

2024-2025



# KANSAS STATE UNIVERSITY STUDENT GOVERNING ASSOCIATION **HANDBOOK**

# welcome.

We are so excited that each and every one of you are taking interest in Student Government this year, and we are thrilled to be a part of your K-State experience.

You are all here for a reason. You have a passion for leadership and a drive for achievement -- qualities that SGA values. Please use this handbook as an informational tool during your time in SGA. .

Do not ever hesitate to reach out to us. We wholeheartedly mean that. Whether you need academic support, advice, an outside voice, or need to ask the simple questions you will come across, we are here for you! We hope this year provides you with a leadership experience just as much as it provides you with good friends, personal development, mentorship, and the tools necessary to being a good student leader.

Although we were elected to serve as your leaders, we look forward most to learning from you -- the advocates for students, SGA, and our university. We are so glad you are here.

With purple pride,

## SGA Leadership Team

Contact Us





# SGA OVERVIEW

## EXECUTIVE BRANCH

The Executive Branch is headed by the Student Body President and Vice President. With the Chief of Staff, the President and VP appoint Cabinet members to help them work on specific initiatives for campus. Cabinet members often work on specific projects and collaborate with campus administrators. The Executive Branch office is located in 116 Student Union.

## LEGISLATIVE BRANCH

The Legislative Branch is led by the Speaker of Student Senate and the Speaker Pro Tempore. They oversee Student Senate, which is comprised of 60 Student Senators. Each Senator serves on a Standing Committee and is a member of a college caucus. The Legislative Branch's main job is to allocate SGA's budget, which comes from the Student Services Fee. The Parliamentarian keeps parliamentary procedure during all Student Senate meetings. The Legislative Branch office is located in 117 Student Union.

## JUDICIAL BRANCH

The Judicial Branch is run by the Attorney General and Deputy Attorney General. The Judicial Branch is composed of three different judicial boards. One of their main jobs is to oversee violations of the Student Code of Conduct and provide sanctions that help the violators grow past their incidents. The Judicial Branch office is located in 118 Student Union.

# STUDENT GOVERNING ASSOCIATION FLOW CHART

## EXECUTIVE BRANCH

STUDENT BODY  
PRESIDENT & VP

CHIEF OF STAFF

CABINET

## LEGISLATIVE BRANCH

SPEAKER OF THE  
STUDENT SENATE

SPEAKER PRO TEMPORE

COMMITTEE  
CHAIRS

CAUCUS  
LEADERS

SENATORS

## JUDICIAL BRANCH

ATTORNEY  
GENERAL

DEPUTY ATTORNEY  
GENERAL

STUDENT  
TRIBUNAL

STUDENT  
REVIEW

ATTORNEY  
BOARD

PARKING  
CITATIONS  
BOARD

# GOVERNING DOCUMENTS

## SGA CONSTITUTION

The SGA Constitution establishes Student Government and serves as general guideline for SGA. The Constitution outlines the basic structure of each branch and the authority that each branch has. It also contains the rights that students at K-State hold. Amendments to the SGA Constitution require a 3/4 vote of Student Senate and 2/3 of the College Caucuses to approve.

## SGA BY-LAWS

The SGA By-Laws specify the duties and responsibilities of SGA members. Each branch has a dedicated section in the By-Laws. Each section lists the committees or groups that report to each branch. In addition, the By-Laws contain the SGA Judicial Code and the rules for the SGA Emerging Leaders Program. Amendments to the SGA By-Laws require a 2/3 vote of Student Senate to approve.

## SGA STATUTES

The SGA Statutes are the largest of the governing documents and are a collection of a variety of different documents. This includes all Student Services Fee contracts and funding regulations, the SGA Elections Regulations Code, and the Student Senate Standing Rules. Amendments to the Statutes require a majority vote to approve.

