Bylaws

The portions of the 2004 Constitution that was edited out in 2005

(Taken From)

ARTICLE IV.
EXECUTIVE OFFICERS

Section 1. Transition between Administrations

A. Training

The outgoing officers shall be responsible for seeing that all incoming 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 Executive 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
   a. From the day following the inauguration of the new administration, each officer of the outgoing administration shall be required to work for no less than five (5) hours per week and shall be paid for 15 hours of work until the end of the semester. The time in the SGA office shall be spent training and assisting the new administration.
   b. For the week of the new officer inauguration, the hours required of outgoing officers to work shall be calculated so that each outgoing officer has only to work five hours that week.
   c. Should an outgoing officer not work at least the five required hours, the officer shall be paid for no more than 10 hours.

Section 2. Duties

A. The President of the Association shall

1. Call and preside over all meetings of the Body of Representatives.
2. Be available as a personal consultant to students having problems arising from and in the realm of authority vested in the powers, duties, and jurisdiction of SGA.
3. Serve as intermediary for students and SGA to faculty and staff, particularity administrative officials.
4. Inform students of powers, actions, and decisions of SGA affecting the welfare of the

student body by posting explanations in accessible public places or by making the appropriate announcements at meetings of the Body of Representatives, to the campus media, or via other worthy means.

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 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 V, section 1).
8. Have the ability to appoint, with confirmation of the Body of Representatives, a volunteer or paid SGA Historian to compile or maintain a history of SGA (refer to Article V, section 2).
9. Appoint chairpersons to the Student Affairs Committee and the Special Projects Committee.
10. Have the authority to instruct standing committees of issues to investigate.
11. Create ad hoc committees to investigate and resolve pressing specialized issues.
12. Direct the selection process of student appointments to College councils and committees as requested by the College President, Provost, Vice-President for Student Affairs, or other faculty or staff member (refer to Article VIII, Section 1 B-3) and ensure that committee reports are given to the Body of Representatives or to the Executive Committee for presentation to the Body of Representatives.
13. Serve in coordination with the Associate Vice-President for Student Affairs as the student supervisor of the Executive Officers in all matters dealing with Student Work Opportunity, including mediating officer conflicts, ensuring each officer is performing all assigned duties, and completing and turning in student work evaluations.
14. Determine which SGA activities shall qualify as SGA service projects.
15. Have the authority to request checks and fund transfers for activities approved by the Body of Representatives or for tasks required to perform constitutional duties.
16. Ensure that all Campus Improvement Allocation projects are carried out (refer to Article XIII, Section 5).
17. 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.
18. Manage the SGA Outdoor Classroom landscaping projects.
19. Ensure the maintenance of the SGA web page in coordination with the other Executive Officers, the Body of Representatives, and related college officials.
20. Ensure that all Executive Officers and SGA committees maintain records and files so that a history of the actions of SGA may be known.
21. 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.
22. Preserve the constitution by ensuring all new amendments are dated and inserted into this document accurately.
23. Ensure that at least two Executive Officers work in the SGA office during the summer (refer to section 7).
24. Maintain a 20-hour work schedule, with at least 15 posted office hours.
25. Vote in the event of a tie during all meetings of the Body of Representatives.
26. Serve as ex-officio member of all SGA committees.

27. Serve on the Student Life Council and its Vending Machine Profits sub-committee.
28. 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.
29. Have the authority to delegate duties to the Executive Officers.

B. The Vice-President for Student Services shall

1. Act in the capacity of the President should the President be absent or incapacitated.
2. Automatically become President in the event the current President resigns or vacates her/his office for any reason.
3. Serve as chairperson of the Elections Committee and run elections (refer to Article VIII, section 7).
4. Keep election ballots in a secure location for a period of one-year.
5. Manage the BookSwap project each semester.
6. Maintain a 20-hour work schedule, with at least 15 posted office hours.
7. Be a voting member of SGA.
8. Co-chair the Vice-Presidents' Council.
9. Be an ex-officio member of the Student Affairs Committee.
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. Perform other tasks as delegated by the SGA President.

C. The Vice-President for Campus Services shall

1. Publicize in a timely, effective method events, projects, and services of SGA as requested to do so by the other Executive Officers.
2. Administer the Birthday cake project throughout the year.
3. Organize plant sales as demand exists, with any proceeds going to a charity approved by the Body of Representatives.
4. Coordinate at least three campus blood drives each academic year.
5. Maintain a 20-hour work schedule, with at least 15 posted office hours.
6. Be a voting member of SGA.
7. Be an ex-officio member of the Special Projects Committee.
8. Serve as an ex-officio member on the Brookshire Leadership Scholarship Committee.
9. Serve as the Secretary of the Student Life Council, submitting typed minutes to the Vice-President for Student Affairs Office at least two days prior to the next meeting of the Council.
10. Co-chair the Vice-Presidents' Council.
11. Chair the Mountain Day Committee.
12. 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.
13. Perform other tasks as delegated by the SGA President.

