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The Student Association (SA) is your undergraduate student government.

The Student Association exists as a right and for the benefit of the student body.

SA serves as your representative voice and focuses on initiatives to help make the undergraduate experience the best it can be.

SA is made up of elected student representatives from each school/college, just like you. As a member of SA, you are afforded the opportunity to make a difference in the lives of your peers, while gaining valuable leadership experience.
SHOULD I JOIN STUDENT ASSOCIATION?

DO I WANT TO HELP OTHERS?

- **YES**
  - Do I want to create change on campus?
    - **YES**
      - That's okay! There are 300+ organizations on campus. We're sure you'll find the one that's right for you.
    - **NO**
      - Am I sure?
        - **YES**
          - That's okay! There are 300+ organizations on campus. We're sure you'll find the one that's right for you.
        - **NO**
          - Come down to a meeting on Monday nights or contact our BEM Chair to find out if SA is right for you.

- **NO**
  - Am I sure?
    - **YES**
      - That's okay! There are 300+ organizations on campus. We're sure you'll find the one that's right for you.
    - **NO**
      - Come join us! Contact our BEM chair or stop by the SA office to find out how to become a part of SA.

Am I willing to put in work, be a reliable member, and able to attend Monday meetings?

- **YES**
  - That's okay! If you said no because you're unable to attend Monday meetings, you can still join SA! Any student who pays the Activity Fee can become a member of a committee and you don't need to be elected to be a part of making change and helping others on campus!

- **NO**
  - Come down to a meeting on Monday nights or contact our BEM Chair to find out if SA is right for you.
LET'S BREAK IT DOWN

**cabinet**

- Members of the cabinet are appointed by the President and Vice President of the Association.

**boards**

- There are four boards of the Assembly.

**assembly**

- Members of the Assembly are elected by the student body every Spring.
- Students represent their peers from their home college.

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- Members of the cabinet are appointed by the President and Vice President of the Association.

- There are four boards of the Assembly.

- Members of the Assembly are elected by the student body every Spring. Students represent their peers from their home college.
BUT, WHAT DOES SA DO?

In addition to serving and representing students, SA has worked to put together many initiatives and events that have benefitted the student body in some capacity.

What does Finance Board do?
The Finance Board is the financial arm of Syracuse University’s Student Association. The Finance Board is made up of 12 elected members from different communities on campus and is led by the Comptroller. The responsibility of the Finance Board is to make financial decisions which are sent to the Assembly for approval. The Finance Board also budgets and allocates the Student Activity Fee to the 300+ Registered Student Organizations on campus for events or programming purposes. Using the Finance Codes, the Finance Board votes on each budget fairly and weighs all information provided to make decisions that are fair and equal to all.

What does JRB do?
The Judicial Review Board is the judicial branch of Student Association. The Judicial Review Board seats five members, and lead by a chairperson. Members of the Judicial Review Board are non-voting members of Student Association. The Judicial Review Board enforces the Student Association Constitution and Bylaws on members of Students Association and on Registered Student Organizations. This enforcement is done through judicial hearings in which both parties have the right to speak. Unanimous decisions are made by the board to make sure all decisions are fair.
What does Assembly do?
The Student Association Assembly serves as a representation of all 11 colleges on SU’s campus. Representatives serve 250 students from their home college and are elected by the Assembly in the Fall, and by a school-wide election in the Spring. The Assembly votes on all pieces of legislation that pass through it, including bills which finance the over 300 student organizations on campus. Assembly reps are also a part of a committee and attend weekly committee meetings in addition to holding 2 office hours a week.

What does Cabinet do?
Each Cabinet member serves as a committee chair and focuses on initiatives and events specific to that committee’s focus. By leading a committee, Cabinet works with Assembly members to put on events, work with student orgs, and help bring ideas students have for making campus a better place to life. Cabinet members work closely with the President and the Vice President to ensure communications between the Executive and Legislative Branches.

