

# **Wake Forest University Student Government**

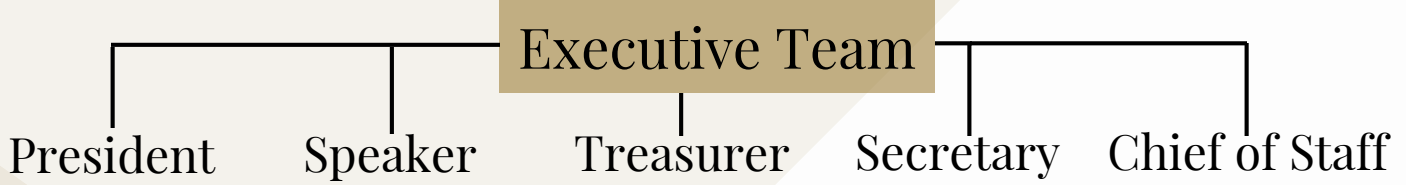
Processes  
and  
Procedures

2021-2022

# Table of Contents

- Organizational Flow Chart
- Executive Officer Positions
- What to do when...
- Committee Roles
- Bill Template
- Resolution Template
- Writing Bills & Resolutions
- Questions for Bills & Resolutions
- Co-Sponsorship & PR Guidelines
- Making Statements
- SOC Chartering Process

# Student Government Organization



\*All Exec members report to the President

Cabinet

\*All Cabinet members report to the Speaker

Senate

Senators

\*In issues unrelated to committee matters, or issues which may require the larger attention of the body, Senators should report to the Speaker

Academic Co-Chairs

Academic Committee Members

Campus Life Co-Chairs

Campus Life Committee Members

D & I Co-Chairs

D & I Committee Members

\*In matters germane to the realm of committee duties, Senators should generally report to their Committee Chair(s) first

Physical Planning Co-Chairs

Physical Planning Committee Members

PR Co-Chairs

PR Committee Members

Judiciary Co-Chairs

Judiciary Committee Members

SOC Co-Chairs

SOC Committee Members

# Please Contact \_\_\_\_\_ for the Following:

## **The President**

|  
Connect with an  
Administrator  
or Office

Make Mandatory  
Events

General Concerns

## **The Speaker of the House**

|  
Senate Speakers  
or Workshops

Legislation

Committee  
Appointment

## **The Treasurer**

|  
Funding Request

Reimbursements

SBAC questions

## **The Secretary**

|  
Past Minutes  
or Records

Attendance

Extracurriculars

## **The Chief of Staff**

|  
Senate  
Appointments

University  
Committees

*In most cases, **your committee co-chairs are your first point of contact!** Talk to them first before going to Exec or admin. Chairs will be updating exec weekly on full committee work and will also help committee members reach out to relevant offices when necessary.*

Please Contact the President ([swaral18@wfu.edu](mailto:swaral18@wfu.edu)) for Questions on the Following:

- **Connect with an Administrator or Office:**

- The president meets with high ranking administrators each week and will have the most up to date information of any student
- When there is a student appointee to a relevant administrative committee, consider contacting the appointee as well

- **Making Mandatory Events:**

- If you want to make mandatory attendance at an event or program for a group of SG members, email the President and copy the Speaker of the House to determine whether the event will be made mandatory.
- Once the event is determined to be mandatory, you should contact the Secretary to create a form for attendance.

- **Any Personal Concern**

- If you have any concerns you would like to discuss privately, the President has the most direct line to the SG advisor and other administrators. The President is also the direct report for all other Executive officers.
  - Senators should consider speaking with their co-chairs or the Speaker if appropriate

Please Contact the Speaker of the House ([strabw19@wfu.edu](mailto:strabw19@wfu.edu)) for Questions on the Following:

- **Senate Speakers or Workshops:**

- Be sure to include the relevant committee in your request, if applicable.
- Request a speaker with at least 1 week advance notice, when possible.

