Your Name:
Your Position In SGA:
Why You Ran to be on SGA:

YOUR PHOTO HERE

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How to Use this Book

Dear Reader,

The *SGA Handbook, V1* is meant to give you, the reader, all the critical information necessary to be an SGA [*insert your role here*] today, tomorrow, next year, in the middle of a meeting, or in 10-15 minutes before a meeting.

Part I covers what SGA is and what it does. If you are new to SGA and want an overview of how it all works, start here.

Part II tells you what your job is as a member of SGA, depending on your position. If Part I tells you what SGA is supposed to do, Part II tells you how to do it.

Part III is basically a bunch of lists of useful information for quick reference. You never know when you'll need that "Parliamentary Procedure, Condensed" section.

The *SGA Handbook, V1* is somehow meant to summarize my four years in SGA and everything I learned from my predecessors in only a few pages. Because of this, it really only tells you the basics of what you need to know. I view it as an unfinished document partly because it's 3 AM on a Saturday and I put off writing it and partly because, like Disneyland, it will never be completed.

What I really mean by that is this: the *SGA Handbook* should be updated annually to reflect the needs of your SGA your particular year. Perhaps I missed something critical in *V1*. Perhaps you have held a referendum, abolished the constitution, and declared an authoritarian regime in the ashes of democratic undergraduate representation. Either way, add to or alter this guidebook as you see fit.

Good luck and have fun. The student body is counting on you.

Best Regards,
Dean Chien
SGA Executive President, 2K19-2K20

Part I: What is SGA?

The Johns Hopkins Undergraduate (JHU) Student Government Association (SGA) is the official governing body for all enrolled undergraduates in the Krieger School of Arts & Sciences (KSAS) & Whiting School of Engineering (WSE). The purpose of SGA is to "protect and improve the rights, opportunities, and quality of life for every undergraduate student at the Johns Hopkins University." This is done by "strengthening student unity, representing student interests, and providing a forum for the exchange of ideas."

1) The Guiding Documents

The Constitution, Bylaws, and Rules Bill establish what SGA is, what it does, and how it all works. You should read them in full when you get the opportunity.

a) The Constitution

The Constitution establishes the authority of SGA and outlines SGA's fundamental structure & responsibilities. It is the least flexible of the guiding documents, requiring a campus-wide referendum to amend, because SGA's power is only derived from the student body and recognized by the university administration.

b) The Bylaws

The Bylaws go into detail about how SGA is set up to function. The Bylaws require a 2/3 vote of the Senate to amend—a slightly higher bar than the simple majority needed to pass most legislation. If there is a core responsibility of SGA that needs to be transmitted to future years, then it belongs in the Bylaws.

c) The Rules Bill

The Rules Bill dictates how SGA will operate its meetings every year. This is the first piece of legislation passed by the Senate annually and is expected to be updated and altered accordingly. Meetings are central to the work of SGA and the Rules Bill, along with Robert's Rules of Order (see "Parliamentary Procedure, Condensed"), set up how meetings should be run.

2) SGA Structure

a) The Executive Board

Comprised of the Executive President, Executive Vice President, Executive Treasurer, & Executive Secretary. Its purpose is to carry out the day-to-day operations of the SGA and fulfill the instructions of the Senate. Article III of the

Constitution and parts of the Bylaws detail the responsibilities of Executive Board members.

b) The Senate

There are 28 senators, 7 from each class. One senator from each class is titled Class President. The core responsibility of the Senate is to write and pass legislation to fulfill the purpose of SGA to the student body. It also approves appointments to boards & committees internal and external to SGA. Article IV of the Constitution, as well as a majority of the SGA Bylaws, describe the Senate's responsibilities in detail.

c) Committees

The 7 standing committees of SGA have various responsibilities related to their titles, as described in Article III of the Bylaws. They engage in drafting and recommending legislation, advocacy efforts, and regulation. Each committee has a chair (or 2 co-chairs). The committees include:

i) Academic Affairs

ii) Civic Engagement

iii) Health, Safety, & Sustainability

iv) Finance

v) Internal Affairs

vi) Student Organizations

vii) Student Services

Additionally, there exist ad-hoc committees formed on an as-need basis. Currently, there is only one ad-hoc committee in SGA:

viii) Student Center Ad-Hoc

d) Class Councils

The class councils are each composed of 7 senators, with one titled Class President. The class councils create programming to enhance class unity. They serve as the primary points of contact with their respective classes.

