

SGC



SEBS Governing Council

Serving School of Environmental and Biological Sciences Students

This document will hereby serve as the SEBS Governing Council (SGC) Standing Rules. The SGC Standing Rules 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 SEBS Governing Council Constitution. It should be noted that the Standing Rules are a document separate from the Constitution and thereby not liable to the same amendment procedures thus making the Standing Rules 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.

I. **Article 1: The Establishment of the SGC Standing Rules**

a. **Section 1: Legitimacy of the SGC Standing Rules**

- i. The legitimacy of the SGC Standing Rules to govern procedures involving the Council, committees and their responsibilities has been established in the SGC Constitution at Article VI Section 1.

b. **Section 2: Constitutionality of the SGC Standing Rules**

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

c. **Section 3: Amendments to the SGC Standing Rules**

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

II. **Article 2: Meeting Procedure**

a. **Section 1: General Rules**

- i. The President or the highest-ranking Executive Board Member present shall chair Council meetings.
- ii. The meeting shall adhere to Robert's Rules of Order and to the SEBS Governing Council Constitution and SEBS Governing Council Standing Rules.
 1. Should the rules set forth in the SEBS Governing Council Constitution or the SEBS Governing Council Standing Rules differ from Robert's Rules of Order, the following documents will set precedence as follows: SEBS Governing Council Constitution, The SEBS Governing Council Standing Rules, and Robert's Rules of Order.

b. **Section 2: Agenda**

- i. All Council general body meetings will consist of the following items:

1. Call to order
 2. Pledge of allegiance
 3. Roll call
 4. Minutes Approval
 5. Agenda Approval
 6. Communications
 7. Guest Speaker(s) (20 min each)
 8. Reports (5 min each)
 - a. Senate Report
 - b. RUSA Report
 - c. Envoy Reports
 - d. Committee Reports
 - e. Caucus Reports
 - f. Alumni Report
 - g. Cook Campus Dean
 - h. Dean of Students
 9. Unfinished business (15 min each)
 10. New Business (15 min each)
 11. Following Meeting Announcements (5 min)
 12. Press Questions and Open Mic (20 min)
 13. Roll call
 14. Adjournment
- ii. The composition of the Agenda, its order, and the addition of other items are at the discretion of the Council.
- c. **Section 3: Bills and Resolutions**
- i. All bills and resolutions must be submitted in writing to the Executive Board for consideration
 - ii. The bill or resolution must be submitted at least 48 hours before the Council where the bill or resolution will be presented
 - iii. After review, the bill or resolution may be sent to committee, returned to the author or sponsoring committee with recommendations, or put on the agenda at the time of a Council meeting by motion by a voting member and subsequent approval by the Council
 - iv. During a general meeting a member may motion a bill or resolution during New Business to be motion but, must be approved by a majority vote to be discussed.
- d. **Section 4: Motions and Points**
- i. Robert's Rules of Order are used by the Council to maintain order and efficiency.
 - ii. When a member of the body wishes to speak they may not speak until the chair has recognized them.
 - iii. When recognized by the chair the person will rise and make either a motion or make a point.
- e. **Section 5: Debate**
- i. Debate shall follow the rules prescribed in Robert's Rules of Order. Some general rules that apply include:
 1. A person may speak on a given issue no more than twice.
 2. If there is no time limit set, then the time limit shall be five minutes.
 3. Debate must be germane.
 4. All comments must be directed to the chair.
 5. The Chair shall not enter debate.
 6. The question is called once the speakers list is exhausted or by a 2/3 vote of the body.
 7. There will be three categories for debate: for, against, to.
 8. The speakers list will be closed at three speakers for each category.
 9. The speakers' list may be reopened for any or all categories by a simple majority vote.

