

**Washburn Student Government Association  
Guerrero/Christman Administration, 9/11/19**

- I. Call to Order – Matt Christman
- II. Moment of Silence – 9/11 Commemoration
- III. Roll Call – Jim Henry
- IV. Review of Proceeding Meeting Minutes
- V. Executive Staff Reports
  - a. Campus & Community Affairs Director Goodheart
  - b. Public Relations & Marketing Director Mismaque
  - c. Administrative Assistant & Technology Director Henry
  - d. Budget Director Smith
  - e. Chief of Staff Soliday
  - f. Vice President Christman
  - g. President Guerrero
  - h. Advisor Barraclough
- VI. Committee Reports
  - a. Allocations Chairperson Thew
  - b. Campus and Community Affairs Chairperson Trautman
  - c. Communications Chairperson King
  - d. Internal Affairs – Speaker Surrutt
- VII. Old Business
  - a. SB 19-20 #028: WSGA By-Law Amendment
- VIII. New Business I
  - a. SB 19-20 #030: Haberkorn Appointment
  - b. SB 19-20 #031: Office Policy
- IX. Public Forum I
  - a. Chief Enos
- X. Public Forum II
  - a. Top Bod Nominations
- I. Announcements
- II. Roll Call
- III. Adjournment

SB 19-20 #028

TITLE: WSGA By-Law Amendment  
ORIGINATOR: Speaker Surritt  
SPONSOR: Internal Affairs Committee  
STATUS: Internal Affairs - Favorable

WHEREAS: The Constitution and By-Laws are the governing documents of the Washburn Student Government Association, and

WHEREAS: It is important that WSGA keep these documents up to date and reflective of best practices, and

WHEREAS: Now that the WSGA Funding Policy contains the rules and regulations for the Student Development and Initiative Grants it is no longer necessary for the WSGA By-Laws to contain the same information.

THEREFORE, BE IT ENACTED:

SECTION ONE: Section 10 shall be struck from of the WSGA By-Laws.

SECTION TWO: The proposed amendment shall be put to a vote of the entire Senate on the second week of its reading.

SECTION THREE: These amendments shall become effective immediately after passage by the Senate.

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Michael Guerrero  
WSGA President

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Matthew Christman  
WSGA Vice President

SB 19-20 #030

TITLE: Haberkorn Appointment  
ORGINATOR: Guerrero/Christman Administration  
SPONSOR: Guerrero/Christman Administration  
STATUS: Pending

WHEREAS: A Cabinet is essential to the functioning of Washburn Student Government Association, and

WHEREAS: the Washburn Student Government Association President is responsible for appointing the Cabinet, and

WHEREAS: Jason Haberkorn is qualified to serve as the Legislative Director.

THEREFORE BE IT ENACTED:

SECTION ONE: The Washburn Student Government Association Senate hereby approves the appointment of Jason Haberkorn to the Washburn Student Government Association Cabinet in the capacity of Legislative Director.

SECTION TWO: This legislation shall become effective upon passage.

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Michael Guerrero  
WSGA President

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Matthew Christman  
WSGA Vice President

SB 19-20 #31

Full Senate Meeting: September 11, 2017

TITLE: Office Policy

ORIGINATOR: Guerrero/Christman Administration

SPONSOR: Guerrero/Christman Administration

STATUS: Internal Affairs - Favorable

WHEREAS: The Chief of Staff is entrusted to make and keep an office policy, and

WHEREAS: Such a policy must be approved by the WSGA senate, and

WHEREAS: The following office hour policy is presented to the WSGA senate for their approval.

THEREFOR BE IT ENACTED:

SECTION ONE: The WSGA senate hereby approves the Chief of Staff's Office Policy.

SECTION TWO: This legislation shall become effective upon passage.

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Michael Guerrero  
WSGA President

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Matthew Christman  
WSGA Vice President

# Washburn Student Government Association

## Office Policies and Procedures

### 2019-2020

#### Purpose:

The purpose of the WSGA office policy is to provide general operating procedures for the WSGA Executive Staff and Senate. The purpose is not to impose undue restrictions on anyone, rather to provide a uniform set of guidelines so that each person knows what is to be expected. Please act in a professional manner to improve the image of WSGA.

