**SGU Rules for Senate (2016-2017)**

The following rules outlined below must be adhered to by all senators and be subject to change or added onto by Standing Rules Committee and discussion by senate.

* Notice of absence must be emailed to VP of Operations, for approval, 48 hours prior to meeting.
* All senators with a class conflict at the time of meeting must submit of copy of class schedule for excusal.
* If you are going to miss a meeting due to any other reason there must be an email sent to VP of Operations 24 hours prior for approval.
* Any reason for absence that is not run by VP of Operations will be marked unexcused.
* Three (3) late arrivals to senate meeting will count as one (1) unexcused absence.

**1st unexcused absence**: Speak with VP of Operations on why you were not present

**2nd unexcused absence**: Speak with VP of Operations and Edson O’Neale on your absence and give a formal apology in front of all senators.

**3rd unexcused absence**: Speak with all of Executive board to explain why you should be allowed to keep your position as senator.

* If one is to arrive late do not immediately enter. Knock on the door softly and wait for the Sergeant at Arms to grant access.
* Leaving for a bathroom break must be done quietly.
* One cannot leave the room during any voting process.
* Leadership conference (Speaker and Workshop) is mandatory for all senators, reason for absence must be sent to VP of Operatons, for approval, 24 hours prior.
* All senators must attend a minimum of two (2) SGU hosted/co-hosted event per semester (depending on amount of events held or outlined by VP of Operations).
* If one does not show to event they volunteered for or to Leadership Conference it will count as one (1) unexcused absence.

Signing this document shows your understanding of these rules and that you will abide by them throughout your term as SGU senator.

Sign and Date