly and as fair as possible, I am working on a few other projects to make Missouri State better:

- Maroon Pages—This website will allow for students to receive new information about the Missouri State campus and programs around the University.
- Student Savings Club—A program to save students money with discounts from local businesses.
- PSU Deferment—This program allows students to defer their bills with PSU vendors.

Public Relations Director—Courtney Wendel
(courtney652@missouristate.edu)

Hey everyone! I am Courtney Wendel, the new Director of Public Relations for SGA. I am very excited to work with all of you this year. I am a member of Alpha Sigma Alpha Sorority as well as the Director of New Member Education for Panhellenic. I hope to bring my background in Greek Life and as a University Ambassador to help promote SGA.

As Public Relations Director, I will assist in special event planning, strategic communication, in addition to advertising and promotion. This is my major and I plan to use the strategies I have learned from the Communication Department to bolster SGA's public relations efforts. I can't wait to work with all of you!

Wyrick Commissioner—Christopher Triplett
(triplett316@missouristate.edu)

Hey everyone! I am Chris Triplett, your Wyrick Commissioner. As a proud graduate of Platte County High School just north of Kansas City, I am now currently working in



my senior year here at Missouri State, majoring in Mass Media Operations with a minor in Advertising and Promotion. With this degree I hope to one day work for Mickey and the amazing Walt Disney Company in sales and promotion. I am a proud member of the National Honorary Fraternity of Phi Sigma PI, in which I developed a strong desire to work on service projects and with non-profit organizations. I have been an After School Mentor with Big Brothers/Big Sisters for two years now. I have served as President of the student organization of Big Brothers Big Sisters of Missouri State. Outside of the classroom and off campus, I spend most of my time with my friends and playing music with my band, Cheers, Bobby!

As Wyrick Commissioner, my main goals are to inform the student body of the amazing opportunity they have to available student funds to fund student initiative projects. In the past, the Wyrick Fund has funded such things as computer labs, scoreboards, and even the new turf field that we got to start using this fall. Along with informing the student body of this wonderful opportunity, I also head the committee that approves these projects. If you want to use to try and see if the Wyrick Fund is the place to go to fund your project, or just have questions on the Wyrick Commission itself, then I am your go to guy!

Ex-Officio—Student Governor Ryan Childress
(childress767@missouristate.edu)

Hey everyone! I am the student member on the Board of Governors. I am classified as an ex-officio, meaning I am not an official member with voting rights but a liaison with speaking rights. I meet regularly with Whitney, Orlando, and Ashley in our executive meetings. I serve on multiple committees throughout the University. You can reach me in my office in PSU 119 or by cellular telephone at 417.825.9043. Please let me know if you need any help and I will do the best I can to help you!

This covers the executive side of SGA. Equally important to SGA cabinet are the legislative cabinet members. They serve important functions, many of which are described below.

Legislative

At the national level, legislators draft laws for the governance of our nation. These individuals serve on specialized committees that help guide legislation. In a university-focused way, legislative directors serve both of these functions. These directors head committees over specific areas (excluding the senior class president and sergeant at arms). Additionally, they draft legislation and help you draft legislation to guide our university. I am the head of the legislative side of the branch. These directors are described in more detail below.



Student Body Vice President—Whitney Paul

(whitney915@missouristate.edu)

Hello all! My name is Whitney Paul and I am serving as your Student Body Vice President this year. I am currently a senior majoring in Organizational Communication with a minor in Marketing. However, I recently had a change of heart and decided that I wanted to pursue a career in teaching. My new dream job is to become a high school principal and work at the education administration level. During my four years at Missouri State, I have been involved with many different facets of campus. Currently, besides SGA, I am a member of Sigma Kappa Sorority and University Ambassadors. In my free time, I enjoy running, baking, playing volleyball, and shooting clay birds.

As Vice President, I am responsible for presiding over Senate meetings as speaker and ensuring that the legislative portion of cabinet members continue to work for the betterment of all students through both their given assignments and any initiatives brought forth from senators. If you have any concerns or questions in relation to Missouri State, feel free to contact me!

Speaker Pro Tempore—Will Hader

(hader001@missouristate.edu)

Hello. I am William Kennedy Hader, a graduate student working on my master's in Public Administration with an emphasis on public management. I originally graduated from Missouri State in 2007 with a bachelor degree in psychology before starting the masters program in administration. I Work for the College of Health and Human Services as a Graduate Assistant for Distributive User Support, which is a fancy way of saying computer geek. Prior to being elected to serve as Speaker Pro Tempore, I served as the Director of Technology Resources. In that capacity I served as the student representative on the University Information Technology Council and Student Computer Usage Fee (SCUF) Allocation committee, two committees I continue to represent student interests on even today. In addition to these duties, I serve as the parliamentarian of senate and chair the Internal Affairs Committee, which is Senate's rules and procedures committee. I am originally from Blue Springs, Missouri but have been living in Springfield for the better part of six years.



