

**TITLE 9  
FRESHMAN REPRESENTATIVE COUNCIL (FRC)**

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

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

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

- 2.1. To assist SGA Executives in the fall with a program that is already in place and to assist with planning of the project.
- 2.2. To also plan one on-campus project and one service project that will be completely conceptualized, planned, and implemented by the FRC in the spring.
- 2.3. Agendas for each weekly meeting will be made and posted according to Title 6 of the SGA bylaws.
- 2.4. FRC will be required to have no less than 2 mock Senate meetings per semester in which the following will take place:
  - 2.4.1. FRC will have a preparatory meeting before each mock senate in which they will be able to break up into four (4) or five (5) general committees and come up with no less than four (4) bills that will be presented for passage at mock senate. Any bills passed by mock senate shall be forwarded to senate for further consideration.
  - 2.4.2. Each bill will pertain to freshman around campus and Senate will provide four (4) to five (5) volunteer senators to assist the committees.
  - 2.4.3. 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.
- 2.5. Miscellaneous duties of FRC shall include, but are not limited to, assisting the SGA election agency with all elections and assist in all programs and projects of SGA.
- 2.6. Each FRC member must spend a minimum of ten (10) hours on SGA projects per semester.
  - 2.6.1. The coordinators shall be responsible for providing time sheets requiring signatures and providing information about hours and possible SGA events to gain hours.
- 2.7. Each FRC member must attend Freshmen Representative Council meetings and may not accrue more than 3 unexcused absences per semester. The Coordinators must be notified of an excused absence prior to the weekly FRC meeting.
- 2.8. Each FRC member must attend at least two (2) complete Senate meetings per semester.
- 2.9. Each FRC member must attend a workshop/retreat with the SGA Senate and SGA Executives within the first two weeks following the first FRC meeting.

- 2.10. 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 fall semester.
  - 2.10.1 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.
- 2.11. At the final meeting of the year, FRC will be responsible for reviewing the bylaws and making recommendations to SGA Senate in order to update the bylaws for the next year.
- 2.12. FRC shall send one member to each senate meeting that falls on a week FRC meets.
- 2.13. Helping Hands and Meal Plans
  - 2.13.1 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
    - 2.13.1.1. 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.
  - 2.13.2. Requirements
    - 2.13.2.1. The freshman will orchestrate and enact this community service project each semester.
    - 2.13.2.2. The event will take place during dead week and finals week.
    - 2.13.2.3. 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.
    - 2.13.2.4. 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.
  - 2.13.3. Community Service Hours
    - 2.13.3.1. These hours worked will be eligible to count towards the cord program at Oklahoma State.

**Sec. 3. INTERNS AND PROXIES:**

- 3.1. An FRC member may serve as an Intern for an Executive, Senator or a Justice during the academic year. The Intern Program will allow each FRC member to be assigned a leader within student government in order to learn and assist in their position in student government. The Intern will serve as the special assistant to the Executive, Senator, or Justice, for whom they are interning, providing assistance for that Senator, Executive, or Justice in any way deemed necessary.
  - 3.1.1. The Senate Chair and Senate Vice-Chair, the SGA Senate Secretary, ~~and~~ 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. When applying for an internship, the SGA member must provide a list of tasks and duties their intern would have. Additional Interns may be assigned to Executives and Committee Chairs pending approval by the FRC Co-Coordinators. If the executive or committee chair chooses they can decline and the intern will be assigned to someone else by the Co-Coordinators.
  - 3.1.2 The FRC member and his/her assigned Justice, Senator or Executive shall meet once a month, to shadow the position of the said Justice, Senator, or Executive and create a relationship that enhances the freshman's 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 The FRC member and SGA member will be required to attend one (1) event enhancing their freshman experience. These events could include, but are not limited to, SGA sponsored events, speakers on campus, or other SGA held events. Proof of attending the event must be sent to the FRC Coordinators.
- 3.1.4 Should the FRC member not meet with their SGA Executive, Senator, or Justice at least twice after one semester, the FRC member can request to be reassigned to a different position of their choice. The SGA Executive, Senator, or Justice must be willing to take on an additional intern.
- 3.2. The Intern will serve as the special assistant to the Executive or Senator, for whom they are interning, providing assistance for that Senator or Executive in any way deemed necessary.
- 3.3. All FRC members shall be allowed to proxy for any Senator during a regular meeting of the Student Senate, provided that the FRC member is a member of the FRC in good standing (as determined by the Co-Coordinators).
- 3.4. All FRC members shall be allowed to serve on one committee that is associated with the SGA as an ex-officio, non-voting member, unless granted voting privileges by the committee. FRC members shall not be counted towards quorum, unless granted voting privileges by the committee as a regular student member.

