STUDENT GOVERNMENT ASSOCIATION

UNIVERSITY OF VIRGINIA'S COLLEGE AT WISE

POLICY BOOK

This policy book should not contradict the SGA Constitution in any way and is not meant to replace that document. The policy book is meant to clarify, as well as, explain many of the day to day, operational and procedural issues for members of the SGA and those that they represent.

Adopted Fall 2006, updated September 2026

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Amending & Maintaining the Policy Book

The SGA Policy Book may be amended by a 2/3 vote of the Senate, with any changes having been read aloud at two consecutive SGA meetings prior to a vote.

The SGA Policy Book shall maintain an easily legible font, no smaller than 10 point. Page numbers shall be found on the bottom left of each page with the designation of "UVA Wise SGA Policy Book" found on the bottom right. Sections of the SGA Policy Book will be alphabetized beginning with the **Amending & Maintaining the Policy Book** section. Sections shall be centered on the page, while titles, sections, and subsections being aligned to the left of the page, with indentions as needed. A page break must be found between the final title and **Appendix A**. It shall be the job of the standing Election and Policy Review Committee and SGA Advisor to ensure that the SGA Policy Book is easily accessible and legible, with the correction and/or inclusion of any grammatically necessary word(s) or marking(s) where any may have been missing. Such addition(s) cannot be done to change the meaning of a section of the SGA Policy Book, and said inclusion(s) must be presented at an SGA Senate meeting and read through by the entire SGA Executive Board, Senate, Advisor, and other membership at least one week prior to the adjustment(s) to allow for any necessary question(s) to arise.

Annual SGA Events

The following list of events should not be considered as all-inclusive but should serve as a guide to the SGA in planning their annual events.

Fall Semester

A. Fall Elections—held per constitutional guidelines (see also Homecoming). The SGA also assists in coordinating Honor Court elections at this time.

B. . Football Homecoming—celebration of the College's Alumni Homecoming. This weekend is set in advance by the Office of Alumni Relations. The SGA sponsors several events during this week to show school spirit and build community:

a. Homecoming Royalty nominations are held by SGA during the Fall Semester. Up to, one candidate of the freshman, sophomore, and junior classes, and six candidates of the senior class are eligible for Homecoming Court. SGA coordinates one election: Homecoming Monarchy, which will be the senior candidate with the most votes. The Freshman, Sophomore, and Junior candidates with the highest nominations will automatically be granted the title of Homecoming Royalty. The winners will be announced at half-time of the Homecoming Football Game.

b. All candidates can choose their own escort or if they want to walk with another candidate (seniors only). The escort must be a student of UVA Wise and be in good standing with the college.

c. An effort should be made to allow for balanced gender representation that is inclusive of all identities as students who do not identify within the traditional gender binary may take a court position and may claim a royal

title that best suits them, whether it be king, queen, or monarch as approved by the Events Committee. The freshman, sophomore, and junior candidates will automatically be titled homecoming royalty.

d. The SGA provides flowers for the event: flowers are to be coordinated by the Events Committee, at a value of no more than $500, but can be adjusted annually by the Chair of the Events Committee if needed, allowing for all court members and monarchs to receive flowers.
e. The Homecoming Dance is traditionally held on the Saturday night of Homecoming Weekend and is coordinated with the Office of Student

Engagement

C. Lighting of Crocket Hall - In an effort to encourage a surge of spirit prior to exams, SGA will sponsor decoration around campus by hosting and participating in the Lighting of Crocket Hall. The Lighting of Crocket Hall event should be inclusive to all winter holidays and festivals.

Spring Semester

A. Student Leadership Awards Banquet—traditionally held the last Friday in April, SGA Member of the Year and participation awards are presented at this event.

B. Spring Elections—held per constitutional guidelines. The SGA also assists in coordinating the Honor Court elections at this time.

C. Day of Service—annual event held to encourage community service amongst the College's students, faculty, staff, alumni and community members. The SGA provides t-shirts for volunteers and plans their own event to participate in.

D. Student Leader Scholarship—established in 2013, the SGA Student Leader Scholarship is presented to a student who excels as a leader in the classroom, on campus and in the community. Application forms are made available in the spring, and the recipient is chosen by the SGA President and SGA Advisor.

