

STUDENT GOVERNMENT ASSOCIATION

CONCORDIA COLLEGE



2023 – 2024 Rules and Procedures

Voted and adopted immediately on October 5th, 2023

Created by the Executive Office with input from advisors and Senate members.

The 2023 – 2024 Rules and Procedures shall become effective immediately and shall end on the final day of this Senate's term.

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Introduction

1.1 Purpose of the Student Government Association

Welcome to the Student Government Association! We are excited to have you on board. This comprehensive Rules and Procedures Document has been designed to ensure your smooth integration into our campus organization and provide you with all the necessary information and resources to succeed in your new role.

Mission

To develop strong, viable relations and a strong sense of community between the faculty, the administration, and the students of the college community, to further enhance the quality of life, civic engagement, and education of the college, and to act as the official representatives of the student body subject to the will of the students at large.

Vision

The 2023 – 2024 vision statement reads “By the end of the year, we aspire for members of our community to confidently name a tangible, positive impact created by the Student Government Association, showcasing our commitment to meaningful service and accountability.

General Powers and Responsibilities

The Student Government Association shall respect the college’s mission, policies and actions, doing all in its power to uphold and promote student life at Concordia College as follows:

Clause 1. The right to participate in the governing of the college.

Clause 2. The right to participate in the formulation of policy affecting the education and welfare of the students of Concordia College.

Clause 3. The right to be eligible to vote in any election or referendum conducted in accordance with this Constitution.

Clause 4. The right to form organizations and associations.

Clause 5. The right of expression and inquiry concerning matters of the campus community.

Clause 6. The right to participate fully in the student community without being subject to discrimination or bias.

The Student Government Association shall be the main liaison between the student body, faculty, staff, and administration while advocating for the needs, experiences, and identities of its constituents. The Student Government Association shall maintain communication and interaction with faculty, staff, and administration by delegating members to serve on faculty and college committees. The Student Government Association shall be responsible for the formulation and retention of relations with student governments from other colleges and universities. The Student Government Association shall provide the means for carrying out responsibilities assigned to it under the Student Rights and Responsibilities document and of advancing and affecting student concerns.

1.2 Governing Documents

At the heart of the Student Government Association lie the governing documents that set the course for its objectives. These documents, include the Student Government Association Constitution and the Student

Government Association Bylaws, stand as the foundation upon which this campus organization is built from. They outline the fundamental principles, structure, and guidelines that shape the association's operations. Complementing these primary documents, are the Student Government Association Job Descriptions, which provide more insights into the roles and responsibilities that collectively drive the association forward. These governing and supplementary documents collectively serve as a governing compass, ensuring that every participant is guided by a clear understanding of their roles and the overarching mission of the Student Government Association.

1.3. Elected Officials

Elected officials play a pivotal role within the Student Government Association, having earned the trust and support of their peers through democratic processes administered by the Elections and Credentials Council (ECC) led by the ECC Commissioner acting as the Marshall for all elections. These officials carry the responsibility of representing the diverse interests and concerns of the student body. They are tasked with formulating and advocating for campus policies, projects, and policies that reflect the voice of all students. Elected officials engage in dialogue with fellow students to understand their needs and perspectives, fostering an environment of open communication. Moreover, they serve as a bridge between the student community and the administration, working to address issues, offer solutions, and create positive changes that enhance campus life.

In accordance with the Student Government Association Constitution and Bylaws, there are a total of 10 elected officials. The lists of elected officials go as follows, (1) President, (1) Vice President, (2) Senior Class Representatives, (2) Junior Class Representatives, (2) Sophomore Class Representatives, and (2) First-Year Class Representatives. Information about these respective roles can be found in the Student Government Association Rules and Procedures Document, Constitution, Bylaws, and Job Descriptions all of which are made available through the various official channels of communication of the Student Government Association.