- f. **Section 6: Closed Sessions**
 - i. The Council may make a meeting closed to the public by a 2/3 majority vote of the body.
 - ii. Closed sessions will usually occur when dealing with in body elections, members, or legal matters.
 - iii. If a meeting is closed after the meeting has begun, all members of the public must leave before business may continue.
- III. **Article 3: Executive Board**
- a. **Section 1: Executive Board Powers**
 - i. The powers of each Executive Board position are as follows, noting that all Executive Board members are additionally responsible to the President of the Council. Members of the Executive Board can only serve as ex-officio(s) of committees but, are not required to serve on a committee.
 - b. **Section 2: President**
 - i. Is the official representative of the Council to the University Community
 - ii. Shall preside over all meetings of the Council
 - iii. Shall serve as the chair of the Executive Board
 - iv. Shall report on the state of the school and recommend where action seems necessary
 - v. Shall appoint special representatives for the coordination of all Council activities
 - vi. If deemed appropriate to address urgent or time-sensitive business, the President may call an executive session, at which the SGC may conduct business in the absence of a quorum.
 - vii. Shall organize the SGC Retreat
 - viii. Call and preside over all meetings of the SGC and of the Executive Committee;
 - ix. Assign charges to the SGC committees with the assistance of the Vice President
 - x. Appoint the chairpersons of ad-hoc committees or charge any such committee to select its own chairperson; and
 - xi. Attend any established meetings of student leaders, as he or she may be realistically able.
 - xii. File an annual report with the Office of the Executive Dean of SEBS, Vice President for Student Affairs, and the Office of the Vice President for Undergraduate Education. This report must be made available to the SEBS undergraduate constituency.
 - c. **Section 3: Vice President**
 - i. Temporarily fulfill duties of the President in the absence of the President;
 - ii. Assume the office of the President for the remainder of the current term of office, should said office become vacant.
 - iii. Oversee SGC committees and caucuses
 - iv. Assign Council members to committees
 - v. Shall fill any open positions for SGC delegations to the University Senate and RUSA. If he/she cannot attend, a council member may be nominated to attend in his/her stay.
 - vi. Shall serve as the Caucus chair of the senate caucus and the RUSA caucus.
 - d. **Section 4: Treasurer**
 - i. Keep accurate records of all expenditures and allocations, and provide regular budget reports to the SGC;
 - ii. Handle funding under the control of the SGC, as directed by the SGC.
 - iii. Submit all transactions for the SGC to the appropriate office within 72 hours after receiving documents for all expenditures and give notification of submission to relevant parties.
 - iv. Serve as an ex-officio member for the Allocation committee and attend all Allocation committee meetings
 - v. Maintain adequate office supplies for SGC use
 - e. **Section 5: Corresponding Secretary**
 - i. Be responsible for maintaining all non-financial correspondence between the SGC and other student governing bodies, student organizations, the University Senate, the student media, and administration of Rutgers University
 - ii. Responsible for the Council email correspondence.
 - iii. Send press releases to students and SEBS media, 24 hours after every general meeting,

including;

1. The Daily Targum
 2. SEBS Newsroom
 3. Green Print
- iv. Serve as webmaster
1. Maintain and update the SGC website as needed but, no less than twice a month
 2. Post all bills, resolutions, and minutes 48 hours after the general meeting on all media sources (Sakai, SGC Website)
- f. **Section 6: Recording Secretary**
- i. Maintain a list of council members and committees
 - ii. Give 48 hour notice for every general meeting with agenda to council members.
 - iii. Keep attendance records of general Council meetings and SGC Committee meetings.
 - iv. Keep minutes of all SGC
 - v. Manage and file the Resolution, By-laws, Guidelines, and Bills approved by the council Including amended versions

IV. **Article 4: Committees**

a. **Section 1: Standing Committees**

- i. The council will operate under the following standing committees:
1. Internal Affairs Committee
 2. University and Student Affairs Committee
 3. Academic Affairs Committee
 4. Allocations Committee
 5. Programming and Public Relations Committee

b. **Section 2: Committee Responsibilities**

- i. Internal Affairs Committees:
1. Handle all constitutional amendments, Standing Rules amendments, and referendum responsibilities outlined in the SGC Constitution Article VII and Article VIII
 2. Ensure that members and the SGC collectively act in accordance with this Constitution and the Standing Rules;
 3. Evaluate the internal operations of the SGC, such as but not limited to the website of the SGC and social media of SGC
 4. Oversee any internal investigations regarding members of the SGC and issue a public report on any such investigation;
 5. Oversee the SGC Elections.
 6. Have its Chairperson be the Chairperson of any investigative hearing of the SGC
- ii. University and Student Affairs Committee:
1. Work to resolve or improve SEBS- and university-related issues that affect or have been expressed as concerns by SEBS students;
 2. Work to resolve or improve issues related to SEBS-affiliated departments; and
 3. Seek student input on current and new issues that may affect SEBS students.
- iii. Academic Affairs Committee:
1. Shall collect the academic concerns of the students of the School and work towards dissolving those issues.
 2. Shall work with the administration of the School to help voice these concerns.
- iv. Allocations Committee:
1. The SGC Allocation Committee shall be responsible for allocating out of an account that takes in 80% of SEBS student activity fees. This responsibility cannot be waived for any reason.
 2. Evaluate funding requests from SEBS student organizations and submit specific recommendations to the SGC;
 3. Compose, maintain, and publicize a written procedure by which SEBS student organizations may affiliate with the SGC, request initial and additional funding, and receive said funding;

