

SIU SOUTHERN ILLINOIS UNIVERSITY
CARBONDALE UNDERGRADUATE
STUDENT GOVERNMENT

Senator Information & Petition Becoming Involved in USG

The Legislative Branch of USG is comprised of the Senate. The Senate is the representative body of the Undergraduate Student Government. The Senate consists of representatives of the Colleges on campus, umbrella organizations and at-large members.

If the organizations listed above do not select their Senator(s) by the 2nd USG meeting of the semester, those positions become open to petitioners. Those who successfully complete the petition and meet the Senator Qualifications and Restrictions may be voted in by the USG Senate for the current academic year term.

A Senate vacancy, which is not selected by an umbrella organization, may be filled by a qualified candidate who has submitted a cover letter and a resume.

If a Senate position is full, a candidate may still turn in a cover letter and a resume and be placed on a waiting list in case a Senate position becomes vacant.

Senator Qualifications and Restrictions are:

1. A full-time undergraduate student.
2. Have and maintain a minimum of a 2.5 cumulative GPA. The GPA requirement may be waived for students that can provide documentation from Disability Support Services or the Achieve Program.
3. Remain in good standing with Student Rights & Responsibilities.
4. Cannot have been impeached from the Undergraduate Student Government in the last semester.

Senatorial Duties:

1. A Senator is entitled to one vote.
2. A Senator will represent the undergraduate students from his/her district.
3. Senators are required to hold at least one town hall constituency meeting in their respective districts each month. Senators must fill out the Constituency Report following each meeting and submit it to the Internal Affairs Committee by the end of the week the town hall meeting falls on to be placed on file. Any Senator who fails to meet this requirement will be subject to a Bill of Impeachment.

- a. A Senator is required to attend every USG Senate session unless the Senator has found a proxy to take their place and the proxy has been approved by the Vice President or the majority of the Senate. If the Senator cannot find a proxy or the proxy has not been approved, the Senator can be excused by majority consent of the Senate. An absence obtained in the above fashion shall be counted as excused.
 - b. A Senator may appoint a proxy to attend on his/her behalf if the Senator is unable to attend a regularly scheduled Senate session. Proxies must be approved by the Vice President or Chief of Staff 24 hours prior to the day of the meeting.
 - c. Senators are only allowed two excused absences per semester.
 - d. If a Senator has two total absences in a semester, the Senator will be subject to a **Bill of Impeachment**, unless given approval by the President.
 - e. Senators are required to be on time to Senate meetings and to remain in attendance for the duration of said meetings. If a Senator is ten minutes late or more to a meeting, or excuses themselves early from the meeting, without prior approval from the USG Vice President, they will be counted as tardy. If a Senator has two tardies, it will be counted as an unexcused absence.
 - f. Senators are required to attend meetings in business casual attire. This excludes jeans and t-shirts. Business casual is defined as blouses, skirts, dresses, slacks, or button-downs. A tardy will be issued for improper dress at the discretion of the USG Advisor. Senators will wear: maroon, grey, or white tops and black bottoms.
4. A Senator is expected to communicate efficiently and effectively with USG Executive Branch Members, Advisors, and their Constituents. Failure to do so may be grounds for **a Bill of Impeachment**.
 5. Each Senator will be required to complete 2.5 office hours per week. Office hours are defined as any business being conducted on behalf of USG, including committee meetings. Any Senator who misses four office hours in a semester will be subject to a Bill of Impeachment.
 6. Senators are required to serve on at least one USG Committee, such as Student Funding Board, Internal Affairs Committee and/or External Affairs Committee. Also, any committees appointed to by the President.

Failure to attend and/or participate in the Committee as indicated by the Committee Chairs, may be grounds for removal from the Committee and grounds for a Bill of Impeachment.

Southern Illinois University Carbondale Undergraduate Student Government Code of Ethics and Conduct

The Student Government Code of Ethics and Conduct provides a codified set of expectations for those individuals who serve in elected or appointed positions within the Legislative, Executive, or Judicial branches of the Southern Illinois University Carbondale Undergraduate Student Government. All members of the Undergraduate Student Government, hereafter referred to as USG, are held to the Student Conduct Code as set forth in the Student Handbook of the University. However, service as a member of the Legislative, Executive, or Judiciary of USG, hereafter referred to as a USG Official, is both a privilege and a responsibility and as such, USG Officials are held to a higher standard. The expectations for USG Officials include fair and ethical behavior and full accountability to the Student Body of Southern Illinois University. As campus leaders and role models, USG Officials must be dedicated to increased campus unity and school spirit, to full and open communication with constituents, and to efforts for positive and realistic change.

The nature of serving as an USG Official represents responsibility as Public Officials and Representatives of the Southern Illinois University Carbondale Student Body. Each who serves as a USG Official shall honor the:

- Responsibility to the letter and the spirit of all laws, rules, policies, election codes, and duties related to the business of the USG,
- Responsibility to standards of personal integrity and civic behavior as befits a member of the governing body of the USG,
- Responsibility to the public trust and to put first the public interest and thereby avoid actions for private gain.