**Sec. 4. REMOVAL OF FRC MEMBERS FROM OFFICE:**

- 4.1. 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) upon receiving a letter from the member which states the member's desire to continue involvement in FRC. The letter will also state the member's total number of hours of involvement for the first semester and the activities the member was involved in as an FRC member.
- 4.2. Any vacancies in the FRC, after a member's removal from office, shall then be filled by the first alternate candidate on the ranked alternate list, provided that the FRC Coordinator(s) determine the member's seat does need to be filled.
- 4.3. A list of the FRC members who were removed from office, and a list of the new FRC members, must be presented to the Student Senate during the second week of the Spring Semester. Any time during the academic year, should FRC members be removed or added to the total membership, the FRC Coordinator(s) shall inform the SGA President and Student Senate.
- 4.4. 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.
- 4.5. The absence policy shall include: one (1) absence for missing an FRC meeting; one half (1/2) absence for missing an office hour; one-half (1/2) absence for failing to attend a Senate meeting; and one-half (1/2) absence for missing a special project, as so designated by the FRC Coordinator(s).
- 4.6. 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.
- 4.7. Absences may be worked off by additional office hours in the amount of one (1) additional office hour removes one-half (1/2) absence. These additional hours must be completed prior

- to the third (3rd) unexcused absence, and these hours shall be added onto the FRC member's total hours needed during a semester to retain membership in good standing.
- 4.8. After accumulating three (3) unexcused absences, the FRC member shall be automatically removed from office. If the FRC member wishes to be reinstated, the following procedure will take place.
    - 4.8.1. The tentative date for a trial of reinstatement will be scheduled for the next regular FRC meeting.
    - 4.8.2. The FRC Coordinator(s) shall be responsible for contacting the removed FRC member to see if he/she wishes to pursue reinstatement.
    - 4.8.3. The trial procedure shall be a two-thirds (2/3) vote in the affirmative of the FRC membership to reinstate the removed FRC member.
    - 4.8.4. If the FRC member is reinstated, it shall be at two (2) absences.

**Sec. 5. APPLICATIONS:**

- 5.1 It shall be the responsibility of the FRC coordinators to advertise applications [society squares, flyers in residential life and Greek housing, etc.] and distribute applications [Campus life, SGA office, Residential Halls, Greek housing, and Off-Campus Students Association office, etc.] within the first week of class.
- 5.2 The application should have an attached cover letter explaining FRC background information, duties, and standard application procedures [i.e. typed, professional, creative]
- 5.3 For the purpose of fairness, the applicant's names shall be kept anonymous from the graders by:
  - 5.3.1 The applicants shall be explicitly instructed to provide their answers on a separate sheet of paper from the actual application, and shall only list personal information on the actual application. [Personal information may include name, address, e-mail etc. Mention of hometowns, living groups, family, or friends shall be prohibited within the paragraph answers.]
  - 5.3.2 The FRC coordinators shall number each application and remove the first page with the applicants personal information
- 5.4. Applications will be taken at the beginning of each fall semester.
- 5.5. Applications for membership in FRC shall be reviewed by a committee on the third week of the fall semester, but not prior to the first official SGA meeting. Reviewing of applications shall not be scheduled during official Senate meetings or other SGA business. The committee shall consist of one Senator from each living group (Greek, Residence Halls, Off-Campus, and University Apartments) and two (2) officers of the Executive Branch as voting members and the FRC Coordinator(s) as a non-voting, ex-officio member(s). These Senators will be chosen amongst themselves in their own caucus groups. In case of an exec being in non-attendance, the President may appoint a replacement. The Vice-President and his or her Chief of Staff shall not be appointed to the application committee if the grading or interview process takes place during the week of Lights on Stillwater.
  - 5.5.1. 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.
  - 5.5.2. The applications shall not be reviewed again, nor the scores modified, after they are graded.
- 5.6. Not more than one week following the completion of the grading process, the top 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 Chair, an Executive appointed by the President, a Senator appointed by the Senate Chair, and the overseeing administrator. The