#### Personal Appearance:

- Senators:
  - Unless otherwise stated or on special occasions, Senate and Committee meetings are business casual attire; this means a button-up shirt, WSGA brand apparel, slacks, khakis, or a skirt or dress.
  - During your office hours, while there are no set wardrobe requirements, we do encourage all senators to look presentable while working in the office.
  - Do not wear any clothes that may be offensive to students or faculty. You're free to wear jeans, shorts, polos, etc.
  - **Absolutely do not wear apparel from other schools while in the office or at Senate meetings:** should you do so, your office hour, Senate or committee meeting will be marked absent for that week.
- The Cabinet:
  - The Executive Staff has a required dress code during office hours and Senate meetings. During your office hours, Cabinet Member are required to wear, at minimum, a shirt and jeans. Otherwise, business casual is the requirement for Senate and other meetings.
- Violations of Dress Code:
  - Violations of the dress code will be addressed by the following:
    - *First Offense*- is a warning from the Chief of Staff
    - *Second Offense*- will result in half an absence

- *Third Offense*- will result in another half absence in addition to being sent to the Internal Affairs committee where further reprimands will be decided

### **Office Hours:**

- Senators:
  - All senators are required to conduct 1 office hour per week from 8am-5pm on the weekdays. During said office hour, senators should be working on WSGA related material. This can include tabling, personal assignments from chairs, favors for the Cabinet, and anything else that needs to be worked on for WSGA. There will be an office hour binder in the back that will have a list of tasks and sign to say you have completed your office hour. Your office hour must be signed off by a Cabinet Member. If there is not one around you must message the Chief of Staff. If you need in the office go to OSID for a key and lock up when you have completed your office hour.

### **Office Appearance:**

- In order to maintain a professional appearance, please maintain a neat and orderly office. Before you leave the office, please throw away your trash and don't leave things scattered throughout the office. NO FOOD in the trashcans!!!

### **Telephones:**

- The phone should always be answered promptly. Only WSGA Cabinet members answer the phones.
- The Office Phone at the Administrative Assistant desk is the only phone that senators should be answering.
- When answering the phones be professional and helpful. Answer saying, "Washburn Student Government Association, this is \_\_\_\_\_."
- Always place a call on hold, don't yell across the office.
- If the caller is asking for information and you cannot answer the question yourself, refer the call to someone who should know. If that person is not in the office please take a message and put it in their workstation.
- When taking a message, make sure to include the name of the caller, caller's telephone number, subject, your name, time of call, and date of call.
- If any Cabinet member's phone rings, please do not answer it. Allow it to go to voicemail unless it is the Administrative Assistant's phone. Since it is the general WSGA number, it needs to be picked up at all times. It can be

answered from any phone in the office by picking up the receiver and pressing the “pickup” button.

### **Media:**

- If the media call/ come to office please forward them to either the Chief of Staff, Public Relations Director, the Advisor, or the Pres./V.P.

### **Office Rules:**

- Senators may not be in the office after 5pm unless they have consent from the President, Vice President, or Chief of Staff, or if they are accompanied by an Executive Staff member.
- **When someone comes into the office, greet them promptly and in a friendly professional manner.**
- Cabinet Members are responsible for greeting each senator as they come in to work their senator hour. Help them determine what needs to be done.
- Do not move cabinet member office chairs
- The office is neutral during campaigning and not materials from campaigns should be posted in the office.
- Music may be played at an appropriate level.
- Please do not throw items in the office i.e. stress balls, nerf items, or pens.
- Do NOT steal scissors
- Please do not sit at Cabinet members desks unless allowed to do so.

### **Computers:**

- Please note that the computer is intended only for use by senators and Executive Staff.
- Don't save any personal files on the computer. Bring a disk or jump drive.
- Don't view inappropriate material on the internet.
- Computers are to be used only for school and WSGA related work. To make sure all work is finished promptly, please refrain from Netflix or social media sites (Facebook, Twitter, Reddit, etc.) except for school purposes. We must enforce this. Don't waste someone else's working time.
- If a problem occurs with any of the computers, please notify a staff member so they can contact ISS.
- School work is not to be copied on our copy machine

**\*\*We encourage you to come hang out, eat lunch, or study in the office during breaks from class. Please be courteous of those senators and executive staff working while you are in**