

## 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 will consist of 51 Senators from:

District/ Department/ College/ Organization	No. of Senators
College of Liberal Arts *	2 Senators
College of Business *	2 Senators
College of Engineering * (Selected by Engineering Student Council)	2 Senators
College of Agriculture Sciences * (Selected by Agricultural Student Advisory Council)	2 Senators
College of Education and Human Services *	2 Senators
College of Science *	2 Senators
College of Applied Science and Arts *	2 Senators
College of Mass Communication and Media Arts *	2 Senators
Exploratory Students *	2 Senators
Inter-Greek Council ** (Selected by IGC)	2 Senators
International Student Council ** (Selected by ISC)	2 Senators
Black Affairs Council ** (Selected by BAC)	2 Senators
Hispanic Student Council ** (Selected by HSC)	2 Senators
Residence Hall Association *** (Selected by RHA) <ul style="list-style-type: none"> <li>• Two Senators representing Thompson Point</li> <li>• One Senator representing Mae Smith</li> <li>• One Senator representing Neely</li> <li>• One Senator representing University Hall</li> <li>• One Senator representing Wall and Grand</li> </ul>	6 Senators
Sport Clubs *** (Selected by Sport Club Executive Board)	1 Senator
Veterans *** (Selected by Veterans' Organization)	1 Senator
Saluki Rainbow Network *** (Selected by SRN)	2 Senators

Non-Traditional Students *** (Selected by The Association of Non-Traditional Students)	1 Senator
Latino-Cultural Association (Selected by LCA)	1 Senator
Students With Disability ***	2 Senator
At-Large ****	10 Senators
Total Number of Senators	50

The Senate positions that are highlighted are selected by an “umbrella” organization which is listed in parentheses. If that organization does not select their Senator(s) by the 2<sup>nd</sup> USG meeting of the semester, then this position is 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 a one academic year term.

A Senate vacancy, which is not selected by an umbrella organization, may be filled by a qualified candidate who gathers 75 signatures from undergraduate students within the district of the vacancy.

#### Senator Committees

1. External Affairs Committee
2. Internal Affairs
3. Judicial Board
4. Diversity & Equality Affairs Committee
5. Governing Documents Advisory Board
6. It's on US

If a Senate position is full, a candidate may still complete the petition and be placed on a waiting list in case a Senate position becomes vacant.

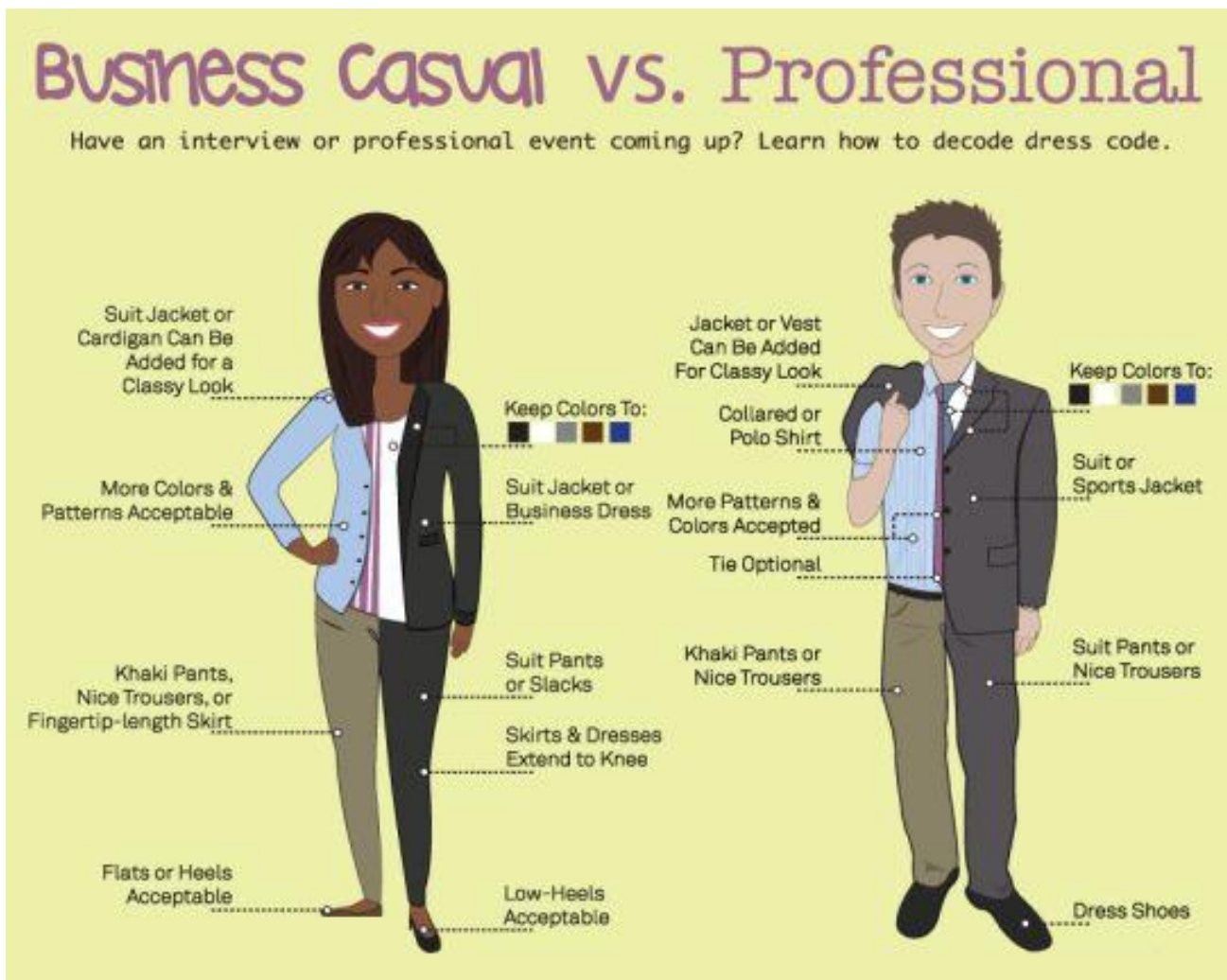
#### Senator Qualifications and Restrictions are:

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 and 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 or more late 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 committess appointed to by the President.
  - a. **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 Code of Conduct 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 in this Code of Ethics and Conduct.

I. 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,

1. USG Officials agree to adhere to
  - a. the University Student Handbook,
  - b. the Constitution governing USG, and all Laws, Rules, and Duties pertaining to and governing USG and USG Officials,
  - c. This Code of Ethics and Conduct.
2. USG Officials accept the obligation to disclose knowledge of a violation or potential violation of adherence to the governing document to the appropriate party.

II. Responsibility to standards of Personal Integrity and Civic Behavior as befits a member of the governing body of the USG,

1. USG Officials accept
  - a. the duty to participate as an active and positive member of the Saluki Community,
  - b. the commitment to strengthen individual skills and professional development abilities,

- c. the obligation to remain up to date on emerging issues and potential problems facing the Student Body of the University,
  - d. 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,
2. USG Officials shall
    - a. promote the Constitutional principles of equality, fairness, representation, responsiveness, and due process in an effort to protect Students' rights,
    - b. 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,
    - c. 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.
  3. USG Officials' behavior shall
    - a. 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,
    - b. avoid even the appearance of impropriety and shall work to expose corruption or abuse of power wherever discovered.
  4. USG Officials shall strive to
    - a. ensure others receive proper credit for their work and contributions to the work of USG and the University at large,
    - b. take responsibility for one's own errors and behaviors.
  5. In meetings or functions of the USG, each USG Official shall;
    - a. 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,
    - b. 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,
    - c. have respect for the confidentiality of information concerning the property, personnel, or affairs of the Student Body of the University.

### III. Responsibility to the Public Trust and to put first the public interest and thereby avoid actions for private gain.

1. USG Officials, in an effort to ensure the stewardship of the public trust as a primary concern, shall,
  - a. work for the common good of the Student Body of Southern Illinois University Carbondale ,
  - b. be prepared to execute decisions that may be difficult.
2. USG Officials shall
  - a. 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,
  - b. seek to involve the appropriate students and university administrators, faculty, and staff in policy-making decisions,
  - c. guard against conflicts of interest and the appearance thereof.

3. 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
- a. 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.
  - b. 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,
  - c. 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,
  - d. 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: As an elected representative of the student body of Southern Illinois University Carbondale, I understand that it is my duty to behave in a courteous and ethical manner at all times. The attitudes and habits I demonstrate as a campus leader affect the quality of student life and activism. As such, I will set an example of the highest caliber for those with whom I interact. In order to promote responsible and ethical behavior within the student body, I will use the principles of honesty, integrity, respect and professionalism as my personal, academic, and professional guide.**

**(Please become familiar with the Senator Oath as you will be expected to recite it at every meeting after the Pledge of Allegiance.)**

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

Senate Petition begins on next page.

## Senate Petition

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

Expected Graduation Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*By signing below, I agree that the above information and attached signatures 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.*

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# Senate Petition

Senate petitions require a MINIMUM of 75 valid undergraduate signatures, along with their valid signature on the bottom of every petitioners page to validate page.

Petitioner's Name: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_ By whom: \_\_\_\_\_ Signatures Reviewed: \_\_\_\_\_ Undergraduate: Yes No

GPA Req.: \_\_\_\_\_ SRR Req. : \_\_\_\_\_ Constituency Position Open: Yes No **Approved / NOT Approved**

If Approved, date notified: \_\_\_\_\_ If Approved, date sworn in: \_\_\_\_\_ If NOT approved, Date notified: \_\_\_\_\_

<i>Name</i>	<i>Signature</i>	<i>SIU ID#</i>	<i>Major</i>	<i>Year</i> <i>(Fresh., Soph., JR., Sr., Etc.)</i>
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8.				
9.				

I do hereby acknowledge that I have reviewed the above names for accuracy and certify that they are legitimate. Petitioner's Signature:

\_\_\_\_\_

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Name	Signature	SIU ID#	Major	Year <i>(Fresh., Soph., JR., Sr., Etc.)</i>
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