What do the President and Vice President do?
The President and Vice President work closely together, along with the rest of the Student Association, to represent the needs and wants of SU’s undergraduate student population. They work closely with the Cabinet to ensure existing initiatives and events can continue to thrive, while bringing in their own ideas to the organization. They also serve as representatives on campus, meeting with various stakeholders on and off campus, including but not limited to administrators, professors, students, community members, and others to find out how to make initiatives successful.
STUDENT ASSOCIATION RESPONSIBILITIES

Attendance at Weekly Meetings
All members must attend weekly Monday night meetings at 7:30pm EST in Goldstein Auditorium and/or the SA Zoom.

Absences:
4.4.1 Health, academics, family emergencies and religious conflicts are the only qualified reasons that shall be considered as an excused absence. Should any member miss an Assembly meeting, they are to submit an official notice to the Assembly Recorder and all chairpersons of the Board of Elections and Membership via e-mail within twenty-four [24] hours of adjournment of the meeting, copying any related persons to the notice and providing any documentation requested by the Board of Elections and Membership in order to verify any official notice.

Committee Meetings:
All Assembly members must attend a committee meeting once a week. Committee Chairs take attendance at each meeting, and you must be present to vote on any relevant bills for your committee.
4.8.1 Each voting officer of the Assembly is required to hold voting membership on at least one standing committee, special committee, or board of the Association.

Office Hours:
All members of the Association must hold Office Hours in the SA office weekly. Office hour responsibilities vary based on the position a student holds within the organization and are as follows:
1.13.1 Voting Assembly Representatives shall hold two [2] hours.
1.13.2 Committee Vice Chairpersons shall hold three [3] hours.
1.13.3 BEM, JRB, and committee chairpersons, and individuals serving on Cabinet not elsewhere listed in this section, shall post and hold five [5] hours.
1.13.3.5 The Speaker of Assembly and the Recorder shall hold [5] hours.
1.13.4, Parliamentarian, Recorder, and Chief of Staff shall post and hold ten [10] hours.
1.13.5 The Vice President shall post and hold fifteen [15] hours.
1.13.6 The President and Comptroller shall post and hold twenty [20] hours.
2020-2021 Directory
The 64th Legislative Session

President: Justine Hastings (jchastin@syr.edu)

Vice President: Ryan Golden (rjgolden@syr.edu)

Chief of Staff: Kailee Vick (knvick@syr.edu)

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Director of Technology: Shawn Gaetano (sgaetano@syr.edu)

Comptroller: Julio Burgos (jrburgos@syr.edu)

Speaker of the Assembly: Brendan Treloar (bjtreloa@syr.edu)

Parliamentarian: Josh Shub-Seltzer (jshubsel@syr.edu)

Judicial Review Board Chair: Madeline Law (mlaw03@syr.edu)

Board of Elections and Membership: David Bruen (drbruen@syr.edu)

Recorder: Morgan Eaton (mweaton@syr.edu)
Robert's Rules of Order is the standard for facilitating discussions and group decision-making. Although they may seem long and involved, having an agreed upon set of rules makes meetings run easier. Here are the basic elements of Robert's Rules:

1. Motion: To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that......") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)

2. Postpone Indefinitely: This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.

3. Amend: This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.

4. Question: To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.

5. Table: To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue."). A second is needed and a majority vote required to table the item being discussed.

6. Adjourn: A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if a motion to table the discussion is proposed, it must be voted on before a motion to amend.
In a committee or board meeting, often only four motions are used:
- To introduce (motion.)
- To change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.
As a member of the Student Association it is incredibly important to remember that you serve and represent students on the SU campus. Whether in the office or not you should remain professional and remember that you serve as a representation of this organization.

At meetings, remain respectful of others and listen intently to what people are saying. You may disagree with people, and that is okay, but remember that just as you are entitled to your opinions, others in the room are entitled to theirs. Keep an open mind, and be willing to listen to perspectives that differ from yours.

Meetings are not meant to be a hostile place full of disagreement, but rather a productive space full of important discourse that leads to action. Keep this in mind each week.

If you at any point feel as though any part of this organization does not feel welcoming or is not an inclusive environment, please do not hesitate to reach out to someone. Our goal is to make this a welcoming, inclusive environment for all.

**Questions, comments, concerns?**

If you are at any point confused about anything regarding this organization, please reach out to someone. Whether it's about Robert's Rules, you're unsure how to start an initiative, or you hear about an issue on campus and aren't sure if SA can help, please just ask. We are here to help you.