

# **SGC ATTENDANCE GUIDELINES**

## **Preamble**

*This document will hereby serve as the SEBS Governing Council (SGC) Attendance Guidelines. The SGC Attendance Guidelines serve an important function in the governing body. They act as a guideline for day-to-day procedures as well as further notation to the SGC Constitution and the SGC Standing Rules. It should be noted that the Attendance Guidelines are a document separate from the Constitution and the Standing Rules and thereby not liable to the same amendment procedures. Thus, making the Attendance Guidelines a more adaptive document that can be changed when necessary. This document will nullify all past legislature that contradicts the material contained within. This document will be made accessible to all students from the Rutgers Student Life Office.*

## **ARTICLE 1: THE ESTABLISHMENT OF THE SGC ATTENDANCE GUIDELINES**

### **Section I: Legitimacy of the SGC Attendance Guidelines**

- i The legitimacy of the SGC Attendance Guidelines to govern the attendance policy of all SGC members to all SGC meetings, SGC executed events, and SGC retreat has been established in the SGC Standing Rules at Article IX Section 3.

### **Section II: Constitutionality of the SGC Standing Rules**

- i. All Standing Rules established by the Internal Affairs Committee must agree with rules defined by the SGC Constitution.
- ii The constitutionality of the SGC Attendance Guidelines will be reviewed annually during the spring of each term by the Internal Affairs Committee. When reviewing proposed Attendance Guidelines, the Internal Affairs Committee must ensure that these rules are allowable under the SGC Constitution.

### **Section III: Amendments to the SGC Standing Rules**

- i. Amendments to the Standing Rules can be conducted as written in the SGC Standing Rules in Article IX Section 3.

## **ARTICLE 2: SGC ATTENDANCE SYSTEM**

### **Section I: General Attendance Policy**

- i. The Recording Secretary will take the attendance of all SGC members at the beginning of each meeting.

ii. Attendance of each SGC member will be recorded in a database maintained by the Internal Affairs Committee.

iii. Absences to any SGC related meeting/event will result in a deduction of absences. Three absences are allowed; one unexcused and two unexcused.

iv. Absences to SGC committee meetings will count independently from the SGC related meetings/events attendance policy. Absences to any SGC committee meetings will also result in a deduction of absences. Three absences are allowed; one unexcused and two unexcused.

### **Section II: SGC Attendance Waivers**

- i. Attendance waivers will be distributed to all SGC Members during the beginning of each semester to ensure that all attendance policies are well understood.
- ii. All SGC Members must sign and submit the waivers to the Internal Affairs Committee. Failure to do so will result in the removal from office.

### **Section III: Minimum Attendance for All Members**

- i. Members with more than the three allowed absences (one unexcused and two excused) will be sent for judicial review conducted by the Internal Affairs Committee to investigate on the matter.

## **ARTICLE 3: SGC GENERAL MEETINGS ATTENDANCE POLICY**

### **Section I: SGC General Meetings**

- i. SGC General Meetings are held fortnightly. The dates for the meetings are set by the President.
- ii. Attendance to SGC General Meetings is mandatory for all members.
- iii. Members must not have any schedule conflicts with the general meetings. Leniency may only be given to members whose schedules prevent them from attending meetings on time upon approval from the Internal Affairs Committee.

### **Section II: Attendance**

- i. The Recording Secretary will perform two roll calls: one during the beginning of the meeting and one during the end of the meeting.
- ii. Unexcused absence to each roll call will result in a deduction in ½ of an absence.
- iii. The Recording Secretary will make the results of the roll call available to the Internal Affairs Committee.

### **Section III: Excused Absences**

- i. To qualify as an excused absence, members must email the Recording Secretary before the start of the meeting.
- ii. The email must also be sent as a carbon copy to the Internal Affairs Committee as reference.

#### **ARTICLE 4: SGC COMMITTEE MEETINGS ATTENDANCE POLICY**

##### **Section I: SGC Committee Meetings**

- i. SGC Committee Meetings are held at least once every other week. The dates are set to the discretion of the chairperson of the committee.
- ii. Attendance to committee meetings is mandatory for all committee members.