E. In coordination with the Office of Student Engagement, SGA will remain a core sponsor of the annual Cavapoolza that occurs each spring. In addition to being a sponsor, SGA members will provide help in running the annual event at the direction of the SGA President or Advisor.

Awards

The SGA annually presents the followings awards:

a. SGA Member of the Year—The SGA will elect by secret ballot one member who has gone above and beyond during the year to receive this recognition. All members of SGA (Senate, Executive Board and appointees) get to vote. The recipient will be announced at the annual Student Leadership Awards Banquet and will receive a plaque.

b. SGA Participation Awards—presented to all members of the SGA at the annual Student Leadership Awards Banquet in recognition of their service to the SGA.

c. "SGA Award of Special Recognition"—These awards are presented to members of the campus community who have given the SGA special support and assistance during the year. The Executive Board determines recipients after receiving input from the Senate. Certificates are presented to each recipient at the last SGA meeting of the academic year.

d. From time to time the SGA has presented a resolution honoring the contributions of someone or some group. See sample in Appendix A.

e. SGA Cords—Any SGA member that has served two full semesters will receive graduation cords.

f. SGA Professor of the Year - The SGA will by secret ballot nominate one professor for SGA Professor of the Year. The SGA Advisor will count the nominations, and the professor with the most nominations will be SGA Professor of the Year. IF there is a tie, a second vote will be held with the professors with the most nominations being the only candidates that SGA members can choose from. The winner of the second vote by secret ballot will be the SGA Professor of the Year

g. SGA Staff Member of the Year - The SGA will by secret ballot nominate one staff member for SGA Staff Member of the Year. The SGA Advisor will count the nominations, and the professor with the most nominations will be SGA Staff Member of the Year. If there is a tie, a second vote will be held with the staff members with the most nominations being the only candidates that SGA members can choose from. The winner of the second vote by secret ballot will be SGA Staff Member of the Year.

Budget

A. The SGA Budget is derived from student fees and is annually set by the Vice Chancellor for Student Affairs and the Dean of Students.

B. SGA Request for Funds Process and Form

a. Any request for money from the SGA must be accompanied by the online submission of the "SGA Request for Funding" form and must be received at least 21 days prior to funds being used.

b. The online form must be submitted by 12:00pm on the Monday prior to the SGA meeting in which the organization wishes to present its request to the Senate. Upon submission, the online funding request shall be automatically transmitted to the President, Treasurer, and Advisor for review. The President and Treasurer will review the request and ensure all needed information is provided for presentation to the Senate. The Treasurer shall then notify the requesting party of the date, time, and location of the meeting at which the request will be presented. The President shall add the funding request to the agenda for the scheduled meeting.

c. The request will be presented at the meeting following receipt of the online form. A vote will follow at the next SGA meeting.

d. All funds should be distributed in such a manner as to do the most good and benefit for the greatest number of students.

C. Unless in extreme circumstances, the SGA will use the following guidelines in an effort to be consistent and fair. These guidelines are meant to assist the Senate in reviewing funding requests. The guidelines are merely that, guidelines. They do not have to be followed exactly and may not be applicable in all cases.

a. Organizational General Requests—can be used for supplies, startup money for new organizations or events, etc. This generally does not exceed $200 for new organizations or $100 for established organizations beginning a new project. Organizations must explain what the money will be used for throughout the semester/year.

b. Organization Special Events—The SGA will generally apply no more than 50% of the cost of the event, as long as the event is open to all students and is of benefit to the student body.

i. $300 per event, limit of $500 per group per year.
ii. The event must be open to the entire UVA Wise Campus iii. Other funding sources and efforts are recommended
iv. A detailed list of costs and other contributions must be provided with the proposal.
v. Food/Supplies—SGA can provide funds for food and supplies to organizations (to be distributed on campus grounds only).

c. Trip/Conference Grant—The SGA will generally assist with paying up to 50% for hotel, travel and conference fees (excluding food) when it is deemed those involved will bring back helpful information to the college community. The SGA will pay the same amount for one advisor. To be considered for SGA funding, all trips must be approved through the College approval process (i.e. academic department, international programs office, etc.).