4. Communicate with the Student Activities Business Office (SABO) to handle funds provided by the student fees of SEBS students
5. Make its processes and actions publicly transparent wherever possible.
- v. Public Relations and Programming Committee:
 1. Plan and publicize events that increase the student accessibility of the SGC;
 2. Plan and publicize events that improve the well-being of SEBS students; and
 3. Design and sell SGC and SEBS merchandise
 4. Actively recruit SEBS students to fill any open positions on council
 5. Register the SGC in all campus wide events; such as but not limited to:
 - a. Ag field Day
 - b. New Student Orientation
 - c. Reverse Career Fair
 - d. Involvement Fair
 6. Promote the SGC and its activities on all media sources, including but not limited to:
 - a. RUTV
 - b. SEBS Newsletter: "Cook Community Weekly News"
 - c. SEBS Calendar of Events
 - d. SEBS Office of Community Engagement
 - e. The Daily Targum
 - f. The Green Print
 - g. Social media (Facebook, Twitter, etc)
 7. Co-ordinate activities with other SEBS departments and bodies

V. Article 5: Caucuses

a. **Section 1: Overview**

- i. There is a caucus for each academic major, one combined class caucus, one senate caucus, and one RUSA caucus.

b. **Section 2: Class Caucus**

- i. Chair shall be elected as a secondary position during the general SGC meeting
 1. Class representatives and transfer representatives are eligible for chair position
- ii. Shall be composed of all class representatives on council including Transfer Representatives
- iii. Meet monthly to organize memorabilia and other related activities for the different classes
 1. Activities must be fairly distributed among class years
- iv. Meet with their specific class constituency at least once per semester. In order to count as a constituency meeting, at least ten constituents must be in attendance with each executive officer in attendance.
- v. Coordinate and work with the Cook Community Alumni Association
- vi. Organize a SEBS senior week the third week of April

c. **Section 3: Academic Major Caucuses**

- i. Chair shall be elected as a secondary position
 1. Only those representatives in said major are eligible for chair position
- ii. Each academic major shall have a caucus
- iii. Each academic major is required to meet with their undergraduate program director once a semester to discuss issues regarding the major
- iv. Open communication between department and students
- v. A report must be sent to the Vice President at least two (2) days prior to the second to last general body meeting
- vi. Failure to do so will result in consequences that may lead to impeachment

d. **Section 4: Senate Caucus**

- i. Meet prior to every Senate meeting to discuss the University Senate Agenda and other related issues
- ii. The Vice President shall serve as caucus chair

e. **Section 5: RUSA Caucus**

- i. Meet prior to every RUSA meeting to discuss the RUSA agenda and other related issues
- ii. The Vice President shall serve as caucus chair

VI. **Article 6: Additional Positions**

a. **Section 1: Additional Positions Definition**

- i. Council members who do not hold any secondary positions, such as a chair position, or serve on the Executive Board are eligible for election to additional Secondary Positions

b. **Section 2: Additional Secondary Positions elected within Council.**

- i. Webmaster
 1. Addition to the Corresponding Secretary, there may be an other webmaster(s) is in charge of creating and maintaining the council's website and posting all important documents, pictures from events and information deemed necessary.
- ii. Parliamentarian
 1. A parliamentarian shall assist the council with parliamentary procedure and order by interpreting the constitution, standing rules, and current edition of "Robert's Rules of Order Newly Revised". Any member of the council is eligible to run for parliamentarian.
- iii. 4. Sergeant at Arms
 1. The sergeant at Arms shall assist the President in maintaining order during meetings of SGC, notify the president when prescribed time limits are reached and escort members out of meetings, as requested by the President.

