

## **Bylaw One - Officer Duties**

### ***A. The President of the Student Government Association shall***

1. Call and preside over all meetings of the General Assembly.
2. Consult students within the General Assembly on matters involving the SGA.
3. Serve as intermediary for students and SGA to faculty and staff, particularly administrative officials.
4. Inform students of powers, actions, and decisions of SGA affecting the student body by posting information in accessible public places or by making the appropriate announcements at meetings of the General Assembly, by means deemed appropriate by the SGA President.
5. Present reports on the state of Berry, SGA, and student opinion to the Board of Trustees as requested.
6. Hold a training session for all Representatives and Class Officers where information concerning their powers and duties and the activities of SGA are summarized and presented to them verbally and in writing.
7. Appoint at the first meeting of the new administration a parliamentarian from the student body (refer to Article IV, Section 1).
8. Appoint chairpersons to the Student Affairs Committee and the Special Projects Committee.
9. Have the authority to instruct standing committees of issues to investigate.
10. Create ad hoc committees to investigate and resolve pressing specialized issues.
11. Direct the selection process of student appointments to College councils and committees as requested by the College President, Provost, and Vice-President for Student Affairs, or other faculty or staff member (refer to Article VIII, Section 3 B-3) and ensure that committee reports are given to the SGA Officers for presentation to the General Assembly.
12. Determine which SGA activities shall qualify as SGA service projects.
13. Request checks and fund transfers for activities approved by the General Assembly or for tasks required to perform constitutional duties.
14. Oversee the selection of the annual faculty and staff members of the year, and the Outstanding SGA Representative Scholarship recipient and recognize each at Honors Night.
15. Ensure that all SGA Officers and SGA committees maintain records and files so that a history of the actions of SGA may be known.
16. Write an Annual Report of the activities of SGA to remain permanently on file in the SGA office, with copies sent to the Vice-President for Student Affairs and the Berry Archives.
17. Preserve the constitution by ensuring all new amendments are dated and inserted into this document accurately.
18. Ensure that at least two SGA Officers work in the SGA office during the summer (refer to section 7).
19. Maintain a 20-hour work schedule, with at least 15 posted office hours.
20. Vote in the event of a tie during all meetings of the General Assembly.
21. Serve as ex-officio member of all SGA committees.
22. Serve on the Student Life Council.
23. Serve on other committees and councils and participate in any event as requested by college officials or deemed as appropriate for the faithful completion of his/her duty to represent the student body and serve the college.
24. Serve as an ex-officio member to the College's Budget Advisory Committee.
25. Have the authority to delegate duties to the SGA Officers.

***B. The Vice-President for Administration shall***

1. Act in the capacity of the President should the President be absent.
2. Temporarily serve as President during the election of the new President.
3. Carry out SGA elections (refer to Article V, section 1).
4. Maintain election records for a period of one year.
5. Maintain a 16-hour work schedule, with at least 10 posted office hours.
6. Be a voting member of SGA.
8. Be an ex-officio member of the Budget and Finance Committee.
9. Be an ex-officio member of the Academic Council.
10. Serve on the Student Life Council.
11. Serve on other committees and councils and participate in any event as requested by college officials or deemed as appropriate for the faithful completion of his/her duty to represent the student body and serve the college.
12. Oversee the work of the Class Officers.
13. Perform other tasks as delegated by the SGA President.

***C. The Vice-President for Service shall***

1. Publicize in a timely, effective method events, projects, and services of SGA as requested to do so by the other SGA Officers.
2. Oversee the Baked Goods Program.
3. Organize plant sales as demand exists, with any proceeds going to a charity approved by the General Assembly.
4. Coordinate at least three campus blood drives each academic year.
5. Maintain a 16-hour work schedule, with at least 10 posted office hours.
6. Be a voting member of SGA.
7. Chair the Special Projects Committee
8. Serve as a member on the Brookshire Leadership Scholarship Committee.
9. Serve on the Student Life Council.
10. Serve on other committees and councils, or participate in any event as requested by college officials or deemed as appropriate for the faithful completion of his/her duty to represent the student body and serve the college.
11. Perform other tasks as delegated by the SGA President.

***D. The Secretary shall***

1. Record accurate minutes of each business meeting of the General Assembly and of other meetings as directed by the President.
2. Maintain a permanent file of all agendas, minutes, and meeting handouts.
3. Keep attendance records of all Representatives.
4. Maintain a record of Membership and Service Credits for each SGA organization.
5. Maintain a record of all warnings prescribed by the SGA officers to Class Officers, SGA Representatives, or student organizations.
6. File all resolutions and letters regarding student issues passed by the General Assembly in a permanent notebook.

