



UNIVERSITY OF NORTH ALABAMA

STUDENT GOVERNMENT ASSOCIATION (SGA)

FRESHMAN FORUM MANUAL

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TITLE I. PURPOSE AND OVERSIGHT

Chapter 1. Declaration of Purpose

1.1 The purpose of the Freshman Forum is to provide education, service, and leadership opportunities for first-year, full-time students at the University of North Alabama and in the local community

Chapter 2. Oversight and Advisors

2.1 The Freshman Forum shall be overseen by two (2) Freshman Forum Advisors and the SGA Advisor. The Freshman Forum Advisors shall administer the Freshman Forum in accordance with the SGA Constitution, Code of Laws, and University policies.

Chapter 3. Branch Composition

3.1 The Freshman Forum shall constitute a branch of the Student Government Association and shall be composed of no more than forty (40) first-year, full-time students at the University of North Alabama.

TITLE II. APPLICATION AND ELIGIBILITY

Chapter 4. Qualifications

4.1 To be eligible for appointment to and service in the Freshman Forum branch, applicants must:

4.1.1 Be enrolled as a first-year, full-time student, regardless of classification at the University of North Alabama.

4.1.2 Submit a completed Freshman Forum application.

4.1.3 Maintain a cumulative scholastic grade point average of 2.25 or higher throughout the term of service.

4.1.4 Not serve concurrently on any other branches of SGA.

4.1.5 Take an oath to uphold the SGA Constitution.

Chapter 5. Application Process

5.1 An application requesting prior achievements, general information, and brief essay shall be required of all Freshman Forum applicants.

Chapter 6. Interview Process

6.1 All applicants will be required to interview with a selection committee comprised of five (5) judges: the SGA President, the SGA Vice President, the two (2) Freshman Forum Advisors, and one (1) Student-at-Large appointed by the Freshman Forum Advisors.

6.2 Selected Freshman Forum members shall be announced publicly through official Freshman Forum communication channels following the conclusion of interviews. Vacancies may be filled by appointment of the Freshman Forum Advisors.

TITLE III. LEADERSHIP AND EXECUTIVE COUNCIL

Chapter 7. Freshman Forum Advisors

7.1 Freshman Forum shall be overseen by the two (2) Freshman Forum Advisors.

7.2 The Freshman Forum Advisors shall:

7.2.1 Undergo advisor training with the SGA Advisor and previous Freshman Forum Advisors prior to performing any duties as advisors.

7.2.2 Work together to plan the Freshman Forum Retreat.

7.2.3 Appoint members of the Freshman Forum to six (6) standing committees.

7.2.3.1 The Freshman Forum Advisors must take into consideration the preference of the Freshman Forum members when determining the committees' appointments. Appointments will be made before or during the first Freshman Forum meeting.

7.2.4 Serve on the Freshman Forum Executive Council and attend Freshman Forum meetings, Freshman Forum Executive Council meetings, and meetings specific to their branch.

7.2.5 Direct and report at least one Advisor to the weekly SGA Executive Council meeting.

7.2.6 Preside over all duties, tasks, and functions of the Freshman Forum in the temporary absence of the Freshman Forum Executive Chair.

Chapter 8. Freshman Forum Executive Chair and Clerk

8.1 The Freshman Forum shall elect the Freshman Forum Executive Chair and Freshman Forum Clerk by a simple majority vote before or during the first formal meeting of the academic year.

8.2 The Freshman Forum Executive Chair shall:

8.2.1 Not serve on a standing committee or as a committee chairperson.

8.2.2 Relinquish the right to introduce legislation, vote on proposed legislation, vote on motions, or make motions.

8.2.3 Preside over Freshman Forum meetings and perform the duties, tasks, and functions of the Freshman Forum.

8.2.4 Provide an oral report to the Senate when requested by the Senate, Freshman Forum Advisors, or SGA President.

8.2.5 Reserve the right to veto legislation passed by Freshman Forum.

8.2.5.1 Vetoed legislation shall be returned to the Freshman Forum at the next meeting with a written or oral explanation of the veto.

8.2.6 Oversee Freshman Forum budgeting and financial matters in coordination with the SGA Treasurer and shall ensure that all expenditures comply with the approved SGA budget.

8.2.7 Collaborate with the Clerk and Committee Chairs to plan and execute at least one (1) internal Freshman Forum event during each academic semester.