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Academic Affairs Director—Judith Rowland
(rowland89@missouristate.edu)

Hello! My name is Judith Rowland and I am a sophomore at Missouri State and the Director of Academic Affairs in Student Government Association. I'm majoring in Political Science and minoring in Spanish and Dance. I love being involved at Missouri State and in our community! I am on the university debate team, a "Peer Minister" at the United Ministries in Higher Education, an assistant debate coach for Parkview High School, a Peer Leader, and the Secretary General for the World Affairs Council. When I'm not busy with school I enjoy playing cards and board games, recycling, and going dancing. I'm looking forward to working with you this year in SGA. Peace!

Administrative & Information Services Director—Zach Smith
(smith58@missouristate.edu)

Hey everyone! My name is Zach Smith and I am the Director of Administrative & Information Services. I am a junior at Missouri State and president of Theta Chi Fraternity. I have served as a SOAR Leader and I work as a Building Manager in the Plaster Student Union.

My position focuses on facilities and information. If we want to develop a ride sharing program for students, that goes through me. If there is a need for a new building on campus, I would work with my administrative counterpart (Mr. Ken McClure) to see what could be done.

Thank you all for joining SGA senate and I look forward to working with you. Have a great year!

Diversity & Equity Affairs Director—Adrienne Burns
(burns232@missouristate.edu)

Hi everyone! I am Adrienne Burns, the new Director for Diversity and Equity Affairs. I am a transfer student to Missouri State and currently stand as a sophomore. This past year, I have had the privilege of working with Unity Council and serving on the Diversity and Equity Affairs committee for SGA.

The Diversity and Equity Affairs Committee is a group of individuals focused on creating new and supporting current diversity initiatives on campus. We work closely with other student organizations and administration to ensure our policies provide



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equity and our programs provide an accurate representation of the student body. I look forward to working with you soon!

Political Activities Director—Kristen Sanocki

(sanocki88@missouristate.edu)

My name is Kristen Sanocki and I am serving as your Director of Political Activities. This is my junior year at Missouri State, and I am so excited about the upcoming election because I believe whatever the outcome is, our political landscape will dawn a new change for our country. As I am sure you can already guess my major is Political Science and my minor is Economics. I am a complete news junkie and love to keep up with state politics.

This past semester I finished an internship in Jefferson City, one of the greatest experiences of my life. Although politics is certainly a passion of mine, I hope to pursue the study of law. Our University's Public Affairs Mission is my favorite part about Missouri State, and I enjoy taking classes that incorporate this mission into my education.

This semester the political activities will primarily focus on voter registration, voter education, and get out the vote efforts. We will be registering students to vote in Academic Buildings, Residence halls, and key campus locations. Additionally, we will strive for more student involvement in the community, all around the state, and even national issues. During the spring semester, we will strive to lobby for higher education and work with the Missouri Higher Education Consortium (MHEC).

Public Affairs Director—Chris Polley

(polley1@missouristate.edu)

My name is Christopher Polley and I am the Director of Public Affairs this year. I am currently a senior studying political science and economics. My plan is to study constitutional law or public policy to eventually land a job writing domestic policy for the U.S. federal government; however, moving to the mountains to open an outfitting shop looks better every day. Since coming to the university, aside from my involvement in SGA, I have spent time on the Scholars House Hall Council Executive Board, served as a University Ambassador, been a member of the National Residence Hall Honorary, helped our freshman seminar as a Peer Leader, and avidly cheered for all bears athletics. I am extremely excited to serve as the Director of Public Affairs this year as the University works to better define the public affairs mission and I am especially excited to work with everyone in student government. I do have a few specific projects that I will take up this year:

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- Get-Out-the-Vote Campaign—registration, education and mobilization of campus students for the November election.
- Alternative Spring Break Trip—opportunity for students to spend spring break doing community service and helping others.

Research and Development—Ellen Matheny

(matheny957@missouristate.edu)

Hey everyone! I am the new Research and Development Director for SGA. I am a senator representing Students for a Sustainable Future, a campus organization aiming to educate students, faculty, staff, and the community about the reality and effects of global climate change. I am a sophomore Wildlife Biology Major, play trombone in the Jazz Band, and am also actively involved in Sierra Club.

Senior Class President—Krystal Dreher

(dreher1115@missouristate.edu)

Hello! My name is Krystal Dreher and I am the 2008-2009 Senior Class President. I am really thrilled to take on this task and begin SGA. I am a Communication major with a minor in Public law. I love being involved on campus! I am currently the Vice President of Recruitment for Panhellenic. I am also a member of Sigma Kappa Sorority. I was the President in 2007, and I am currently the Ritual Chair. I am a member of University Ambassadors, and I was a SOAR Leader in summer 2007. I work in the Office of Admissions at the Campus Visit Desk. I also interned on the Missouri Governor's race. This will be my first year in SGA, and I am really excited to be a part of the organization! I look forward to working with everyone and giving a great gift to Missouri State. Have a great year!