1.4 Appointed Officials

Appointed officials within the Student Government Association are selected for their specialized skills, knowledge, and dedication to serving the campus community. These individuals are appointed by the Election and Credentials Council, with input from the President and Vice-President, or are appointed by a specific partner department within Concordia College to fulfill specific roles that contribute to the overall functioning of the association. Appointed officials might oversee internal committees such as the Student Involvement Committee, MLK planning, or other available internal committees. Appointed officials collaborate closely with both elected leaders and the broader student body, channeling their expertise to enhance various aspects of campus life and ensure a well-rounded and effective governance structure.

In accordance with the Student Government Association Constitution and Bylaws, there are a total of 27 appointed officials. The lists of appointed officials go as follows, (1) CEC Lead Commissioner, (1) CMC Lead Commissioner, (1) DEIC Lead Commissioner, (1) SGA Academic Affairs Commissioner, (1) SGA Elections and Credentials Commissioner, (1) SGA Programs and Events Commissioner, (1) SGA Student Involvement Commissioner, (1) SGA Civic Engagement Advocate, (1) SGA Mental Health Advocate, (1) SGA Sustainability Advocate, (1) SGA Diversity Advocate, (1) SGA International Student Rep (Student Involvement Council), (1) SGA Off-Campus Rep, (1) SGA Residence Life Rep, (2) SGA Admissions Representative, (5) SGA Member at Large, and (2) SGA Student Athletic Advisory Council Representative. Information about these respective roles can be found in the Student Government Association Rules and Procedures Document, Constitution, Bylaws, and Job Descriptions all of which are made available through the various official channels of communication of the Student Government Association.

1.5 Amending the Rules and Procedures

The 2023 – 2024 Rules and Procedures document shall not be edited, altered, changed, deleted, or hidden in any manner by any member or advisor of the Student Government Association that has not been stated on this document.

To amend the 2023 – 2024 Rules and Procedures document, a member of the Student Government Association may introduce a motion to discuss an area of the document and then must move to vote on amending this document. During this process the SGA member is subject to the rules of the Senate as stated in section 6.2 of the Policies and Procedures portion of this document.

1.6 Terminating the Rules and Procedures

The Student Government Association Senate reserves the right to terminate the 2023 – 2024 Rules and Procedures document may be terminated by the Senate following the guidelines in section 6.2 of the Policies and Procedures portion of this document. A member of the Student Government Association may introduce a motion to discuss an area of the document and then must move to vote on terminating this document. Once termination occurs, the Student Government Association will rely on other governing document to govern itself.

Welcome to the Student Government Association

2.1 Student Government Association Overview

Welcome to the Student Government Association! We are thrilled to have you join our dynamic campus organization. Established with the purpose of enhancing student life and promoting community engagement, the Student Government Association serves as a vital link between students, faculty, staff, and administration. Since our founding, we have remained dedicated to our mission and values, continuously striving to create a more enriching college experience for all.

2.2 Our Values and Culture

At the heart of the Student Government Association are our core values: collaboration, inclusivity, integrity, and community. These values drive our actions and decisions, fostering an environment where every voice is heard, and every idea matters. We embrace diversity and believe in the power of unity to create positive change. Our culture thrives on open communication, creative problem-solving, and a commitment to making a difference within our college community.

2.3 Key People

As you embark on your journey with us, it's important to familiarize yourself with some key individuals who contribute to the success of the Student Government Association:

President

With a visionary leadership style, the President's is instrumental in guiding the Student Government Association towards greater impact and collaboration. The President shall be the official representative of the Student Body in all matters within the college and shall be the spokesperson of the ideas and plans of the Student Government Association. They shall be responsible for upholding the Student Government Association Constitution and have the power to create necessary committees and task forces with the approval of the Elections and Credentials Council.

The President can be contact through sgapres@cord.edu or found in the Student Government Association offices space located in the Knutson Campus Center.

Vice President

As Vice President, they play a pivotal role in shaping our initiatives and strategic direction. They work with the President to execute the goals, mission, and enforce the Constitution of the Student Government Association. The Vice President shall assume the duties of the President in the instance of an absence or incapacitation of the President. In the instance of a permanent absence, incapacitation, or resignation of the President, the Vice President shall assume the role and responsibilities of the President. They shall have the power to convene the Student Government Association Senate and serve as the Presiding Official during proceedings, set and manage the agenda.