e) Judiciary

If any conflict arises in SGA based on interpretation of the Constitution or Bylaws, the Judiciary will arbitrate. See Article V of the Constitution.

f) Committee on Student Elections (CSE)

Run SGA elections and operate independent of the Senate & Executive Board. See Article VII of the Constitution.

g) Executive Commissions

Executive Commissions are each housed under the office of a given executive board member.

i) Policy Research & Development Commission (PRDC)

Conduct surveys, policy research, and data analysis for the senate. Housed under the Executive Vice President.

ii) Student Activities Commission (SAC)

Financial arm of the SGA, responsible for allocating funds to student organizations. Housed under the Executive Treasurer.

iii) Communications and Marketing Commission (CMC)

Communications arm of SGA, assisting with social media & marketing efforts. Housed under the Executive Secretary.

h) Advisors

One for the Executive Board and for each of the Class Councils. Help in terms of navigating JHU & accomplishing goals.

3) SGA Responsibilities

The structure of SGA enables it to perform several functions:

a) Legislation

Legislation is the primary vehicle by which the Senate enacts its goals. The basic framework for writing & passing legislation is as follows:

1. Identify the issue.
    - Think about the purpose of what you are about to write, taking into consideration what SGA has the ability to do. Legislation is generally designed to promote unity in the student body, improve student wellbeing, advocate for student rights, etc.

- Do your homework. Has SGA done this before? How much will everything cost? What is important for other Senators to know to vote to pass the legislation?
    - This information should be included in the "Findings and Purposes" section of a Bill or "Whereas" clauses of a Resolution.
- Discuss your ideas in committee or with other Senators to get their advice & input.

2. Consider the stakeholders involved.

- Establish who will ultimately be tasked with implementing the legislation. SGA? A student group? Administrators?
- Figure out who might be impacted by the legislation and reach out to these stakeholders to ensure they understand what you are doing and are on board with it.

3. Design legislation.

- Write a Bill if the legislation requires funding, amends guiding documents, establishes an SGA program, and/or delineates specific action items for the Senate to accomplish.
- Write a Resolution if the SGA is compelled to take a stance affecting our constituents.

4. Pass it through Committee.

- Identify which committee would be most appropriate to pass your legislation through. Coordinate with that committee's chair to schedule a vote on your legislation in their next agenda. A simple majority vote of the committee is necessary for the committee to recommend the legislation's passage.
- Ensure that you have at least 2 sponsors of your legislation before it is sent to the Senate for consideration. These sponsors may be any other senators but asking for sponsors within the committee considering the legislation may be convenient.

5. Pass it through Senate.

- Ensure that the legislation is on the next Senate General Body Meeting (GBM) agenda by contacting the Executive Vice President.

- The Senate will vote on the legislation. A simple majority vote is necessary to pass most legislation.

6. Mobilize resources.

- Figure out your timeline & assign individuals to execute action items.
- Consider what materials might be needed, and ensure you have enough time & funds to order them.
- Also consider who you may need to contact & meet with, or when to follow up if there is no response.

7. Implement & evaluate.

- Upload any documentation you create as a result of the legislative process to the SGA electronic record.
- Reflect on what worked and what didn't, and document it.

b) Student Organizations

A key role of the SGA as a governing body is the recognition & regulation of student organizations. Section VII of the Bylaws, as well as the Responsibilities of the Committee on Student Organizations, delineate these and other key tasks.

SGA is a recognition entity. This means that it is responsible for the funding & support of any student organization recognized by it. Assisting SGA in this task are governing boards, which represent their respective organizational categories. Organizational categories recognized by SGA include:

- Advocacy & Awareness
- Cultural
- Honor & Professional Societies
- Media
- Performing & Visual Arts
- Religious & Spiritual
- Special Interest & Hobby
- Student Services & Support

Additional organizational categories exist that are not recognized by SGA, but rather other entities of the university. These include:

- Academic & Research
- Center for Leadership Education (CLE)

- Center for Social Concern (CSE)
- Fraternities & Sororities
- Graduate Student Organizations
- Sports Clubs

c) Appointments & Representative Bodies

SGA is responsible for the recommendation and approval of student members to several university committees & advisory boards. This ensures student representation in key university decision-making bodies.