D. The Secretary shall

1. Record accurate minutes of each business meeting of the Body of Representatives 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 service project participation for each Representative as informed by those officers or committee chairpersons responsible for leading the projects.
5. Record all warnings, penalties, and restrictions prescribed by SGA to Representatives and Officers in a permanent notebook.
6. File all resolutions and letters regarding student issues passed by the Body of Representatives 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. Attend to all official correspondence of the Body of Representatives and the Executive Officers as directed by the President, including the writing and distributing of press releases.
10. Coordinate the Food for Finals project with Food Service, faculty, and staff.
11. Arrange for Physical Plant to light the college Christmas tree during the holiday season and coordinate the reception following the annual "Lessons & Carols" event.
12. Be responsible for organizing the end-of-the-year reception and all other receptions hosted by SGA
13. Coordinate with the Treasurer and other Executive Officers to purchase office and project supplies.
14. Maintain a 20-hour work schedule, with at least 15 posted office hours.
15. Be a voting member of SGA.
16. Coordinate with the Alumni Office to host the Mountain Day Representative Reunion every five (5) years starting in 2005; a two-thirds vote of the Body of Representatives may change this increment if conditions require such a change.
17. Serve on the Student Life Council.
18. 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.
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 XIII, section 1).
2. Draft a budget each semester (refer to Article XIII, section 2).
3. Be responsible for the student work time sheets of the Executive Officers.
4. Have the authority to request checks and fund transfers for activities approved by the Body of Representatives or for tasks required to perform constitutional duties.
5. Submit a financial report at each business meeting of the Body of Representatives.
6. Maintain notebooks of all documents relating to Fund Requests and Campus Improvement proposals for no less than three (3) years (refer to Article XIII, sections 3-5).
7. Manage the MicroFridge rental service.
8. Coordinate with the Secretary and other Executive Officers to purchase office and project supplies.
9. Maintain a 20-hour work schedule, with at least 15 posted office hours.
10. Be a voting member of SGA.
11. Chair the Budget and Finance Committee.
12. Serve as an ex-officio member of all SGA committees that are authorized by the Body

of Representatives to spend SGA funds.

13. Serve on the Student Life Council and its Vending Machine Profits sub-committee.
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.

Section 3. SGA Office Summer Work

A. Officers—At least two SGA Executive 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 Executive Officers must
   1. Finish designing, retaining advertisers for, and publishing the annual edition of *Who's New at Berry College.*
   2. Represent SGA at every SOAR session and all possible official functions of the college.
   3. Research and plan for the implementation of the Mountain Day project.
   4. Plan for the upcoming year.
   5. Carry out all normal functions of the SGA.

(Taken From)

ARTICLE V
APPOINTED POSITIONS

Section 1. More Duties

A. Duties— The Parliamentarian shall
   1. Ensure all meetings of SGA are conducted within the rule of parliamentary procedure (Article XV, section 5).
   2. Call any attendee to a meeting of the Body of Representatives out of order in regards to parliamentary procedure.
   3. Have the power to bar a representative, member, or observer in any SGA meeting who is being repeatedly called out of order. Violation of the order to leave an SGA meeting shall constitute a violation of the Viking Code (Code of Student Conduct, Prohibited Conduct XI, Disorderly Conduct and Disruption: 1) and shall be reported to the Dean of Students for prosecution under the college's disciplinary policies.
   4. Assist the Executive Officers count votes on motions during SGA business meetings.
   5. Serve as the chairperson of the Judicial Oversight Committee (Article VIII, section 3).
   6. Be available to explain provisions of parliamentary procedure in regards to actions of SGA to the Executive Officers or to any member of the student

body.

7. Advise future constitution revision committees and the Body of Representatives when amendments to the SGA constitution or bylaws are proposed.

B. Duties For Historian

1. Research and familiarize himself/herself with the history of the Student Government Association.
2. Compile a history of SGA or expand any such document that may exist.
3. Advise the Executive Officers on the history of the SGA.

(Taken From)

ARTICLE VI

ELECTIONS TO THE STUDENT GOVERNMENT ASSOCIATION

Section 1. SGA Executive and Sophomore, Junior, and Senior Class Officer Elections

A. Campaign and Election Guidelines

1. Rules governing campaigning and the election shall be recommended by the Vice-President for Student Services and must be passed by a majority vote of the Body of Representatives no later than one week before nominations open for the election.
2. All candidates shall give a mandatory speech at the time and place designated by the Vice-President for Student Services with the approval of the Executive Committee. The date(s) shall fall during the fifth week prior to Honors Night.
3. The Election Oversight Committee shall monitor all campaigning to ensure that the rules governing campaigning and elections are followed. Suspected violations of the rules governing campaigning and the election shall be brought before the Committee.

