
STUDENT GOVERNANCE COUNCIL WEBSITE MANUAL

Ithaca College
Created Spring 2021

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INTRO

This documents purpose is to outline the structure and upkeep of the Student Governance Website. This new website was originally built by Austin Ruffino in the Summer of 2020 using Drupal 2.22, to replace the old website that was built using the Ithaca College Web Profile Manager. The first portion of this document lists the structure of the website, while the final section outlines actions to take on the website in response to events that happen in SGC. The SGC Website Manager(s) appointed by the Chief of Staff should use this document in order to properly upkeep the SGC Website.

Student Governance Council

<https://www.ithaca.edu/student-governance-council>

Section 1: Intro Paragraph

This section is an intro paragraph that describes the definition and purpose of Student Governance Council.

Section 2: Card Links

This section is a card collection with built in links to frequently used pages on the website.

1. About SGC: This card links to the “About” page
2. Get Involved: This card links to the “Get Involved” page
3. Funding: This card links to the “Funding” page
4. Initiatives: This card links to the “Initiatives” page
5. Contact: This card links to the “Contact” page
6. FAQ: This card links to the “FAQ” page

Section 3: Social Media Links

This section is text with a list of URLs for Social Media links of Student Governance Council.

1. Facebook
2. Twitter
3. Linktr.ee
4. IC Engage

About

<https://www.ithaca.edu/student-governance-council/about>

Section 1: Intro Paragraph

This section is an intro paragraph that describes the two branches of Student Governance Council.

Section 2: Card Links

This section provides a text card collection linking to pages for the Executive Board and Senate.

1. The Executive Board: This card links to the “Executive Board” page
2. The Senate: This card links to the “Senate” page

Section 3: SGC Constitution

This section provides a PDF file of the SGC Constitution.

Executive Board

<https://www.ithaca.edu/student-governance-council/executive-board>

Section 1: Intro Paragraph

This section is an intro paragraph that describes the Executive Board of SGC.

Section 2: Duties

This section is a text list of general Duties of Executive Board members as copied from the SGC Constitution.

Section 3: Meet the Executive Board

This section is an image card collection for all members of the Executive Board

1. Each card is for one Executive Board Member, in the same order as is listed in the SGC Constitution.
2. Each card contains an image of the Executive Board Member with the focus point on their nose.
3. Each card contains the title of the position. Ex-Officio members of the Executive Board are marked with “(EO)” before their title.
4. Each card contains text with the name, major, and class of the member in the following format: “[First Name] [Last Name]: [Major] Major, Class of [Class Year]”.
5. Each card contains a link with the text “Contact [First Name]” with the link target as the SGC given email for that Executive Board Member.
6. Vacant positions will contain a blank profile picture and contain text describing the process for which the position will be filled. The link will contain the text “Contact the VP of Communications” and link to email the SGC Vice President of Communications regarding the vacant position.

Senate

<https://www.ithaca.edu/student-governance-council/senate>

Section 1: Intro Paragraph

This section is an intro paragraph that describes the Senate of SGC.

Section 2: Duties

This section is a text list of general Duties of Senators as copied from the SGC Constitution.

Section 3: Meet the Senate

This section is a text card collection for all members of the Senate.

1. Each card is for one Senator, in the same order as is listed in the SGC Constitution. There is one additional card that provides viewers an opportunity to email the Senate Chair with an inquiry about a new Senate position.
2. Each card contains the title of the position. Each card contains text with the name, major, and class of the Senator in the following format: “[First Name] [Last Name]: [Major] Major, Class of [Class Year]”.
3. Each card will be linked to email the Senator through their @ithaca.edu email address.
4. Vacant positions will contain the text “POSITION OPEN” and will be linked to email the Senate Chair.

Get Involved

<https://www.ithaca.edu/student-governance-council/get-involved>

Section 1: Intro Paragraph

This section is an intro paragraph that describes the SGC and its interaction with the student body.

Section 2: Upcoming Events

This section is multiple callouts that detail upcoming SGC events.

1. Each callout will represent one upcoming SGC event, and they will be listed in order from the nearest to farthest event in chronological order.
2. While all non recurring meetings should be posted here as soon as they are scheduled, recurring meetings such as SGC Senate meetings can simply have posts for the following two or three meetings.
3. Events on this page will be any public SGC hosted events, including, but not limited to, Senate meetings, information sessions, town halls.

