

**TITLE 9  
FIRST YEAR REPRESENTATIVE COUNCIL (FRC)**

<b>Title</b>	<b>Section</b>
Mission of the FRC	1
Specific duties of the FRC	2
Intern Program	3
Proxies	4
Removal of FRC members from office	5
Applications	6
Interviews	7
Requirements for membership	8
FRC Coordinator(s) Selection	9

**SECTION 1. MISSION OF THE FRC:**

- 1.1** The First-Year Representative Council shall be known as FRC.
- 1.2** The FRC shall assist the Executive, Judicial, and Legislative branches in their endeavors.
- 1.3** The FRC is empowered to initiate and implement its own programs and activities.
- 1.4** The FRC is responsible for developing a relationship with and voicing the concerns and opinions of First-Year students at OSU.

**SECTION 2. SPECIFIC DUTIES OF THE FRC:**

- 2.1** To also plan one on-campus project and one service project that will be planned and implemented by the FRC in the spring.
- 2.2** Agendas for each weekly meeting will be made and posted in accordance with SGA bylaws.
- 2.3** FRC will be required to have no less than one (1) mock Senate meetings per semester in which the following will take place:
  - 2.3.1.** FRC will have a preparatory meeting before each mock senate in which they will form general committees and write bills that will be presented for passage at mock senate. Any bills passed by mock senate shall be forwarded to senate for further consideration.
  - 2.3.2.** The Senate will provide four (4) to five (5) volunteer senators to assist the committees.
  - 2.3.3.** The Senate Vice-Chair will serve as the parliamentarian during any mock senate meeting and will be responsible for finding volunteer senators to help during the bill writing phase of the preparation.
  - 2.3.4.** The Chief Justice of the SGA Supreme Court will be required to attend one (1) FRC meeting to give a presentation/explanation over the SGA court system.
- 2.4** FRC members will be required to work at SGA polling stations during the fall and spring elections. The time worked at the polls can be counted towards SGA experiences. Other miscellaneous duties of FRC shall include, but are not limited to, assisting the SGA election agency with additional election items and assist in all programs and projects of SGA.
- 2.5** Each FRC member must spend a minimum of ten (10) hours per semester.
  - 2.5.1.** The coordinators shall be responsible for providing time sheets requiring signatures from SGA members and provide information about the SGA experience that the FRC member assisted with. The coordinators will hold discretionary power over whether SGA experience will be rewarded on a per experience basis.
- 2.6** Each FRC member must attend First-Year Representative Council meetings and may not accrue more than 3 unexcused absences per semester. For further details of attendance policy, see section 4 of the same title.
- 2.7** Each FRC member must attend at least one (1) complete Senate and Executive meeting per semester.

- 2.8 Each FRC member should have a workable knowledge of the SGA Constitution, the SGA By-laws, the SGA Senate Rules, and parliamentary procedures by the end of the first FRC meeting of the fall semester.
  - 2.8.1. During the first meeting of each year, the FRC coordinator(s) shall provide FRC members with copies of the FRC By-Laws, shall review these documents with the FRC members, and shall inform them of their responsibility to have a working knowledge of these materials.
- 2.9 At the final meeting of the year, FRC will be responsible for presenting a legislative recommendation to the SGA Senate.
  - 2.9.1. Before the last FRC meeting of the spring, FRC will also make recommendations for updates to Title IX Bylaws.
- 2.10 FRC shall send one member to each senate meeting that falls on a week FRC meets to provide an update on the status of FRC proceedings.
  - 2.10.1. The FRC member representing the body to the Senate will be rotated throughout the year
- 2.11 Helping Hands and Meal Plans
  - 2.11.1. Helping Hands and Meal Plans (HHMP) is a biannual community service project put on by the FRC where food and hygiene products are collected for charities in the Stillwater community
    - 2.11.1.1. The freshman year meal plan is nonrefundable to the student, therefore, during dead week and finals week, students will be encouraged to make donations towards these charities in lieu of returning the money to the university.
  - 2.11.2. Requirements
    - 2.11.2.1. The FRC members will orchestrate and enact this community service project each semester.
    - 2.11.2.2. The event will take place during dead week and finals week.
    - 2.11.2.3. Each FRC representative will be required to take a certain number of shifts, a number determined by the FRC coordinators in order to ensure the table is manned at all hours of operation.
    - 2.11.2.4. A number of FRC members, set by the coordinators, will be required to stay until Friday to deliver the collected materials to the charities, like the Red Cross, Our Daily Bread, or the SGA Food 28 Insecurity Committee.
  - 2.11.3. Community Service House
    - 2.11.3.1. These hours worked will be eligible to count towards the cord program at Oklahoma State.