VII. **Article 7: Elections**

a. **Section 1: Student Wide Elections**

- i. Student wide elections are the elections held to elect SEBS students to SGC legislative positions. There are two forms of student wide elections: a legislative election to elect for legislative members, and a council election to elect for the Executive Board.
- ii. The legislative elections will be held twice a year (April and September). All dates, times, locations, and any other regulations of the legislative elections shall be established and presented to the Council by the Internal Affairs Committee (IAC)
- iii. Council elections will be held by in April.
- iv. During the election no campaigning of any kind will be permitted.
- v. All elections must be adequately publicized throughout the campus. Publicity should not be biased against any candidate; otherwise disciplinary actions will be carried out.
- vi. All undergraduate students of the School of Environmental and Biological Sciences may vote any caucus that represents his/her constituency. They may also vote for the Executive Board. A plurality vote will decide all elections. A tie will be decided by a Council plurality vote.
- vii. Any student or candidate may contest an election by submitting a written appeal to the Executive Board within twenty four hours of the polls closing. An investigation will follow by the IAC, who will bring the problem to the Council for a decision.
- viii. The IAC and the President shall enforce election regulations and may disqualify any candidate who violates any policy of the Constitution or the Election Guidelines.

b. **Section 2: General Body Elections**

- i. A general body election is an election held within the SGC meeting to elect for individuals who will work to execute policies and resolutions formed by the SGC, which includes but is not limited to
 1. Chairperson of SGC committees
 2. Additional SGC positions
- ii. Any eligible person may be nominated by his/her peers or may nominate themselves. All nominations must be seconded
- iii. Candidates will be given an opportunity make a short speech to all council members present in the meeting.
- iv. The general body will vote on the candidates via secret ballot. The candidate with the majority vote shall win the race.

- v. In case of a tie, the nominees will be voted on by the sitting council

VIII. **Article 8: Retreat**

a. **Section 1: Definition and Organization**

- i. The SGC retreat unifies the members and creates plans for the semester
- ii. There will be a series of retreats held throughout the semester.
- iii. The retreats shall be organized and scheduled by the Retreat Planning Committee.
- iv. Every member on the council is responsible to attend a minimum number of retreats hosted every semester. This minimum number of retreats required will be determined by the Retreat Planning Committee.

IX. **Article 9: Subsidiary Documents**

a. **Section 1: Definition**

- i. The following documents are to be seen as subsidiaries of the standing rules and follow the same amendment procedure as the standing rules. They are public documents and shall be made publicly available from the Rutgers Student Life Office. All amendments to guidelines must be approved in the same manner they are ratified.

b. **Section 2: Allocation Guidelines**

- i. The allocations guidelines are a document drafted and maintained by the allocations committee that outlines requirements to receive funding, the use of funds and what items are eligible and ineligible for funding. The guidelines also outline the qualification for a club to be affiliated and funded by the SGC. The Allocation Guidelines also outlines violations and penalties, but decisions of the Allocation Committee are not restricted by the Guidelines. The Allocations Guidelines are ratified by the Council with a 2/3 vote
- ii. This document shall be used as a guide for SEBS affiliated Clubs to obtain funding and set allocation policies

c. **Section 3: Attendance Guidelines**

- i. The Attendance Guidelines is a document drafted and maintained by the Internal Affairs Committee. The Attendance Guidelines outline attendance policy and requirements, as well as consequences of attendance policy breaches. The Attendance Guidelines are ratified by the Council with a 2/3 vote
- ii. This document shall be used to guide SGC members of the attendance policy and set the attendance policy

d. **Section 4: Election Guidelines**

- i. The Election Guidelines is a document drafted and maintained by the Internal Affairs Committee. The Election Guidelines outline policies of Spring at-large elections, Fall at-large elections, and appointments. Election guidelines are ratified by the Council with a 2/3 vote.
- ii. This document shall be used as a guide for those interested in joining the SGC and set the election policy

e. **Section 4: Impeachment Guidelines**

- i. The Impeachment Guidelines is a document drafted and maintained by the Internal Affairs Committee. The Impeachment Guidelines outline policies of the impeachment process. The Impeachment Guidelines are ratified by the Council with a 2/3 vote.
- ii. This document shall be used by the Internal Affairs Committee and other SGC members to understand the impeachment process and set the impeachment process.

f. **Section 5: Member Manual**

- i. The Member Manual is a document drafted and maintained by the Internal Affairs Committee. The Member Manual outlines the basic principles of being a member of the SGC, history of the organization, policies, and other related material.
- ii. This document shall be used as a guide for SGC members

g. **Section 6: Co-Sponsorship Guidelines**

- i. The Co-sponsorship Guidelines is a document drafted and maintained by the Public Relations and Programming Committee. The Co-sponsorship Guidelines outline the requirements for the SGC to Co-sponsor an event. The Co-sponsorship Guidelines are ratified by the Council with a 2/3 vote.

- ii. This document shall be used as a guide for parties wishing to obtain a co-sponsorship for the SGC and set the co-sponsorship policies.