**[ACCESS GOVERNING DOCUMENTS HERE](#)**



# WEEKLY SCHEDULE

## SUNDAY

### STUDENT ALLOCATIONS COMMITTEE

7PM - STUDENT PROGRAMS & INVOLVEMENT OFFICE

## MONDAY

### STUDENT SERVICES FEE COMMITTEE

5:30PM - STUDENT PROGRAMS & INVOLVEMENT OFFICE

### STRATEGIC OVERSIGHT COMMITTEE

6:30PM - K-STATE STUDENT UNION

### TUITION ENHANCEMENTS COMMITTEE

7:30PM - STUDENT PROGRAMS & INVOLVEMENT OFFICE

## TUESDAY

### DIVERSITY, EQUITY, INCLUSION, AND BELONG COMMITTEE

5:30PM - STUDENT PROGRAMS & INVOLVEMENT OFFICE

### SENATE OPERATION COMMITTEE

5:30PM - K-STATE STUDENT UNION

### SENATE EXECUTIVE COMMITTEE

7:30PM - STUDENT PROGRAMS & INVOLVEMENT OFFICE

## THURSDAY

### EMERGING LEADERS

5:30PM - WILDCAT CHAMBERS

### CABINET

6PM - STUDENT PROGRAMS & INVOLVEMENT OFFICE

### STUDENT SENATE

7PM - WILDCAT CHAMBERS



## EXECUTIVE BRANCH



*Paige Vulgamore*

**STUDENT BODY PRESIDENT**

**Year:** Senior

**Major:** Agricultural Economics

**Hometown:** Scott City, KS

**[pmvulgamore@ksu.edu](mailto:pmvulgamore@ksu.edu)**

**Favorite part of K-State?**

The people!

**Why did you get involved in SGA?**

I have been actively involved in SGA since I was a freshman, holding various positions throughout the past few years. Through these various positions, I have greatly valued the many different opportunities I have had to represent students, whether they are from the College of Ag or the broader student body. SGA continually makes important decisions that directly impact students, which truly makes it a fulfilling organization to be a part of.

**Favorite part of your position?**

My favorite part of serving as Student Body President, has been meeting so many incredible people. This started during my campaign with Jack, where we connected with students from all corners of campus. Now in the position, I continue to meet new people, allowing me to better represent the entire student body. Additionally, I've enjoyed getting to work with K-State faculty and administration. I feel fortunate to have a seat at the table for many important decisions, and I appreciate the administration's generosity with their time and genuine interest in my opinions. They truly recognize the significance of the student voice.

**KANSAS STATE**  
**UNIVERSITY**

Student Governing  
Association



## EXECUTIVE BRANCH



**Jack O'Malley**

**STUDENT BODY VICE PRESIDENT**

**Year:** Junior

**Major:** Organizational Management

**Hometown:** Wichita, KS

**[jeomalley@ksu.edu](mailto:jeomalley@ksu.edu)**

**Favorite part of K-State?**

Caturdays at the Bill!!!

**Why did you get involved in SGA?**

Coming into college, I knew I wanted to find a way to leave the university better than I found it — even if only a little bit. I soon decided Student Government was the best place to make that happen. It truly is a place where students are able to effect change on campus and in the community.

**Favorite part of your position?**

The best part about my position is the interactions it has allowed me to have with university administration. In my role, I have the responsibility and the privilege to represent student needs to K-State's top officials. Not only is this one of the biggest parts of the job, it is also one of the most rewarding.





## EXECUTIVE BRANCH



# Brady Kappelmann

**CHIEF OF STAFF**

**Year:** Junior

**Major:** Marketing & Professional Strategic Selling

**Hometown:** Liberal, KS

**bradykappelmann@ksu.edu**

### **Favorite part of K-State?**

My favorite part about K-State is the people. K-State has such a connected network of people who all are willing to help each other and work and engage together. The quality of people we have at K-State is what makes it such a special place to be.

### **Why did you get involved in SGA?**

I got involved in SGA because I see government as a unique way to serve others. In my experience so far, I have really enjoyed getting to meet with students around campus and administration to work together and find ways we can improve our campus.

### **Favorite part of your position?**

The best part about being the chief of staff is working with incredible individuals on cabinet as well as Paige & Jack. I love getting to work with passionate students and find ways we can accomplish our goals.



# EXECUTIVE BRANCH CABINET

<b>Academic Affairs Director</b>	Jolei Hertzell
<b>Athletics Liaison</b>	Karadan Kirkpatrick
<b>Basic Needs Director</b>	Adelaide Easter
<b>Campus Connections Director</b>	Holt Williams
<b>External Affairs Director</b>	Lauren Wolter
<b>Finance Director</b>	Cooper Sheldon
<b>Global Campus Liaison</b>	Sal Caudill
<b>Graduate Student Council Liaison</b>	Gustavo Roa-Acosta
<b>Health &amp; Well-Being Director</b>	Patrick Biggs
<b>International Affairs Director</b>	Abdulla Mansoor
<b>Legislative Director</b>	Bently Taulbert
<b>Multicultural Affairs Director</b>	Ibrahim Ciftci
<b>Outreach &amp; Engagement Director</b>	Sean Hoffmans
<b>Public Relations Director</b>	Eric Shapland
<b>Professional Opportunities</b>	Jacqueline Varney
<b>Salina Student Body President Representative</b>	Stephen Watson
<b>Sexual Violence Prevention &amp; Awareness Director</b>	Meryn Wills
<b>Student Athlete Liaison</b>	Jazmin Brown
<b>Sustainability Director</b>	Sophia Cole
<b>Technology Director</b>	Braden Adams