As a USG Official, each member accepts and will act upon the responsibilities outlined below:

1. Responsibility to the Letter and the Spirit of all Laws, Rules, Policies, Election Codes, and Duties related to the business of the USG, as such, USG Officials agree to adhere to the Constitution governing USG, and all Laws, Rules, and Duties pertaining to and governing
 - a. USG and USG Officials, this Code of Ethics and Conduct and the Student Conduct Code.
 - b. USG Officials accept the obligation to disclose knowledge of a violation or potential violation of adherence to the governing document to the appropriate party.
2. Responsibility to standards of Personal Integrity and Civic Behavior as befits a member of the governing body of the USG,
 - a. USG Officials accept the duty to participate as an active and positive member of the Saluki Community, the commitment to strengthen individual skills and professional development abilities, the obligation to remain up to date on emerging issues and potential problems facing the Student Body of the University, the responsibility to address issues arising from the student body, respond to public concerns, questions, and inquiries within means that are publicly accessible, and are complete, clear, and honest, and in a manner that is timely.
 - b. USG Officials shall promote the Constitutional principles of equality, fairness, representation, responsiveness, and due process in an effort to protect Students' rights, strive to provide the provision of a method by which Students have a means for civil dissent, an assurance of due process, and safeguards against reprisal, avoid interference with the administrative functions of the student government or the professional duties of its staff, nor impair the ability of the student government and its staff to implement policy decisions.
 - c. USG Officials' behavior shall demonstrate professional and personal conduct that is above reproach and shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of fellow USG members, boards, committees, and commissions, as well as the University administrators, faculty, staff and the Student Body at all times, avoid even the appearance of impropriety and shall work to expose corruption or abuse of power wherever discovered.
 - d. USG Officials shall strive to ensure others receive proper credit for their work and contributions to the work of USG and the University at large, take responsibility for one's own errors and behaviors.
 - e. In meetings or functions of the USG, each USG Official shall refrain from interrupting other speakers, making personal comments not germane to the matters of business addressed before the body, or otherwise interfere with the orderly conduct of meetings, listen courteously and attentively to all public discussions held before the USG, and focus on resolving the affairs of the student body in an expedient and proficient manner, have respect for the confidentiality of information concerning the property, personnel, or affairs of the Student Body of the University.

3. Responsibility to the Public Trust and to put first the public interest and thereby avoid actions for private gain.
 - a. USG Officials, in an effort to ensure the stewardship of the public trust as a primary concern, shall, work for the common good of the Student Body of Southern Illinois University Carbondale, be prepared to execute decisions that may be difficult.
 - b. USG Officials shall oppose all forms of discrimination, harassment, and the unfair treatment of any persons, claims, and transactions placed before the Student Senate, Executive Committee, the Student Supreme Court, or any boards, committees, or commissions thereof, seek to involve the appropriate students and university administrators, faculty, and staff in policy-making decisions, guard against conflicts of interest and the appearance thereof.
 - c. USG Officials, understanding the priority needs of the Student Body of Southern Illinois University Carbondale, shall make decisions based on the needs of the whole of the University and shall not use their official positions to influence decisions in which benefit the interest of any private or personal being, with the exception of those times when acting in the role of advocate as designated in the governing documents of the organizations, use their official positions for the sake of personal gain or advancement, or for any matter in which they may have material or personal interests, use their official positions in matters wherein they may have an organizational responsibility to fulfill which may give the appearance of a conflict of interest; and thus, shall recuse themselves from any say or vote on such matters, use public resources not available to the public in general, such as Student Government staff time and supplies; not to include the use of the office space or equipment in the course of time spent in the USG office in an effort to increase availability to constituents.

SENATOR OATH

I, (say name), as an elected representative of the undergraduate student body of Southern Illinois University Carbondale, understand the purpose and mission of the Undergraduate Student Government. It is my duty to uphold and perform tasks that are beneficial for the students I represent. As such, I will set an example of the highest caliber as a campus leader by exemplifying respect, honesty, professionalism, and being dutifully to the current undergraduate students and the students to come. I will foster positive relationships with students, faculty, staff administration, Graduate Professional Student Council, and other student governing bodies. I acknowledge the important of diversity and will strive to ensure the acceptance of all students. I am proud to be a USG senator and swear to serve undergraduate students first.

The Undergraduate Student Government shall periodically review this Code of Ethics and Conduct.

Petitioner's Full Name: _____ SIU ID #: _____

Email Address: _____ Phone: _____

Senate Seat Petitioning For: _____ Major: _____

(see <http://usg.rso.siu.edu> for list of opened positions)

Class (circle one): Freshman Sophomore Junior Senior GPA: _____

Expected Graduation Date: _____

By signing below, I agree that the above information and attached documents are true and accurate, that all information in this petition is truthful, I've reviewed the requirements and duties of a USG Senator, and I wish to waive my rights granted by the Family Educational Rights and Privacy Act of 1974 & permit Southern Illinois University Carbondale to release my academic information to the Office of Student Engagement and Undergraduate Student Government executive officers. I understand that this waiver will be in effect as long as I am a USG Senator or Officer. Additionally, I am aware that I must abide by the requirements in the USG Constitution in order to be a Senator or Officer and I give SIUC Office of Student Engagement the right to verify my academic information & student status throughout my membership in this organization. I hereby affirm that all information contained on this form is true to the best of my knowledge.

Signature: _____ Date: _____

*Please email this petition, resume, and cover letter to 2020-21 USG Chief of Staff Grant Snow at grant.snow@siu.edu.