- **Voting on Legislation:**

- Yay or Yes: a vote in favor of the legislation
- Nay or No: a vote against the legislation
- Abstain: a vote neither in favor nor against the resolution. Not counted in the total votes for the purposes of establishing a majority.

- **Committee Appointment:**

- You will have the opportunity to rank your preferences. If you have issues with your meeting time or another aspect of your committee, contact the Speaker. ○ If you are comfortable, speak to your co-chairs first.

Please Contact the Treasurer ([blaiyb18@wfu.edu](mailto:blaiyb18@wfu.edu)) for Questions on the Following:

- **Funding Request:**

- Be specific with your request: what is the funding for and how much do you think you need.

- If you draft a resolution with a monetary component -- ask ***before*** you pledge money in a resolution!
- **Reimbursement:**
  - Certain expenditures for official SG events or programs may qualify for reimbursement
  - Remember to ***not*** spend any money before asking! If you spend without checking with her, there is no guarantee you will be reimbursed.

Please Contact the Secretary ([pittcj20@wfu.edu](mailto:pittcj20@wfu.edu)) for Questions on the Following:

- **Attendance:**
  - Use the form on the [google calendar](#) for the event you attended. You can also access the event excuse form here.
- **Approved Minutes or Past Legislation:**
  - Visit the Link and go to the [Student Government page](#) or check the Senate Google Drive.
- **Extracurricular Events:**
  - If SG is cosponsoring or collaborating on an event, it counts as an extracurricular. ○ If the event is not an SG event or an event SG is sponsoring: provide the date, time, and any relevant event information.
    - The Secretary will bring the information to the Executive Board to determine whether the event will be offered as an extracurricular

Please Contact the Chief of Staff ([bolevg18@wfu.edu](mailto:bolevg18@wfu.edu)) for Questions on the Following:

- **New Initiatives:**
  - If you want to work on an initiative but don't know where to start:
    - First contact your co-chair. If it relates to a specific committee or exec job, your co-chair will connect you with the relevant chairs or exec member for more information.
    - Check the Student Government involvement sheet and see if any member of student government is connected to helpful organizations and offices. Contact those individuals.
    - If you still do not know where to start or can't find the relevant contact, email the Chief of Staff and he will help send you to the right committee/people.
- **Senator Appointments:**
  - Non-elected SG Senators
- **University Committees:**
  - Administrative and Standing University Committees on which students sit

# COMMITTEES

1

## ACADEMIC

Issues pertaining to the academic realm of student life

2

## CAMPUS LIFE

Quality of life on campus in terms of student services and social concerns

3

## DIVERSITY AND INCLUSION

Aid in the process of creating and upholding a diverse and inclusive student body

4

## JUDICIARY

Government & constitutional oversight  
Awareness of honor & social regulations

5

## PHYSICAL PLANNING

Matters relating to the physical facilities, sustainability, and security of campus

6

## PUBLIC RELATIONS

Relay info from faculty, administration, & SG to student body  
Publicize & plan Student Government events and official business

7

## STUDENT ORGANIZATIONS COUNCIL

Responsible for evaluating and chartering all chartered organizations

**WAKE FOREST UNIVERSITY  
STUDENT GOVERNMENT**

**S.B. x**

[Title]

[semester] 20xx

---

[month] xx, 20xx	Introduced by [title][John Doe]
[month] xx, 20xx	Bill xx by the [Committee]
[month] xx, 20xx	Submitted to the Speaker of the House
[month] xx, 20xx	Messaged to the Senate
[month] xx, 20xx	Bill xx by the Senate

---

**BILL**

1  
2  
3  
4  
5  
6  
7  
8  
9

*Be it Enacted by the Senate of the Wake Forest University Student Government here assembled,*

SECTION I. This template is hereby established.

SECTION II. And you should use it.

SECTION III. That is all.