4. Each callout will follow the same format.
 - a. The first line will contain the date and time of the event in the following format: “[mm]/[dd]/[yyyy] at [hh]:[mm] [A.M./P.M.] EST”.
 - b. The following line will provide a short description of the event.
 - c. The following line will provide a location of the event, if applicable.
 - d. If applicable, a virtual meeting URL may be provided with the text “Join the meeting here!” and a link to the meeting.

Section 3: Engagement Opportunities

This section is multiple callouts that detail SGC engagement opportunities.

1. Each callout should contain information describing the engagement opportunity and details of the opportunity along with contact info if applicable.
2. This section should be reserved for ongoing opportunities, as individual events should go under the “Upcoming Events” section.

Section 4: Past Events

This section is text with a list of past events of the academic year along with information when applicable.

1. Each line will be for one event
2. Each line will follow the following format: “[mm]/[dd]/[yyyy] at [hh]:[mm] [A.M./P.M.] EST: [Event Title]”
3. When applicable, Ithacan Articles covering events may also be linked after the event title with linked text of “[Ithacan Article]” (including square brackets).

Section 5: SGC Scholarships

This section is text with a brief description of SGC Scholarships along with contact info for the Vice President of Academic Affairs. Once information and documents are available to apply for, they should be made available in this section.

Initiatives

<https://www.ithaca.edu/student-governance-council/initiatives>

Section 1: Intro Paragraph

This section is an intro paragraph that describes SGC initiatives.

Section 2: Present Year Initiatives

This section is multiple callouts that detail SGC initiatives that have been created during the current academic year.

1. Each callout will represent one SGC initiative, and they will be listed in order from the most recent initiative to the oldest initiative, in reverse order by Bill ID.

2. Each callout will follow the same format.
 - a. The first line will contain the Bill ID in the following format: “Bill ID: [Bill ID]”.
 - b. The following line will contain a list of statuses of the bill as “Drafting | Drafted | Passed | Resolved”. The stage that the bill is currently in will be bolded and italicized. Only one stage should ever be bolded and italicized at one time.
 - i. “Drafting” bills will be bills in the process of being drafted, that have not yet been sent to SGC by the Senate Chair.
 - ii. “Drafted” bills will be bills that have been finally drafted and sent to SGC by the Senate Chair.
 - iii. “Passed” bills will be bills that have been passed by the SGC Senate during an SGC meeting.
 - iv. “Resolved” bills will be bills whose purpose has been achieved, where no further work is required of the sponsors.
 - v. “*Tabled*” bills will be bills that were tabled by the senate. This stage will replace the word “Passed” in the status list until the bill has been passed.
 - vi. “Denied” bills will be bills that were denied by the Senate. This stage will replace the word “Passed”
 - c. The following line will list the sponsors of the bill, as listed on the bill document, in the following format: “Sponsors: [Sponsor Name], [...Other Sponsors...]”.
 - i. The name of each sponsor should be linked to email that specific person. Executive Board members will be linked with their SGC given emails, while Senators or other members of the IC community will be linked with their @ithaca.edu emails.
 - ii. Organizations that sponsor bills can be linked with any useful URL for the organization, or the organization can simply be left unlinked.
 - d. The following line will list the co-sponsors of the bill, as listed on the bill document, in the following format: “Co-Sponsors: [Co-Sponsor Name], [...Other Co-Sponsors...]”.
 - i. The name of each co-sponsor should be linked to email that specific person. Executive Board members will be linked with their SGC given emails, while Senators or other members of the IC community will be linked with their @ithaca.edu emails.
 - ii. Organizations that co-sponsor bills can be linked with any useful URL for the organization, or the organization can simply be left unlinked.
 - iii. If there are no co-sponsors, this line can be left out.

- e. The following line will list any persons or organizations who helped on the bill, but did not sponsor or co-sponsor it, in the following format: “Help From: [Helper Name], [...Other Helpers...]”.
 - i. The name of each helper should be linked to email that specific person. Executive Board members will be linked with their SGC given emails, while Senators or other members of the IC community will be linked with their @ithaca.edu emails.
 - ii. Organizations that help on bills can be linked with any useful URL for the organization, or the organization can simply be left unlinked.
 - iii. If there are no helpers, this line can be left out.
- f. The following line will list a short description of the bill as given from the bill sponsor in the format: “Description: [Bill Description]”. If waiting for a bill description, the description can be listed as “Description: *Coming soon...*”.
- g. The following line will list outcomes, only for bills that have been marked as resolved. This outcome will be given from the bill sponsor once their bill has been resolved. The outcome will be in the format: “Outcome: [Outcome]”. Bills that are not resolved will not have this line.
- h. Once the bill has been uploaded to IC Engage, the link to the file should be linked at the bottom of the callout along with the text “View Bill: [Bill ID]”

Section 3: Historical Initiatives

This section serves to list all initiatives throughout SGC History, to the extent possible, through collapsible content.

