

HOUSE RULES
OF THE
STUDENT GOVERNMENT ASSOCIATION
OF
JAMES MADISON UNIVERSITY
(2024-2025)

Article I: Responsibilities of Student Senators

1. All Senators are required to attend all Student Senate meetings.
2. All Senators are required to attend all respective committee meetings.
3. All Senators are required to attend all meetings assigned to them by the Speaker of the Student Senate.
4. All Senators are required to attend both semesterly retreats.

Article II: Responsibilities of Student Representatives

1. All Representatives are required to attend any four Senate meetings per semester.
2. All Representatives are required to attend all respective committee meetings.
3. All Representatives are required to attend both semesterly retreats.

Article III: Conduct in the Senate

1. All Senators and Representatives are required to listen to and be respectful of their colleagues and all guest speakers.
2. All Senators, Representatives, Executive Officers, Staff, and guests are expected to present themselves in a way that reflects the Student Government Association's professional values.
3. Failure to adhere to the following will result in an absence:
 1. No ripped jeans
 2. No sweatshirts
 3. No gym shorts
 4. No gym sneakers
 5. No cutoff shirts
4. The Student Government Association will provide polos, which abide by the aforementioned rules, to all members
5. All Senators, Representatives, Executive Officers, Executive Staff and guests will be recognized to speak at the discretion of the Speaker of the Student Senate.

Article IV: Conducting the Senate.

1. During each Student Senate meeting, the Speaker will inform the members of the Senate if the Executive Council of vetoes legislation from the previous week's meeting.
 - a. In such cases, the Speaker will allow the Senate to motion to overturn the Executive Council, as described in the *Constitution and Bylaws of the Student Government Association*.
2. In the absence of the Speaker of the Senate, the Parliamentarian shall undertake the responsibility of conducting the meeting.
3. At the start of the Senate year, the Student Government Parliamentarian shall preside over the Student Senate meetings until a Speaker of the Senate has been elected.
4. The Speaker of the Senate must adjourn the Senate meeting before the building closes

Article V: Recorded Vote

1. A recorded vote shall be required on the following:
 1. On all Bills of Opinion
 2. On any matter in which one-half of present Senators motion for it.

2. The Speaker of the Student Senate or a designee shall call the roll call vote. The Chief of Staff shall compose a table of all roll call votes, noting the specific vote of each Senator. The results of each roll call vote, including the names of those voting for, against, and abstaining, will be accurately published in the minutes by the Chief of Staff.

Article VI: Attendance

Section I: Senate Attendance

1. Recording Attendance at Senate is the responsibility of individual members and the membership chair.
2. Attendance records are to be recorded every senate on the assigned spreadsheet
3. Any Senator with more than two unexcused absences per semester will be subject to probation status by the Membership Committee.
4. Any Representative who does not attend the required four senate meetings per semester will be subject to probation status by the Membership Committee.
5. The Membership Committee Chair shall inform all members of their designation to probation no later than 5pm Sunday following the occurrence of the third absence.
6. Within this correspondence to the member in violation, the Membership Chair shall explicitly state the proper steps for filing an appeal to remain in the organization.
7. The Membership Chair shall notify this member's direct superior of their probation designation.
8. Members designated for probation shall continue to fulfill all enumerated responsibilities of their position.

Section II: Standing Committee Attendance

1. Recording attendance at committee meetings is the responsibility of the committee secretary or the acting substitute.
2. Attendance records are to be recorded every meeting on the assigned spreadsheet for the committee.
3. All absences must be recorded on the attendance spreadsheet by the committee secretary.
4. All unexcused absences must be recorded on the attendance spreadsheet by the committee secretary.
5. Any Senator or Representative with more than three unexcused committee meeting absences per semester will be subject to a probationary period by the Membership Committee.
6. The Membership Committee Chair shall inform all members after exceeding three absences of their designation to probation no later than 5pm Sunday following the occurrence of the fourth absence.
7. Within this correspondence to the member in violation, the Membership Chair shall explicitly state the proper steps for filing an appeal to remain in the organization.
8. The Membership Chair shall notify this member's direct superior of their probation designation.
9. Members designated for probation shall continue to fulfill all enumerated responsibilities of their position.

Article VII: Absences

Section I: Excused Absences

1. New members, for their first semester, will not be penalized for late arrivals and/or early departures from Senate and/or missed senate meetings due to the uncontrollable scheduling of classes.
2. Academic conflicts may be approved for excused absences at the discretion of the Membership Committee. The Membership Committee Chair shall consult with the Speaker of the Student Senate regarding these circumstances.

3. Members of the Student Senate will not be counted in quorum due to an academic conflict or as a result of Student Government Association-related conflicts at the approval of the Membership Chairperson.

