The Rutgers College Governing Association Standing Rules

This document will hereby serve as the Rutgers College Governing Association (RCGA) Standing Rules. The RCGA Standing Rules serve an important function in the governing body. They act as guidelines for day- to- day procedures as well as further notation to the RCGA Constitution. It should be noted that the Standing Rules is a separate document from the Constitution and thereby not liable to the same amendment procedures thus making the Standing Rules a more easily changeable and correctable document that will adapt to the change in both times and body. This document will nullify all past legislature that contradicts the material contained within.

I. Meeting Procedure: the President or the highest-ranking Executive Committee Member present shall chair all meetings. The meeting shall adhere to the current version of Robert's Rules of Order and to the RCGA Constitution and Standing Rules. Should the rules set forth in the RCGA Constitution or the RCGA Standing Rules differ from Robert's Rules of Order, the following documents will set precedence as follows: RCGA Constitution, the RCGA Standing Rules, and Robert's Rules of Order.

II. Agenda: All RCGA general body meetings will consist of the following items. The composition of the agenda, its order, and the addition of other items is at the discretion of the Executive Committee. Prior to approval, the agenda can be amended by a 2/3 vote of the RCGA Congress. If applicable, the item must be read by all members present before a vote is called to add this item to the agenda.

I. Call to Order
II. Roll Call
III. Approval of Agenda
IV. Approval of Minutes
V. Pledge of Allegiance
VI. Public Sector
VII. External Representative Reports
VIII. New Business
IX. Old Business
X. Officer Reports
XI. Committee Announcements
XII. Internal Representative Reports
XIII. Press Questions
XIV. Public Sector
XV. Additional Information
XVI. Roll Call
XVII. Adjournment

III. Debate: Debate shall follow the rules prescribed in Robert's Rules of Order. Some general rules that apply include:

a. A person may speak on a given issue no more than twice.
b. If there is no time limit set, then the time limit shall be five minutes.
c. Debate must be germane.
d. All comments must be directed to the Chair.
e. The Chair shall not enter debate.
Once a person has begun speaking his/her time limit may not be altered.

The question is called once the speakers list is exhausted or by a 2/3 vote of the body.

There will be three categories for debate: against, to, for. The speakers list will be closed for each category with three speakers.

The speakers list may be reopened for any or all categories by a simple majority vote.

IV. Motions: Robert's Rules of Order are used by the RCGA to maintain order and efficiency. When a member of the body wishes to speak s/he may not speak until the Chair has recognized her/him.

V. Closed Sessions: The RCGA may make a meeting closed to the public by a 2/3 vote of the body. Closed sessions will usually occur when dealing with in-body elections, members, or legal matters. If a meeting is closed after the meeting has begun, all members of the public must leave before business may continue.

VI. Committees: The RCGA will operate the following standing committees: Academic Affairs, Internal Affairs, Legislative Affairs, Constituent & Public Relations, Social and Cultural Affairs, and University Affairs. Members of the public are encouraged to join any and all RCGA standing committees, with the exception of the Internal Affairs Committee, which is comprised of only RCGA members.

VII. Committee Responsibilities: All committees will meet at least once each week when Rutgers Classes are in session. All committees are responsible for submitting a written committee report following each committee meeting to the Vice-President of the RCGA. The individual committee responsibilities consist of but are not limited to the following:

a. Academic Affairs: The Academic Affairs Committee shall address the recruitment and admissions criteria of entering students, the quality of undergraduate teaching at the University and the means by which it may be improved. This will include the following factors and their impact on undergraduate academic quality: retention of top faculty, salary funding, needed capital improvements, and the quality and accessibility of computing and other technology services. Finally, the Committee will participate in the provision over services by the Financial Aid, Career Services, and Academic Services departments of the University.

b. Internal Affairs: The Internal Affairs committee shall be "responsible for insuring that members act in accordance with the Constitution. This committee will be responsible for overseeing any investigations into any members of the RCGA and issuing a report to the RCGA and the public. The chair of this committee will chair any investigative hearing of the RCGA." (quoted from RCGA Constitution). The Internal Affairs Committee shall consist solely of RCGA members. A minimum of 4 members, including the chairperson(s), must always serve on the Internal Affairs Committee at the same time. It is recommended that all members of the Internal Affairs Committee serve at least one semester as a body member on the RCGA before becoming a committee member. The Parliamentarian may serve as an advisor to the Internal Affairs Committee in the event the Internal Affairs chairperson(s) cannot agree on a consensus with the Internal Affairs Committee regarding parliamentary procedure, the constitutionality of a particular issue, or Robert's Rules of Order. However, members of the Executive Board are prohibited from serving the Chairperson.