7. Preserve a permanent notebook of all proposed and adopted amendments to the SGA constitution or bylaws.
8. Send copies of all current official SGA documents to the Berry Archives at least once per semester.
9. Coordinate the Food for Finals project with Food Service, faculty, and staff.
10. Arrange for Physical Plant to light the college Christmas tree during the holiday season and coordinate the reception following the annual "Lessons & Carols" event.
11. Be responsible for organizing the end-of-the-year reception and all other receptions hosted by SGA
12. Coordinate with the Treasurer and other SGA Officers to purchase office and project supplies.
13. Maintain a 16-hour work schedule, with at least 10 posted office hours.
14. Be a voting member of SGA.
15. Coordinate with the Alumni Office to host the Mountain Day Representative Reunion every five (5) years starting in 2005, or when the SGA Officers deem it necessary.
16. Serve on the Student Life Council.
17. Serve on other committees and councils and participate in any event as requested by college officials or deemed as appropriate for the faithful completion of his/her duty to represent the student body and serve the college.
18. Assume the role of the Historian.
19. Perform other tasks as delegated by the SGA President.

***E. The Treasurer shall***

1. Maintain a permanent record of all financial transactions of SGA (refer to Article X, section 1).
2. Draft a budget each semester (refer to Article X, section 2).
3. Serve as a member of the College's Budget Advisory Committee.
4. Have the authority to request checks and fund transfers for activities approved by the General Assembly or for tasks required to perform constitutional duties.
5. Submit a financial report at each business meeting of the General Assembly.
6. Maintain notebooks of all documents relating to Fund Requests proposals for no less than three (3) years (refer to Article X).
7. Maintain the SGA Change Machine.
8. Coordinate with the Secretary and other SGA Officers to purchase office and project supplies.
9. Maintain a 16-hour work schedule, with at least 10 posted office hours.
10. Be a voting member of SGA.
11. Chair the SGA Budget and Finance Committee.
12. Serve as an ex-officio member of all SGA committees that are authorized by the General Assembly to spend SGA funds.
13. Serve on the Student Life Council.
14. Serve on other committees and councils and participate in any event as requested by college officials or deemed as appropriate for the faithful completion of his/her duty to represent the student body and serve the college.
15. Perform other tasks as delegated by the SGA President.

## **Bylaw 2 - Transition between Administrations**

### **A. Training**

The outgoing officers shall be responsible for seeing that all incoming SGA Officers are trained for their new responsibilities as elected representatives of the student body and as officers in charge of numerous services and activities.

### **B. Officer Handbooks**

Each SGA Officer is required to compile a detailed handbook by Honors Night that details the duties and expectations of the office. A list of important events and dates regarding the activities of the officer and of SGA, the processes to follow and the people to contact to complete those tasks, and all other pertinent information about the performance of the office should also be included.

### **C. Incoming and Outgoing Officer Work Schedule and Payroll**

1. Incoming Officers- upon inauguration, the new officers shall assume full executive authority over the Association and take upon themselves the duties prescribed by their office. New officers shall be required to work at least 15 hours per week while being paid for only five (5) hours. This time in the SGA office shall be spent receiving instruction from the outgoing officers, carrying out duties, becoming oriented to the office and how it is run and meeting with faculty and staff.
2. Outgoing Officers- Shall maintain their regular work schedule so that they may continue any work that they see fit. They shall also spend their remaining hours training the incoming officers.

## **Bylaw Three - SGA Office Summer Work**

A. Officers—At least two SGA Officers must work in the SGA office during the summer. One of these officers should be the president if at all possible.

B. Payroll—Officers working during the summer may be paid for no more than a combined 40 hours of work per week.

C. Tasks—during the summer, the SGA Officers must

1. Represent SGA at every SOAR session and all possible official functions of the college.
2. Research and plan a Mountain Day Project.
3. Plan for the upcoming year.
4. Carry out all normal functions of the SGA

## **Bylaw Four – Parliamentarian and Historian**

### **Parliamentarian**

#### **A. Duties**

1. Ensure all meetings of SGA are conducted within the rule of parliamentary procedure (Article XII, section 5).
2. Maintain parliamentary procedure.
3. Assist the SGA Officers count votes on motions during SGA business meetings.
4. Be available to explain provisions of parliamentary procedure in regards to actions of SGA to the SGA Officers or to any member of the student body.