i. Grants are generally used for service trips, conferences, etc. for individual students (may be representing an organization) to enrich their college experience.
ii. Group must provide a list of all of those attending, total costs, and any contributions received as well as all sources for funding. Other funding efforts are recommended.

iii. Group must comply with giveback policy by detailing how those involved with the conference will share their experience and what is learned with the campus community.

iv. A giveback must be completed within one month after the event and may include a newspaper article in the school or community paper, a session/program for other students, an art or photo display, or any other way to share the conference experience with the UVA Wise community. An organization is not eligible to request additional funds until a giveback has been completed.

d. Other Programs/Events (not sponsored by a student organization)—groups of students and other entities may submit a request to the SGA to fund activities, events, or equipment which will benefit the Student Body.

e. Other—the SGA will consider other requests not fitting in one of the above categories.

D. Funding Source—Any event or activity sponsored by SGA funds must include the following statement on all publicity and or advertisement: "Co-Sponsored by the UVA Wise SGA and Student Fees."

E. SGA "Request for Funds" Form—The SGA "Request for Funds" form is available online and is submitted electronically in order to request funds from the SGA.

F. 20% Rule: The SGA incurs indirect cost expenses for the day to day operations and as such will set aside 20% of its budget each semester for SGA expenses. This money may be allocated at a later time if it is unused for SGA expenses. This money is controlled by the SGA treasurer with consent of the Executive Board and/or Senate.

G. Summer Funds—The SGA annually has a need to expend funds for day to day operations during the summer months when the Senate is not in session. Any member of the Executive Board may make a request for expenditures which may be approved with the consent of the majority of the Executive Board and Advisor.

H. Annual Partnerships and Sponsored Events--The Student Government Association may establish annual partnerships and sponsored events with organizations, committees, programs, initiatives, and activities that promote the mission and values of the University of Virginia's College at Wise and benefit the student body.

Organizations, committees, programs, initiatives, and activities receiving annual partnership or sponsored event funding shall not be restricted from submitting allocation requests. Recipients of annual partnership or sponsored event funding shall retain the ability to submit allocation requests through the standard allocation process at any time during the fiscal academic year. The receipt of annual partnership or sponsored event funding shall not preclude consideration of any allocation request submitted to the Senate.

a. The Black History Month Committee shall receive seven hundred dollars ($700) annually from the Student Government Association in support of Black History Month for programming and activities.

These funds shall be made available at any point during the fiscal academic year upon request of the Black History Month Committee.

b. The Student Government Association shall provide two hundred fifty dollars ($250) annually in support of the Community Egg Hunt.

These funds shall be allocated to the Leadership and Local Outreach Committee budget, which shall be responsible for coordinating and administering the event proceedings.

These funds shall be made available at any point during the fiscal academic year upon request of the Community Egg Hunt Coordinator.

c. The Student Government Association shall provide one thousand dollars ($1,000) annually in support of Advocacy Days participation and related activities.

These funds shall be made available at any point during the fiscal academic year upon request of the appropriate Advocacy Days coordinator, advisor, or designated representative.

d. The Student Government Association shall provide six hundred dollars ($600) annually in support of the International Dinner and related programming that promotes cultural awareness, engagement, and education within the campus community.

   These funds shall be made available at any point during the fiscal academic year upon request of the International Dinner coordinator, advisor, or designated representative.

Clubs and Organizations

New clubs and organizations should follow these guidelines:

A. Student clubs and organizations must be officially recognized and initially chartered by the Student Government Association and the Office of the Student Engagement to receive funding, reserve campus facilities, sponsor college events, hold an organizational mailbox, or publicize on campus. Each year, chartered organizations must re-register with the Office of Student Engagement by the second week of the fall semester. Organizations that are not registered by this deadline will not be considered in good standing and will lose all privileges of being a recognized Student Organization.