Sergeant at Arms—Jon Stubblefield

(stubblefield129@missouristate.edu)

I am Jon Stubblefield, hailing from the wonderful town of Festus, MO, which is just south of St. Louis. This is my second year at Missouri State University, and I am really excited to be back! I recently declared my major to be Communication after being undecided for my entire first year. I am currently a Resident Assistant in Wells House, a Relay for Life Planning Committee member, a Dance Bearathon Morale Team member, and a Peer Leader. I am also proud to serve as the Sergeant at Arms in the Student Government Association. Basically, it is my job to keep track of attendance and membership. Whenever you go to an SGA meeting, please sign in with me and say hi!

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Student Affairs Director—Tamila Gresham

(tamila2008@missouristate.edu)

Hi all! Tamila Gresham, Director of Student Affairs here. I'm looking forward to fully immersing myself in the goings on of student government this year and working closely with all of you. My majors are Sociology and Philosophy and my minors are Gender Studies and Political Science. During my time at Missouri State (now in my 5th year, a.k.a., my victory lap) I have been fortunate enough to have the opportunity to act as the Vice President of Young Democrats of America, enjoy a stint on the University Debate Team, co-found and preside over the NAACP, serve as a Resident Assistant in Hammons Hall, and participate as a SGA senator. This year I've earned the opportunity to be elected as an At-Large Alternate Pledged Delegate for Senator Clinton to the historic Democratic National Committee Convention in Denver. I can't wait to work with all of you in improving the lives, education, and protecting the rights of Missouri State students.

Join my committee and help establish some great projects:

- Student Organization Spotlight—Free PSU advertising for student groups
- Free Music Downloads for Students
- Athletics Marquees and Digital Signage—New scoreboards and flat panels in the PSU
- Maroon Pages—A database for students
- Commuter Student Lockers
- And much, much more!

University Advancement Director—Aaron Henry

(aaron05@missouristate.edu)

Hey, my name is Aaron Henry and I am your Director of University Advancement. I enjoy working in leadership roles, so I am extremely excited about the upcoming year in SGA and what we will accomplish for Missouri State. I am an Accounting major with a Biology minor which are about the two most contrasting subjects to pursue and hence people think I have lost my mind...and sometimes I question myself. My intentions are to become a CPA and then go to law school. I am a graduate of Thayer High School where I was very involved in Student Council, FBLA, Beta Club, basketball, baseball, and football. Since coming to MSU, I have tried to become as involved as possible. I am currently a brother of Theta Chi Fraternity and have served in many leadership roles over the past couple of years. I am also a member of the Honors College and Order of Omega Honors Fraternity. I am also employed at a local financial institution and have been there for over a year. I cannot wait to work with everyone in SGA to make Missouri State better for the students and more

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recognizable in our community and state. I love to work with people so if you ever have a comment, concern, or idea, please do not hesitate to approach me with it.

These 18 people help guide SGA, but an organization is nothing without an assembly of dedicated, hard-working members. These members are the backbone of the organization. I am talking about you, the senators. Your role is discussed below.

Judicial

The CJB is the Judicial Branch of the Student Government Association. Our main function is to reign over (IFC) Inter-fraternity Council's Standard Board, (PHA) Panhellenic's Standard Board and Resident Hall judicial board. We are an appellate board meaning if any lower judicial boards come across an appeal, the case would be sent to us to be heard. In addition, we have jurisdiction over all organizations within SGA. We also are the board who interprets the constitution of the Student Government Association. Whenever questions of the constitution are brought up or if things are not clear we are in charge of meeting and figuring out the situation. In the spring, we work with the elections commission to certify elections and make sure all of the guidelines set fourth in the constitution were properly followed.

The chief justice is in charge of communicating with the Standard, setting up meetings, and is usually the representative from the board who sits in on meetings such as constitutional revision committee or elections commission manual revision committee to make sure the constitution is being followed. I'm also in charge of writing up and posting opinions, recommendations, and decisions of the judicial board.

The associate justices are responsible for attending meetings, being prepared by having knowledge of the constitution as well as helping with decisions for hearings.

The CJB does not meet on a regular basis. We usually only meet a few times a semester; however, we communicate frequently through email to keep touch on events in SGA.