d) Representation

As a member of SGA, or merely by stating that you are a member of SGA, you have the ability to call meetings with administrators on key issues affecting the student body. In this way, you may advocate for a particular position, request that a certain program be implemented, and/or lend your perspective as a student to administrative decision-making. Refer to the non-comprehensive "Key Administrators" list of the "Useful Resources" Section and find their emails online.

e) Communications & Marketing

Every member of SGA should be responsible for the promotion of SGA's own initiatives & ideas via social media, word-of-mouth, emails, etc. However, if another entity approaches SGA to use SGA's wide access to the student body to promote non-SGA activities, a decision should be made carefully and collectively whether to allow SGA to partner with the entity in question.

f) Meetings

Meetings are the backbone of SGA activity. A meeting should typically include the following:

- Chair: Runs the meeting and sets the agenda. The Executive Vice President chairs Senate GBM's. Committee chairs, well, chair their committee meetings. Class Presidents chair their class council meetings.
- Quorum: The necessary number of members for a meeting to have present in order to have the authority to vote. This number is half of all eligible members of the meeting, rounded up. Quorum for GBM's is 14 of the 28 total senators. As another example, a committee with 9 members would have a quorum of 5.

- Agenda: Outlines what will go on in the meeting, ideally sent out in advance of the meeting to the meeting members.
- Minutes: The written record of what occurs in the meeting, including vote totals, location, and time of the meeting. Designate at least one person to take minutes during every meeting.

A member of SGA is allowed 12 excused absences from meetings per year. An additional four excused absences are granted for every committee beyond two committees that a senator serves on. An absence must be reported to the chair of the meeting for the absence to be excused. Failure to report an absence results in an unexcused absence. Two unexcused absences will result in an impeachment vote, while four unexcused absences results in automatic dismissal from SGA.

g) Forums

Forums don't just refer to special forums, which are just one of the many ways for SGA to engage with our constituents. Rather, the term broadly encompasses every effort to meet with students face-to-face and collect their feedback. Among other approaches:

- Encouraging students to attend GBM's.
- Hold regular office hours (class councils, committees, & SGA as a whole).
- Tabling events, surveys, & more active methods of student engagement.
- Attending other student organizations' meetings.
- Maintain online platforms to collect student feedback at any time.
- Special forums on topics of great importance to the student body.

Part II: Your Role in SGA

1) Executive Board Member

a) President

- Spokesperson of the student body.
- Convene executive board meetings.
- Ensure efficient operation of the Senate (committees & class councils).
- Ensure regular communication with administrators, including Dean of Student Life Office (Biweekly), Vice Provost for Student Affairs (Monthly).
- Put out fires.

b) Vice President

- Chair GBM & set GBM agendas.
- Ensure legislative process runs smoothly.
- Co-chair Internal Affairs Committee.
- Chair PRDC.
- Assist President in their duties.

c) Treasurer

- Financial Officer of SGA.
- Work w/ Finance Committee to formulate SGA annual budget & spending.
- Co-chair Finance Committee.
- Chair SAC.
- Lead the funding of student groups.

d) Secretary

- Keep minutes of GBM's, take roll call of attendance & votes.
- Maintain SGA website, social media, email lists.
- Chair CMC.
- Record keeper/historian.

2) Senator

- Attend & vote in GBM's.
- Serve on at least one Committee.
- Serve on your Class Council.
- Write & vote on legislation.
- Get in contact with your assigned student organizations.

- Attend tabling, programming, & other events as required.
- Serve on external representative bodies as required.

3) Committee Chair

- Set agenda & meeting time for committee.
- Ensure committee meets at least once every two weeks.
- Assign a minute-taker for your committee meetings.
- Run committee meetings.
- Report attendance on attendance sheet.
- Check in regularly with Executive Board.

4) Committee Member

- Attend & vote in committee meetings.
- Assist fellow committee members in drafting & implementing legislation.
- Staff events as required.

5) Class Council President

- Set agenda & meeting time for class council.
- Ensure class council meets regularly.
- Assign a minute-taker for your class council meetings.
- Assign a class council member to oversee finances of the class council.
- Run class council meetings.
- Report attendance on attendance sheet.
- Check in regularly with Executive Board.