Section II: Extenuating Circumstance

1. A member shall be excused from an absence from Senate or their respective committee given the following circumstances:
 - i. Loss of a family member or friend (bereavement)
 - ii. Family emergency
 - iii. Unexpected transportation complications or in the event the member was involved in a car accident
 - iv. Illness or extenuating health circumstances
 - a. Members should submit documentation of their visit to the Health Center, a doctor, or a hospital to their committee chair.
 - v. In the case of extenuating circumstances in relation to senate attendance and if the Membership Committee receives an excuse in time to review it prior to Senate and they deem it as excused, then that Senator won't be counted in quorum.
 - vi. In the case of extenuating circumstances in relation to committee attendance members must inform their respective committee chair of the anticipated absence no later than two hours prior to the start of the committee meeting.

Section III: Senate Absences

1. Members may request an excused absence from the Membership Committee for excuses outside the scope of the excused absences section of the House Rules. Excuses shall be as specific as possible.
2. The Membership Committee may excuse absences outside of the excused absences section of the House Rules at their discretion.
3. Should the Membership Committee reject the request for an excused absence, the petitioning member may appeal this decision to the Rules and Elections Committee.
4. The member must submit a written appeal to the Rules and Elections Committee Chairperson within 72 hours of receiving a decision from the Membership Committee.
5. After receiving the appeal, the Rules and Elections Committee Chair shall consult with the Speaker of the Student Senate.
6. The Rules and Elections Committee shall make a final ruling decision within one week.

Section IV: Committee Absences

1. Members may request an excused absence from the Membership Committee for excuses outside the scope of the excused absences section of the House Rules. Excuses shall be as specific as possible.
2. The Membership Committee may excuse absences outside of the excused absences section of the House Rules at their discretion.
3. Excuses are to be as specific as possible and will be reviewed and decided at the discretion of the Membership Committee.
4. Should the Membership Committee reject the request for an excused absence, the petitioning member may appeal this decision to the Rules and Elections Committee.
5. The member must submit a written appeal to the Rules and Elections Committee Chairperson within 72 hours of receiving a decision from the Membership Committee.
6. After receiving the appeal, the Rules and Elections Committee Chair shall consult with the Speaker of the Student Senate.
7. The Rules and Elections Committee shall make a final ruling decision within one week.

Article VIII: Proxy Votes

1. Only Senators may hold a proxy.

2. In the event of an unexcused absence, late arrival and/or early departure from a Senate meeting, the Senator who will be absent may declare another Senator to act as their proxy.
3. The Senator requesting the proxy must submit an electronic proxy by 5 p.m. on the Tuesday before the intended meeting—specifically naming a proxy and signed by the Senator—to the Membership Chairperson or their designated representative.
4. The Membership Chairperson, or their designated representative, will then decide whether the proxy is approved or not approved.
5. The Membership Chairperson, or their designated representative, shall inform the proxy, before voting begins, if the proxy is approved or not approved.
6. Senators are only allowed to hold one proxy per meeting.
7. Each proxy will constitute one half of an absence.
8. Proxies will count towards establishing quorum; however, they will be counted as abstentions in all vote counts.
9. Senators absent due to study abroad or other academic arrangements, or extenuating health circumstances, as determined by the Membership Committee, will not be included in quorum. Members who are denied this status may appeal the decision to the Rules and Elections Committee.

Article IX: Rules of Succession

1. In the absence of the Speaker of the Senate, the following will undertake the responsibility of conducting Senate:
 - i. Parliamentarian
 - ii. Sergeant-at-Arms
 - iii. Membership Chairperson
 - iv. Legislative Affairs Chairperson
 - v. Finance Chairperson
 - vi. University Services Chairperson
 - vii. Academic Affairs Chairperson
 - viii. Diversity, Equity, Inclusion, Justice, and Accessibility Chairperson
 - ix. Community Outreach Liaison

Article X: Appeals

1. The following decisions made by the Membership committee or a committee chair may be appealed to the Rules and Elections Committee.
 - a. Excused and Unexcused Absences
 - b. Early and Late Departures
 - c. Proxy Approvals
 - d. Academic Conflict Approvals
 - e. Member Removal Probation
2. Members must file an appeal to the Parliamentarian within 72 hours after receiving an initial decision.
3. The Parliamentarian shall consult with the Speaker of the Student Senate.
4. The Rules and Elections Committee shall make a final ruling and inform the member of its decision within one week of receiving the appeal.

Article XI: Amendments

1. Proposed amendments shall be submitted in the same manner that resolutions are.
2. They will then sit for two weeks, during which members are expected to become informed about the proposed revisions/amendments,
3. After sitting for two weeks, they will be read again for approval by the Student Senate. Any amendment or revision requires a two-thirds standing vote of the Senators present in order to pass.

4. The document must be reviewed by the Parliamentarian and Speaker of the Student Senate before the first Senate of the Fall Semester.
5. House Rules will be approved during or before the first Senate of the Fall Semester.