B. Elections

1. Location— The general election will be held on the Thursday during the third week prior to Honors Night with polls located in Krannert Center. If the Krannert Center is unavailable, another suitable public place shall be proposed by the Vice-President for Student Services and voted upon by the Body of Representatives.
2. Voting Rules— Each member of the student body may vote for one person for each of the Executive Offices. Students may only vote for those candidates running for class officers of their class.
3. Election Process— The general elections shall be conducted by secret ballot. Write-in votes cast for candidates possessing proper qualifications shall be counted in the general election, a candidate receiving more than 50% of the votes cast in the general contested election shall be declared elected. If a singular candidate in an uncontested election does not receive 50% of the vote, nominations shall be reopened immediately and a new election will be held one week following the original election in accordance with all of the rules set fourth in this section for the general election.
4. Run-Off Election— In the event that no candidate receives more than 50% of the votes, a run-off election between the two candidates receiving the highest percentage of votes shall be held in accordance with all of the rules set forth in this section for the general election. Only votes cast for candidates listed on the ballot shall be counted in

the run-off election. The run-off election shall be held on the first Thursday following the general election.

5. Results— Results from each election will be posted for a period of no less than 48 hours in at least one publicly announced location no later than 24 hours following the close of the polls.
6. Disputed Elections— Any candidate has the right to request a recount of the ballots within 24 hours of the posting of the results. A requested recount shall occur within 24 hours of the request and may be monitored by all concerned candidates or their representatives. Another recount shall not occur unless the result of the second count changes the outcome of the election. In such a case, the ballots shall be recounted until the election results are in agreement.

Section 2. Freshman Class Officer Elections

A. The Vice-President for Student Services shall conduct an election for Freshman Class Officers.
B. Nominations shall open at the second SGA business meeting of the fall semester and shall remain open until the adjournment of the third SGA business meeting of the fall semester.
C. All rules for campaigning and elections for SGA Executive Officers and for the Sophomore, Junior, and Senior Class Officers as described in Section 2 shall be followed.
D. Only students holding Freshman status may vote for Freshman Class Officers.

Section 3. Elections of Representatives

A. Each residence hall floor or area shall elect one primary Representative and an alternate representative who shall vote in the absence of the primary Representative. These positions shall be voted upon by every floor or area at its first floor meeting. Elections shall be run by the floor or area Resident Assistant, or by an SGA Executive Officer if one is present.
B. Students who live off-campus may be elected as At-Large Commuter Representatives as follows:
   1. The ratio of commuter students shall be determined against the number of residence students to determine how many positions may be available.
   2. Elections for these positions shall all be conducted by the Vice-President for Student Services in a meeting of the Body of Representatives during the first four weeks of the fall semester.
   3. Vacancies, if any, of the At-Large Commuter Representative positions shall be filled at any time by those students receiving the largest number of votes in an election held at an SGA meeting.
C. Each club or organization officially recognized by the Student Life Council shall select, according to its constitution and by-laws, one member to serve as its primary Representative and one to serve as an alternate Representative. After the club/organization representatives have been selected, the president of that club/organization shall forward the name and contact information of each representative to the SGA Secretary.
D. All SGA Executive and Class Officers shall serve as representatives. Election procedures for these representatives are listed in Article VI, section 2.
E. Students appointed to college Committees or Councils who are not already Representatives

may, at their request, be made Committee Representatives. Selection procedures for these Representatives are listed in Article VIII, section 1 (B-3).

F. Students desiring to be a Representative who were not elected as a Representative for his/her residence hall floor/area or commuters, a club/organization, or council or committee, and who were not elected as an Executive or Class Officer or appointed as Parliamentarian or Historian may be elected as an At-Large Campus Representative.

1. The number of At-Large Representatives shall be determined by a ratio of one representative to every 200 students enrolled at the beginning of the academic year.
2. Nomination and election shall take place at SGA meetings during the first four weeks of the fall semester. This process shall be conducted by the Vice-President for Student Services.
3. Vacancies, if any, in the Representative At-Large positions shall be filled at anytime by those students receiving the largest number of votes in an election held during a business meeting of the Body of Representatives.

G. Graduate students may be elected as Graduate Representatives as follows:

1. The number of Graduate Representative positions shall be determined by calculating the ratio of graduate students to the number of undergraduate students over the number of representative positions for undergraduate students.
2. Nomination and election shall take place at SGA meetings during the first four weeks of the fall semester. This process shall be conducted by the Vice-President for Student Services.
3. Vacancies, if any, in the Graduate At-Large Representative positions shall be filled at anytime by those graduate students receiving the largest number of votes in an election held at an SGA meeting.