B. The SGA has the right to annually review all clubs and organizations and to revoke their recognition.

C. New organizations must work with the Office of Student Engagement to complete the following:

   a. Recruit at least 5 members
   b. Recruit a faculty/staff advisor.
   c. Draft a constitution.
   d. Complete the "Request to Charter a Student Organization" form
   e. Turn in the form and new constitution to the Office of Student Engagement
   f. Upon approval by the Office of Student Engagement and the SGA Student Engagement Committee, the request will be forwarded to the SGA President to be added to the next SGA meeting agenda.
   g. The SGA Student Engagement Committee will present and recommend new clubs or organizations for chartering. They should be prepared to answer any questions Senators or SGA members may have. The request will be tabled one week to allow Senators time to review the Constitution, Charter Request, and proposed club constitution.
   h. SGA will then vote at the meeting on whether to charter the new organization
   i. Once the group has received approval, they are free to start recruiting members, eligible for a student organization mailbox, SGA funding, and are able to reserve on-campus space.

j. Upon approval, the SGA Secretary shall communicate to the appropriate staff that the group is an official SGA sanctioned group.

D. Requirements for Returning Organizations—already existing and chartered organizations must annually complete the "Student Organization Re-Registration" form and return it to the Office of Student Engagement by the second week of the fall semester. If the organization has made changes to their Constitution, an updated copy shall be filed with the Office of Student Engagement at this time.

Student organizations should view the Student Organization Handbook updated annually by the Office of Student Engagement.

Code of Conduct

As members of the University of Virginia's College at Wise SGA representative body and executive board, charged with speaking on behalf of, and representing, the student body at all times, members are expected to support a diverse campus community that supports inclusivity and integrity to both the student body and the University of Virginia's College at Wise. Committing to a professional academic setting, members of the SGA are, to the best of their ability, expressing professionalism both in person and publicly online. Zero tolerance is given to harassment and other forms of intimidation and mistreatment.

Committees

A. All SGA members will be assigned to serve on at least one committee each semester. Lack of attendance or participation in committee meetings will be reported to the Executive Board and may be counted as regular Senate meeting absences accordingly. Any member with a valid reason for missing a meeting should issue a timely documented excuse to the committee chair.

B. Just as it is the duty of the committee member to attend meetings, it shall be the duty of the committee chair to issue timely documented reminders to members of upcoming events and meetings.

C. SGA members are expected to assist and help with all SGA functions. While no person can be at every single event, an effort must be made to assist the SGA with events and be supportive of SGA events. If unable to attend or help with an event, a member should let the secretary know.

Internal Communication

As students from various walks of life, miscommunication does happen, the following guidelines are meant to mitigate such problems by creating various lines of communication.

A. The president, or an appointed member of their cabinet, will maintain non-committee external communications.

B. The vice president shall maintain communication regarding internal committee issues and committee chairs, unless such issues require resolution from the SGA Senate.

C. The treasurer may supersede any restriction regarding executive board communication in matters if budgetary.

D. The Secretary shall be the final authority on any and all past rulings, and/or motions of the SGA Senate, providing citation of the appropriate meeting minutes.
E. Should miscommunication arise and/or be a consistent problem, there is the expectation to acknowledge any mistakes, intentional or not, while keeping the SGA Senate, executive board, and advisor informed of actions taken to remedy any mistakes that happen.
    a. In the case of remedying a mistake, or miscommunication, such actions must be carried out with the same level of openness, accessibility, and publicity that the mistake happened.

Meeting Procedures

A. Location—SGA meetings shall be held each Friday during the academic year at 1pm in the C. Bascom Slemp Student Center Dogwood Room (unless noted otherwise).

B. Expected Behavior During Meetings—The whole of the SGA will endeavor to follow Robert's Rules of Order during SGA meetings, ensuring that every member has the ability to speak before anyone speaks a second time, know what is going on during meetings, and not be interrupted. Failure to follow the expected behavior may mean the sitting President can remove the offending member during a meeting. The offending member may have their absence considered as unexcused and a demerit may be issued at the discretion of the Secretary.

C. Seating Order—In an effort to honor those with the most service to UVA Wise SGA, Senators will be seated in order of length of service from most to least in their respective classes, with those being elected at the same time and with the same length of service being seated together in alphabetical order.

