

# **First Year Council Procedures Manual**

Revised in August 2014 by Tom Adent and Ravi Rajendra

## **Chapter 100. The Purpose and Responsibilities of First Year Council**

- 100.1 To increase the voice and input of the first-year students on campus.
- 100.2 To make recommendations for resolutions to Student Government Association on behalf of first-year students.
- 100.3 To provide opportunities for first-year students to gain leadership experience and become more successful student leaders.
- 100.4 To familiarize first-year students with Student Government Association operations.

## **Chapter 101. Structure of First Year Council**

- 101.1 FYC will consist of twenty to twenty-five councilors. The exact number of councilors will be determined by the FYC Director and can vary based on the applicant pool.
- 101.2 FYC will have its own Faculty Advisor.
- 101.3 The Director of First Year Council will be an appointed Senator from the Student Government Association.
- 101.4 The First Year Council President will also serve as the Student Government Association Freshman-at-Large.
- 101.4 Both the Vice President and Secretary of First Year Council will be chosen by First Year Council.
- 101.5 First Year Council may create additional officer or chairman positions if needed by a majority vote. These officer and chairman positions will only exist for the remainder of that First Year Council's tenure.
- 101.6 Chairmen will work with appropriate Student Government Association committees.

## **Chapter 102. Qualifications for First Year Council**

- 102.1 Applicants must be freshmen and transfer students with no more than:
  - 102.1.1 Thirty-two completed semester hours at an institute of higher education.
  - 102.1.2 Two full semesters of college experience.
- 102.2 Applicants must have a high school GPA of 2.5 or college GPA of 2.0 on a 4 point scale.
- 102.3 Applicants must have a desire to engage themselves on campus and develop leadership skills.

## **Chapter 103. Selection of First Year Council Members**

103.1 The Director is appointed at the beginning of the summer semester by the Student Government Association.

103.1.1 Interested senators will be nominated by the Senate for First Year Council Director.

103.1.2 The First Year Council Director will then be chosen by majority vote of the Senate.

103.1.3 The First Year Council Director must have at least two semesters of experience on the Student Government Association and/or First Year Council.

103.1.4 The First Year Council Director must be in good standing with the Student Government Association.

103.2 Qualified applicants for First Year Council will apply and be evaluated by the First Year Council selection committee.

103.2.1 The application deadline will be set by the First Year Council Director

103.2.2 The First Year Council selection committee will consist of the Director of First Year Council and a voluntary staff of Student Government Association members.

103.2.3 Nineteen to twenty-four applicants will be appointed by the First Year Council selection committee to serve as First Year Councilors because the First Year Council President is the Student Government Association Freshman-at-Large.

103.2.4 Appointments to First Year Council should be made no later than five weeks from the first day of fall semester.

103.3 Since the First Year Council President also serves as the Student Government Association Freshman-at-Large, the First Year Council President will be appointed by the Student Government Association President.

103.3.1 The First Year Council selection committee will recommend the most highly qualified candidates from the First Year Council applicant pool to the Student Government Association President for this position.

103.3.2 The First Year Council President/Student Government Association Freshman-at-Large selection must be announced at the same time the First Year Councilors are announced.

103.4 The First Year Council Vice President, Secretary, and Chairs will be First Year Councilors selected by vote by First Year Council at the second meeting.

103.5 Any additional officer positions created by First Year Council will be voted on and filled by First Year Councilors at the following First Year Council meeting.

## **Chapter 104. Duties and Requirements of First Year Councilors**

104.1 First Year Councilors will perform the following duties:

104.1.1 Act as the voice of first-year students at the University

- 104.1.2 Make recommendations to the Student Government Association based on the informed opinions of first-year students
- 104.1.3 Engage in projects that improve the first-year experience at the University
- 104.2 First Year Councilors will be required to:
  - 104.2.1 Acquire 10 office hours per semester.
  - 104.2.2 Attend one Student Government Association budget meeting and two other Student Government Association meetings every semester.
  - 104.2.3 Maintain a cumulative 2.0 GPA.
- 104.3 First Year Councilors will faithfully execute the duties of their office until the installation of the next First Year Council.