The current members of the CJB are listed below:

Chief Justice

Michenfelder, Liz

Michenfelder888@MissouriState.edu



Associate Justices

Baseley, Josh	Joshua413@MissouriState.edu
Brownsberger, Lindsey	Brownsberger09@MissouriState.edu
Johnson, David	Johnson713@MissouriState.edu
Kinmartin, Tim	Kinmartin246@MissouriState.edu
Stricklin, Michala	Michala42@MissouriState.edu
Webb, Clay	Webb767@MissouriState.edu

V. The Senator's Role in SGA

Requirements for Membership

To be a SGA senator, you have to meet certain requirements. You must be a student in good standing and have a 2.0 GPA. You must also attend two consecutive Senate meetings and be sworn in by the Student Body President. Once you become a member, you must attend Senate meetings regularly and more than four unexcused absences could result in a loss of your privileges as a Senator. Briefly stated, the requirements for membership are listed below:

- Be a student in good standing
- Have a 2.0 GPA
- Attend two senate meetings in a role
- Serve a specific constituent base (student org., class, or at-large)
- Attend meetings consistently (i.e., miss less than four meetings a semester)

You must gain membership by representing a certain base of constituents. There are three ways to meet this criterion. First, you could represent a student organization. Every official student organization is allowed to send two SGA senators to represent the views of the organization. Another type of senator is the class senator. You can represent your academic class by gaining 50 signatures from your classmates. There are five seats allocated to each class. The third type of senator is the at-large senator, or a senator who represents the entire student body in general. There are 20 at-large seats available, and you must get 50 signatures from the student body to become an at-large senator. Briefly stated, the three types of constituency bases you can represent are listed below:

- student organization
- class senator
- at-large senator



Responsibilities

As senators, you represent the views of the student body. When calculating your decisions, take into account the views of the student body and your organization, not just your own conscience. Your role is vital, and it should not be taken lightly.

Your official responsibilities are few. You must come to Senate meetings, which are Tuesday nights at 5:30 in Traywick Parliamentary Room (PSU 313). In addition to attending senate, you must join a committee. The list of legislative directors that I have previously provided to you references which directors have committees. Your final responsibility is defined by the Constitution and interpreted by the Bylaws. You must serve one office hour per week. This doesn't mean that you have to be in the office, but you have to do at least one hour of SGA work per week that relates to your committee or another project you are working on in SGA. Briefly summarized, the bulleted list below defines the official responsibilities of being a SGA senator:

- Attend Senate (Tuesday nights @ 5:30 in PSU 313)
- Join a Committee
- Serve one Office Hour per Week

Losing Your Privileges

Serving as a Senator in SGA is a privilege, not a right. If you do not perform the duties that you are expected to perform, you can lose your voting rights. The easiest way to lose your privileges is through consistent absences. If you miss four or more meetings (committee counts as half a senate meetings) without prior notice, we can revoke your voting rights. There is a constitutional procedure that we use, but it will not be addressed here.

If you must miss a meeting, e-mail your committee head and CC the Sergeant at Arms, Jon Stubblefield, and me. Make sure you give reasons as to why you are missing SGA. You should not be missing SGA because you have a test to take the next day. You know when SGA meets and you should plan your schedule accordingly. You will not be counted against for missing meetings for good reasons (family emergencies, unforeseen problems), but we will not look favorably upon you missing meetings to do homework.

If SGA is voting on an issue you know is important to your organization but you can not be there, report any significant concerns your organization has in the e-mail and we will read them during the debate.



If you have a commitment right before or right after SGA that causes you to arrive late or leave early, just let us know and we will work with you. Also, make sure and sign out with Sergeant at Arms Jon Stubblefield.

Representation

Focus on the Issues

Inevitably you will disagree with what your constituents want. They may favor a particular piece of legislation while you would oppose it. Remember that you represent them and it is important to calculate how they would vote in addition to how you would vote.

If there is a significant concern about a piece of legislation and you do not know the answer, ask the author of the resolution and report back to your constituents. You are their outlet; make sure they are heard.

When you are asking these types of questions and representing your constituents, make sure you are addressing the issues. It gets very easy for these debates to get personal and often times, heated. Try not to let it come to this. Address the issues and explain your positions. Do this and you will do your job very well.

Report Back to Your Constituents

Before and after SGA has taken a stance on a particular issue, let your constituents know about it. Before we vote, take an issue back to them and ask them how they feel about it. Get their opinions and represent those opinions in your best way to the senators in SGA. After we vote, let them know the outcome and why SGA voted the way it did.

One of the most important things you can do when reporting back to your constituents is to ask them to vote on the issues. Take their votes and let that help calculate your vote. If you intend to adopt the views of the majority, address the issues of the minority the best way you can. If you intend to vote in a way other than the majority of your constituents, explain why. They may not be as well versed on an issue as you given they do not attend SGA. Either way, the point is the same: communicate with your constituents.