D. Dress Code—the following dress code is to be followed at all SGA meetings unless otherwise noted:
    a. Pants—inappropriate slacks or pants include jeans except when the SGA polo is worn, sweatpants, exercise pants, short skirts, bib overalls, leggings, and any other spandex or other form-fitting pants such as bike or exercise clothing.

    b. Skirts, Dresses, and Skirted Suits—short, tight skirts and shorts should be sufficiently long enough to cover at least half of the thigh.

    c. Shirts, Tops, Blouses, and Jackets—Casual shirts, golf shirts, dress shirts, sweaters, tops, and turtlenecks are acceptable. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed guidelines. Inappropriate attire includes tank tops, sweatshirts, midriff tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops, tops with bare shoulders, and t-shirts unless worn under another blouse, shirt or jacket or jumper.

    d. Jewelry, Makeup, Perfume and Cologne—should be in good taste and not affecting others.

    e. Hats and Head Coverings—hats are not appropriate for meetings. Head coverings that are required for religious purposes or to honor cultural traditions are allowed.

f. Conclusion—if clothing fails to meet these standards, a warning will be given. A second offense will result in a member being removed from the meeting resulting in an unexcused absence. As stated in the constitution, two unexcused absences may result in impeachment proceedings.

Member Requirements

As a member of the UVA Wise SGA, all elected and appointed members and officers must maintain an overall GPA of 2.5 GPA for Senate Membership and 2.75 GPA for Executive Board Membership.

Minutes

See appendix B for order of sample minutes. Minutes will be sent out after a meeting and before the next scheduled SGA meeting in a timely fashion to allow members enough time to review.

Office Hours

A. SGA members are required to commit to work a minimum of 2 hours per week in the SGA office. Office hours allow opportunities for UVA Wise students to speak with SGA members on issues or concerns they may have.

B. All members should log in and out in the Log in Binder and all members shall review any literature posted in the "For Review" Binder and sign and date that they have reviewed the information on the "SGA Review Form." Those Senators who have failed to indicate they have done so preceding the meeting, shall be ruled ineligible to vote on that issue. It shall be the duty of the delegated Secretary to call the names of those ineligible prior to the vote being taken.

C. Items in the "SGA Review Binder" will be discussed in the next SGA meeting. See Appendix C for the "SGA Review Form."

Web Site

The website is the purview of the SGA Secretary who should provide weekly SGA meeting minutes, as well as updated Constitution, guidelines for funding, Senate and Officer names and email addresses, as well as other information as deemed appropriate to the SGA Advisor for posting on the website.

Attendance

In the event that a senator must miss a mandatory event, an excuse must be given to the Secretary twenty-four hours in advance before the event. The President does have discretion of excusing absences in cases or emergencies. The following are deemed to be excused absences; class, doctor's appointment, work, participating in an athletic event, and family emergencies. All other excuses are under the discretion of the Secretary to be deemed excused or unexcused.

Demerit System

The demerit system of the Student Government Association will operate as a three-strike process. Once a Senator, Executive Board, or Cabinet member receives three demerits, they will be removed from office.

A. What qualifies as a demerit is as follows.

a. Failure to complete office hours. (Hours MUST be logged on weekly hours sheet to be considered complete). b. Unexcused absences.

c. Three tardiest to regularly called meetings of the Senate will result in one demerit.

d. Failure of any duty assigned to a member of SGA.

e. Failure to uphold the agreed upon SGA Code of Conduct.

B. After second demerit, SGA members must present a written excuse by the administration of the event that is going to be missed. Failure to produce a written note shall result in a third demerit and they will be removed from office.

C. Demerits are given out under the discretion of the Secretary.

D. The Secretary has the power to assign a demerit for any other action done by a member at their discretion.

E. Demerits given to the secretary would be determined by the remaining E-Board members.

F. Any Honor Court or Student Conduct violation will result in two demerits

G. The President, Vice President, Treasurer, Secretary and SGA Advisor have the power to call a special meeting to pardon one demerit for each member of SGA. Pardons need a unanimous vote. Demerits shall remain on record until the end each member's term. In the event that one of said voting members has a reason for bias either for or against the demerit in question, the SGA Advisor shall appoint a replacement from the Senate to vote.

H. A quorum shall consist of all listed members and is necessary for a vote to take place. All information regarding pardons shall remain confidential.