## LEGISLATIVE BRANCH



*Carson Cuesta*

**SPEAKER OF THE STUDENT SENATE**

**Year:** Junior

**Major:** Political Science

**Hometown:** Chanute, KS

**cscuesta@ksu.edu**

### **Favorite part of K-State?**

My favorite part of K-State is walking around late on weeknights and being able to see the different students organizations practicing and having fun on campus. You can hear the marching band on Tuesdays/Thursdays, the fencing club, the Japanese Yosakoi Club, and plenty others. Student engagement is great at K-State!

### **Why did you get involved in SGA?**

Because SGA gives you everything you could want in a student organization. It gives you connections for career and life, you get to interface with administration, you also get to meet student orgs and students from all different parts of campus, and you get to make a real quantifiable impact in a place you "love full well."

### **Favorite part of your position?**

My favorite part of being the Speaker of the Student Senate is getting the opportunity to represent my fellow K-Staters to the upper administration. I have weekly meetings where I get the opportunity to relay students concerns and input and it always makes me feel humble and grateful to be the Speaker.





## LEGISLATIVE BRANCH



*Alexa Heseltine*

**SPEAKER PRO TEMPORE**

**Year:** Senior

**Major:** Medical Microbiology

**Hometown:** Derby, KS

**[aheseltine@ksu.edu](mailto:aheseltine@ksu.edu)**

### **Favorite part of K-State?**

What I appreciate most about being a student at Kansas State University is the wealth of opportunities available to every student. K-State continually reveals unique and enriching experiences that make being part of this community truly special.

### **Why did you get involved in SGA?**

I decided to get involved with the Student Government Association because I saw how others in my organizations were able to make a meaningful impact on the K-State community through their work with SGA. I wanted to explore a new way to advocate for all students. Being a part of SGA has not only become a significant part of my daily life, but it has also allowed me to form incredible friendships.

### **Favorite part of your position?**

What I love most about my position is the opportunity to make a positive impact on Kansas State University while collaborating with some of my closest friends. Being involved with SGA has been an incredibly rewarding experience, and having the chance to enact student-driven change on our campus is something I truly value.

**KANSAS STATE**  
UNIVERSITY

Student Governing  
Association



**Senate Operations ("Ops"):** Oversees all processes within Senate including legislation, appointments, and impeachment.

Committee Chair: Jospeh Lilley - [jmrlilley@ksu.edu](mailto:jmrlilley@ksu.edu)

**Student Services Fee ("SSF"):** Allocates the \$15 million dollars paid into the Student Services Fee fund by all students on campus.

Committee Chair: Sam Suchanek - [samanthasuchanek@ksu.edu](mailto:samanthasuchanek@ksu.edu)

**Student Allocations ("SAC"):** Allocates a portion of the Student Activity Fee for student organizations to use for traveling off-campus or on-campus events and activities.

Committee Chair: Gavin Strunk - [gavinstrunk@ksu.edu](mailto:gavinstrunk@ksu.edu)

**Diversity, Equity, Inclusion, and Belonging ("DEIB"):** Engages with diverse groups on campus through outreach and distribution of the Diversity Programming Fund (DPF).

Committee Chair: Andrew Le - [aql@ksu.edu](mailto:aql@ksu.edu)

**Tuition Enhancements ("TEC"):** Allocates half of its budget to the Educational Opportunity Fund (EOF) in the fall and the other half to Student-Centered Tuition Enhancements (SCTE) in the spring.

Committee Chair: Evelyn Ediger - [evelynnediger@ksu.edu](mailto:evelynnediger@ksu.edu)

**Strategic Oversight ("SOC" or "Oversight"):** Collects feedback on student needs to advocate for policy change at the university level.

Committee Chair: Anna Coke - [acoke@ksu.edu](mailto:acoke@ksu.edu)





## LEGISLATIVE BRANCH ADDITIONAL POSITIONS

Some SGA positions are independent of a specific branch. The Emerging Leaders Coordinators, Communications Director, and Elections Commissioner are all selected by the heads of the other three branches.