c. Legislative Affairs: The Legislative Affairs Committee shall strive to educate Rutgers College Students on the people and issues in the legislatures that will affect them, influence the government on issues that will affect Rutgers College and Rutgers College students, and
create a coalition between the City of New Brunswick, Township of Piscataway, and Rutgers College.

d. Constituent & Public Relations: The Constituent and Public Relations Committee's purpose is to reach out to the Rutgers College student body and offer the RCGA's general knowledge and influence as a service to them. The goal of this is to help students navigate the complicated bureaucracy inherent to such a large institution such as Rutgers. A permanent Public Relations subcommittee is to be established devoted to promoting school spirit, increasing general awareness of the RCGA, and encouraging student involvement in all student government-related issues. Activities of the Public Relations subcommittee include organizing and promoting events and co-sponsorships, media publicity, advertising, and University relations.

e. Social and Cultural Affairs: The Social and Cultural Affairs Committee represents and educates Rutgers College students in all areas affecting their social and cultural affairs. The SCA committee works directly with Rutgers College organizations to provide them with additional funding for specific events. By communicating with social and cultural groups on campus, the Social and Cultural Affairs Committee seeks to improve relations and facilitate active participation within the Rutgers community. A permanent Co-sponsorship subcommittee is established to review co-sponsorship applications, and ensure that applying organizations are eligible.

f. University Affairs: Deals with concerns pertaining to issues inside of the University, such as dining, transportation, social policy, and issues relating to University life; addresses all student concerns that lie within Rutgers College and pertain to the College as an entire entity.

VIII. Committee Budgets: The RCGA Treasurer will create committee budgets that provide funds for advertising, photocopies, and supplies for all committees. New allotments shall be made for each semester. All expenditures greater than or equal to $500 must be approved by the RCGA Congress. The RCGA Congress following the approved policy for fiscal bills must approve all other necessary funds.

IX. Subsidiary Committees: Subsidiary Committees will be formed when deemed necessary either by the RCGA President or Committee Chairpersons to address any issue that affects the Students of Rutgers College.

X. Committee on Elections and/or Constitutional Amendments: The Committees on Elections and/or Constitutional Amendments will be formed as Subsidiary Committee(s) of the Internal Affairs Committee at least two months prior to scheduled first day of polling for elections or at least one month prior to the scheduled first day of polling for referenda.

a. Committee on Elections: No candidate may serve on the Committee on Elections for an election in which they are participating. A member of a Class Council is invited to serve on the Elections Committee to advise the Elections Chair. The Internal Affairs Chairperson or co-chairpersons shall serve as the Committee on Elections Chairperson unless otherwise appointed by the RCGA President. The Elections Committee will be responsible for drawing up Elections Guidelines and a Cover Letter for the election and have them approved by the RCGA Congress with a 2/3 vote, or if time does not permit, the Executive Committee at minimum. The Committee on Elections shall also be responsible for all referendums, as mandated by the RCGA Constitution.

b. Committee on Constitutional Amendments: The Internal Affairs Chairperson or co-chairpersons shall serve as the Committee on Constitutional Amendments Chairperson unless otherwise appointed by the RCGA President. If there is an election occurring simultaneously, the Elections Committee Chairperson may serve as Constitutional
Amendments Chairperson if the President so chooses. The Constitutional Amendments Committee will be responsible for drawing up guidelines for the constitutional amendment ratification process and a constitutional amendment cover letter and having them approved by the RCGA body with a 2/3 vote or, if time does not permit, the Executive Committee at minimum.

XI. The Committee on Appeals shall work in conjunction with the Committee on Elections and be formed as a Subsidiary Committee of the Internal Affairs Committee at least two (2) months prior to scheduled first day of polling for elections. No candidate may serve on the Committee on Appeals for an election in which they are participating. The RCGA President will appoint the Chairperson of the Committee on Appeals. Members of the Committee on Appeals may also serve on the Committee on Elections with the exception of the Chairperson.