Respectfully submitted,

Author  
*Title*

Cosponsor  
*Title*

Cosponsor  
*Title*



**WAKE FOREST UNIVERSITY  
STUDENT GOVERNMENT**

**S.R. x**

[Title]

[semester] 20xx

---

[month] xx, 20xx	Introduced by [title][John Doe]
[month] xx, 20xx	Resolution xx by the [Committee]
[month] xx, 20xx	Submitted to the Speaker of the House
[month] xx, 20xx	Messaged to the Senate
[month] xx, 20xx	Resolution xx by the Senate

---

**RESOLUTION**

1

2 **WHEREAS:** This is a template, and;

3

4 **WHEREAS:** This template is awesome, and;

5

6 **WHEREAS:** This is Wake Forest University, and;

7

8 **WHEREAS:** This is the last whereas.

9

10 **THEREFORE BE IT RESOLVED:**

11     1) This template shall be used.

12     2) Whenever you write a resolution.

13     3) Only put as many points as you need to make your goal clear.

14

Respectfully Submitted,

[John Doe]

[title]

[cosponsor 1]

[title]

[cosponsor 2]

[title]

## Writing a Resolution: Steps to Follow

Adherence to these steps will be the basis for review before a resolution is sent to the senate.

Please ensure that you follow all the below steps. When in doubt, send the Speaker, Judiciary, or the Parliamentarian any questions you might have.

1. Find the templates for legislation by contacting the Speaker ([strabw19@wfu.edu](mailto:strabw19@wfu.edu)) and the Judiciary Co-Chairs ([janial9@wfu.edu](mailto:janial9@wfu.edu)) and ([sydney20@wfu.edu](mailto:sydney20@wfu.edu)).
  - a. This is important! We need to know that you are working on legislation. *Even if you already have access to the template, still notify the Speaker and Judiciary that you are starting the legislation process.*
2. When you think you are ready to bring the legislation before a committee, make sure you have spoken to relevant committees and student groups.
3. Bring the legislation before a topically relevant committee and notify the Speaker ([strabw19@wfu.edu](mailto:strabw19@wfu.edu)) and the speaker pro-tempore ([erdate20@wfu.edu](mailto:erdate20@wfu.edu)) that the legislation will be debated in committee.
  - a. Either the Speaker or speaker pro-tempore will most likely be present as a non-voting member of committee when the legislation is up for debate.
  - b. *Before the committee meets, notify the committee co-chairs that you would like to discuss a resolution -- they need to build time into the agenda.*
4. Once the legislation has been passed by committee, send the version approved by the committee to the Speaker ([strabw19@wfu.edu](mailto:strabw19@wfu.edu)) at least 48 hours before senate (by Sunday 7pm EST).
  - a. The Speaker will work with the Judiciary and the Parliamentarian to ensure that the legislation is in line with all guidelines and is accurate before it is sent to the senate.
  - b. You may also feel compelled to copy the Judiciary Co-Chairs and the Parliamentarian when you send the Speaker the resolution. Their contact information is:
    - i. Alondra ([janial9@wfu.edu](mailto:janial9@wfu.edu)), Sydney ([sydney20@wfu.edu](mailto:sydney20@wfu.edu)), Aine ([pierav20@wfu.edu](mailto:pierav20@wfu.edu))

### **Questions to Consider in Committee Before You Vote:**

1. Who are the co-sponsors of your resolution?
2. Have you consulted relevant campus organizations? Are voices missing that should be present?
3. Have you consulted students who may be impacted by the “Therefore be it resolved:”?
4. Do the “Whereas” logically result in the “Therefore be it resolved:”?
5. Is it within the scope of SG to pass a resolution on this issue?
6. Is this (one of) the appropriate committee(s) to pass this resolution?
7. Is the information accurate?
8. Does this abide by the “no politics” guideline?
9. If funding is involved, did you already check with Victoria about funding? Did you ask the chairs of the committee if there is room in their budget?