**Parliamentarian:**

Brian Blood - [bblood94@ksu.edu](mailto:bblood94@ksu.edu)

**Emerging Leaders Coordinators:**

Carly Saia - [cpsaia@ksu.edu](mailto:cpsaia@ksu.edu)

Emily Haines - [elhaines@ksu.edu](mailto:elhaines@ksu.edu)

**Communications Director:**

Bre Ledbetter - [bremledbetter@ksu.edu](mailto:bremledbetter@ksu.edu)

**Elections Commissioner:** TBD





## LEGISLATIVE BRANCH CAUCUS LEADERS

Student Senate is made up of representatives from each academic college. The student senators from each college are called a "caucus." Each Caucus is led by a Caucus Leader.

**Agriculture**

Kelvin Peterson - [kelvin34@ksu.edu](mailto:kelvin34@ksu.edu)

**Architecture, Planning & Design**

Brandon Kirmer - [brandonkirmer@ksu.edu](mailto:brandonkirmer@ksu.edu)

**Arts & Sciences**

Max Black - [maxblack@ksu.edu](mailto:maxblack@ksu.edu)

**Business Administration**

Matt Holzmeister - [mjholz24@ksu.edu](mailto:mjholz24@ksu.edu)

**Education**

Ben Richenburg - [benvon@ksu.edu](mailto:benvon@ksu.edu)

**Engineering**

Anish Srivastava - [anishsri@ksu.edu](mailto:anishsri@ksu.edu)

**Health & Human Sciences**

Nasiah Barber - [ndbarber@ksu.edu](mailto:ndbarber@ksu.edu)