### **SECTION 3. INTERN PROGRAM**

- 3.1. All FRC members will be assigned an internship during the academic year. The Intern Program will allow each FRC member to be assigned a leader within student government or the campus community in order to learn and assist in their mission. The Intern will serve as the special assistant to the placement for whom they are interning, providing assistance in any way deemed necessary.
  - 3.1.1. The Senate Speaker and Senate Vice Speaker, the SGA Assitant, all SGA Committee Chairs, the SGA President and Vice-President, and all SGA Executives will be required to take at least one FRC member as an intern during their term of office. Placements outside of SGA may include but are not limited to: Student Alumni Board, Homecoming Executive Team, Interfraternity Council, Panhellenic Council, Multicultural Greek Council, National Pan-Hellenic Council, Off-Campus Student Association, Non-Traditional Student Services, Student Foundation, and College Student Councils. When applying for an intern(s), the placement must provide a list of tasks and duties their intern(s) would have. Additional Interns may be assigned pending approval by the FRC Co-Coordinator. If the intern placement chooses, they can decline and the intern will be

assigned to someone else by the Co-Coordinator. Members who request internships with SGA programs/positions will take priority over placements outside of SGA.

- 3.1.2. The FRC member and their assigned placement shall meet at a minimum of once a month and a maximum of 4 hours a week, to shadow the position of the said placement and create a leadership opportunity that enhances the first-year students experience with SGA.
- 3.1.3. Each Intern and SGA leader will meet at least once a month. These meetings can be meetings held by the respective organization.
  - 3.1.3.1. These meetings can be held by the respective organization.
  - 3.1.3.2. Duties or assigned tasks may not be responsibilities assigned to paid workers of a program or department outside of SGA.
- 3.1.4. Should the FRC member not meet with their placement at least twice after one semester, the FRC member can request to be reassigned to a different position of their choice. The placement must be willing to take on an additional intern.

#### **SECTION 4. PROXIES:**

- 4.1 All FRC members shall be allowed to proxy for any Senator during a regular meeting of the Student Senate.

#### **SECTION 5. REMOVAL OF FRC MEMBERS FROM OFFICE:**

- 5.1 At the beginning of the second semester of each academic year all FRC members who have met the requirements herein shall be automatically reinstated by the FRC Coordinator(s) Any time during the academic year, should FRC members be removed from membership, the FRC Coordinator(s) shall inform the SGA President.
- 5.2 At the accumulation of three (3) unexcused absences the member shall be removed from office. The FRC Coordinator(s) shall notify the member when they have accumulated one (1) and two (2) unexcused absences.
- 5.3 At the accumulation of three (3) unexcused absences the member shall be removed from office. The FRC Coordinator(s) shall announce when an FRC member has accumulated two (2) unexcused absences.
- 5.4 The absence policy shall include: one (1) absence for missing an FRC meeting; one half (1/2) absence for missing an FRC event; office hour; one-half (1/2) absence for or failing to attend a Senate meeting.
- 5.5 An FRC member may be excused from a meeting, office hour, or special project with prior consent of the FRC Coordinator(s). The FRC Coordinator(s) shall provide a list of definitions of unexcused absences to the FRC members at the first meeting of each year in an effort to prevent misunderstandings in the future. The FRC Coordinator(s) shall be allowed to deter from the list when they deem it necessary and appropriate.
- 5.6 One (1) unexcused absence may be worked off by additional hours dedicated to SGA or FRC activities outside of FRC meeting time within two weeks. This plan for make-up hours is constructed by the FRC Coordinator(s). If the plan is not enacted, the unexcused absence is not excused.
- 5.7 After accumulating three (3) unexcused absences, the FRC member shall be automatically removed from office.

#### **SECTION 6. APPLICATIONS:**

- 6.1 It shall be the responsibility of the FRC coordinators to advertise applications [a-frames, flyers in residential life and Greek housing, etc.] and distribute applications [Campus life, SGA office, Residential Halls, Greek housing, and Off-Campus Student Association office, etc.] within the first week of class.

