**DISPLINARY PROCENDURE**

**Missing monthly Requirements:**

Any senator who fails to meet their monthly requirements must be reviewed by the Internal Affairs Committee. The Internal Affairs Committee shall have the discretion to apply the absence to the Senator as they see fit.

1-3 missing requirements= ½ absence

4 missing requirements= 1 full absence

1st Senate meeting missed = 1 full absence

2nd Senate meeting missed = 1 full absence and an automatic resignation

The Internal Affairs Committee in Consultation with the President of the Senate may draft a leave of absence, for a specified period of time for Senators who continuously fail to complete their monthly requirements.

Delegates are permitted to adhere to the same absence procedures as Senators. A letter would be sent to their perspective constituencies requesting them to recall the delegate seat and fill the seat.

*The Speaker of the Senate, with consultation from Committee Chairs and the President of the Senate, shall reserve the right to excuse or reduce certain duties performed by Senators due to: unforeseen circumstances, additional student government related activities, or injury/illness.*

**Dress Code:**

Members are expected to wear business professional or business casual attire only. If they fail to dress appropriately they will be required to report to Internal Affairs for appropriate action.

**Absence:**

Absence at Opening Roll Call shall be considered 0.25 absence unless approved. And Closing Roll Call shall be considered 0.25 absence unless approved. These absences will be considered temporary until approved by Internal Affairs.

**Electronics:**

Cell phones and laptops are only allowed to be use during the Senate meetings unless it relevant to student government purposes only. If electronics are found to be used in an improper manner you will be required to report to Internal Affairs for appropriate action.

**Food/drinks**

Food is not allowed during the Senate meeting, unless cleared through the Judicial Sergeant. Drinks are allowed during the Senate meeting.