##### **Section II: Attendance**

- i. The committee chairperson will record the attendance of the committee meetings.
- ii. All unexcused absences from the meeting will result in the deduction of one absence (one unexcused and two excused allowed).
- iii. Absences to SGC committee meetings are independent from the SGC general meetings/events attendance policy.
- iii. Committee chairpersons must send the attendance of committee meetings to the Recording Secretary before the start of the next SGC General Meeting.

##### **Section III: Excused Absences**

- i. To qualify as an excused absence, members must contact the committee chairperson prior to the start of the meeting.

#### **ARTICLE 5: SGC EXECUTED EVENTS ATTENDANCE POLICY**

##### **Section I: SGC Executed Events**

- i. SGC Executed Events are events that are executed under SGC upon the passing of a bill.
- ii. Individuals participating in SGC executed events must be specified in the bill.

##### **Section II: Attendance**

- i. The chief executive of the event is in charge of recording the participation for the event.
- ii. All unexcused absences will result in a deduction of one absence.

- iii. The chief executive must send the participation of members to the Internal Affairs Committee upon the conclusion of the event.

### **Section III: Excused Absences**

- i. To qualify as an excused absence, members must contact the chief executive prior to the meeting.

## **ARTICLE 6: SGC RETREAT ATTENDANCE POLICY**

### **Section I: SGC Retreat**

- i. SGC Retreat is held before the first SGC General Meeting for the academic year. The date is decided by the President.
- ii. Attendance to the SGC Retreat is compulsory for all current SGC Members.

### **Section II: Attendance**

- i. All unexcused absences will result in the deduction of two absences.

### **Section III: Excused Absences**

- i. To qualify as an excused absence, members must contact the Recording Secretary prior to the event.

## **ARTICLE 6: VOLUNTEERING POLICY**

### **Section I: Sign Ups**

- i. Every SGC member must sign up for at least 2 hours of volunteering through SGC.
- ii. Sign-ups for volunteering opportunities will be available on Sakai and during meetings.

### **Section II: Attendance**

- i. If a member decides not to attend an event that they had signed up for, notice must be given at least 48 hours in advance.
- ii. If notice is given within 48 hours of the event, the member must find his or her own replacement.

iii. If a member does not attend an event that they signed up for, and do not have a replacement, one absence will be lost.

## **ARTICLE 7: REPRESENTATIVE MEETINGS ATTENDANCE POLICY**

### **Section I: Senate Representative Meetings**

- i. SGC Senators are required to attend monthly senate meetings.
- ii. Each unexcused absence to senate meetings will result in the deduction of one absence.
- iii. To qualify as an excused absence, representatives must contact the Vice-President and obtain approval at least two days before the senate meeting.
- iv. Removal from the senate will result in the removal from SGC office.
- v. The Vice-President, as the caucus chair, must send the attendance of the senate meetings to the Internal Affairs Committee prior to the following SGC General Meeting.

### **Section II: RUSA Representative Meetings**

- i. RUSA Representatives from SGC are required to attend biweekly RUSA meetings.
- ii. Each unexcused absence to senate meetings will result in the deduction of one absence.
- iii. To qualify as an excused absence, representatives must contact the Vice-President and obtain approval at least two days before the senate meeting.
- iv. Removal from the senate will result in the removal from SGC office.
- v. The Vice-President, who is the caucus chair, must send the attendance of the senate meetings to the Internal Affairs Committee prior to the following SGC General Meeting.

### **Section III: Envoy Meetings**

- i. Envoys from SGC are required to attend meetings that they are assigned to.
- ii. Each unexcused absence to the assigned meeting will result in the deduction of one absence.
- iii. To qualify as an excused absence, representatives must contact the Vice-President and obtain approval at least two days before the senate meeting.
- iv. The Vice-President must send the attendance of the senate meetings to the Internal Affairs Committee prior to the following SGC General Meeting.