VI. Resources to Get the Job Done

Despite your overwhelming talent as a leader, you will sometimes need help to get the job done. This is to be expected. Over time, SGA has developed a buffet of resources



to help you answer some of the toughest questions you have. They are sorted into two categories: human resources (no pun intended) and the Document Management System (DMS).

Human Resources

There are several persons (20 in fact) that you could speak to regarding SGA problems. All 18 members of cabinet work for and represent students. They are advocates as well as aides. Talk to them about your issues and they should be able to help. If not, they should be able to point you in the right direction.

If you would rather speak to an advisor, then contact Dean Jungers or Vice President Doman. Either one of these individuals will provide excellent advice for whatever situation you are going through.

In addition to these resources, we have another resource that contains past documents and resolutions as well as current resolutions read for discussion. This resource may not answer your problems, but it will contain resolutions up for discussion and those that have already been decided.

The Document Management System (DMS)

The DMS is our online database of information. It contains all resolutions, transitional documents, the constitution, and bylaws. You can access it before your organization meets to show them what will be discussed at the next meeting. You can download the template for resolutions and upload a resolution you have written. You can also track the status of legislation, such as whether it's been read or whether it's been voted on.

Something to remember is that documents upload to the DMS must be in 97-2003 Microsoft formats (no 2007 documents). For some reason, the system does not accept 2007 documents.

As you can tell, the DMS is important. You must have access to this system to be a fully functioning senator.

Accessing the DMS

To access the DMS, you need to perform the following steps:

1. **Go to the SGA website** (sga.missouristate.edu).
2. **Click on the heading called "Archives."**
3. **Click "Register for the System."**



4. **Fill out the appropriate information on the template form.**
5. **Send a reminder e-mail to Will Hader, Speaker Pro Tempore, letting her know you have registered for access for the DMS.**

Once Speaker Will Hader approves you for access, you will be able to view and change current and past legislation, documents, minutes, and much more.

Another function you will be able to perform is to write and upload resolutions. We will focus on writing them later, but for now, assume you have one written and you need to upload it to the DMS.

Uploading a Resolution to the DMS

Once you have written a resolution, you need to upload it to the DMS so it can be viewed by other senators and be printed for the SGA agenda. To upload a resolution to the DMS, you need to perform the following steps:

1. **Go to the SGA website** (sga.missouristate.edu).
2. **Click on the heading called “Archives.”**
3. **Click “Access the System.”**
4. **Type in your private id and password.**
5. **Click the “Upload a Resolution Tab.”** On the page this tab takes you to, you can download the template for a resolution. However, we are assuming you already have a resolution written.
6. **Type in the exact title of the resolution in the resolution title section.** Make sure you also give the appropriate id for the resolution (senate business or general business, semester and year, as well as resolution number for that term (ex: GB Fall 2008-20)).
7. **As a courtesy, e-mail Will and let her know you have uploaded a resolution to the DMS.**

That pretty much covers the DMS. The next portion of this manual is devoted to the method we use to organize our meetings. Typically, this is what intimidates Senators, but do not let it. Our method of functioning is very easy to use, as you will soon see.

VII. Parliamentary Procedure

Parliamentary procedure helps make our meetings more official. Additionally, it makes them efficient. By having a standardized method of addressing all issues, our procedures for reaching our conclusions are systematically governed. The Speaker



Pro Tempore, Will Hader, is SGA's parliamentarian. You can ask any parli-pro questions to him and he will be able to help you.

Also worth noting is the good faith clause to the SGA constitution. We understand that not everyone is a parli-pro expert. To make sure you can still participate in SGA, we have adopted a clause that as long as you are using parli-pro in good faith (meaning you are trying to represent the views of your constituents), then the Speaker can guide you, in a meeting, through the appropriate parliamentary steps.

To do anything in SGA, you need to get recognition to speak.

Getting Recognized

In everything we do in SGA, you must first be recognized by me, the Speaker of the Senate. Raise your placard and I will recognize you. From there, the next step is to say what you need to say, which is typically done through a motion. An example conversation of getting recognized could be like the following example:

[Senator X raises placard]

Speaker: Senator X.

Senator X: Madam Speaker, I move to call the previous question.

It's relatively simple. You raise your placard, I recognize you, and you say what you desire to say. The specifics of this process are outlined in more detail next.

Addressing the Speaker

In SGA, you always speak to me, the Speaker. The reason: I am the one controlling the way Senate is functioning. It is appropriate for you to address your inquiries to me, and if I do not know, I will defer to someone.

Additionally, when addressing me, I ask that you address me as "Madam Speaker." This builds an atmosphere in Senate of professionalism in Senate.

Making Motions

Motions are parliamentary tools that guide communication. If you wish to ask a question, that's one type of motion. If you would like to change the course of action for a resolution, that's another motion. You've got a list of motions that were given to you in your packet; refer to it for some of the more complex motions. I am going to give you the most frequently used motions in SGA.