Section 6. Advisors

Refer to Article XII, section 2 for the rules concerning the election of Advisors.

Section 7. Resignations

If an officer, representative, or advisor is unable or unwilling at some point during his/her term of office to faithfully serve in the position, he/she shall file a resignation letter with the Vice-President for Student Services, who shall read the letter at the following SGA business meeting. Resignations shall take immediate effect and new elections/appointments shall occur.

ARTICLE VIII.
COMMITTEES OF THE STUDENT GOVERNMENT ASSOCIATION

Section 1. Executive Committee

A. Membership is restricted to the SGA Executive Officers.

B. Duties— The Executive Committee shall

1. Plan and ensure the completion of all SGA events, projects, services, and actions.
2. Oversee all standing SGA committees described in this article so as to facilitate the efficient, thorough, and successful completion of SGA business and responsibilities.
3. Recommend to the college Provost students to serve on the college's numerous

Councils and Committees. Student selection shall be made by

a. Making applications and descriptions of all committees and councils available to all students.
b. Reviewing all applications on the basis of the extent to which the student is a good representation of the student body, particularly with respect to the issue(s) the committee or council on which he/she is applying to serve deals.
c. Presenting the list to the Body of Representatives before the end of the spring semester for its approval.

Should any positions remain unfilled at the time the Body of Representatives votes on the list, a nomination is rejected by the College President, or if a position becomes vacant during the summer or academic year, the Executive Officers are charged with finding a replacement and provisionally appointing him/her until such time as the Body of Representatives can ratify the appointment.

4. Present the Outstanding Representative Award at the end-of–the-year reception to those Representatives who were diligent and extraordinary Representatives throughout the year.

Section 2. Judicial Oversight Committee

A. Membership is restricted to the Parliamentarian and two SGA members to be selected by the Body of Representatives at the second business meeting of each new administration. The Parliamentarian shall serve as the chairperson of this committee. Committee members must be able to be present at most SGA business meetings and shall be replaced by a vote of the Body of Representatives after missing three meetings in a semester.
B. Duties— The Judicial Oversight Committee shall
    1. Be knowledgeable of the Constitution and Bylaws of the Student Government Association.
    2. Advise the Executive Officers with respect to any issue to discover whether or not it is Constitutionally permissible.
    3. Interpret the SGA Constitution and Bylaws should a question arise as to the meaning of provisions of the document or permissibility of an action.
    4. Advise and assist with any future revisions of the SGA Constitution and Bylaws.
    5. Serve as an appeals panel for Fund Request violation convictions as imposed by the Budget and Finance Committee.

Section 3. Vice-Presidents' Council

A. Membership on this committee is restricted to no more than 12 members of the Body of Representatives appointed by the SGA Vice-Presidents, who serve as co-chairs of this committee. Additions to or subtractions from the membership of the Vice-Presidents' Council may be made at the discretion of the SGA Vice-Presidents.
B. The Vice-President's Council shall advise and assist the SGA Vice-Presidents in the execution of their duties.

Section 4. Budget and Finance Committee

A. Membership on this committee is open to the Body of Representatives. 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 Body of Representatives.
2. Write and update as needed all processes, procedures, policies, and forms governing SGA Fund Requests and requests for Campus Improvement Allocation funds.
3. Review and make motions to the Body of Representatives concerning Fund Requests and requests for Campus Improvement Allocation funds.
4. Enforce all rules governing SGA Fund Requests and Campus Improvement Allocations.
5. Examine and comment on all motions or resolutions from the Body of Representatives that require a financial expenditure.
6. Advise and assist the Treasurer in the performance of her/his other duties, including but not limited to the running of the MicroFridge rental service and the operation of the change machine.

Section 5. Student Affairs Committee

A. Membership shall be open to the Body of Representatives. The President shall appoint a chairperson within the first three business meetings of the new administration. The SGA Vice-President for Student Services shall serve *ex-officio* on this committee and shall keep the Executive Committee abreast of all activities of the 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 Executive Committee 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.
7. Have at least one member serve on each ad-hoc committee created to handle specific, detailed student concerns.

C. The chair of the Student Affairs Committee shall be granted one service project.

Section 6. Special Projects Committee

A. Membership shall be open to the Body of Representatives. The President shall appoint a chairperson within the first three business meetings of the new administration. The SGA Vice-President of Campus Services shall serve *ex officio* on this committee and shall keep the Executive Committee abreast of all activities of the Committee.