FRC Co-Coordinators shall also be in the interview process, however, they are not to ask questions, and shall serve as ex-officio members.

- 5.6.1. All members of the interviewing committee must be present for the complete interview process.
- 5.6.2. If any of the said officers cannot participate in the interview process due to extenuating circumstances, then the second most senior senator/executive from above mentioned groups may stand in for interviews in their place, in descending chronological order, and must remain throughout the interview process.
- 5.6.3. Application scores shall not be used after the top eighty (80) scores have been determined.
- 5.6.4. Interview scores shall not be changed after they have been given. The top fifty (50) interview scores shall be chosen for FRC.
- 5.7. Interviews should be held the Friday and Saturday following the application grading (Sunday may be used if necessary).
- 5.8. A maximum of fifty (50) freshmen members, with up to fifty-five (55) possible members in case of a tie, leaving a possible range of one to five extras due to a tie, and fifteen (15) freshman alternates shall be chosen. Should the maximum be chosen and should a member resign during the Fall semester, the alternate with the highest total points on the evaluations shall be appointed. A list of the selected FRC members names, as well as a list of the fifteen alternates, shall be presented to the SGA President and each Student Senate member within five (5) days of the final selection of FRC members.
- 5.9. 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).
- 5.10. In the event of a tie of more than five (5) applicants, the resume score shall be used to break a tie.
- 5.11. In the event of a second tie of more than five (5) applicants during the grading process, the applicants will be notified in order to be re-interviewed by the same interview committee as outlined above. Grading will be done in the same manner as before with four new questions to be given to each applicant.
  - 5.11.1 The applicants who tied will be re-interviewed by four different people.
    - 5.11.1.1 Two of these people shall be two senators who did not participate in the previous interviews, who will be appointed by the Senate Chair.
    - 5.11.1.2 The remaining two interviewers shall be two executives who did not participate in the previous interviews, who will be appointed by the President.

**Sec. 6. REQUIREMENTS FOR MEMBERSHIP:**

- 6.1. Members must maintain a minimum of a 2.0 GPA and be enrolled in at least 12 hours while in FRC.
- 6.2. Members must not have completed more than 15 hours in residence at any college (not including CLEP or Advanced Placement) of college credit at the time of application and must not be on academic probation.
- 6.3. Members must have graduated from high school with a minimum of a 2.5 GPA on the 4.0 scale.
- 6.4. FRC members may not be a member of the executive branch or judicial branch of the Student Government Association.

**Sec. 7. FRC COORDINATOR(S) SELECTION:**

- 7.1. 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.

- 7.2. Applications for FRC Coordinator(s) should be made available and advertised one week following the election of a new SGA President.
- 7.3. 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.
- 7.4. Applications shall be reviewed and all suitable candidates for FRC Coordinator(s) shall be interviewed by the SGA President-Elect.
- 7.5. 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.
- 7.6. 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.
  - 7.6.1. Coordinator(s) shall be required to file a progress report once a month, to be given to the SGA President and the FRC Senate Liaison.
- 7.7. The FRC Coordinator(s) shall serve a one year term that shall coincide with the term of the SGA President.
- 7.8. An FRC Senate Liaison may be elected from the Senate at the same time as committee chairs for the fall semester and shall serve a one year term. Any person who shall be or intend to be a senator for the full term on one year shall be allowed to serve as FRC Senate Liaison. In the case of removal or no re-election, Senate shall elect a new FRC Senate Liaison at the time of spring committee chair elections.