XII. Envoy System: There shall be an official envoy system in which the RCGA sends an appointed representative headed by the appointed Executive Officer as chosen by the President to all general meetings of the University governing bodies on the New Brunswick/Piscataway campus.

XIII. Attendance: Three recorded unexcused absences per semester will be grounds for disciplinary action including removal from office.

a. Main Body Meetings: All RCGA members are required to attend all weekly meetings. Each absence from a meeting will be recorded. Arriving after opening roll call will attribute ½ absence and leaving before final roll call will attribute ½ absence. All absence and lateness excuses should be directed to the Executive Committee for decision prior to the requested excused meeting.

b. Committee Meetings: All RCGA committee members are required to attend all committee meetings. The absence from a committee meeting will be recorded as an absence. All absence excuses should be directed to the chair of the committee for decision prior to the requested excused meeting.

c. Senate Meetings: All University Senators are required to attend all Senate meetings. An absence from a Senate Meeting will count as one absence. An absence from a committee or caucus meeting will count as half an absence. The President or a Senator appointed by the President will be responsible for taking attendance at the caucus and committee meetings. Absence excuses for committee or caucus meetings should be directed to the Executive Committee prior to the requested excused meeting. Absence excuses for Senate meetings should be directed to the Secretary of the University Senate prior to the requested excused meeting.

XIV. Service Hours: All RCGA members are required to complete four Service Hours each month. While conducting Service Hours, members will be available to the Student Body to provide information and to answer questions. All Service Hours must be reported to the Internal Affairs Committee by the Monday preceding the first RCGA Congress meeting of each month. Members who fail to complete and report Service Hours by this time will be subject to disciplinary action following rule XXII. Approved Service Hour activities include time spent: in the RCGA office between 8:00AM and 10:00PM, working as a poll worker in an RCGA general election or an RCGA referendum, or an RCGA constitutional amendment ratification process, tabling, participating on an RCGA Election, Constitutional Amendments, or Appeal committee, representing the RCGA as an envoy, and at any other approved form of activity. Other approved forms of activities
must be deemed appropriate by the RCGA Executive Committee with consideration to past precedent and can be overruled by a majority vote of the RCGA general body. These approved activities must be aimed at spreading the RCGA name throughout the Rutgers community. Therefore, the event must contain information about the RCGA, and also provide a forum for members of the student body to ask questions.

XV. Resolutions and Bills:

a. Procedure: All legislation to be included on the agenda shall be presented to the Executive Committee prior to the presentation to the body.

b. Passing Resolutions and Bills: Resolutions and bills take a minimum of two weeks to pass. The first time presented, the resolution appears in New Business and the author entertains technical questions. At the next meeting the resolution appears in Old Business and the floor is open to debate, following Robert's Rules of Order. Additionally, all legislation must be on RCGA stationary. All legislation will be passed by a roll-call vote. This vote will be recorded and filed in the RCGA office. The results of this vote will be made public and a copy will be made available to the press if desired. A roll-call vote is not necessary when passing by unanimous consent.

c. Amending Legislation: Resolutions and bills on the floor may be amended following Robert's Rules of Order. Any and all amendments must be written out and presented to the Recording Secretary prior to being considered.

d. Rushed Resolutions and bills: Resolutions or bills may be passed in one meeting by a three-fifths (3/5) vote in favor of moving the resolution or bill from New Business to Old Business.

e. Bills shall be differentiated from resolutions such that bills require action by the RCGA body, whereas resolutions express sentiments or opinions.

XVI. Fiscal Bills: All fiscal allocations, require two general body meetings, comprised of a quorum, before the question is called.

XVII. Remanding to the Executive Committee: The RCGA may remand pressing matters to the Executive Committee by a two-thirds vote of the body.

XVIII. Quorum: A quorum is needed to conduct official business, which is any motion or action that requires a vote. Other matters, such as reports, may be made in the absence of a quorum. Neither the Chair, members under censure, nor unfilled seats count when establishing a quorum.