A General Rule: I Move To...

We are not going to publicly chastise you if you do not properly use parliamentary procedure. Let's say you want to do something but are unsure how to do it. You need to remember your trump-card motion: "I move to..." Just say "I move to" and then say what you want and we will interpret what you are doing. We want to hear what you have to say, even if you do not know the proper parli-pro way to say it!

Calling the Previous Question

It seems strange we would start with the end, but these motions are in alphabetical order. You will quickly discover that debate for resolutions lasts for a long time. If you wish to end debate and ask the question of whether or not the Senate would like to vote, you move to call the previous question. This is a vote to end debate and vote on the resolution. Voting yes on a call to previous question means you want to end debate and vote on the resolution. Voting no means the motion dies and the Senate goes back to debate. This resolution requires a 2/3 vote to pass. An example of how you would use this motion is outlined above under "getting recognized."

It is worth noting that debate in SGA is very important. Simply cutting off debate because you are frustrated is not what this motion is for. Once SGA has exhausted the appropriate points and everyone is comfortable, then this motion should be used. To use this motion as a means of silencing your colleagues undercuts the notion of debate in SGA and may harm the vote in SGA because senators will not be completely informed.

There are more reasons to suspend the rules, but this is an example. If you have any further questions, ask Will Hader, Speaker Pro Tempore.

Point of Information

If you ever have a question you want to ask, simply raise your hand and say, "point of information," then ask your question. For example, if you wanted to ask how a resolution would be paid for, you would get recognized and then say something like the following:

Madam Speaker, point of information. How will this resolution be paid for?

Point of Inquiry

This is another way of playing safe because you can ask how to do something using parliamentary procedure. The point of inquiry is used to ask me parliamentary questions. If you ever get confused and need to know something that concerns parliamentary procedure but do not know how to do it, you make a point of inquiry. An example of this would be like asking the following question:

Student Government Association
Plaster Student Union 123 • 417-836-5500
901 South National Avenue • Springfield, MO 65897
sga.missouristate.edu • sga@missouristate.edu



Madam Speaker, point of inquiry. How do I make this motion?

Point of Order

If you are convinced that the Senate has just violated a rule of parliamentary procedure or any other standing rule of SGA, then you need to make a point of order. This is a motion drawing the speaker's attention to a violation in parliamentary procedure. For example, if we failed to adopt a resolution and went straight to discussion, you could get my attention and say something like the following:

Madam Speaker, point of order. We failed to adopt the resolution before we went into discussion.

Point of Personal Privilege

Motions for personal privilege involve issues related to you and unrelated to Senate business. If it's too cold in the room and you would like the heat turned up, you can make a personal privilege for that. The way you would do that is by saying something like the following:

Madam Speaker, point of personal privilege. Is it possible to turn the heater up because I'm cold?

This is just one example. Points of personal privilege can be used for an array of personal matters. If you need to step out and use the restroom, unless it is at a critical time (i.e., we're about to vote), just take care of your business.

Suspend the Rules

Sometimes, rules will need to be suspended to accommodate specific circumstances. The most common example is suspending the rules to vote on a General Business (GB) resolution in the same night it is read. This is a violation of the rules because GB resolutions are supposed to be read one meeting and voted on at the next meeting (see below). If you wish to suspend the rules, simply gain recognition and say,

Madam Speaker, I move to suspend the rules and vote on this resolution tonight.

That pretty much covers the most frequently used motions. This is by no means an exhaustive list of motions and some parli-pro experts may even consider it pathetic. For our purposes, it will provide you with a foundation of comfort to raise your placard.



In addition to motions, you need to understand the normal flow of a meeting. This is discussed next.

A Typical Agenda

SGA meetings will all follow the same typical flow. As a senator, it is helpful for you to understand this flow so you will know what we are going to do. Below is the outline for our SGA meetings.

- I. Open Forum
 - a. This is a time where anyone can address the Senate about any issue. If an administrator wants to update us on a project, they can speak during open forum. If you want to give a presentation, you do it at this time. All speakers are allowed ten minutes to speak and five minutes for questions and answers.
- II. Approval of Minutes
 - a. Self-explanatory, but we just officially adopt the minutes from the last meeting.
- III. Executive Reports
 - a. Any reports from Orlando, me, Ashley, Dean Jungers, and Will are made here.
- IV. Committee Reports
 - a. Any of the directors may give a report here.
- V. Old Business
 - a. Any resolutions that we did not vote on last time will be addressed here, such as general business resolutions from the prior meeting.
- VI. New Business
 - a. New resolutions will be addressed here. General Business resolutions, Senate Business resolutions, and in the rare case, Constitutional Business resolutions will all be addressed here. Senate Business resolutions are voted on here.
- VII. Announcements
 - a. Any senator may make an announcement to the entire Senate at this time.
- VIII. Adjournment
 - a. Here, we officially move as a body to close the meeting.