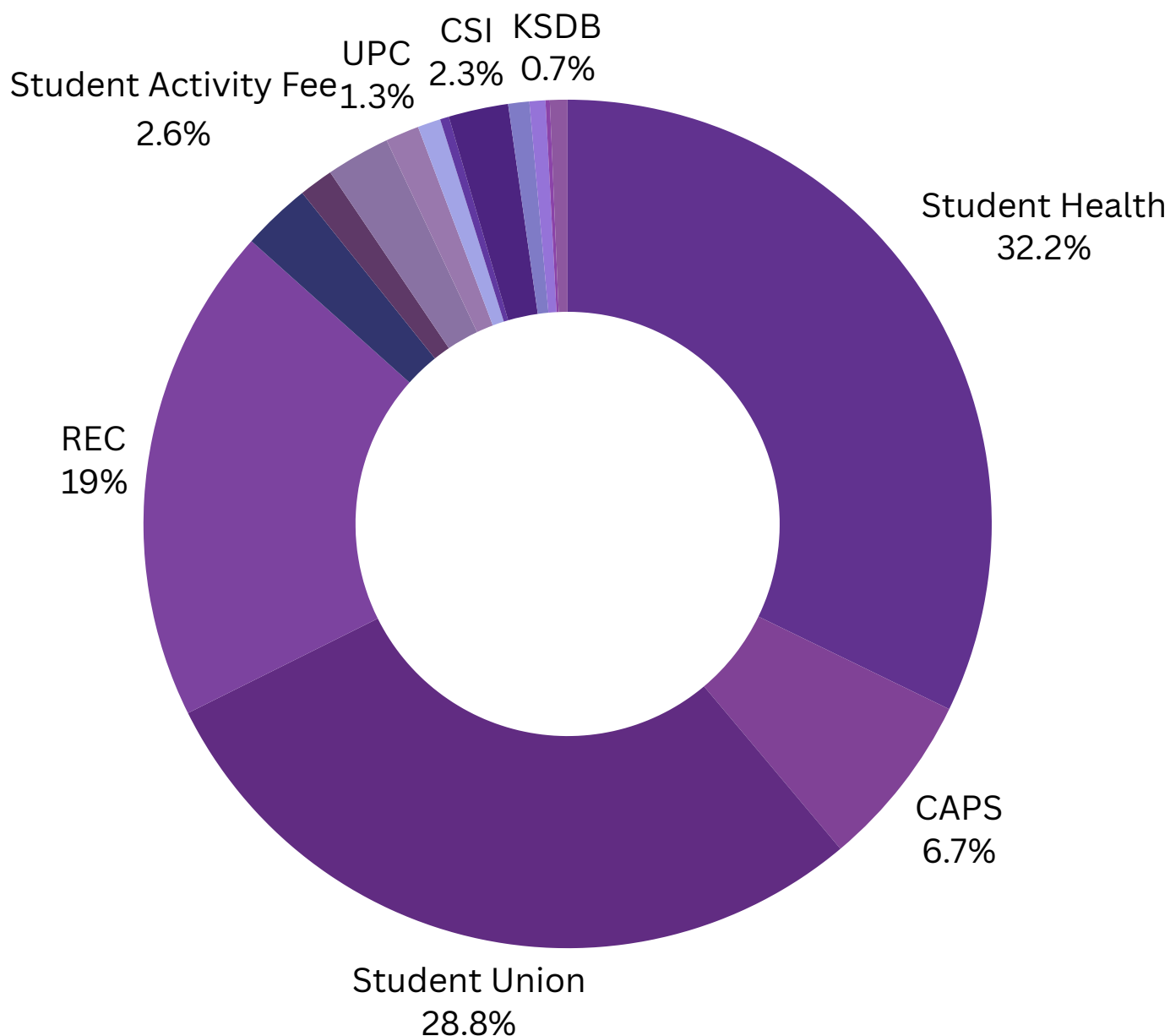
**Graduate School**

Marcus Kidd - [mkidd@ksu.edu](mailto:mkidd@ksu.edu)



# LEGISLATIVE BRANCH

## STUDENT SERVICES FEE BREAKDOWN





# LEGISLATIVE BRANCH

## STUDENT SERVICES FEE BREAKDOWN

ENTITY	DOLLARS OF FEE/SEMESTER
Student Health	\$157.48
University Counseling Services	\$32.73
Fine Arts Fee	\$6.37
Collegian Media Group	\$11.93
K-State Student Union	\$140.74
Union Program Council	\$6.27
Campus Entertainment Fund	\$4.29
Student Design Center	\$1.66
Recreational Services	\$92.79
Center for Student Involvement	\$11.14
Student Governing Association	\$2.97
Student Activity Fee	\$12.87
Wildcat Watch	\$0.80
KSDB-FM	\$3.27
TOTAL = \$489.24/SEMESTER	





# LEGISLATIVE BRANCH

## TYPES OF LEGISLATION

### **BILLS**

One of the main types of legislation. Student Senate passes Bills to take an action. Bills either allocate funding or make amendments to SGA Governing Documents. Bills take two weeks to pass in Senate- they are introduced one week; are referred to a Standing Committee; and then voted on in Senate. Bills always require a roll call vote in Senate.

### **RESOLUTIONS**

The other main type of legislation. Senate passes Resolutions to take a position on an issue. Resolutions are typically sent to campus administrators or people off-campus to inform them of SGA's stance. Normal resolutions take two weeks to pass, but they are voted on through a hand vote or voice vote.

### **COMMENDATIONS**

A special type of resolution. Senate passes commendations to congratulate individuals on their accomplishments. Commendations only take one week to pass and they are passed unanimously by Senate.

### **APPOINTMENTS**

Another special type of resolution. Senate passes appointments to approve someone serving in a position. Appointments only take one week to pass and are typically approved unanimously.

### **MINOR ALLOCATIONS**

A special type of funding bill. If a group requests less than \$1,000, their funding bill is considered minor. A minor allocation is not read in its entirety in front of Senate, nor is it debated. All minor allocations can be approved at one time, and they are typically approved unanimously.



# LEGISLATIVE BRANCH LEGISLATION EXAMPLE

Who wrote it and who supports it

Why did you write it?

What is it actually doing?

1 **BILL 22/23/64** ← Bill, SGA term, bill #

2

3

4 **AUTHORS:** Jakob Long and Zain Labidi

5

6 **SPONSORS:** Student Allocations Committee

7

8 **WHEREAS,** The Student Allocations Committee received and reviewed the funding request of On the Spot Improv;

9

10

11 **WHEREAS,** The funding request includes funds to be used for travel, therefore setting the allocation limit at \$100.00 per student participant, up to \$1,000.00, for the travel related line items;

12

13

14 **WHEREAS,** On the Spot Improv will be traveling with 14 students to Chicago, IL via Amtrak train from January 5-8, 2023;

15

16

17 **WHEREAS,** On the Spot Improv will be attending several improv shows and private improv workshops to improve their skills;

18

19

20 **WHEREAS,** On the Spot Improv will display what they learned to the student body through their weekly shows and free workshops;

21

22

23 **WHEREAS,** On the Spot Improv is registered with the Center for Student Involvement as an independent student organization; and

24

25

26 **WHEREAS,** The funds requested by this group and the funding recommendation made are as follows:

27

28 Project 1 – Chicago Improv Education Trip; January 5-8, 2023; Chicago, IL;

	<u>Request</u>	<u>Recommendation</u>
Travel	\$4,500.00	\$1,000.00
<b>TOTAL</b>	<b>\$4,500.00</b>	<b>\$1,000.00</b>

31

32

33 **BE IT ENACTED THAT:**

34

35 **SECTION 1.** Upon passage by the Student Senate and Signature of the Student Body President, these funds shall be transferred from NISACONRSV to the account NISA0795FA of On the Spot Improv.