## B. Representation and Remuneration

1. The Parliamentarian shall have a voting right in the General Assembly by virtue of this office. The student holding the position of Parliamentarian may serve as a Representative if otherwise elected or appointed as such.
2. All supplies approved for his/her use by the SGA Officers shall be paid for the by the SGA office fund.

## Historian

### A. Historian Duties

1. Research and familiarize himself/herself with the history of the Student Government Association.
2. The position of the Historian shall fall beneath the duties of the SGA Secretary.

## Bylaw Five - Committees of the Student Government Association

### Section 1. Budget and Finance Committee

A. Membership on this committee is decided by the SGA Treasurer. Additions to or subtractions from the membership of the BFC may be made at the discretion of the SGA Treasurer, who shall serve as the chairperson of this committee.

B. Duties— The Budget and Finance Committee shall

1. Assist the Treasurer in drafting a budget each semester to present to the General Assembly.
2. Write and update as needed all processes, procedures, policies, and forms governing SGA Fund Requests.
3. Review and make motions to the General Assembly concerning Fund Requests
4. Enforce all rules governing SGA Fund Requests
5. Provide a response to any motions by the General Assembly that require a financial expenditure.
6. Advise and assist Class Treasurers in the performance of their duties and services.

### Section 2. Student Affairs Committee

A. Membership shall be open to the General Assembly. The President shall appoint the committee chairperson. The SGA Vice-President of Administration shall serve as an *ex-officio* member on this committee and shall be responsible for updating the SGA Officers of all activities of this committee.

B. Duties—The Student Affairs Committee shall

1. Host meetings or perform other tasks to gain student input.
2. Research student concerns and possible methods to resolve them.
3. Consult with the SGA Officers before responding to student concerns, problems, and suggestions that require discussion with faculty and/or staff.
4. Deal in a direct, respectful manner with college faculty and staff to resolve issues.
5. Request and run or attend meetings with college faculty and staff to discuss and resolve student issues.
6. Direct students or their concerns to the appropriate SGA officer or committee, to the corresponding representative on a college Committee or Council, or to the correct college office or official.

### Section 3. Special Projects Committee

A. Membership on the committee shall be open to the General Assembly. The Vice-President of Service shall chair the committee.

B. Duties— The Special Projects Committee shall

1. Meet and deliberate over possible special projects that shall take place on campus.
2. Upon reaching a consensus, the committee shall carry out special projects with the approval of the Vice-President of Service and the President.

C. The committee shall oversee the carrying out of a Mountain Day project.

## **Bylaw Six – Service Projects**

### Section 1. Establishment and Number

A. At the first meeting of the fall semester, the SGA Secretary shall make a motion for the number of service projects, agreed upon by the SGA Officers, in which each representative must participate in.

B. The General Assembly shall vote to establish the number of projects.

### Section 2. Designation of Service Projects

The SGA President shall deliberate over which SGA events that count as service projects, the Class Officers shall be notified which are approved.

### Section 3. Record Keeping

The SGA Secretary shall keep a record of the representatives who have participated in these projects.

## **Bylaw Seven – Class Officers**

### Section 1. Qualification

The student must meet all qualifications established in the election guidelines and be elected to office.

### Section 2. Election

Refer to Article V for the procedure for election.

### Section 3. Duties

A. Class Officers shall

1. Bring forth the voice of their respective class members before the SGA Officers and the General Assembly.
2. Represent their class at college functions as requested by college personnel.
3. Organize class functions (e.g. socials, service projects, and fundraisers).
4. Participate in one fundraiser each semester as approved by the school and the executive committee.
5. Sit on at least one committee as approved by the SGA President and report on that committee regularly.

6. Inform the General Assembly and report to the SGA President and Vice-President of Administration weekly on the status of class events.
7. Perform specific class duties. All class officers will be responsible for planning and hosting Mr. Berry, the Junior Class Officers will be responsible for facilitating the production of the event.
8. Perform specific position duties.
  - a. Each President shall
    - i. Preside over meetings of the officers and classes.
    - ii. Form committees if the SGA President deems it appropriate.
    - iii. Serve on the college President's Advisory Committee.
  - b. Each Vice-President shall assist the President and other officers.
  - c. Each Secretary shall maintain the official correspondence of the class.
  - d. Each Treasurer shall
    - i. Keep accurate financial records for the class.
    - ii. Serve on the budget and finance committee.

#### Section 4. Relationship with SGA

Class governments are quasi-independent entities. SGA conducts the elections, provides a formal parent organization, and bestows special representative status upon all officers.