I. In the case of an individual student's first semester on the SGA, of their entire SGA career, said SGA member shall have one additional demerit appeal. If the appeal is unused it shall expire at the end of the first semester.

Appendix A: Sample Resolutions

Resolution Honoring an Individual or Department:

STUDENT GOVERNMENT ASSOCIATION
UNIVERSITY OF VIRGINIA'S COLLEGE AT WISE

The University of Virginia's College at Wise Student Government Association Resolution in Recognition of the UVA Wise Campus Police Department

WHEREAS, the officers of the University of Virginia's College at Wise Campus Police Department put their lives at risk on a daily basis for the safety of the campus, and;

WHEREAS, the officers of the Campus Police Department have dedicated their lives to protecting and serving, and;

WHEREAS, the officers of the Campus Police Department continually work to provide a safe campus for living, socializing and learning, and;

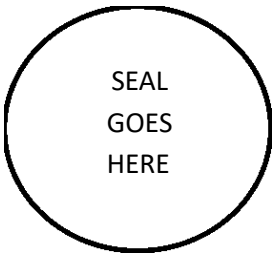
WHEREAS, the officers of the Campus Police Department take special interest in building relationships with the students of The University of Virginia's College at Wise, and;

WHEREAS, the officers of the Campus Police Department responded timely and selflessly to protect the students from the false report of an unknown threat on January 23rd, 2013, and;

WHEREAS, the officers of the Campus Police Department worked collaboratively with surrounding law enforcement agencies to restore campus security after the aforementioned threat, and;

WHEREAS, the officers of the Campus Police Department followed strategic procedure to ensure the well-being of the campus community on the above-mentioned threat, therefore;

THEREFORE, BE IT RESOLVED, that the students, represented by their elected constituents of The Student Government Association, recognize the efforts and sacrifices made on a daily basis by The University of Virginia's College at Wise Campus Police Department on this day, February 8, 2013.



Jane B. Student, _____ President

**You can also include all E-Board signatures*

Resolution Supporting or Against a Policy, Procedure, Event, etc.:

STUDENT GOVERNMENT ASSOCIATION
UNIVERSITY OF VIRGINIA'S COLLEGE AT WISE

The University of Virginia's College at Wise Student Government Association Resolution in Support of On-Campus Day Care

WHEREAS, The University of Virginia's College at Wise student population is diversified among transfer, traditional and non-traditional students and;

WHEREAS, a substantial population of non-traditional students, faculty and staff at The University of Virginia's College at Wise are parents, and;

WHEREAS, The University of Virginia's College at Wise currently has no daycare resources that accommodate students, faculty and staff who have children, and;

WHEREAS, a child daycare facility would offer accommodations for parents to continue their education, and;

WHEREAS, a child daycare facility would afford quality care for the children of faculty and staff, and;

WHEREAS, a child daycare facility would provide learning opportunities for students who are seeking a career involving child development and education, and;

WHEREAS, organizations at The University of Virginia's College at Wise would have the opportunity to make an impact on the lives of children at a daycare facility through volunteer opportunities;

THEREFORE, BE IT RESOVLED, that the students, represented by their elected constituents of The Student Government Association, recognize the need for an on-campus daycare facility to accommodate the ever-growing need for quality daycare for our students, faculty and staff members who are parents.

SEAL GOES HERE

_____

Jane B. Student, President

**You can also include all E-Board signatures*

Appendix B: Sample Minutes

Student Government Association
Meeting #5 Minutes
October 19th, 2012

I. Call to order

President Jane B. Student called to order the regular meeting of the Student Government Association at 1:01 on October 19th, 2012 in the Slemp Student Center.

II. Roll Call

Secretary Chemistry Book conducted a roll call. The following persons were present …. The following persons were absent…

III. Approval of Agenda

Senator Student B made a motion to approve the amended agenda for September 28th, 2012 with consent. The motion passed.

IV. Approval of Minutes

Senator Student A made a motion

V. Secretary Report

Secretary Chemistry Book reported she needed to see everyone after the meeting to pick up the SGA contact sheets.

VI. Treasure's Report

Treasurer Banks reported the homecoming committee did a great job on staying under budget. The money received from the red and grey 5k and silver saber will be turned back into general allocations. There is $5458.85 left to allocate.