36

37

**FY 2023 STUDENT ALLOCATION ON THE SPOT IMPROV**

**Title**





# LEGISLATIVE BRANCH

## LEGISLATION

### LEGISLATION NUMBERS

A Bill or Resolution receives a number when the Senate Operations committee reviews it. The first two numbers are the SGA term, and the last number is just the number of Bills or Resolutions for that year. For example Bill 19/20/05 was the fifth bill in the 19-20 SGA term.

### RECOMMENDATIONS

When a committee is referred a piece of legislation, they have the opportunity to review and discuss the legislation. They can make amendments or changes in committee if they desire. The committee must then either send the legislation back to Senate with a recommendation or hold the legislation. They have three recommendations to pick from:

- Favorably
- Unfavorably
- No recommendation

Whatever the committee decides will be printed on the Student Senate agenda for that week so Senators know what the committee thought about the legislation.

### AUTHORING LEGISLATION

Any student at K-State can be the author on a piece of legislation, but one of the authors must be a member of the Legislative Branch of KSU SGA. Committees can also be the authors of bills.

### SPONSORING LEGISLATION

Any student at K-State can be a sponsor on a piece of legislation.

### SUBMITTING LEGISLATION

Legislation must be reviewed by the Senate Operations Committee before it can go on the agenda. To be reviewed, the Legislation must be uploaded to OrgCentral under the "Submit to Senate Operations" folder. Legislation is due by 11:59 PM on Mondays.





# LEGISLATIVE BRANCH

## ROBERT'S RULES

### MAKING A MOTION

Any person with speaking rights can make a motion. Typically, the Speaker will ask if there are any motions. Then, a person will raise their hand and wait to be recognized by the Speaker. Once called on, the person simply says: "I move that \_\_\_\_\_" and a motion is made. Motions can be made at almost any time, sometimes even when considering other motions. See the list of motions below for some commonly made motions, as well as when to use them.

### SECONDING A MOTION

After a motion is made, it must be seconded to be considered. Any person with speaking rights can second a motion simply by calling out "second" after someone else makes a motion. You do not have to wait to be called on to second a motion, and you cannot second your own motion. If a motion does not get seconded quickly, the speaker will typically ask for any seconds. If there is still not a second, the motion dies and is not considered.

### CONSIDERING A MOTION

Once a motion is made and seconded, it can be considered by the body. The way a motion is considered depends on the type of motion made. For example, a motion to approve the minutes will automatically happen; the minutes are approved once the motion is seconded. However, motions to consider bills or resolutions will require the author of that piece of legislation to come before Senate and read the legislation in its entirety.



# LEGISLATIVE BRANCH

## ROBERT'S RULES

### DEBATING A MOTION

Almost all motions can be debated, but there are some exceptions. There are two different types of debate- positive and negative. Positive debate is debate that agrees with the original motion, while negative debate disagrees and encourages a “no” vote on the motion. For fairness, the Speaker alternates the type of debate, between positive and negative. If it is legislation that is being debated, the author of that legislation gets the first right to debate it. All members of SGA with speaking rights can debate a motion, and individuals can defer their speaking rights to non-members, if those individuals wish to debate. There are rules and motions to limit debate, but debate on a single motion can last for as long as necessary.

### VOTING ON A MOTION

Motions must be voted on by the body to be approved. Only voting members of Senate can vote on motions. Depending on the type of motion, the Speaker or chair will ask for a specific type of voting. Votes can be through a hand raise or a voice vote. Most legislation requires a voice vote- the Speaker pro tempore will say a senator’s name, and that senator will respond with their answer. The Speaker pro tempore asks all Senators for their answers in alphabetical order. There are four options when doing a voice vote- yes, no, pass, or abstain. Yes or no answers are self-explanatory, but pass and abstain work a little differently. When a Senator passes, they are skipped and their name is put at the end of the vote; a Senator might do this if they are unsure how to vote and they want to see how others are voting. A Senator may only pass once and then must cast a vote. An “abstain” vote means that a Senator is choosing not to vote on an issue; Senators typically only do this if there is a conflict of interest. For example, a Senator may abstain if the vote is for a funding bill for a club that they are a member of. Sometimes, motions are grouped together in “bulk roll call.” This just means that all of the bills will be voted on together. Senators can say “yes to all” in these bulk roll call votes, or they can still vote individually on each bill by saying yes or no to the respective bills. Motions require either a majority (51%) or a super majority (66%) to pass. If a motion passes, it then goes into effect.