### **Should my resolution go before a committee or should I get an Exec co-sponsor?**

1. Does your resolution relate to the work or function of a specific committee?
  - a. If the answer is yes, you should bring your resolution to that committee.
2. Is your resolution time sensitive? Has there been an opportunity to pass it through a committee?
  - a. If your resolution is time sensitive, you may include an Exec co-sponsor. If it is time sensitive but a committee is meeting before the next senate, you should still aim to go before a committee.
  - b. Upon submission to the Speaker, the Judiciary Chairs and Parliamentarian will assist in reviewing whether this criteria has been met.
3. In rare cases, a working group consisting of Senators/Co-chairs/Exec Members may come to exist in order to address a specific issue.
  - a. In the event that such a working group exists, it may find reason to draft a resolution. In this case, the Executive members who have been present for meetings of the working group may reasonably be found as cosponsors.
4. Is an Executive officer responsible, per their role in the Constitution or a role assigned by a vote of the senate (i.e. Executive Advisory Committees) for coordinating efforts in the area of your resolution?
  - a. If the answer is yes, that Executive officer should be involved in the resolution process.
  - b. If the Executive officer chooses to co-sponsor the legislation, it is advisable that any relevant committees review the legislation in an advisory capacity, though the committees will not be required to vote on the legislation.
  - c. If the Executive officer chooses not to co-sponsor the legislation, it is advisable that they review the legislation in an advisory capacity before it is brought to a committee for a vote of approval.

**\*\*Executive officers may also sponsor or co-sponsor legislation for the purpose of appointing positions or for logistical reasons. These will be the most common use of an Executive sponsorship\*\***

A **co-sponsorship** is **not required** when Student Government is only contributing publicity for an event or program.

This publicity shall take the form of reposting or otherwise resharing promotional materials that have already been shared on another campus organization's page or account.

Graphics posted on the main Student Government feed may be appropriate in some circumstances

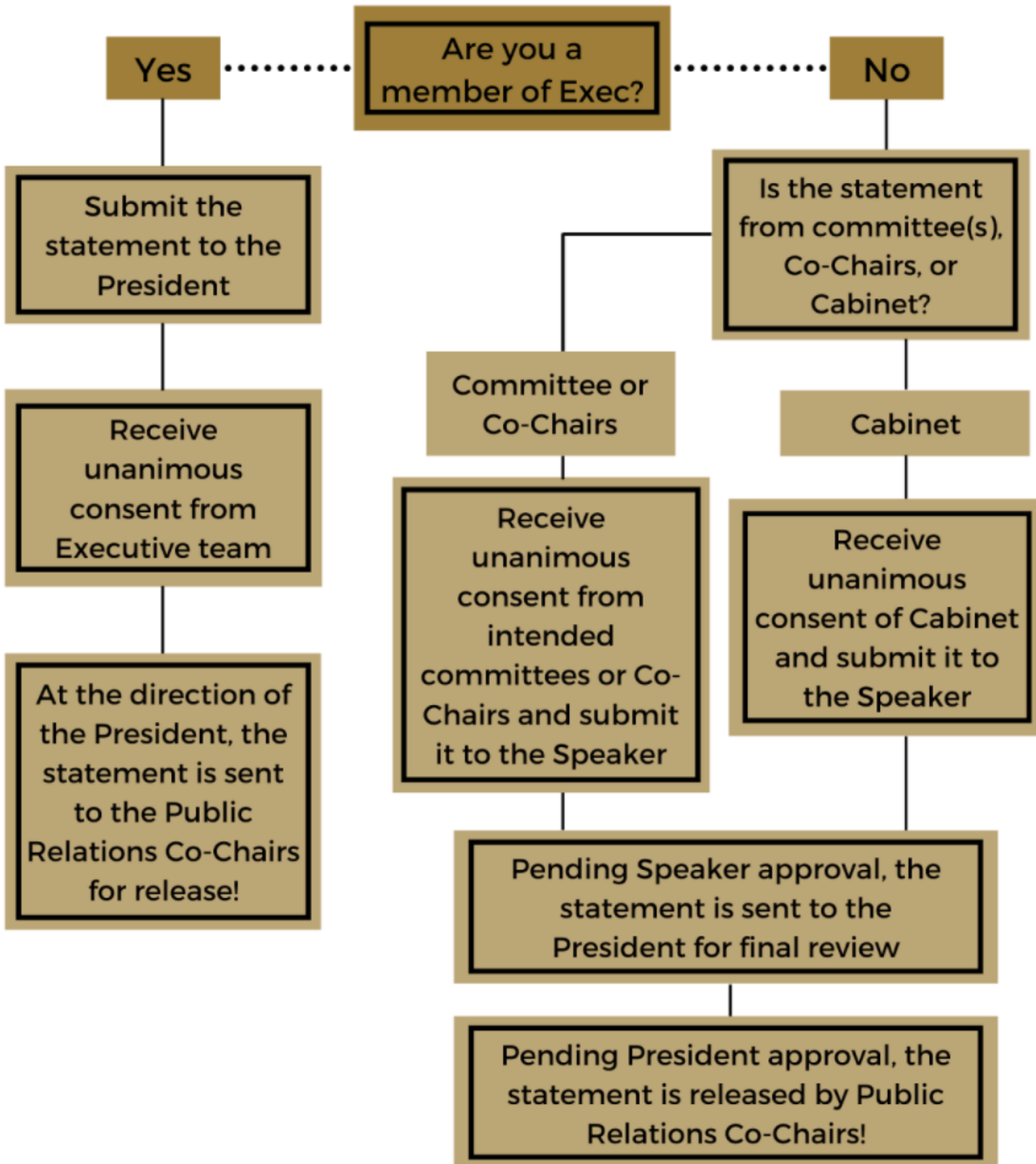
|  
**Subject to the consent of the PR co-chairs**