B. Duties— The Special Projects Committee shall

1. Plan, publicize, and perform seasonal events as directed by the Body of Representatives.
2. Plan, publicize, and perform other events as directed to by the Body of Representatives or at the discretion of the Committee with approval from the Body

of Representatives.

C. The chairperson of the Special Projects Committee shall be granted one service project.

Section 7. Election Committees

A. Election Committee

1. Membership
   a. SGA Officers – All SGA officers not running as a candidate for a position shall be members *ex officio* of the Election Committee
   b. Representatives – Any representative not running as a candidate in the election and capable of being unbiased shall be eligible for membership after nominations close.
2. Chairperson - The Vice President of Student Services shall, unless he/she is running as a candidate for a position, chair the election. If the Vice President of Student Services is running as a candidate for a position, the role of Election Committee Chair shall be turned over to a current SGA executive officer not running for a position. Should all current SGA executive officers be running in the election, or if other circumstances (e.g. unreasonable conflict of interest: a sibling or close friend running for a position) deem it necessary, the Election Committee chair shall be turned over to a Representative nominated by any other Representative and confirmed by a majority vote of the Body of Representatives.
3. Formation and Duration- The committee shall form at the beginning of nominations. At that time, the eligible SGA Executive Officers shall be members of the committee. Upon nominations closing, the Vice-President for Student Services or the Election Committee Chairperson shall ask for volunteers from the Body of Representatives to join the Committee.
7. Duties - The Election Committee shall
   a. Report to the Election Committee Chairperson any observed or rumored campaign or election irregularity or violation of the campaign or election rules.
   b. Be responsible for enforcing the campaign guidelines approved by the Body of Representatives.
   c. Run the polls.
   d. Count the votes.
8. Active service on the committee as determined by the chairperson shall count as one service project.

B. Elections Oversight Committee

9. Membership- The Elections Oversight Committee shall consist of the Election Committee Chairperson and two members of the Election Committee (none of the SGA Executive Officers) chosen by the Chairperson.
10. Duties- In the case that grievances arise toward a candidate regarding inappropriate behavior (e.g. slander, libel, defacing of campaign materials, etc.) during an election, the Election Chairperson may call a meeting of the Elections Oversight Committee. This committee shall privately hear both the accuser and the accused to address the problem. The Committee may issue a warning by a majority vote to a candidate; with a unanimous vote, the Committee may disqualify a candidate for violations of campaign and election rules. The proceedings of the Committee shall be kept confidential, however the Chairperson

shall publicly state the decision reached by the Committee.

Section 8. *Who's New* Committee

A. Membership shall be open to the Body of Representatives. The committee shall be formed during the Spring semester. The President or another Executive Officer shall serve as the chairperson of the Committee; after the new administration takes office, the current chairperson shall continue to assist the new chairperson until he/she is able to manage the Committee.

B. Duties— The *Who's New* committee shall

   1. Gather photographs from the student body and the college offices to use in the *Who's New* publication.
   2. Sell advertisements to be placed in the *Who's New* publication.
   3. Create the layout and write the text for the *Who's New* publication.
   4. Assist the Executive Officers with the distribution of the *Who's New* publication during the fall semester of the next year.

Section 9. Mountain Day Project

A. Membership shall be open to the Body of Representatives. The Vice-President of Campus Services shall serve as the Committee Chairperson and shall seek volunteers from the Body of Representatives to form the Committee in the spring semester. After the new administration takes office, the current chairperson shall continue to assist the new chairperson until he/she is able to manage the Committee.

B. Duties— The Mountain Day Project Committee shall

   1. Discover needs of the College that the Student Government Association could meet by sponsoring or performing a service or which it could meet through purchasing items.
   2. Present to the Body of Representatives by the end of the spring semester at least two such needs of the College. The Body of Representatives shall vote to determine one of the proposed projects as the Mountain Day Project for the next year.
   3. Work during the summer and during the next academic year to see that the project is completed in accordance with the dictates of the Body of Representatives.

Section 10. SGA Outstanding Representative Scholarship)

A. Membership shall consist of five representatives voted on by the Body of Representatives, the Junior and Senior Class Presidents, the SGA President, and the SGA Treasurer.

B. Duties— The SGA Outstanding Representative Scholarship Committee shall

   1. Create an application form and review process to determine which Representatives with Junior hours status or third-year status have best served SGA in the previous years.
   2. Present a list of no more than four potential recipients to the Body of Representatives. After hearing each potential recipient explain his/her credentials and need for the scholarship, the Body of Representatives shall vote to grant all allocated funds to one student, or may divide the funds between multiple potential recipients.

C. Disbursement— The Treasurer shall transfer the awarded funds to the student account of the recipient prior to the end of the spring semester.

D. Award Ceremony— The recipient shall be formally awarded the scholarship by the SGA

President at the Honor's Night of the following year.