8.3 The Freshman Forum Clerk shall:

8.3.1 Not serve on a standing committee or as a committee chairperson.

8.3.2 Relinquish the right to introduce legislation, vote on proposed legislation, vote on motions, or make motions.

8.3.3 Keep a complete and permanent record of Freshman Forum proceedings.

8.3.4 Contact Freshman Forum members in the event of a called meeting.

8.3.5 Prepare proposed legislation and resolutions for presentation to the Freshman Forum and distribute the materials to members, advisors, and the permanent file.

8.3.6 Distribute the previous meeting's minutes and the current meeting's agenda to Freshman Forum members before each meeting.

8.3.7 Report absences of Freshman Forum Advisors to the SGA Secretary.

Chapter 9. Freshman Forum Executive Council

9.1 The Freshman Forum Executive Council shall consist of ten (10) members: the six (6) standing committee chairpersons, the Freshman Forum Executive Chair, the Freshman Forum Clerk, and the two (2) Freshman Forum Advisors.

9.2 The Freshman Forum Executive Council shall set the agenda for Freshman Forum meetings, coordinate branch activities, oversee committee operations, and provide direction for the programs and initiatives of the Freshman Forum.

TITLE IV. COMMITTEE OPERATIONS AND ACTIVITIES

Chapter 10. Service Committee

10.1 The Service Committee shall be composed of four to eight (4-8) members.

10.2 The Service Committee shall identify community needs, determine, and complete at least one (1) service event or initiative assisting the Shoals community in the spring semester.

Chapter 11. Public Relations Committee

11.1 The Public Relations Committee shall be composed of no more than four (4) members.

11.2 The Public Relations Committee shall be composed of one (1) photographer, one (1) graphic designer, one (1) monthly newsletter designer, and the Public Relations Chairperson.

11.3 The Public Relations Chairperson shall serve as the Freshman Forum's Social Media manager and will oversee all Freshman Forum social media accounts.

11.4 The Public Relations Committee shall be responsible for publicizing all Freshman Forum activities and developing communications strategies.

Chapter 12. Social Committee

12.1 The Social Committee shall be composed of four to eight (4-8) members.

12.2 The Social Committee shall plan and coordinate one (1) social event for the spring semester to include all first-year students.

12.3 The Social Committee shall plan and coordinate one (1) social event for the fall semester for the Freshman Forum.

Chapter 13. Student Welfare Committee

13.1 The Student Welfare Committee, composed of three to eight (3-8) members,

13.2 The Student Welfare Committee shall be responsible for seeking first-year opinions through at least one (1) survey addressing issues affecting student welfare, quality of life, and campus experience.

13.2.1 The Committee shall also maintain records of all surveys, data, and legislative drafts for future Freshman Forums and archival purposes.

13.3 The Student Welfare Committee shall create a piece of legislation presented to the SGA Senate and sponsored by an SGA Senator.

Chapter 14. Outreach Committee

14.1 The Outreach Committee shall be composed of four to seven (4-7) members.

14.2 The Outreach Committee shall be responsible for disseminating information and services to the freshman class, including but not limited to Disability Support Services, Student Success Center, Roar Access Center, University Health Center, Homecoming, Spring Concert, and Light the Fountain.

14.3 The Outreach Committee shall strive towards creating service opportunities on campus throughout the academic term.

Chapter 15. Philanthropy Committee

15.1 The Philanthropy Committee shall be composed of four to seven (4-7) members.

15.2 The Philanthropy Committee shall be responsible for planning one (1) partnership event in the spring semester to connect students to campus resources and/or raising resources and awareness for the food pantry.

15.3 The Philanthropy Committee shall cultivate partnerships with various campus organizations, local nonprofits, and/or University departments to support philanthropic initiatives.

Chapter 16. Committee Rules and Oversight

16.1 Freshman Forum Committee Meetings will take place subsequently after the formal adjournment of meetings every Wednesday.

16.2 Freshman Forum Committee Meetings will be approved by the Freshman Forum Advisors and Executive Chair and shall be dismissed at the discretion of the respective Committee Chair.

16.3 The Freshman Forum Advisors shall appoint chairpersons to preside over each of the six (6) standing committees at the first Freshman Forum meeting following Freshman Forum Orientation based upon their initial interviews and a special chairperson interview.

16.4 Committee Chairperson shall oversee all committee activities and report to the Freshman Forum Executive Council on the operations of the Committee.