VII. Vice-President's Report

Vice-President Cavalier reported thanks to all for attending the tobacco forum. Committee Reports…

VIII. Executive Orders

- 360 Campus Preview
    - Be held on Saturday October 27th on the 5th floor of the Student Center
    - Need to be set up by 10AM.
- Dining Commons Meeting ○ There will be a meeting with Brett Lawson on Monday at 4PM ○ The meeting will be in the private dining's room in the café.
- Homecoming Events ○ Thanks to all the committee's and everyone who worked the events.
    - It was a tough week but was a huge success

IX. SMOB Report

- Results from the Faculty Board meeting
    - Possible changes of the degree audit

X. Unfinished Business

- Student Forum—Tobacco Policy ○ Everything was kind of one sided with the majority being against the tobacco policy
    - At least 20 students were at the forum to speak ○ Notes were taken by the individual class Senators.
- Ultimate Frisbee—asking for money to buy the team jerseys, asking for $430.
    - Senator Student B made a motion to approve $430
    - There was a 2nd by Senator A Student ○ The vote was 12/1/2 ○ Ultimate Frisbee was approved

XI. New Business

- NRHH ○ Asking for $166 to send two NRHH members to SAACURH. ○ Plan to do community service after the event.

XII. Advisor's Report

Advisor Faculty reported congratulations to all chairs during Homecoming they all did a great job. Basketball Homecoming will be on February 16th. Perhaps the day of the Homecoming, organizations could compete in banner competitions, school spirit and attendance at the game. There is a paperback copy of the policy book in the SGA office.

XIII. Announcements

XIV. Public Expression

XV. Adjournment

Senator Student B made a motion to adjourn the meeting with consent. The motion passed. President Jane B. Student adjourned the meeting at 1:46 PM.

Appendix C: SGA Review Form

UVA Wise Student Government Association

Document Review Form

Documentation for: _____ ***Review by Date***: _____

The attached documentation should be reviewed by members of the SGA Senate during weekly officer hours and before the SGA Meeting date listed above. Please write your name and sign after reviewing.

Freshman Senator	Name:	Date:
Freshman Senator	Name:	Date:
Freshman Senator	Name:	Date:
Sophomore Senator	Name:	Date:
Sophomore Senator	Name:	Date:
Sophomore Senator	Name:	Date:
Junior Senator	Name:	Date:
Junior Senator	Name:	Date:
Junior Senator	Name:	Date:
Senior Senator	Name:	Date:
Senior Senator	Name:	Date:
Senior Senator	Name:	Date:
Senator-at-Large	Name:	Date:
Senator-at-Large	Name:	Date:
Senator-at-Large	Name:	Date:
International Senator	Name:	Date:
President	Name:	Date:
Vice President	Name:	Date:
Secretary	Name:	Date:
Treasurer	Name:	Date:
Student Member of The Board	Name:	Date:

PLEASE DO NOT REMOVE DOCUMENTATION FROM SGA OFFICE

Appendix D: Sample SGA Meeting Agenda

STUDENT GOVERNMENT ASSOCIATION
UNIVERSITY OF VIRGINIA'S COLLEGE AT WISE

Senate Meeting

Friday, August 2X, 20XX

- Call to Order
- Roll Call
- Approval of Agenda
- Approval of Minutes
- Secretary's Report
- Treasurer's Report
- Vice President's Report
- Committee Chair Reports
- Executive Orders
- President's Report
- SMOB Report
- Unfinished Business
  - ABC
- New Business
  - ABC
- Advisor's Report
- Announcements
- Public Expression
- Adjournment

Appendix E: Smith Legacy Program

The Smith Legacy Program

The Smith Legacy Program is formed in honor of the 2023-2024 SGA President Logan C. Smith, who's exemplary actions within and outside the SGA serves as an example to all leaders on and off campus.

The Smith Legacy Program honors those who have dedicated service to the SGA and to the student body. The Student Government Association will purchase diploma frames for those who have spent two full semesters on the SGA. Those who qualify for the Smith Legacy Program must be part of the SGA during their final year on campus.

President's Signature X_____

Date __/__/

Vice President's Signature X_____

Date __/__/