6) Class Council Member

- Attend & vote in class council meetings.
- Staff events as required.

7) Everybody

- Attend Inclusivity & Resource Awareness Trainings & Presentations as outlined in the Bylaws. Also attend SGA Retreats.
- Avoid conflicts of interest.
- Be a good noodle.

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

Part III: Useful Resources

1) Parliamentary Procedure, Condensed

Note that primary motions include typical motions such as moving into voting procedure or introducing legislation. There are a couple of other motions not listed above but used in SGA:

- Friendly Amendment: If an amendment is proposed and seconded, the chair can ask the legislation's author if the amendment is friendly. If it is, the amendment requires no vote to pass. If not, the amendment is subject to normal debate and voting procedure.
- Round Robin: Everyone present speaks for a set amount of time in order.
- Straw Poll: Everyone present indicates how they would vote if discussion ended, non-verbally.

- Moderated Caucus: Motion for [X] minute caucus with [Y] second speaking times. Enables a structured debate with a speaker's list automatically opened.

2) Key Administrators

Based on regular contact (at least once a year), and in no particular order:

- Ron Daniels (President)
- Sunil Kumar (Provost)
- Alanna Shanahan (Vice Provost for Student Affairs)
- Andy Wilson (Dean of Academic and Student Services)
- Beverly Wendland (Dean of KSAS)
    - Joel Schildbach (Vice Dean of Undergraduate Education, KSAS)
- Ed Schlesinger (Dean of WSE)
    - Michael Falk (Vice Dean of Undergraduate Education, WSE)
- Calvin Smith (Director of Student Leadership & Involvement)
    - Nicolas Wright (Assistant Director of Fraternity & Sorority Life)
    - Hal Turner (Director of JHUnions & Activities)
    - Carolyn Harris (Associate Director for Leadership Development)
- Smita Ruzicka (Dean of Student Life)
    - Alison Avolio (Deputy to the Dean of Student Life)
    - Ian Magowan (Director of Dining)
    - Matt Torres (Director of the Counseling Center)
    - Jacki Stone (Director of CHEW)
    - Dr. Roanna Kessler (Director of Student Health and Wellness Center)
    - Demere Woolway (Director of the Office of LGBTQ Life)
    - Joseph Colon (Director of OMA)
    - Sarah Mansfield (Director of Housing Operations)
    - Jessica Kupper (Director of Residential Life)
    - Moses Davis (Associate Dean of Diversity and Inclusion)
- Brittany Claridge (Assistant Director, Orientation & First Year Experience)
- Bill Harrington (Director of Athletics & Recreation)
- Terri Massie-Burrell (Director of Student Disability Services)
- Farouk Dey (Vice Provost for Integrative Learning & Life Design)
- Greg Smith (Director of Transportation Services)
- Joy Gaslevic (Interim Vice Provost for the Office of Institutional Equity)

- Misti McKeehen (Director of the Center for Social Concern)

3) Decision-Making Groups

There are various bodies besides SGA that make critical decisions within the university. All of these groups have student representation of some kind. SGA members will typically serve in some of them, although they do not necessarily serve on behalf of SGA. Rather, SGA has had members in these bodies in the past. It is a good idea to attempt to reach out to these groups at the beginning of each year to inquire about membership.

- Graduate Representative Organization (GRO)
- Peabody General Assembly (PGA)
- Multicultural Leadership Council (MLC)
- Student Athletic Advisory Commission (SAAC)
- Sustainability Coalition
- Mental Health Student Group Coalition [Inactive]
- Diversity Leadership Council (DLC)
- Homewood Council on Inclusive Excellence (HCIE)
- Sexual Violence Advisory Committee (SVAC)
- Hopkins Student Center Advisory Committee (HSCAC)
- Alumni Student Ambassadors
- Senior Gift Committee
- Ethics & Conduct Board
- Homewood Wellbeing Working Group
- KSAS & WSE Curriculum Committees

4) Legislation Templates

- Template for a Bill: https://docs.google.com/document/d/1skLZPuyspEB-zBWY2mLDhiLOkwbXolZX1_EQa_wV7No/edit
- Template for a Resolution: https://docs.google.com/document/d/1EqohFSFyG2XAHZ268jlT2XtoWaFq-iSYuxwemCMUdOY/edit