1. As historical initiatives can be difficult to keep track of, contact info should be given for the SGC Chief of Staff under the collapsible content intro text.
2. Each collapsible text section will be titled with the academic year it is referring to in the format “[Academic Year First Year]-[Academic Year Second Year] Initiatives”
3. Each text box will contain a list of initiatives from that academic year with each line representing one initiative. Bills will be listed in ascending order by Bill ID.
4. Each line will follow the following format: “[Bill ID]: [Bill Name]”.
5. If applicable, the Bill ID will be linked with the file of the bill from IC Engage.

Funding

<https://www.ithaca.edu/student-governance-council/funding>

Section 1: Intro Paragraph

This section is an intro paragraph that describes SGC Funding.

Section 2: Card Links

This section provides a text card collection linking to pages that describe the SGC Funding process and the Appropriations Committee.

1. Types of Budgets: This card links to the “Budgets” page
2. Appropriations Committee: This card links to the “Appropriations Committee” page
3. Funding Training Workshops: This card links to the “Workshops” page
4. Timeline: This card links to the “Timeline” page
5. Funding Request Resources: This card links to the “Funding Request Resources” page

Funding > Budgets

<https://www.ithaca.edu/student-governance-council/funding/budgets>

Section 1: Rules & Policies

This section will be text that lists the rules and policies that apply to all budgets from the Allocations Handbook

Section 2: Types of Budgets

This section will be multiple callouts describing the types of budgets

1. Each callout will be titled with one of the five types of budgets (Operational, Programming, Travel, Fundraiser, Travel Fundraiser)
2. Each callout will have a brief description of what that type of budget is used for.
3. Each callout will have a link to the corresponding page for that type of budget and text “Learn More!”.
4. If a type of budget is unavailable to be requested, the URL should be removed and a bold sentence should be added as a new line to the callout stating “This type of funding is not available” with a specified timeline for the type of funding being unavailable.

Funding > Budgets > Operational

<https://www.ithaca.edu/student-governance-council/funding/budgets/operational-budget>

Section 1: Definition

This section will be the definition of an Operational Budget from the Allocations Handbook.

Section 2: Rules & Policies

This section will be the rules and policies of an Operational Budget from the Allocations Handbook.

Funding > Budgets > Programming

<https://www.ithaca.edu/student-governance-council/funding/budgets/programming-budget>

Section 1: Definition

This section will be the definition of a Programming Budget from the Allocations Handbook.

Section 2: Rules & Policies

This section will be the rules and policies of a Programming Budget from the Allocations Handbook.

Funding > Budgets > Travel

<https://www.ithaca.edu/student-governance-council/funding/budgets/travel-budget>

Section 1: Definition

This section will be the definition of a Travel Budget from the Allocations Handbook.

Section 2: Rules & Policies

This section will be the rules and policies of a Travel Budget from the Allocations Handbook.

Funding > Budgets > Fundraiser

<https://www.ithaca.edu/student-governance-council/funding/budgets/fundraiser-budget>

Section 1: Definition

This section will be the definition of a Fundraiser Budget from the Allocations Handbook.

Section 2: Rules & Policies

This section will be the rules and policies of a Fundraiser Budget from the Allocations Handbook.

Funding > Budgets > Travel Fundraiser

<https://www.ithaca.edu/student-governance-council/funding/budgets/travel-fundraiser-budget>

Section 1: Definition

This section will be the definition of a Travel Fundraiser Budget from the Allocations Handbook.

Section 2: Rules & Policies

This section will be the rules and policies of a Travel Fundraiser Budget from the Allocations Handbook.

Funding > Appropriations Committee

<https://www.ithaca.edu/student-governance-council/funding/appropriations-committee>

Section 1: Membership

This section will be images and names of the members of the Appropriations Committee as provided by the Vice President of Business and Finance

Section 2: Interest

This section will be text describing the Appropriations Committee and how to join it, along with contact information for the Vice President of Business Finance and information about meetings.