XIX. Allocations Committee

a. The Allocations Committee shall be an affiliated committee of the RCGA that operates separately from the RCGA. With the approval of the RCGA, the Allocations Committee shall establish or amend its own operating rules and regulations, along with formal Guidelines for Funding. Amendments to the RCGA Allocations Committee Guidelines for Funding must be made in the semester prior to the intended date of implementation.

b. The Allocations Committee shall recommend the distribution of student activities fees to student organizations properly registered at Rutgers College or as a New Brunswick-wide organization with the Office of Student Involvement and Leadership Programs in a viewpoint-neutral manner and according to established legal precedent. Recommendations are made to the RCGA Congress according to procedures set forth in RCGA Constitution.

c. The RCGA Congress shall consider the funding recommendations of the Allocations Committee on a semester-to-semester basis without regard to viewpoint, content, political orientation, ideology, or the public popularity of any individual student organization. The
RCGA Congress shall determine whether or not the RCGA Allocations Committee has made its recommendations according the approved Guidelines for Funding and that it has done so in a fair and impartial manner.

d. The RCGA Treasurer shall serve as a permanent liaison to the Allocations Committee and the Allocations Committee may be considered the RCGA Treasurer’s assigned Standing Committee. The RCGA Treasurer shall be required to attend any and all meetings and retreats of the Allocations Committee. The RCGA Congress may submit its own recommendations or suggestions through the RCGA Treasurer for consideration by the Allocations Committee. The Chair of the RCGA Allocations Committee will be responsible for reporting attendance of the RCGA Treasurer at all RCGA Allocations Committee meetings to the IA Chairperson(s) on a weekly basis.

e. All additional allocations made by the Allocations Committee in an amount greater than or equal to $5000 shall require the approval of the RCGA Congress.

XX. Co-Sponsorships

a. The RCGA shall set aside $2500 each semester to be used for co-sponsorships. $2500 shall be divided into a minimum of ten $250 allotments. The maximum allotment is $250, and there is no minimum.

b. Any organization that wishes to apply for a co-sponsorship must follow these guidelines in order to have its application considered by the Social and Cultural Affairs (SCA) committee. Adherence to the criteria does not guarantee approval of the co-sponsorship bill, as final decisions will be at the discretion of the Social and Cultural Affairs committee and the voting body of the Rutgers College Governing Association (RCGA).

Co-sponsorship Eligibility

1. Organizations must be registered with the Office of Student Leadership, Involvement, and Programs (OSLIP), the Office of Fraternity and Sorority Affairs (OFSA), or Rutgers Club Sports.
2. Organization membership must be composed of at least 20% Rutgers College students.
3. Under no circumstances will an organization registered solely with any college or school besides Rutgers College be considered for co-sponsorship.
4. An organization not registered with OSLIP must provide contact information for their advisor, who must be a Rutgers faculty or staff member.
5. The organization's event must be open to all University students.
   a. Events not eligible for co-sponsorship include, but are not limited to: recruitment events, formals, banquets, or any event where alcohol will be served.

Co-sponsorship Guidelines

1. Completed applications must be handed in at least twenty four (24) hours before a SCA meeting to be considered for that meeting. Completed applications must also be turned in at least two (2) weeks prior to the date of the organization's event. Exceptions to these rules will be made at the discretion of the SCA committee.
2. A member of the applying organization must attend a SCA meeting before the bill is put before the voting body of the RCGA. SCA also requests that a member of the applying organization attends the RCGA body meeting when the bill for said organization is introduced.
3. Organizations that are approved for a co-sponsorship by the voting body of the RCGA must adhere to the following guidelines upon approval:
   a. Organizations must advertise the event for which they were given a co-sponsorship.
b. Any literature advertising the event produced after the date of co-sponsorship approval must acknowledge the RCGA as a co-sponsor. Recommended notation for advertisements: "This event funded with student fees through the Rutgers College Governing Association."

c. Organizations must provide receipts for event expenditures upon request of the SCA committee.

d. Organizations must follow the RCGA Allocations Funding Guidelines when utilizing RCGA co-sponsorships. It is recommended that organizations use co-sponsorships for advertising or room rental costs.

**Failure to meet any of the above requirements before, during, or after the co-sponsorship process will be noted by the Social and Cultural Affairs committee. Depending on the violation and the decision of the SCA committee, future co-sponsorship applications from the offending organization may not be considered.