16.5 All committees are required to collaborate on one (1) large-scale, freshman student-focused event during the Spring semester. The event must include all 6 standing committees of Freshman Forum in its discussion and execution and shall be overseen by the Freshman Forum Executive Council.

TITLE V. PROCEDURES, RULES, AND ETHICS

Chapter 17. Procedures of the Freshman Forum

17.1 The Freshman Forum shall meet in a designated meeting area every Wednesday at 5:00 p.m. and shall regularly conclude no later than 7:00 p.m., unless formally extended by a vote of the Freshman Forum.

17.2 Freshman Forum members shall serve no more than one (1) academic year and shall be expected to serve for the entirety of the academic year, subject to resignation, dismissal, or removal under the Constitution and/or Code of Laws.

17.3 Freshman Forum members shall act in accordance with the SGA Constitution, Code of Laws, and this Manual. Each member shall uphold the oath to support the SGA Constitution and shall conduct themselves in a manner consistent with the duties of student leadership and public trust.

17.4 Each Freshman Forum member shall attend at least one (1) Senate meeting during each academic semester.

17.5 All events held by the Freshman Forum must undergo an evaluation at the meeting following the event. Evaluations of the event should include a discussion on how the event went, areas in which the event could have been improved, and an assessment of the items and/or food if given away at the event.

Chapter 18. Legislation

18.1 Proposed legislation may be introduced by any delegate of the Freshman Forum.

18.2 Proposed legislation may amend, repeal, or establish provisions of this Manual, provided that no provision of this Manual or legislation adopted pursuant to it shall conflict with or supersede the SGA Constitution or Code of Laws. In the event of a conflict, the SGA Constitution and Code of Laws shall prevail.

18.3 Any Freshman Forum delegate may introduce a recommendation or proposed bill requesting that the Senate consider an amendment to the Code of Laws; however, Freshman Forum approval alone shall not amend the Code of Laws or the SGA Constitution.

18.4 All proposed expenditures or other legislation shall be presented in writing in correct legislative form with at least one (1) copy for each delegate and additional copies available for the Freshman Forum Executive Council.

18.5 All legislation involving the appropriation or expenditure of SGA funds must be passed by a two-thirds (2/3) majority vote of the Freshman Forum present.

18.6 All legislation approved by the Freshman Forum must be signed by the Freshman Forum Executive Chair for signature or veto within twenty-four (24) hours after final approval.

18.7 A veto may be overridden by a three-fourths (3/4) vote of the Freshman Forum members present at the meeting immediately following the veto.

TITLE VI. ABSENTEEISM AND VIOLATIONS

Chapter 19. Absentee Procedure

19.1 Freshman Forum members shall be subject to the SGA absenteeism provisions unless this Manual provides a more specific rule.

19.2 Any Freshman Forum member who accumulates four (4) absences in one (1) semester from required Freshman Forum meetings, committee meetings, or other mandatory Freshman Forum functions shall be subject to dismissal from the Freshman Forum.

19.3 The Freshman Forum Advisors shall be on grounds for dismissal if having missed a total of four (4) regularly scheduled meetings per semester.

19.4 Three (3) tardies shall equal one (1) absence. Three (3) early departures shall equal one (1) absence. A tardy shall mean arrival after roll call has concluded. An early departure shall mean leaving after roll call and failing to return before the meeting concludes.

19.5 A member who accumulates three (3) absences shall receive written notice from the Freshman Forum Clerk.

19.6 Committee chairpersons shall report committee absences to the Freshman Forum Clerk. The Clerk shall maintain attendance records and communicate relevant absences to the SGA Secretary.

19.7 Excused absences and appeals shall be considered under the SGA absenteeism appeal process. Examples of qualifying circumstances include documented illness, family emergency, required University obligations, required Registered Student Organization obligations, and required athletic participation.

Chapter 20. Violation Procedure

20.1 A violation of the SGA Constitution, Code of Laws, or University policy by a member of Freshman Forum may be reported in writing to the Judicial Branch by any SGA member or the SGA Advisor. The Judicial Branch shall have jurisdiction to hear the matter and impose or recommend discipline consistent with the Constitution and Code of Laws.

20.2 Any Freshman Forum member removed for absenteeism or a violation shall have the right to appeal to the Judicial Branch under proper appeal procedures.