Funding > Workshops

<https://www.ithaca.edu/student-governance-council/funding/workshops>

Section 1: Explanation

This section will be text describing SGC Funding workshops along with times and a link to IC Engage with workshop events.

Section 2: Workshops

This section will be a document that has an uploaded file of the Funding Training Workshops PowerPoint.

Funding > Timeline

<https://www.ithaca.edu/student-governance-council/funding/timeline>

Section 1: Process

This section will be text describing the allocations process and timeline from the Allocations Handbook.

Section 2: Schedule

This section will be text of some key dates and an image of the weekly schedule for budget requests and meetings.

Funding > Resources

<https://www.ithaca.edu/student-governance-council/funding/resources>

Section 1: Documents

This section will be a document list of important documents for student organizations such as:

1. The Allocation Handbook
2. Budget Request Template
3. Common Questions for the Appropriations Committee

FAQ

<https://www.ithaca.edu/student-governance-council/faq>

Section 1: Questions

This section will be collapsible content with commonly asked questions to SGC along with answers available when content is expanded. Each answer should contain links to further information where applicable. Questions can be listed such as:

1. What is SGC?
2. Who is on SGC?
3. How can I get involved?
4. How can I get funding from SGC?

Contact

<https://www.ithaca.edu/student-governance-council/contact>

Section 1: Intro Paragraph

This section will be a brief intro paragraph explaining the purpose of the page

Section 2: General Cards

This section will be multiple callouts describing different ways to get into contact with members of SGC as a whole.

1. The first callout will be titled “Contact an Executive Board Member”, contain text of “You can contact Executive Board members by clicking on their profile on the

- Executive Board page!”, and have a link of “The Executive Board” linking to the “Executive Board page.
2. The second callout will be titled “Contact a Senator”, contain text of “You can contact a Senator by clicking on their profile on the Senate page!”, and have a link of “The Senate” linking to the Senate page.
 3. The third callout will be titled “Open Office Hours”, contain text of “Some Executive Board Members and Senators hold Open Office Hours weekly. Feel free to stop by to talk about campus issues, concerns, ideas, or anything!”, and have a link to a document outlining the office hours of SGC members.

Section 3: Specific Contact Cards

This section will be multiple callouts describing different ways to get into contact with specific members of SGC.

1. The first callout will be titled “Contact the SGC Advisor” and contain text of “You can contact our advisor, [Advisor Name], by email at [Advisor Email], or phone at [Advisor Phone Number].”
2. The second callout will be titled “Contact the SGC Website Manager” and contain text of “You can contact the SGC Website Manager, [Website Manager Name] at [Website Manager Email].”
3. The second callout will be titled “Everything Else...” and contain the text “Any general inquiries can be sent to the Vice President of Communications at sgccommunications@ithaca.edu. They will be able to help you, or direct you to the right person to talk to!”. The email should be linked.

WEBSITE UPKEEP

This section outlines what actions should be taken to upkeep the website based off of events and actions related to SGC, to ensure the website is always updated and accessible to the student body.

Section 1: Beginning of Academic Year

At the beginning of the academic year, the following steps should be taken.

1. The About page should be checked to ensure The Constitution file is up to date.
2. The Executive Board page should be checked to ensure that all members are current.
3. The Senate page should be checked to ensure that all members are current.
4. The Get Involved page should be updated with the first and second meetings of the academic year being listed under “Upcoming Events”
5. The Get Involved page “Engagement Opportunities” should be updated to ensure opportunities listed are up to date and accurate.
6. All Funding pages should be reviewed with the SGC VP of Business and Finance to ensure that all pages are updated and accurate, and consistent with the Allocations

Handbook. Throughout the year. The VP of Business and Finance and SGC Website manager should be in regular consistent communication to update pages whenever necessary.

7. The Contact page should be checked to ensure that the listed advisor and SGC Website Manager are both accurate with accurate contact information.

Section 2: After Fall Elections

After Fall Elections, all Senators who were elected should be reached out to and asked for their personal information to add to the Senate page.

Section 3: Email is sent to SGC from the Senate Chair one week before a meeting.

After an email is sent to SGC from the Senate Chair one week before a meeting, the following steps should be taken.

1. If any initiatives are present in the bill, the Initiatives page should be updated accordingly, with added callouts for any new bills.
 - a. Any new bills should be marked as “Drafted” with bold and italics.
 - b. Any returning bills from the table should be marked as “Drafted” with bold and italics and the “*Tabled*” word should be replaced with “Passed”.
 - c. Bill sponsors and/or co-sponsors should also be updated if applicable.
2. If the meeting is virtual, the meeting URL should be added to the Get Involved page under the callout for the applicable meeting. The callout should also be checked to ensure its date, time, and information are correct.