Now that you understand how a meeting works, you need to understand our mechanism for achieving business: resolutions. I address this next.



VII. Resolutions

Resolutions are formally written statements calling for action on a particular matter. These documents are the way SGA accomplishes its business. They serve as a written statement for the position(s) of SGA. They are debated, amended, and voted on by the Senate. They are our written voice.

The majority of resolutions we address fall into one of two categories: General Business and Senate Business. There is a third type of resolution called Constitutional Business. They are rarely brought up because they deal strictly with the SGA constitution (I have never seen one in my two years in SGA). Rather than address them in depth, just know they exist and you will be made fully aware of them should one ever come up.

General Business (GB) Resolutions

General Business resolutions focus on matters of business that are external to our body. If we want to commend Hutchens Hall Council for volunteering over the weekend, that would be a General Business resolution. If we wish to adopt a new procedure at the University extending library hours, that would be a General Business resolution.

Senate Business (SB) Resolutions

Senate Business resolutions focus on internal matters. If we want to change the flow of our agenda, that would be a Senate Business resolution. If we want to create a SGA committee to research library usage on our campus, that would be in this category. The point is these resolutions address internal matters. These are the types of resolutions, but you also need to know how to write them. That is addressed next.

Writing a Resolution

The easiest way to write a resolution is to look at the way others have done it and pick up on their strategies. There is a very well written sample resolution in your new senate packet that will serve as a guide for how to write a good resolution.

Resolutions are structurally divided into brief statements called clauses. There are two types of clauses: pre-ambulatory and operative.



Argument Building Statements—Pre-ambulatory Clauses

Pre-ambulatory clauses come before the action that SGA is asked to perform. These clauses review the history of the issue and give arguments in support of the action being called for. There are many words these resolutions can begin with, but the list below contains the most commonly used words.

List of Commonly Used Words to Begin Pre-ambulatory Clauses

- WHEREAS
- UNDERSTANDING
- RECOGNIZING
- BELIEVING
- ADVOCATING
- ACHIEVING
- ASPIRING
- REALIZING

There are many more examples, but this will get you started. Basically, any verb that you can attach the suffix *-ing* to will serve as a great word to begin a pre-ambulatory clause.

You will notice that these are all capitalized. We always capitalize the beginning words of clauses in SGA (see the sample resolution). I will address formatting more exhaustively below, but know the all capitalization was not a mistake.

As an example, assume that you have a resolution asking for parking to be first come, first serve. A possible pre-ambulatory clause for this could read like the example below.

ADVOCATING that first-come, first-serve parking would reward students who are punctual by allowing them access to more convenient parking spots

This clause gives an argument for why first-come, first-serve parking may be a good idea. If you were the author of this resolution, you would want to craft many arguments for your idea in a similar fashion as the one above.

Call to Action—The Operative Clause(s)

Once the arguments have been outlined, you will want SGA to take action on a particular issue. That is what the operative clause is for. These clauses tell SGA what should be done about a particular issue. An example of such a clause is given below.

BE IT RESOLVED by the Student Government Association of Missouri State University that all parking policies be altered to allow a first-come, first serve parking system.



If a resolution was a play, the operative clause would be the resolution of the conflict. It is a conclusion that the Senate arrives to after undergoing calculated reasoning of the available arguments on a particular issue.

Much like everything else, SGA has a particular way of formatting resolutions. I will provide some formatting highlights next.

Formatting a Resolution

There is an online template that has most of the formatting already done for you! To access this template, perform the following steps.

1. **Go to the SGA website** (sga.missouristate.edu).
2. **Click on the heading called “Senate.”**
3. **Click “Access the System.”**
4. **Type in your private id and password.**
5. **Click the “Upload a Resolution Tab.”** On the page this tab takes you to, you can download the template for a resolution.

Changing the Date

There is a date in the upper right-hand corner of the document. You need to change that date to the date of the meeting where the resolution will be read. If you forget, Ashley will do it. However, please do not rely on her because she has much bigger tasks to worry about.

Numerical Identification of the Resolution

If you look in the upper left-hand corner, there is a set of information. The first line references the type of resolution is (normally GB or SB), the semester and year, and the numerical designation given by Ashley. The numerical designation is a number based on the number of resolutions of that type we have heard thus far in that semester (i.e., if it is the 35th GB resolution, it will be given the number 35).

Titling the Resolution

The next line is the resolution title; simply type the title you want the resolution to be called. Going off our example above, you could call your resolution, “Support for a First-Come, First-Serve Parking System.” Titles should be succinct indications of the action the resolution calls for.



Authored and Supported By...

