



Active Member Policy

SGA Policy # 21

Active Member Requirements

Have been elected into SGA according to the New SGA Member Policy through Elections Committee

1. Attend all SGA meetings for the duration of each meeting. If necessary, excused absences are allowed with prior notification to an SGA advisor or the SLC Secretary. An excused absence includes, but is not limited to health issues, academics, family emergencies, etc. Up to two unexcused absences are allowed per semester.
2. Be an active member in their assigned committee. Attendance and excused absences follow the same guidelines as SGA meetings as stated above.
3. Assist with SGA sponsored events and initiatives. This may include, but is not limited to, Blood Drive tabling, Club Council, polling stations, and recruiting initiatives. The Executive Board will determine the requirements for each event or initiative.
4. Submit any weekly schedule updates to the Student Life Center Secretary.

Process for Handling Inactive Members

If a letter of resignation is not received and the above requirements are not being met, the Elections Committee is responsible to administer the following procedure.

When the active member requirements above are not met by an SGA member, the Elections Committee Chair must notify the member through e-mail that their status has changed from active member to inactive member of SGA. Inactive members are not allowed to vote in SGA meetings. After notification, if the member wishes to earn back their active member status, they must submit a letter of intent explaining why they have failed to meet the requirements and their intentions for the future or a letter of resignation. If a letter of intent is submitted, the inactive member begins a one month probationary period. During this time, the inactive member is expected to



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follow all of the active member requirements. At the end of the one month probationary period, if the inactive member has met the requirements, their active member status is restored. If they have not followed the active member requirements, their membership will be revoked by a vote at the next SGA meeting.

Resigning from Membership

Members are asked to send a letter of resignation with an effective date to the current Elections Committee Chair if they are no longer interested in being an SGA member or are no longer going to be a SUNY Cobleskill student.

Alternative Committee Arrangements

In the case that a member has verified class conflicts for all SGA committee meetings, said member may serve as an adjunct committee member, at the discretion of the committee chair and the SGA Executive Board. An adjunct committee member must meet weekly with the committee chair in the Student Life Center. If there is a change in the committee meeting time or a change in the member's schedule, the member must begin attending regular committee meetings in order to meet this requirement.

Leave of Absence

A leave of absence would be required if a member knows of further absences which may extend beyond two meetings. The member should contact the Secretary of the Student Government Association by providing a letter and/or e-mail of intention, reasoning and the timeframe for the leave. Accepted reasoning includes, but is not limited to health issues, academics, family emergencies, etc. Approval of the leave of absence will be confirmed by the Executive Board of SGA. A leave of absence is only applicable for one semester. You must have been a member for at least one full semester before being eligible for a leave of absence.

Upon approval, this member will not affect quorum during the leave of absence. After the leave of absence, the member does not need to be re-elected. If the member is able to attend a meeting during their leave, the member will be a non-voting member for that meeting.