Section 4: A Senator is confirmed

After a Senator is confirmed, the Senator should be reached out to and asked for their personal information to add to the Senate page.

Section 5: A Bill is Passed

After a bill is passed, the following steps should be taken.

1. The callout on the Initiatives page should be marked as “Passed”.
2. As soon as the final bill is uploaded to IC Engage by the Chief of Staff, a link should be added to the callout with the text “View Bill [Bill ID]” linking to the IC Engage document download URL.
3. If the bill was an amendment to the Constitution, the About page should be updated with an up to date constitution PDF file.

Section 6: A Bill is Tabled

After a bill is tabled, the callout on the Initiatives page should be updated, with the word “Passed” being replaced with the text “*Tabled*” bolded and italicized.

Section 7: A Bill is Denied

After a bill is denied, the callout on the Initiatives page should be updated, with the word “Passed” being replaced with the text “Denied” bolded and italicized.

Section 8: A Bill is Resolved

After a bill is resolved, as stated by the bill sponsor during a monthly bill update, the following steps should be taken.

1. The callout on the Initiatives pages should be marked as “Resolved”.
2. The bill sponsor(s) should be reached out to to add an “Outcome” line at the bottom of the callout describing the outcome of the bill.

Section 9: A Senator Resigns or is removed

After a Senator resigns or is removed, the position card on the Senate page should be marked as open with the text “POSITION OPEN” and the email should be replaced with sgcsenatechair@ithaca.edu.

Section 10: An Executive Board Member Resigns or is removed

After an Executive Board member resigns or is removed, the position card on the Executive Board page should be marked as vacant with text outlining the replacement process and the email should be replaced with sgcpresident@ithaca.edu.

Section 11: An Executive Board member is confirmed

After an Executive Board member is confirmed, the corresponding card will be updated with information and an image obtained from reaching out to the Executive Board member.

Section 12: After an SGC Meeting

After an SGC meeting, the following steps should be taken.

1. On the Get Involved page, the callout for the meeting that just ended should be removed, and one line should be added to the “Past Events” section with the date, time, and text “SGC General Body Meeting”.
2. On the Get Involved page, a callout should be added for the meeting two weeks from the meeting that just ended, with a date, time, and information, if applicable.
3. On the Get Involved page, if applicable The Ithacan website should be searched for the previous meeting. If there is an article, the URL should be copied and pasted as

the URL to the link of the text “[Ithacan Article]” that should be at the end of the line of the previous meeting.

Section 13: After an SGC Event

After an SGC Event, the callout for the event that just ended should be removed, and one line should be added to the “Past Events” section with the date, time, and some text.

Section 14: After Spring Elections

After Fall Elections, all Senators and Executive Board members who were elected should be reached out to and asked for their personal information (and images for Executive Board members) to add to the Senate and Executive Board pages.

Section 15: End of Academic Year

At the end of the Academic year, the following steps should be taken.

1. The About page should be updated with the most recent file of The Constitution.
2. The Senate and Executive Board pages should be checked to ensure they are accurate and up to date.
3. The Get Involved page should be cleared of upcoming events and engagement opportunities, except for those relevant for the summer.
4. The Get Involved page should be updated to add all items under “Past Events” should be added to a collapsible content tab for the academic year including Ithacan Article URLs.
5. The Initiatives page should be updated with a new collapsible content tab with a list of all initiatives from the past year along with Bill IDs and URLs to files from IC Engage. The initiatives page should then be cleared of all callouts, and the academic year should be updated for the following academic year.
6. As should have been done throughout the year, the SGC Website Manager should ensure that the Funding page is still accurate and up to date, through discussion with the SGC VP of Business and Finance.
7. The Contact page should be updated to ensure the SGC Website Manager and SGC Advisor are accurate with accurate contact information

Section 16: OTHER

While the guidelines above cover many of the common occurrences in SGC that require website updates, it is by no means comprehensive. Any inaccurate portions of the website should always be kept up to date when possible. If any major structural changes are made to the website, they should be updated accordingly in this document. Small changes to this document do not need to be approved by the Senate or done through a bill, but major structural changes should be approved by the Senate through an amendment.

This SGC Website Manual was written in Spring of 2021 by the SGC Website Manager, Austin Ruffino.