Co-sponsorship Responsibility Pledge

I, ________________, have read and understand the above guidelines. In acting as a representative for my organization, I understand it is my responsibility to make my fellow members aware of the above guidelines, and to ensure that the guidelines are followed by every member of my organization. I understand that failure to meet certain requirements or guidelines as listed may result in my organization being prohibited from applying for co-sponsorships in the future.

Print Name:_____________________________________ Sign Name: ______________________

Organization Name: ______________________________ Date:  ___________________________

Social and Cultural Affairs Chairperson Signature:  _________________________________________

XXI. Special Events Fund

The following shall serve as a guideline for the distribution of the Special Events line of the student fee:

1. The following shall be considered as criteria for recognition as a special event. The event must be open to all University students and it must not already be funded through the annual allocations process. Two of the four following criteria must be met for recognition as a special event. However, the RCGA has discretion as to whether or not to fund an event, regardless of compliance or lack thereof with these criteria. Other factors that the RCGA will consider in this decision may include: mission, purpose, and previous funding among other factors.

   I. Annual events traditionally funded by the RCGA

   II. Co-sponsorship by 5 or more campus groups

   III. A total event cost of over $15,000

   IV. The event receives 50% or more of its funding from a source other than Special Events allocations.

2. An event planning team shall approach a Special Events Committee to determine whether they will qualify for special event funding. This committee must consist of the chair of the Allocations Committee, no fewer than three (3) members of the Allocations committee, and no fewer than four (4) members, including the treasurer, of the Executive Board of the RCGA. The committee shall then determine whether the event should qualify as a special
event. If the event is decided to qualify, the committee will proceed to determine appropriate funding for this event. The RCGA Treasurer and Allocations chair will then co-sponsor a bill in the RCGA that will at once confer special events status on the event and assign funding. This bill will follow all normal operating procedures of the RCGA, and two thirds (2/3) of the RCGA Congress must approve it.

3. All organizations applying for general funding from the Allocations Committee must declare which of their events will apply for Special Event status in their semester budget requests, and these events may not be allocated funds in the general funding process.

4. The Special Events Fund will reabsorb all funds allocated for a special event that are not used for that event by the end of the semester in which it was allocated.

5. All guidelines restricting ticket price for normal programs funded by the RCGA Allocations Committee shall be null and void in regards to events receiving special events funding.

6. All events funded by the Special Events Fund must indicate, in all of their advertising, that they are sponsored by the RCGA. The RCGA and the Allocations Committee shall be jointly responsible for the advertising and facilitation of the process to assign special events funding.

XXII. Misconduct

a. Misconduct of duty on the part of an RCGA member or candidate shall be defined as a gross violation of the Standing Rules, Elections Guidelines, or other rules set forth in the governing documents as outlined in Articles VI, VII, and VIII of the RCGA Constitution.

b. The guidelines for impeachment proceedings will proceed as detailed in Article III of the Constitution.

c. Members can also report misconduct without filing impeachment charges. Any three members of the RCGA may file, in writing, general charges of misconduct (according to the guidelines stated in part A) with the Internal Affairs Committee (the IA Committee). If the IA Committee approves the charges, they have the discretion to recommend impeachment if warranted.

d. The proceedings of any disciplinary action in general or impeachment investigations shall observe the following procedure:

1. The IA Committee shall perform an investigation to be concluded no later than 5 business days from when the charge was filed.

2. Should the IA Committee conclude that the parties under investigation stand responsible of a non-impeachable offense, the IA Committee must create a suitable sanction, subject to the final veto power of the IA Committee Chairperson.

3. The sanction must then be approved by a 2/3 vote of the Executive Committee before being presented to the body. This determination must be made at the same meeting of the Executive Committee at which it is presented.

4. The IA Committee must create a report to be presented to the RCGA Congress at a closed meeting describing the charge(s), the final conclusion of responsible or not responsible, and the sanction (if any). The IA Committee must also publish a public report as outlined in Article II, Section 5 of the Constitution and Robert's Rules Section: Disciplinary Procedures, subsection: Rights of Society and the Accused.

5. Disciplinary actions cannot be circumvented (through means of resignation and rejoining, etc) unless successfully appealed.