|  
In consultation with the President & Speaker of the House

The right to publicity for any event or program which has not been mandated by the passage of a resolution is subject to approval by the PR Cochairs

# Making Statements:

a flow chart showing the differences between regular and exec statements



# COULD MY CONTENT BE CONSTRUED AS AN SG STATEMENT?

If you answer yes to any of the below, your content could reasonably be construed as an SG Statement and should be released cautiously.

1

## IS IT PUBLIC?

Is what you're saying going to be publicly accessible to all or a large part of the Wake community?

2

## ARE YOU IN EXEC OR CABINET?

Does your position lend itself to making statements?

3

## IS THE CONTENT PRIVILEGED?

Are you releasing information that is privileged or sensitive which you learned of in your SG capacity?

4

## DID YOU USE YOUR TITLE?

Are you speaking in your official capacity or using your SG title?

5

## IS IT NORMALLY PART OF YOUR JOB?

Is the type of content being shared or the manner in which that content is shared normally a part of your role?

# Chartering Process Overview

a guide to the updated process

## 1. Create Your Organization

During the first several weeks of the semester, you will meet with one of the chartering advisors in the Office of Student Engagement. They will make a recommendation about whether or not you should apply for a charter

You should be holding regular meetings at least one semester before you begin applying for a charter



## 2. Meet with Chartering Advisors



## 3. Submit your Application

Your application will ask you to provide the name and contact information of your organization's advisor, as well as your constitution and bylaws



After you apply, you will be asked to come and present in front of the Student Organizations Council, who will ultimately make a decision about your chartering status

## 4. Present to the Student Organizations Council (SOC)



# Chartering Process Overview

a guide to the updated process, continued

## 5. Conditional Chartering Decision

SOC will vote about whether or not you should move on in the process of getting a charter. If they vote yes, your organization will receive a conditional charter. All conditional charter decisions will be released on the same day towards the end of the semester



If granted a conditional charter, the following semester your organization will be granted all of the privileges of a chartered organization (including the ability to make room reservations) except for access to SBAC funding

## 6. Conditional Charter



## 7. Status Report

You will be asked to submit a report towards the end of the semester regarding the current status of your organization (meetings, members, exec, etc.)

SOC will vote about whether or not you should receive a formal charter based on your status report.. If you receive a formal charter, you will have all the same privileges as well as access to SBAC funding



## 8. Formal Charter Decision