- 6.2** The application should explain FRC background information, duties, and standard application procedures [i.e. typed, professional, creative]
- 6.3** For the purpose of fairness, the applicant's names shall be kept anonymous from the graders by:
- 6.3.1.** The provided answers from the applicants shall be kept separate from the actual application, and personal information shall only be listed on the actual application. [Personal information may include name, address, e-mail, race, ethnicity, living group, state citizenship, sexuality, first-year status etc. Mention of hometowns, , Greek affiliation, name, family, or friends shall be prohibited within the paragraph answers.]
- 6.3.2.** The FRC coordinators shall number each application and remove applicant's personal information.
- 6.4** Applications will be taken at the beginning of each fall semester.
- 6.5** Applications for membership in FRC shall be reviewed by a committee on the fourth week of the fall semester. Reviewing of applications shall not be scheduled during official Senate meetings or other SGA business. The committee shall consist of one (1) Senator from each living group (Greek, Residence Halls, Off-Campus), unless the constituency is not represented, and two (2) officers of the Executive Branch appointed by the SGA President as voting members and the FRC Coordinator(s) as ex officio member(s). In the case that a constituency is not represented, the Vice Speaker or a Senator who is a constituent of the unrepresented living group may fill the vacancy. These Senators will be chosen by the Senate Speaker. The Vice-President shall not be appointed to the application committee if the grading or interview process takes place during the week of Lights on Stillwater.
- 6.5.1.** The application will be divided into sections whereby each application grader will grade only one portion. The grader will remain throughout the process. No substitution grader will be allowed.
- 6.5.2.** The applications shall not be reviewed again, nor the scores modified, after they are graded.

## **SECTION 7. INTERVIEWS:**

- 7.1** Not more than one week following the completion of the grading process up to the top one hundred (100) candidates and at a minimum of eighty (80) candidates for FRC shall be interviewed each fall, providing this number or more apply, by a committee consisting of the SGA President, Senate Speaker, an Executive appointed by the President, a Senator appointed by the Senate Speaker. At least one FRC Co-Coordinator must be present in the interview process, however, they are not to ask questions, and shall serve as ex-officio members.
- 7.1.1.** All members of the interviewing committee must be present every complete round which they participate in.
- 7.1.2.** If any of the said officers cannot participate in the interview process, or a specific round of the interview process, due to extenuating circumstances, an alternate interview may be appointed by the respective branch leader. This alternate must be present for the entire round of interviews.
- 7.1.3.** Application scores will be included in the scores for the first round of interviews scaled at twenty five percent (25%) of the total points available in the interview round. The first round of interviews will be included in the scores for the second round of interviews scaled at twenty five percent (25%) of the total points available in the interview round. In the event of a tie in the final round of interviews the application score will be used to break the tie.
- 7.1.4.** Interview scores shall not be changed after they have been given. The top fifty (50) interview scores in the second round of interviews shall be chosen for FRC.
- 7.2** Interviews shall be completed no later than one week after grading is complete.

- 7.3 Up to fifty-five (55) possible first-year members may be chosen in case of a tie, leaving a possible range of one to five extras due to a tie, and five (5) alternates shall be chosen. Alternates are only to be contacted in the event that a selected candidate declines membership to the FRC.
- 7.4 The FRC shall meet at least once every five-day week during each regular school semester and will be chaired by the FRC Coordinator(s). Exceptions may be made at discretion of the coordinators.
- 7.5 In the event of a tie of more than five (5) applicants after the final round of interviews, the applicants will be notified in order to be re-interviewed. Grading will be done in the same manner as before with four new questions to be given to each applicant.
  - 7.5.1. The applicants who tied will be re-interviewed by four different people.
    - 7.5.1.1. Two of these people shall be senators who did not participate in the previous interviews, who will be appointed by the Senate Speaker.
    - 7.5.1.2. The remaining two interviewers shall be executives who did not participate in the previous interviews, who will be appointed by the President.

**SECTION 8. REQUIREMENTS FOR MEMBERSHIP:**

- 8.1 Members must maintain a minimum of a 2.0 GPA and be enrolled in at least 12 hours while in FRC.
- 8.2 Members must be in their first year of full-time attendance at OSU-Stillwater.
- 8.3 FRC members may not be a member of the executive branch or judicial branch of the Student Government Association.

**SECTION 9. FRC COORDINATOR(S) SELECTION:**

- 9.1 The FRC Coordinator(s) shall be chosen by the President-Elect of SGA through an application and interview process. The selection of co-coordinators shall be allowed if deemed necessary by the SGA President-Elect. However, no more than two (2) coordinators shall be allowed.
- 9.2 The FRC Coordinator must have completed 12 hours on the OSU campus, must have a 2.0 minimum GPA, and must maintain full time status.
- 9.3 Applications shall be reviewed and all suitable candidates for FRC Coordinator(s) shall be interviewed by the SGA President-Elect. and Vice-President-Elect.
- 9.4 The(se) nomination(s) shall serve as FRC Coordinator(s) for a full year, unless removed for office for any reason allowable under SGA law, in which case a new FRC Coordinator(s) shall be selected by the SGA President. and Vice President.
- 9.5 The FRC Coordinator(s)-elect shall work with the current FRC Coordinator(s) in a training capacity until the end of the spring semester, at which time he/she (they) shall become FRC Coordinator(s) pending approval by the Internal Affairs Committee of the Student Senate and a simple majority of Student Senate.
- 9.6 The FRC Coordinator(s) shall serve a one-year term that shall coincide with the term of the SGA President