## **Chapter 105. Duties and Requirements of the Officers of First Year Council**

- 105.1 The Advisor of First Year Council is a faculty advisor that will provide insight to university procedures, projects, events, etc.
- 105.2 The Director of First Year Council:
  - 105.2.1 Serves as the chair of recruitment of potential First Year Councilors (whether this recruitment occurs via orientation sessions, through campus email and social media, etc.)
  - 105.2.2 Keeps applications updated and appropriate.
  - 105.2.3 Distributes and collects applications.
  - 105.2.4 Serves as the head of the First Year Council selection committee
  - 105.2.5 Oversees the operation of First Year Council
  - 105.2.6 Has the ability to assign First Year Council members to colleges or senators for tutelage or projects if this is deemed beneficial
  - 105.2.7 Tracks office hours and Student Government Association meeting attendance of First Year Councilors
- 105.3 The President of First Year Council:
  - 105.3.1 Oversees and runs First Year Council meetings.
  - 105.3.2 Serves as the tiebreaker on votes in First Year Council business.
  - 105.3.3 Serves as the main liaison between the Student Government Association and First Year Council.
  - 105.3.4 Must meet the allotted office hours set for the Student Government Association Freshman-at-Large.
  - 105.3.5 Oversees First Year Council working groups.
- 105.4 The Vice President of First Year Council:
  - 105.4.1 Executes the duties and responsibilities of the First Year Council President in the event of his/her absence.
  - 105.4.2 Oversees the operations of First Year Council committee chairs.
  - 105.4.3 Works with the First Year Council Director to track office hours and Student Government Association meeting attendance of First Year Councilors.
- 105.5 The Secretary of First Year Council:
  - 105.5.1 Takes attendance and keeps minutes at First Year Council meetings.

105.5.2 Works with the First Year Council Director and Rules Chair to ensure that First Year Councilors meet First Year Council membership requirements.

## **Chapter 106. Duties and Requirements of the Chairs of First Year Council**

106.1 The Chairs of First Year Council will be under the tutelage of and work with the respective Chairs of the Student Government Association

106.2 The Rules Chair is responsible for:

106.2.1 Working with the First Year Council Director to enforce First Year Council rules and regulations for officers and councilmen.

106.2.2 Handling absence excuses.

106.2.3 Working with the First Year Council Director to handle formal dismissals from First Year Council if needed

106.3 The Legal Affairs Chair is responsible for:

106.3.1 Reviewing all amendments, bills, and resolutions to the Procedures Manual before they are sent to the Student Government Association Senate

106.3.2 Relaying any First Year Council Procedures Manual changes to Student Government Association in assistance the First Year Council Director and President.

106.4 The Student Affairs Chair is responsible for:

106.4.1 Informing First Year Council of important campus events

106.4.2 Informing First Year Council about the non-senate committees of the Student Government Association

106.4.3 Relaying any Student Affairs related resolutions to the Student Government Association in assistance to the First Year Council President.

106.5 The Homecoming Chair is responsible for:

106.5.1 Informing First Year Council of developments related to Homecoming activities

106.5.2 Relaying First Year Council opinions and ideas on Homecoming activities to the Student Government Association Homecoming committee

106.6 The Governmental Affairs Chair is responsible for:

106.6.1 Informing First Year Council of developments related to Higher Education Day

106.6.2 Leading First Year Council efforts on involving first-year students with Higher Education Day

## **Chapter 107. Removal and Replacement of First Year Council Members**

107.1 Removal from First Year Council can be recommended by the Rules Chair and approved by two-third vote of First Year Council for the following reasons:

107.1.1 More than two unexcused absences from First Year Council meetings.

107.1.2 Failure to complete required office hours.

107.1.3 Failure to attend the required number of Student Government Association meetings

107.1.4 Failure to meet the required GPA

- 107.1.5 Failure to carry out the responsibilities of the office
- 107.2 Removal from a chair position can be recommended by the Rules Chair and approved by two-third vote of First Year Council for failure to execute the duties of the Chair position
- 107.3 Removal from a Chair position does not result in removal from First Year Council
- 107.4 Should a seat, chair, or office be vacant, it will be filled following the same process by which it was originally selected

### **Chapter 108. Meetings of First Year Council**

- 108.1 Meetings will be held every Thursday at 7:30 PM starting with the first Thursday following appointments in the fall semester and the first Thursday of the spring semester.
- 108.2 Meetings will be run similar to that of the Student Government Association using Robert's Rules of Order for Parliamentary Procedure.
- 108.3 Special meetings may be called by the First Year Council Advisor, Director, or President.
- 108.4 Quorum for all meetings will be fifty percent plus one Councilor

### **Chapter 109. Upkeep and Extent of the First Year Council Procedures Manual**

- 109.1 All amendments, bills, and resolutions to the First Year Council Procedures Manual will follow the same process as laid out in Chapter 302 of the Student Government Association Code of Laws.
- 109.2 The First Year Council Procedures Manual will be published on the SGA website and kept by the Student Government Association Faculty Advisor, First Year Council Faculty Advisor, and Director of First Year Council.
- 109.2 Any rules or procedures that are not covered by the First Year Council Procedures Manual shall follow the Student Government Association Constitution and Code of Laws.