# LEGISLATIVE BRANCH COMMONLY USED MOTIONS

## **1. I move to approve the minutes.**

This motion is used to approve last meeting's minutes, or notes. The speaker usually asks for people to make this motion.

## **2. I move that we consider Resolution/Bill #\_\_\_\_.**

Bills or Resolutions must be moved before they are considered. A motion to consider a bill must include the bill or resolution number.

## **3. I move to extend the speaker's time by \_\_\_\_ minutes.**

Speakers have a time limit on how long they can speak or answer questions. If they require more time to speak, someone must make a motion to extend the speaker's. People usually move for a small amount of time, such as five or ten minutes.

## **4. I move that we unanimously approve this resolution.**

A motion to unanimously approve a resolution is used only on commendations or approval of appointments. A motion to approve a resolution unanimously means that all of Senate agrees with the resolution, and there is no voting on the resolution like usual.

## **5. I move the previous question.**

If there has been substantial debate on a motion, someone may move the previous question. The previous question means that debate is closed and that a vote is immediate.

## **6. I move that the author be allowed to summarize.**

The first time a bill is read in front of Senate, it is required to be read in its entirety. However, for longer bills, anyone can make a motion allowing the author to summarize. Then they are able to explain the legislation and not read it word for word.





# LEGISLATIVE BRANCH COMMONLY USED MOTIONS

## **7. I move to hold Bills \_\_, \_\_, and \_\_ for bulk roll call.**

If there is a series of bills all centered around one topic, they can be held for bulk roll call. This means that the bills can all be voted on at once, instead of separately. This is usually done to speed up the voting process if Senate is running long.

## **8. I move to special order Bill \_\_\_\_.**

In Senate, a bill must go through a two week process before it passes. The first week it is introduced, and the second week it is voted on. A special order means that a bill will be voted on the same night it is introduced. This is usually done when it is imperative that a bill must pass soon.

## **9. I move to amend Bill \_\_\_\_.**

A bill can be amended during Senate. After making this motion, the Speaker will provide you with a short form to fill out, so the amendment can be added to the bill.

## **10. Point of Inquiry**

If you have a question for the Speaker, raise your hand and say "Point of Inquiry."

## **11. Point of Parliamentary Procedure**

If you have any questions for the Speaker about Robert's Rules of Order, raise your hand and say "Point of Parliamentary Procedure."

## **12. Point of Order**

If you notice that some of the rules of Parliamentary Procedure are not being followed, call out Point of Order. When the Speaker calls on you, notify the Speaker of what rule has been broken.



# JUDICIAL BRANCH



## Andrew Navarro

**ATTORNEY GENERAL**

**Year:** Senior

**Major:** Political Science

**Hometown:** Kansas City, MO

**asnavarro310@ksu.edu**

### **Favorite part of K-State?**

The vibe you instantly get when you are on campus. Everyone here comes from different places yet are so kind and friendly to one another. I am very glad to be a part of this beautiful community in the heart of Kansas.

### **Why did you get involved in SGA?**

I got involved in SGA because I wanted to get more involved with our campus and understand how to change university policy or create new programs to support students. College can be hard for students that are facing financial trouble, mental health issues, or any other issue that comes with being in this transformative part of life. I wanted to be a voice that could help underrepresented students truly enjoy their college experience and be heard by our governing body.

### **Favorite part of your position?**

My favorite part is getting to meet students who are facing struggles. I have the special privilege of leading a branch that listens to their issues while giving them support and resources that will help guide the rest of their college career.





## JUDICIAL BRANCH



*Katie Albertson*

**DEPUTY ATTORNEY GENERAL**

**Year:** Junior

**Major:** Organizational Management  
and Entertainment

**Hometown:** Stilwell, KS

**[kgalbertson@ksu.edu](mailto:kgalbertson@ksu.edu)**

**Favorite part of K-State?**

The genuine kindness of all the students and faculty.

**Why did you get involved in SGA?**

I had a good friend encourage me to join and grow with K-State.

**Favorite part of your position?**

Getting to form a relationship with all the members of my branch as well as the heads of all the other branches.



# JUDICIAL BRANCH BOARDS

## STUDENT REVIEW BOARD

The Student Review Board (SRB) oversees Student Code of Conduct Violations. When a complaint is filed, a student receives a hearing with SRB. SRB reviews the student's actions and enacts appropriate sanctions against them.