The third line is where you put your name. A committee could author legislation if the document is a formatted document from a previous year (i.e., a resolution approving a new student organization). If the resolution has been approved by a specific SGA committee, you would put “Sponsored by” and the name of the committee on the fourth line.

Now that you understand SGA’s formatting, you need to understand our process for addressing resolutions.

Process for Hearing a Resolution

Depending on the type of resolution, we may vote on it that night or we may vote on it another night. We will start with General Business resolutions.

General Business (GB) Resolutions

Given the nature of this type of resolution, we must read it one night and vote on it the next meeting. The reason for this is we want you to take the information back to your organizations and have time to discuss the legislation with them. This is not always possible, but we would rather this be the norm than the exception. Below is the process for hearing a general business resolution

1. First Meeting

- a. Reading of the Resolution
- b. Motion to Adopt
- c. Discussion

2. Second Meeting

- a. Discussion
- b. Debate
- c. Call to Previous Question (not needed if debate ends)
- d. Vote on Resolution
- e. Ruling by Chair on Outcome of Vote

I briefly mentioned in the motions section that the rules can be suspended. Sometimes, senators will move to suspend the rules and vote on General Business resolutions the same night they are read. This does not always happen, but it can. If so, we just go through the entire process mentioned above during the first meeting.



Senate Business Resolutions

Senate Business resolutions operate a little bit differently. Because Senate Business resolutions focus on internal matters not related to your organizations, we can address them all in the same night. The flow for a Senate Business resolution is listed below.

1. First Meeting

- a. Reading of the Resolution
- b. Motion to Adopt
- c. Discussion
- d. Debate
- e. Call to Previous Question (not needed if debate ends)
- f. Vote on Resolution
- g. Ruling by Chair on Outcome of Vote

That summarizes resolutions. Another important source of written information for SGA is our Constitution and Bylaws, as well as other governing documents. We take a look at some of these below.

IX. Governing Documents

Constitution

The foundation of the governing documents for SGA is the Constitution. This document provides the entire framework on which SGA is built. This is where the purpose, duties, and responsibilities of SGA are formalized. In the Constitution you will be able to find the Student Bills of Rights, which is the rights and privileges that every student of Missouri State has and for which the SGA is charged with guarding as the representatives of the student body.

This document also provides the structure of the SGA outlining its composition. Provided herein is the information granting duties and powers to the executive, legislative, and judicial branches. It provides a formal base of how one becomes a member of these branches as well as the responsibilities they carry for service in that branch. The Constitution is set for us by student referendums for amendments of the Constitution. Since students vote to vest us with these powers, it is the supreme rule of the SGA; violation of the Constitution is a dereliction of your duties.



Bylaws

The companion document to the Constitution is the Bylaws. In the Bylaws, rules are set for day-to-day operations of SGA. This document builds upon the framework of the Constitution but provides for the more mundane aspects of daily operations. This document can be changed by a senate action and is more fluid for being able to adapt to the ever changing environment of students' lives. In this document, one will find how SGA conducts meetings, the executive and legislative subdivision, and elections material. The Bylaws provide for the creation of a Rules Supplement document.

Rules Supplement

The Rules Supplement is the companion piece to the Bylaws. This supplement is reference to a collection of documents that have been confirmed by Senate and have an effect either on the Senate or a direct impact to another portion of SGA. This is done by providing for the passage of other documents necessary to supplement the process of governing as well as actions of the Senate in regards to its members that have no further reach outside of SGA.

As of this point, the Rules Supplement is made largely up of two major documents. The first of these is the Elections Manual, which is the SGA rules that govern the annual student body and senior class elections processes. The elections manual is the document that provides for the process of a smooth election.

The second major portion of the Rules Supplement is the Policy and Procedure Manual of the CJB. Outside of these major documents there are resolutions passed by senate that have a set expiration date but provide a rule for short time or for references behavior. Rules Enacted in these manner are in effect till the expiration time specifies.

Memorandum of Agreement with SAC Regarding SIF

The final governing document is the Memorandum of Agreement we have with Student Activities Council (SAC) regarding the distribution of the Student Involvement Fee (SIF). This document does not govern us, but we use it to help accomplish our responsibilities as the organization that leads all other student organizations. Our role in the Memorandum of Agreement negotiations is to approve the way the funding is distributed. We approve SAC's budget and the percentage allocation for the rest of the Student Involvement Fee.



IX. Conclusion

Aren't you excited about SGA now? I know this is all a little overwhelming, but do not let it be. You are a leader and your constituents see that. Use this document as a guide until you get used to the process. Feel free to ask me or any of the other members of Senate any questions you have. Who knows, maybe after a few meetings you may make a motion to form a standing committee to revise this document based on your knowledge. Thank you for being willing to represent your constituents in SGA. Your work will be very rewarding and we are excited to have you. As always, good luck.



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