The Vice President can be contact through sgavpres@cord.edu or found in the Student Government Association offices space located in the Knutson Campus Center.

Executive Office Advisors

An advisor from the Office of Student Engagement shall be assigned to the Executive Officers. This advisor will be a guide to understanding the history and inner workings of the Student Government

Association on campus. This advisor brings a wealth of experience and expertise, ensuring a smooth integration into our team and the Association's overall success.

Student Involvement Council Advisor

An advisor from the Office of Student Engagement shall be assigned to the Student Involvement Council. This advisor will be a guide to understanding the history and inner workings of SIC within the Student Government Association and on campus. This advisor brings a wealth of experience and expertise, ensuring a smooth integration into the council and the Association's overall success.

Elections and Credentials Council Advisor

This advisor will be a guide to understanding the history and inner workings of Elections and Credentials Council within the Student Government Association and on campus. This advisor brings a wealth of experience and expertise, ensuring a smooth integration into the council and the Association's overall success.

Your Role and Responsibilities

Introduction

The Student Government Association is committed to promoting student engagement, leadership development, and representation. Active participation is essential for the success of our organization, and this attendance policy is designed to ensure that members are fulfilling their responsibilities and contributing to the overall mission of the SGA.

3.1 Attendance Policy

General Attendance Expectations

Regular Meetings: All SGA members are expected to attend and actively participate in regular meetings, which are typically held bi-weekly on Thursdays from 7:30-9:30pm. Members must arrive on time and stay for the duration of the meeting unless otherwise excused.

Committee Meetings: SGA members assigned to various internal or external committees or subcommittees must attend mandatory meetings as expected by the committee chair.

Special Meetings/Events: In addition to regular meetings, SGA may call for attendance at special meetings or events. Attendance at these meetings is also mandatory unless prior notice of absence is provided to the Chief of Staff.

Absence Notification

Prior Notification: If a member knows in advance that they will be unable to attend a meeting or event, they must notify the SGA Chief of Staff or their committee chair as early as possible, or at least 48 hours in advance.

Emergency Absences: In case of an unexpected emergency or illness, members should notify the SGA Chief of Staff or their committee chair as soon as possible, preferably before the meeting or event.

Excused Absences

Valid Reasons: Excused absences may be granted for reasons such as illness, family emergencies, and official college or school-related activities.

Appeals

Any SGA member who believes that their absence was improperly categorized as unexcused may submit an appeal to the Executive Team.

3.2 Meeting Expectations

Punctuality

All members are expected to arrive on time for meetings unless otherwise communicated to the Chief of Staff. Lateness can disrupt the flow of the meeting and waste valuable time.

Preparation

Members should come to meetings prepared by reviewing the agenda and any relevant documents beforehand. Be ready to discuss and contribute to the topics on the agenda.

Respectful Communication

Maintain a respectful and courteous tone when speaking or engaging in discussions. Listen actively to others and avoid interrupting fellow members.

Active Participation

Actively participate in discussions and contribute ideas, suggestions, and feedback. Encourage involvement from all members, ensuring that everyone has an opportunity to speak.

Agenda Adherence

Robert's Rules outline that sticking to the approved meeting agenda is necessary to ensure that all planned topics are covered efficiently. Time for announcements will be facilitated. The Senate will be notified that a new agenda is posted by the Monday before each meeting by 12:00pm. If you would like to add an item to the agenda, written requests must be submitted by the Wednesday before each meeting by 9:00am to the Vice President (sgavpres@cord.edu).

Decision-Making

Members should be prepared to vote on issues when required. Make informed decisions based on the available information and follow Robert's Rules as directed by the Vice President or temporary presiding officer.

Conflict Resolution

Address conflicts or disagreements in a constructive and solution-oriented manner. Seek mediation or assistance from the Chief of Staff if needed.

3.3 Three Strike Policy for Recommendation for Removal from Office

Purpose: The purpose of this policy is to establish a fair and transparent procedure for addressing instances of misconduct or violations of the Student Government Association's rules and regulations, leading to the recommendation for removal of a member from the organization.