E. Scholarship Rules—
   1. Executive Officers and Scholarship Committee members are ineligible to receive the scholarship.
   2. The scholarship shall be funded from the general account or from project profits in the spring semester budget.

(Taken From)

ARTICLE IX

SERVICE PROJECTS

Section 1. Establishment of the Number

A. At the first meeting of each semester, the SGA Secretary shall make a motion for the number of service projects in which each representative must participate to retain his/her voting rights.
B. The number of service projects for each representative shall be set for at least two per semester.
C. The Body of Representatives shall vote to establish the number of projects.

Section 2. Designation of Service Projects

The SGA President shall decide which SGA events are to count as service projects and shall announce, or have his/her fellow Executive Officers announce which events count as service projects.

Section 3. Record Keeping

The SGA Secretary shall be in charge of keeping the records of the representatives who have participated in these service projects. Executive Officers and committee chairpersons who are leading approved service projects shall forward all lists of who assisted with the projects to the Secretary for recording.

(Taken From)

ARTICLE X

REPRESENTATIVES

Section 1. Floor, At-large, and Club and Organization Representatives

A. Duties— A Representative shall
   1. Attend all meetings each semester, with two absences allowed for illness, death in the family, or schedule conflicts.
   2. Perform the required number of service projects.
   3. Publicize SGA events, actions, services, and projects to the student body and, as needed, faculty and staff.
   4. Communicate student concerns to the SGA Executive Officers, SGA Body of Representatives, related SGA committees, and to the appropriate representatives serving on College Committees or Councils.
   5. Request the opinion of his/her constituency on issues brought before SGA that are

postponed for debate or presented for first reading. Only reasonable methods and time commitments for such opinion gathering are expected.

Section 2. Committee Representatives

A. Duties- A Committee Representative shall
   1. Report to the SGA Body of Representatives and Executive Officers all topics covered in committee or council meetings that may be openly discussed.
   2. Represent the opinions of the SGA Body of Representatives and of other students to the committee or council on which he/she serves.
   3. Be responsible for duties 1-4 listed in Section 2, D of this article.

(Taken From)

ARTICLE XI
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. Determine and voice to SGA and relevant college personnel the opinions of their respective class members.
   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 SGA Body of Representatives and report to the SGA president weekly on the status of class events.
   7. Perform specific class duties.
      a. The Junior Class Officers shall host the annual Spring Formal.
      b. The Senior Class Officers shall
         i. Present to the college at least one gift from the Senior Class prior to graduation.
         ii. Manage the Honor Book project prior to each graduation ceremony.
         iii. Assist the Alumni Association in the planning and hosting of class reunions.
   6. Perform specific position duties.
      a. Each President shall
         i. Preside over meetings of the officers and classes.
         ii. Form committees as needed.
         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.

ARTICLE XII.
Advisors

Section 1. Types

A. Administrative Advisors—The college's Vice-President for Student Affairs and Associate Vice-President for Student Affairs, or their designates, serve as the permanent Administrative Advisors to SGA.
B. Faculty Advisors— Two faculty members elected by the Body of Representatives.
C. Associate Advisors— Faculty, staff, or community members elected by the Body of Representatives.

Section 2. Appointment and Election

A. Administrative Advisors are automatically appointed ex officio advisors.
B. Faculty Advisors and Associate Advisors shall be elected by the Body of Representatives.
   1. The Vice-President for Student Services shall conduct the election process.
   2. Nominations for Faculty Advisors shall be made by the Body of Representatives at an SGA business meeting before the end of the academic year, yet after the new administration has entered office. The Term of Office for Faculty Advisors shall be from the date elected through the election of Faculty Advisors by the next administration.
   3. Nominations for Associate Advisors may be made by the Body of Representatives at any SGA business meeting. The Term of Office for Associate Advisors shall be from the date elected through the remainder of the current administration.
   4. The election shall be held the following week during the business meeting. Only representatives may vote in this election.

Section 3. Duties and Powers

A. Duties
   1. Administrative Advisors shall
      a. Attend most SGA business meetings and special events.
      b. Advise the Executive Officers and the Body of Representatives.
      c. Hold regular meetings with the Executive Officers.
      d. Assist SGA in dealing with administrative personnel.
      e. Serve as the Student Work Opportunity supervisors for SGA.
   2. Faculty Advisors shall
      a. Attend most SGA business meetings and special events.
      b. Advise the Executive Officers and the Body of Representatives.
      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 Executive Officers and the Body of Representatives.
B. Powers— Administrative Advisors and Faculty Advisors are empowered to authorize check requests made by the President and/or Treasurer for SGA.