*Joseph Pondillo*

CHAIR

[josephpondillo@ksu.edu](mailto:josephpondillo@ksu.edu)

## STUDENT TRIBUNAL

The Student Tribunal serves as an appellate board. If a student wishes to appeal the decision of SRB, Student Tribunal will hear the appeal. In addition, Student Tribunal interprets the SGA Governing Documents when requested.



*Ashe Vujevic*

CHANCELLOR

[hvujevic21@ksu.edu](mailto:hvujevic21@ksu.edu)





# JUDICIAL BRANCH

## HOW TO REPORT VIOLATIONS

Students with legitimate complaints have a right to petition a judicial board and have their case heard. To file a case with the Judicial Branch, contact the Attorney General, Hattie Polson, or fill out the form below. Once a case is started, the appropriate board will receive the information and contact the student regarding further action.

Generally, University jurisdiction to adjudicate complaints and to impose sanctions under this code shall be limited to misconduct that occurs on University property, at University-sponsored activities, or behavior which intentionally or recklessly interferes with the operation of the University or with University-sponsored activities, including, but not limited to, studying, teaching, research, University administration, fire, police, or emergency services.

All complaints must be received no later than twenty (20) class days after the alleged misconduct occurs or is discovered. A copy of this report will be emailed to you for your records. Please refer to the SGA Judicial Code for additional information on the judicial process.

## **FILE A REPORT HERE**

The report consists of the following information:

1. Your information
2. The urgency of the situation
3. Information surrounding the incident
4. Involved parties
5. Alleged violations
6. Any and all evidence such as photos, emails, texts, etc.



## ADVISORS



**Thomas Lane**  
EXECUTIVE BRANCH

**Position at K-State:** Vice President of Student Life and Dean of Students

**Favorite part of being an SGA advisor?**

My favorite part about serving as an SGA advisor is watching our SGA leaders grow into their positions and make a positive difference at the university we dearly love.



**Derek Jackson**  
LEGISLATIVE BRANCH

**Position at K-State:** Associate Vice President Division of Academic Services and Student Affairs

**Favorite part of being an SGA advisor?:** Favorite part of being a SGA advisor is seeing students grow into their leadership roles and help lead our university



**Andy Thompson**  
JUDICIAL BRANCH

**Position at K-State:** Director in the Office of Student Life and Senior Associate Dean of Students

**Favorite part of being an SGA advisor?:**

Being able to connect with student leaders from across the campus to enhance the K-State experience for all students.



**Alli Coleman**  
JUDICIAL BRANCH

**Position at K-State:** Assistant Dean and the Director of Conduct

**Favorite part of being an SGA advisor?:** I love getting to stay connected to our students and help them build confidence in themselves in whatever they set their mind to. I'm always so impressed by how amazing our students are!





## ADVISORS

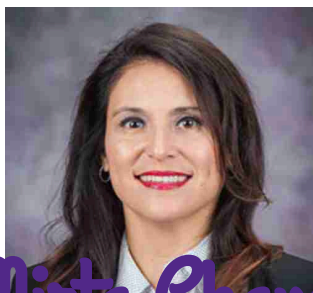


**Sara Heiman**

SENATE EXEC. COMMITTEE

**Position at K-State:** Director, Student Programs and Involvement

**Favorite part of being an SGA advisor?:** The best part of advising SGA is working with students who want to make K-State a better place for others. I love helping students in their leadership journey and learning about what motivates them to give back to their community.



**Mirta Chavez**

DEIB COMMITTEE

**Position at K-State:** Assistant Vice President Student Belonging and Inclusion

**Favorite part of being an SGA advisor?:** Working with our K-State students.

**Amy Lee**

ACCOUNTANT

**Position at K-State:** Accountant for Student Programs and Involvement

**Favorite part of being an SGA advisor?:** Getting to work with all of our great students!



## MORE FROM SGA

To stay up to date with the latest from Student Governing Association, there are many ways you can do that!

### Follow us on social media!



K-State Student  
Governing Association



@sgakstate



@sgakstate



K-State Student  
Governing Association

### Keep up with the latest Student Senate with our YouTube livestreams!



K-State SGA

**Visit our office at 114 K-State Student Union**

### Other Communications:

[sga@k-state.edu](mailto:sga@k-state.edu)

(785) 532-6541



2024-2025



KANSAS STATE UNIVERSITY  
STUDENT GOVERNING ASSOCIATION