Definition of Strikes

A "strike" is a formal warning issued to a member of the SGA for violating the organization's rules or code of conduct. Each strike is recorded and documented in the members' SGA record, with records being held by the Executive Team. When three strikes are recorded, the Executive Team may recommend a member for removal from the organization to ECC, however, the Executive Team itself does not hold the power to remove an individual from the office.

Examples of actions that are strikes include, but are not limited to, violations of the attendance policy found in Section 3.4, GPA falling below the requirement of 2.5, violating meeting expectations, inadequate communication, or refusal to meet with the Executive Team, or acquiring campus policy violations. Campus policy violations are known only to advisors and will be handled in a confidential manner.

Reporting and Documentation

Any SGA member, advisor, or committee chair may report a violation to the SGA Executive Board.

The reported violation should be documented in writing, including the date, time, location, description of the incident, and any relevant details.

Executive Team

Should the Executive Team take actions deserving of a strike, members, advisors, or committee chairs should report these actions to an SGA advisor. The advisor will report the violation in the same procedure as outlined in Section 3.3.2 above. In this way, the Three Strike Policy applies to the members of the Executive Team in the same fashion as all other Senate members but will be processed by advisors to remove bias from the process.

First Strike

Upon the first violation, the member will receive a verbal warning from an SGA advisor.

Second Strike

If a member commits a second violation, they will be required to attend a meeting with the Chief of Staff to address the violation and discuss potential consequences.

Third Strike

If a member commits a third violation, they will receive a third and final written warning from the SGA Executive Board. At that time, the Executive Board may make a recommendation to the Elections and Credentials Committee (ECC) for member penalty.

Following this recommendation, the member will be required to attend a formal hearing before ECC and advisor to discuss the violation and potential consequences, which may include removal from the SGA.

Office Overview

4.1 Introduction

This section details expectations for SGA members who utilize the physical office space and/or for members who are required to hold formal office hours.

4.2 Rules and Guidelines

Respect the Need to Work

Please do not start conversations while someone is busy. If you need to say something, first ask if you can interrupt.

Minimize Distractions

Avoid creating things that can lead to distractions for others in space. Listen to things that require audio with headphones, try to take phone conversations to another area, and avoid loud conversations in common areas.

Have Meetings in Designated Areas

If you have a meeting planned, remember that it could be distracting to others. Instead of having it in the shared space, have the meeting in a designated area, like a conference room or a social area.

Stay Organized

When you utilize physical office resources, please put them away when you are done and tidy up desk or table spaces.

Stay Home if You Are Sick

Due to the office being a shared space with many members working there, please stay home if you are sick to avoid spreading germs. If you must come into the office while sick, wear a mask to protect others.

4.3 Office Hours

The Student Government Association Job Descriptions dictate the total number of office hours that members must complete on a weekly basis. Office hour scheduling can vary between each specific position and may be altered when discussed with an advisor and notice to the Chief of Staff.

Some members of SGA are required to hold formal office hours as per their job description. This is designed to allocate dedicated time to engage with their fellow students. These sessions, referred to as 'SGA Office Hours,' provide an opportunity for students to connect with their SGA members to discuss various matters related to campus life and student concerns. Topics that can be explored during SGA Office Hours include addressing student issues, sharing ideas, planning campus events, exploring initiatives, and more. Office hours will be located in the Student Government Association office placed located in room 244 of the Parke Leadership Center in the Knutson Campus Center.

Expectations

Student Government Association members who, as designated in their job description, are expected to have office hours may perform the following activities during their office hours:

- May review relevant materials, such as SGA agendas, meeting minutes, or campus issues during Office Hours.
- May identify specific questions, concerns, or suggestions related to the Student Government Association's work on campus that matters to the student body.
- May engage with members of the community who visit the office during their office hours in a mindful and respectful manner that is befitting of a Student Government Association member.
- Be open to receiving general guidance on ways to contribute effectively to campus life and the student community.
- May work on other activities related to their work in the Student Government Association, including but not limited to planning, writing, scheduling meetings, calling, and brainstorming.
- Reserve the right to alter, cancel, or postpone their office hours for any reason, with the guarantee that a different time will be scheduled during the week to complete their weekly office hour requirements as given in their job description.