(Taken From)
ARTICLE XIII
FINANCES

Section 1. Student Organization Assistance Program

A. Description- The Student Organization Assistance Program (SOAP) exists to supplement the funding of official student clubs and organizations in their activities, especially helping their members attend and/or host conferences or competitions.

B. Funding- The Budget and Finance Committee shall designate in the budgets that it proposes each semester the funds received by SGA from campus Vending Machine Profits and at least 10% of the college allotment for the SOAP account. SOAP funds not granted during one semester shall be retained for future SOAP requests.

C. Eligibility- Only student clubs and organizations, including the campus media groups, approved by the Student Life Council which have an active representative in SGA may request SOAP funds. Department clubs not approved by the Student Life Council are ineligible for SOAP funds.

D. Request Process-

1. The Budget and Finance Committee shall develop and implement policies, procedures, and rules to govern the administration of the Student Organization Assistance Program.
2. Any request for SOAP funds must be sponsored by that club's or organization's voting representative.

E. Requirements and Limitations

1. The Budget and Finance Committee is empowered to review SOAP requests and to decide which requests may be presented to the Body of Representatives. Motions for SOAP requests shall be made by the Treasurer on behalf of the Budget and Finance Committee for the amount and uses the Committee has determined appropriate. The Body of Representatives has the final authority as to which requests brought before it shall be granted funds. The Body of Representatives may place special restrictions on a recipient club or organization limiting how the funds may be spent.
2. Requests for SOAP funds shall not exceed $1,000.00 for any given event or project and may not exceed $500.00 for one student.
3. The club or organization receiving SOAP funds must present legible copies of receipts for all SGA SOAP funds spent and must return any funds granted that were not used in accordance with any restrictions imposed by the Body of Representatives.
4. Those persons who received SGA SOAP funds must submit a brief written report to the Treasurer and give a verbal account to and be available to answer questions from the Body of Representatives during a SGA business meeting.
5. The Treasurer shall keep a permanent record of the written accounts of SOAP-funded events and must keep for five (5) years all filed paperwork and receipts related to SOAP grants.
6. Representatives whose club or organization receives SOAP funds must remain active members for at least the remainder of the semester for which SOAP funds were granted.

F. Violations- Should a club or organization, or its members violate the constitutional provisions outlined in section 3-E, or if the policies, procedures, and rules implemented by

the Budget and Finance Committee governing SOAP requests are violated, the club or organization and the members responsible for the violation shall be prosecuted and punished for the violation in accordance to those policies decided upon by the Budget and Finance Committee. Possible penalties include, but are not limited to being prohibited from receiving any funds from SGA in the future and being required to repay a portion of the funds granted. If convicted of misusing funds, the sponsoring Representative may lose his/her current position as a Representative and may lose eligibility for up to three years to serve as a Representative or officer; the recipient club/organization convicted of misusing funds may lose its eligibility for up to three years to have a Representative in SGA. The Budget and Finance Committee shall determine the length of revocation of representation in such cases in accordance to its policies. Misuse of funds may also be reported to the Dean of Students Office as theft.

Section 2. Individual Student Assistance Program

A. Description- The Individual Student Assistance Program (ISAP) exists to help students attend conferences or competitions. Unofficial student organizations that are actively seeking official recognition from the Student Life Council, but have yet to receive it, may also apply for ISAP funds to attend and/or host conferences, competitions, or other events.

B. Funding— The Budget and Finance Committee shall include in the budgets that it proposes each semester a percentage of project profits from the previous semester that are not needed to carry out the project for the current semester or for the next year. The Body of Representatives may increase or decrease the proposed amount when the budget is debated. Money earned from SGA projects may not be spent for ISAP grants during the semester in which they are earned. ISAP funds not granted during one semester shall be retained for future ISAP requests.

C. Eligibility- Individual students and unofficial student organizations as described in Section 2-A are eligible to request ISAP funds. Students or, in the case of an unofficial group, multiple students who desire ISAP funds are not required to be Representatives in SGA.

D. Request Process-

1. The Budget and Finance Committee shall develop and implement policies, procedures, and rules to govern the administration of the Individual Student Assistance Program.
2. All requests for ISAP funds by students or multiple students must be sponsored by a Representative who retains voting rights. This sponsoring Representative is not required to be one of the students receiving the ISAP funds.

E. Requirements and Limitations

1. The Budget and Finance Committee is empowered to review ISAP requests and to decide which requests may be presented to the Body of Representatives. Motions for ISAP requests shall be made by the Treasurer on behalf of the Budget and Finance Committee for the amount and uses the Committee has determined appropriate. The Body of Representatives has the final authority as to which requests brought before it are granted funds, the amount to grant them, and any special restrictions to be placed on the recipient student or students.
2. Requests for ISAP funds may not exceed $750.00 for any given event or project and may not exceed $200.00 for one student.
3. The students receiving ISAP funds must present legible copies of receipts for all SGA ISAP funds spent and must return any funds granted that were not used in accordance

with any restrictions imposed by the Body of Representatives.