Otherwise, class governments function independently from, but in consultation with SGA.

Class governments shall

1. Select an advisor from among the faculty or staff who is not an advisor to SGA.
2. Maintain separate financial accounts through the Student Activities Office.
3. Not be eligible to request funds from SGA for single class events.

### **Bylaw 8 – Advisors**

#### Section 1. Types

A. Administrative Advisor—the college's Vice-President for Student Affairs shall serve as the permanent Administrative Advisors to SGA.

B. Faculty Advisors—two faculty members shall be appointed by SGA.

#### Section 2. Appointment and Election

A. Administrative Advisors are automatically appointed ex officio advisors.

B. Faculty Advisors shall be elected by the General Assembly.

1. The Vice-President for Student Services shall conduct the election process.

2. At the beginning of the Fall Semester the SGA Officers may bring forth a slate of possible Faculty Advisors which then shall be voted on by the General Assembly or the General Assembly may nominate and vote on the new Faculty Advisors. The process shall be determined by the SGA Officers.

#### Section 3. Duties and Powers

A. Duties

1. Administrative Advisors shall

- a. Attend most SGA business meetings and special events.
- b. Advise the SGA Officers and the General Assembly.

- c. Hold regular meetings with the SGA Officers.
  - d. Assist SGA in dealing with administrative personnel.
  - 2. Faculty Advisors shall
    - a. Attend most SGA business meetings and special events.
    - b. Advise the SGA Officers and the General Assembly.
    - c. Serve as the liaisons between SGA and the Faculty Assembly.
    - d. Assist SGA in dealing with faculty members.
  - 3. Associate Advisors shall
    - a. Attend most SGA business meetings and special events.
    - b. Advise the SGA Officers and the General Assembly.
- B. Powers— Administrative Advisors and Faculty Advisors are empowered to authorize check requests made by the President and/or Treasurer for SGA.

## **Bylaw Nine – Finances**

### Section 1. Student Activities Fund

- A. Refer to the SAF Policies and Procedures manual for information on the policies of the Budget and Finance Committee.
- B. The Budget and Finance Committee shall develop and implement policies, procedures, and rules to govern the administration of the Student Activities Fund.

### Section 2. Request Process

- 1. Any request for SAF funds must be carried out by one of the club representative's, preferably the treasurer.

### Section 3. Requirements and Limitations

- 1. The Budget and Finance Committee is empowered to review budget requests and to decide whether or not the request should be fulfilled and to what extent. Motions for SAF requests shall be made by the SGA Treasurer on behalf of the BFC for the amount and uses the committee has determined appropriate. The General Assembly then must vote to determine the request brought forth by the BFC.
- 2. The club or organization receiving SAF funds must present legible copies of receipts for all SGA allocations spent and must return any funds granted that were not used in accordance with any restrictions imposed by the General Assembly.

### Section 4. Violations

Should a club or organization, or its members, violate the constitutional provisions outlined by the BFC and SGA governing SAF requests, the club or organization shall be held responsible. Possible penalties include, but are not limited to, being prohibited from receiving any future funds from SGA. The club or organization representative(s) responsible shall lose their position.

## **Bylaw Ten – Resolutions**

### Section 1. Proposal Process



A. Resolutions may be proposed verbally or in writing by any representative, committee chairperson, or SGA Officer, with the exception of the President, at any SGA business meeting under new business and must be seconded by a representative to become officially proposed.

B. The proposed resolution must be presented to the SGA Secretary in typed form with the information listed below no later than two days after the resolution is presented to the General Assembly.

1. The issue or problem needing to be addressed.
2. An overview of the avenues to resolve the concern that were attempted.
3. The proposed method of resolving the issue.
4. A list of individuals with their titles, if any, to receive the resolution if the General Assembly passes it.
5. The full names of the sponsors of the proposed resolution.
6. The date proposed and submitted.

#### Section 2. Discussion, Voting, Distribution, and Recording

A. The proposed resolution shall be discussed under old business at the SGA business meeting following the distribution of the typed proposed resolution.

1. This presentation shall be known as the First Reading. The resolution shall not be voted upon until the next business meeting so that representatives shall have the opportunity to consult with constituents regarding the issue of the proposed resolution.

B. If the proposed resolution passes the General Assembly; it shall be immediately signed by the SGA President and forwarded to all persons named in the resolution with an letter clarifying the reasoning of the resolution, if doing so shall ease the recipients' understanding of its intent.