Scheduling

Student Government Association members who are required to have office hours shall schedule them with their availability in mind. Members may schedule office hours before 8:00 a.m. and after 7 p.m. on weekdays. Members may not schedule office hours during Saturday or Sunday. If a member's availability impedes them from participating in office hours, then should communicate this with an SGA advisor.

Student Government Association members shall share their availability on the SGA Teams and shall use the Office Hour calendar to reflect their office hours for the semester. The Executive Office shall announce office hours through internal communication channels, such as the SGA website or social media.

Compensation

This section on compensation shall only be edited and reviewed by Student Government Association Advisors and doesn't require approval from the Senate to be changed. The information below is subject to change to reflect current Concordia College student compensation policies. Changes will be communicated to members of the Student Government Association within 48 hours after the change has been made and shall be communicated with the Executive Committee before they occur.

5.1 Hourly Rate and Pay Schedule

1. Job description information

[Insert text]

2. Hourly pay

[Insert text]

3. Examples of work

[Insert text]

Policies and Procedures

6.1 Executive Office

Requesting Funds from the Executive Office

Members requesting funds from the Executive Office must submit an Executive Funds Request to the SGA Chief of Operations (sgacoper@cord.edu.) Request must be urgent fund needs by a Senate member or by a Senate member after their Senate Appropriations Request is declined. This request should include the requestee's name, position, date of request, and requested amount. The executive summary should explain the reason for the funds request, their intended use, who will oversee them, and when they will be used. The use of these funds should adhere to college and SGA policies and the Executive Office reserves the right to decline the proposal.

Requesting Information from the Executive Office

Members who would like to request information from the Executive Office pertaining to official Student Government Association documents, initiatives, and projects may request to see these records from the Executive Office by contacting the Director of Communications (sga@cord.edu.) Immediate release of these records is not guaranteed as the Student Government Association doesn't have a database with all its records or activities. Personal information of Student Government Association shall not be requested or released by members of the Senate or Executive Office. Any record that is of confidential status, in the case of campus committees or internal committee or organization protocols, shall also not be released.

Proposing Initiatives or Projects

When the Executive Office proposes an initiative, project, or special event, they shall do so in writing and share it at Senate or through the official Student Government Association channels. In the case of special collaborations, the Executive Office notifies Senate of the proposal, receive feedback, and invite members to participate in a timely manner.

6.2 The Senate

Senate Appropriations

Every year the Student Government Association budget allocates funds set aside for Senate members to appropriate for projects, initiatives, tasks, and platform goals. These funds are to be utilized only by Senate members once they have completed the following actions:

1. Submit a request to the Vice President to add an agenda item to an upcoming Senate meeting. Refer below to Section 6.2.2 regarding said requests and their process.
2. When you request an agenda item addition to the Vice President, you must also submit the Senate Appropriations Request form, found in the Teams under General > Files > Senate Information > Senate Appropriations Request. This form is documentation of the request; it is not a request to the Vice President, but rather to the Senate as a whole for review.
3. Present the budget request to the Senate, including the reason for the request, its significance, and the amount requested. For the budget request to be approved it must pass a simple majority with quorum.

Agendas

The Vice President shall post the meeting agenda to Teams or a shared electronic document space the Monday before each meeting by 12:00pm noon. To uphold the Student Government Association’s goals of inclusivity, collaboration, and engagement, Senate members can submit requests to add items to meeting agendas. Senate members may submit an agenda item prior to 9:00am on the Wednesday before Senate. Agenda requests may be made at any time before the agenda is posted or during this window of time.

The Vice President shall notify the requesting Senate member of the request’s status, indicating one of the following:

- The agenda item is approved and will be added to the next meeting’s agenda.
- The agenda item is approved but will be delayed to a future meeting’s agenda.
- The agenda item is not approved. In this case, the Vice President will meet with the requesting member to discuss the request and how a revised request might be approved for a future meeting’s agenda.