6. Sanctions may include but not be limited to votes of no confidence, censure, or additional committee assignments.
e. Appeals

1. An appeal is only valid in the following situations: discovery of new evidence that clearly proves that the individual is not responsible; inappropriate sanctions; the sanction has violated the rights of the individual; or a procedural error has been made in the investigative process.

2. An appeal must be received in writing to the IA Committee chairperson by the first meeting of the Executive Committee that is directly following the report to the body. The IA Committee chairperson shall immediately convene the Investigative Appeals Committee. This committee shall consist of an advisor, the Internal Affairs chairperson, the RCGA President, and up to three Presidential appointees who are Rutgers College students or affiliates (regardless of whether or not they are voting RCGA members). If the RCGA body feels that an appointee is biased or partial, they can reject an appointee by a 2/3 majority vote. All parties involved in an appeal are automatically recused from the committee. If the RCGA President is recused from the committee, the advisor shall choose the three appointees.

3. Once formed, the Investigative Appeals Committee will begin their review of the appeal and report to the body within ten business days. The member in question will receive the decision in writing. The decision of the Investigative Appeals Committee is final.

XXIII. Disciplinary Action

a. Censure shall be defined by suspending the debate and voting privileges of the effected party.
b. No-Confidence Votes:
   A vote of no confidence may be brought against any RCGA officer, appointee or the entire Executive Board (here-on referred to as 'said member'). The said member must be notified 24 hours in advance of a no-confidence vote by the body member making the motion and s/he be notified of the reasons why the body member is making such a motion. In order to carry, a motion of no-confidence must pass by a 2/3 vote. In the event that the Executive Board loses a no-confidence vote, the President and Vice-President will remain in office and must appoint new board members who will be voted upon by the RCGA Congress at the full body meeting immediately following the no-confidence vote.
   The debate over the no-confidence vote will be considered a closed meeting. The said member(s) may choose to remain in the meeting during debate and will be allowed to make a closing statement immediately preceding the final vote. Every body member may speak for a maximum of 10 minutes. No member may speak more than twice. There will be no specified pro/con/to speeches and no questions of the speaker will be entertained, except for those relating to the verification of factual claims.

XXIV. Resigning from an Elected or Appointed Position

a. If any member of the body wishes to resign from his/her position, that member must do so in a letter or e-mail presented to the President. The letter must list all positions from which the person is resigning, including committee membership, as well as the reason for resignation.
b. The resignation will take effect at the next full-body meeting and cannot be revoked once taken effect.

XXV. Responsibility Pledge and Oath of Office

a. All newly elected members shall receive a packet of information including the Constitution and Standing Rules.
b. All new members will be required to go to a training session in which RCGA members who were previously in office will go through the Constitution and the Standing Rules.

c. Members will additionally receive a responsibility pledge that they will be required to sign and return upon completion of reading the RCGA Constitution and all RCGA Standing Rules and must be returned no more than two meetings from the day it is received. Anyone who does not sign the pledge within the stated time will be subject to censure under the Internal Affairs committee.

d. Members shall be required to recite the following Oath of Office at their first meeting following election:

I do affirm that I will faithfully execute the powers of the position to which I was elected and will, to the best of my ability, abide by, preserve, and protect the Constitution of the Rutgers College Governing Association on behalf of the Students of Rutgers College.

XXVI. Meeting location: The RCGA shall publicly assemble on both the Busch campus and the College Avenue campus on an alternating-semester basis.

XXVII. Election Petition Signatures

a. Each candidate for the position of Class Representative must get a designated petition signed by 100 students of her/his class year at Rutgers College and affiliated students.

b. Each candidate for the position of University Senator must get a designated petition signed by 250 students at Rutgers College (Not including Affiliates).

c. Each candidate for the positions of RCGA President or Vice President must get a designated petitions signed by 500 students at Rutgers College and affiliated students.

d. Each candidate for the position of Class President, Vice President, Secretary, or Treasurer must get a designated petition signed by 100 students of his/her class year at Rutgers College and affiliated students.

XXVIII. Code of Ethics

a. The Code of Ethics shall serve as the standard of behavior for members of the RCGA.

b. The Code of Ethics may be amended according to the process for altering the standing rules, as specified in Article VII, Section 3 of the RCGA Constitution.

[current as of 9/12/06]