4. Those persons who received ISAP funds must submit a brief written report to the Treasurer and give a verbal account to and be available to answer questions from the Body of Representatives during a SGA business meeting.
5. The Treasurer shall keep a permanent record of the written accounts of ISAP-funded events and must keep for five (5) years all filed paperwork and receipts related to ISAP grants.
6. A Representative who sponsors an ISAP funds request must remain an active member for at least the remainder of the semester for which ISAP funds were granted.

F. Violations- Should the student or students who are granted ISAP funds violate the constitutional provisions outlined in section 4-E, or if the policies, procedures, and rules implemented by the Budget and Finance Committee governing ISAP requests are violated, the student or students responsible for the violation and the sponsoring Representative shall be prosecuted and punished for the violation in accordance to those policies decided upon by the Budget and Finance Committee. Possible penalties include, but are not limited to being prohibited from receiving any funds from SGA in the future and being required to repay a portion of the funds granted. If convicted of misusing funds, the sponsoring Representative may lose his/her current position as a Representative and may lose eligibility for up to three years to serve as a Representative or officer; the recipient students convicted of misusing funds may lose their eligibility for up to three years to serve as a Representative or officer. The Budget and Finance Committee shall determine the length of revocation of representation in such cases in accordance to its policies. Misuse of funds may also be reported to the Dean of Students Office as theft.

Section 3. Campus Improvement Allocation Requests

A. Request Process

1. Proposals for Campus Improvement funds must be submitted in the format set forth by and in compliance with the policies developed by the Budget and Finance Committee.
2. The proposal must clearly state the desired project and its cost. If the extent of the project is not clear or the cost is not known, the proposal shall be directed at the time of presentation to the Student Affairs Committee or to an ad hoc committee if the President so chooses.
   a. The assigned committee shall research the project and report its findings to the Body of Representatives within two business meetings, or report its progress and continue researching.
   b. The sponsoring member of the resolution must assist the committee in its research or the resolution shall be postponed indefinitely in committee.
3. After a completed proposal has been prepared, a written copy shall be presented to the Budget and Finance Committee for review.
4. The chairperson of the Budget and Finance Committee shall present a motion to the Body of Representatives regarding the written proposal for Campus Improvement funds.
5. The Body of Representatives shall decide by simple majority vote if a Campus Improvement proposal is to be approved or rejected.
6. The SGA Treasurer shall keep a permanent record of all Campus Improvement proposals.

B. Implementation - If the Body of Representatives approves a project, the SGA President is to ensure that it is accomplished in a timely manner.

1. The President may, if need be, assign an SGA committee or form an ad hoc committee to assist her/him in seeing that the project is completed.
2. If the implementation of the approved project is found by the President, officers, or a committee to be impossible, to cost more than the allotted amount, or to be otherwise improbable, the President must ensure that a report is made to the Body of Representatives explaining these reasons and seek its advice on the needed course of action.
3. If general labor is needed to complete the project, SGA voting representatives may volunteer their time and have their help count as Service Projects.
4. If the implementation of the project is dependent upon the assistance or labor of the various bodies of the college (e.g. Physical Plant or Grounds Crew), the implementation of the project might, by necessity, be postponed until their schedule allows for their assistance. In this case, the President shall inform the Body of Representatives of the delay and keep it informed about the progress of the project.

(Taken From)

ARTICLE XIV
RESOLUTIONS

Section 1. Proposal Process

A. Resolutions may be proposed verbally or in writing by any representative, committee chairperson, or Executive 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 Body of Representatives.
   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 Body of Representatives passes it.
   5. The full names of the sponsors of the proposed resolution.
   6. The date proposed and submitted.

C. The SGA Secretary shall distribute copies of the proposed resolution to all Representatives at least three days prior to the next SGA business meeting.

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.
   2. On the occasion of an emergency or if the need arises to act immediately upon a resolution, a majority of the Executive Committee may waive the First Reading policy, a decision which the Body of Representatives can overturn by a two-thirds majority

vote.

B. Parliamentary procedure shall be followed during the discussion and voting of the proposed resolution.

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

D. Copies of all resolutions, whether accepted or rejected, must be retained by the SGA Secretary in the SGA Resolution Notebook. A form included with each proposed or accepted resolution must indicate the date(s) of discussion, any committees that discussed the proposed resolution, revisions made to the resolution from the original one, record the numerical vote of the Body of Representatives, the reason of the Body of Representatives' decision, and the action resulting from the resolution, if any.