Space shall be indicated on each agenda and held during each Senate meeting for brief requests or announcements but are limited to those that do not require discussion or voting to take place (5 minutes or less).

Motions and Voting

Making a motion implies that further action is looking to be taken. Motions may start as a discussion or debate, and ultimately end in a vote; the purpose of a motion is to propose a new decision or action take place.

The Student Government Association’s power to pass resolutions is regulated by and limited to what the SGA has power over, including our own Constitution, Bylaws, and internal operations. SGA Constitution and Bylaw changes require a formal process and cannot be raised in a simple motion during a Senate meeting. Other power SGA members have lies within committee and council work.

The following are examples of motions:

- “I move to **vote** on this [budget request, resolution, etc.]”
- “I make a motion to **amend** this [budget request, resolution, etc.]”
- “Motion to **table** this discussion for time’s sake and propose it is further discussed next meeting.”
- “I move to **adjourn** the meeting.”

Quorum must be reached for voting to take place; quorum indicates the minimum number of Senate members that must be present for a vote to take place. In the case of a full Senate, it is recommended that quorum is twenty members.

A motion must also be seconded to move to a vote. Once a Senate member seconds a motion, the Vice President or alternative presiding officer will prepare the chamber for a vote. A simple majority and quorum is required for a vote to pass. Any vote receiving less than a majority of members in its favor or without quorum fails.

Resolutions

A resolution is a motion that has been voted on and passed by the Senate. Any Senator may introduce a resolution to be voted on, considering they are in adherence to Section 6.2.2 above regarding agenda item additions.

Resolutions, once passed, are governing documents of the Senate, although resolutions are below the Constitution and Bylaws and resolution content must adhere to the Constitution and Bylaws.

Resolutions, once passed, remain in effect throughout the duration of that year's Senate, and resolution end dates shall be the same date as the dissolution of the Senate whose vote brought it into governance.

6.4 Communication Guidelines

Teams

Effective communication is crucial for the success of the Student Government Association (SGA). To facilitate efficient and organized communication among SGA members, Microsoft Teams is the designated platform for internal communication and collaboration within the organization.

Key Features and Benefits:

Access: All active SGA members, including elected officers, senators, and appointed representatives, will be provided access to the SGA Microsoft Teams workspace. Access to certain channels will be granted depending on the member's role in SGA.

Messaging and Chat: Microsoft Teams offers real-time chat functionality, allowing SGA members to engage in text-based conversations, share files, and collaborate on projects in private or group chats. When utilizing the chat feature, it is asked that it is only for brief questions or comments – for lengthier conversation, please utilize email.

Channels: Teams can create channels within the workspace, each dedicated to a specific topic, committee, or project. This structure helps organize discussions and resources efficiently.

File Sharing and Collaboration: Microsoft Teams integrates seamlessly with Microsoft 365, enabling easy sharing and collaboration on documents, spreadsheets, presentations, and other files within the platform. All members may share information on Teams.

Notifications: Members can customize their notification settings to stay informed about updates, mentions, and activities relevant to their involvement in SGA. However, it is recommended that members turn on all notifications for the General channel as well as other pertinent channels for their specific duties.

Guidelines for Effective Use:

Professional Communication: Members are expected to maintain professionalism and courtesy in all communications conducted on Microsoft Teams, adhering to the SGA's code of conduct.

Announcements: It is encouraged that members utilize Teams to make announcements or quick requests for feedback. Ensure that posts are made on the most appropriate channels.

File Management: When sharing files within Teams, members should follow file naming conventions and keep shared folders well-organized to ensure easy access and retrieval.

Privacy and Security: SGA members should be mindful of the privacy settings when sharing information or conducting meetings, ensuring that sensitive data is protected and only accessible to authorized individuals.

Email

Email serves as a means of facilitating the exchange of information and collaboration among Student Government Association members. Utilize email to send lengthy correspondences or official information. This serves the purpose of documentation. SGA members are encouraged to respond to emails promptly, especially when the email requires action, input, or a response by a specified deadline.

Official SGA Email Accounts

Some SGA members are provided with official SGA email accounts for SGA-related communication. When provided, these accounts should be used for all official SGA correspondence. This serves the purpose of documentation for future SGA members to utilize and reflect on.

The most used official emails include the following:

President: sgapres@cord.edu

Vice President: sgavpres@cord.edu

Chief of Staff: sgacstaf@cord.edu

Chief of Operations: sgacoper@cord.edu

Director of Communications: sga@cord.edu

In-person meetings

In-person meetings are ideal for complex issues, brainstorming, and event planning. Meetings with advisors, the Executive Team, other members of SGA, and members of the greater campus community are encouraged on such topics.

Scheduling: Meetings should be scheduled in advance to ensure that the appropriate time is set aside by all parties for the meeting. For meeting with a member of SGA for Office Hours, it is recommended that a meeting is scheduled in advance if lengthy discussion is required, however, it is not required that a meeting must be scheduled in advance.

Social Media

In order to maintain consistency, professionalism, and effective communication within the Student Government Association (SGA), it is imperative that all members and affiliates adhere to the policy regarding the use of official SGA social media channels for disseminating information. The purpose of this policy is to ensure that accurate and official information is conveyed to the SGA's constituents and the broader campus community.

Official Channels: The official SGA social media channels include the website, Instagram (@concordiasga), and any other platforms designated by the SGA Executive Team. Only these approved channels are authorized for the dissemination of information related to the SGA.

Content Responsibility: All SGA members, including elected officers, senators, and appointed representatives, are responsible for adhering to this policy when posting or sharing information on social media platforms. Any content related to the SGA must be shared through official channels. The Director of Communications is primarily responsible for posting on social media platforms.

Prohibited Actions: Unauthorized use of social media platforms to disseminate information about the SGA is strictly prohibited. This includes creating independent SGA-related social media accounts,

groups, or pages. Additionally, members should not create original SGA content but instead work through the Director of Communication.

Personal Pages: Members of SGA are encouraged to post or repost content shared by the official social media pages of SGA. All content shared on personal pages should serve the purpose of educating members of the Concordia community by means of factual information.

Violations: Violations of this policy may result in appropriate disciplinary actions, as determined by the SGA Executive Team or advisors. These actions may include but are not limited to verbal or written warnings, strikes, or other measures deemed necessary to uphold the integrity of the SGA's communication efforts.

Submission of Content: To ensure that information is accurate, timely, and aligned with the SGA's goals and values, all SGA members are encouraged to submit content for official posting through established channels. Content may include announcements, updates, event promotions, and other SGA-related matters. Send content requests to the Director of Communications (sga@cord.edu).

Review and Approval: All content submitted for official posting will be reviewed and approved by the Director of Communications. This review process ensures that information is consistent with the SGA's mission and guidelines.

FAQs

The Frequently Asked Questions portion of this document shall be subject to review and editing of the Executive Office at their discretion and input from Senate.

7.1 Common Questions and Answers

- 1. Why is onboarding crucial for new members of the Student Government Association**
- 2. What's the purpose of our Student Government Association?**
- 3. Can you highlight the key cultural values that are important for new members?**
- 4. What are the main responsibilities of my role in the Association?**
- 5. How will our workspace be arranged, and what tools will I have access to?**

Contact Information

Position	Email	Office Location
Executive Team President Vice President Chief of Staff Chief of Operations Director of Communications	sgapres@cord.edu sgavpres@cord.edu sgacstaf@cord.edu sgacoper@cord.edu sga@cord.edu	Knutson 244
SGA Advisor, Nathalie Rinehardt	nrinehar@cord.edu	Knutson 248A
SGA Advisor, Elijah Amelse	eamelse@cord.edu	Knutson 245
SGA Advisor, Kathryn Erickson	kerick18@cord.edu	Knutson 248B
Campus Events Commission	cec@cord.edu	Knutson 232B
Campus Ministry Commission	cmc@cord.edu	Knutson 232D
Diversity, Equity, Inclusion Commission (DEIC)	deic@cord.edu	Knutson 232C