

# By-Laws

By-Laws for the Student Government Association (SGA), deemed by SGA to be consistent with the Constitution, may be adopted by a majority vote of the SGA Senate, present and voting.

## Monroe Community College

### Brighton Campus Student Government Association By-Laws

#### ***Article 1: Charting a Club/Organization***

##### **Policies and Procedures**

The Senate must charter all student clubs and organizations that seek recognition and meet all requirements for chartering set by the Senate and these By-Laws. The Senate will consider any and all documents relevant to chartering before voting on said charter. Supporting documents include but are not limited to the club's Constitution, the recommendation of the Director of the Office of Student Life and Leadership Development or designee, any additional documents that the club or organization wishes to have considered in favor of granting charter, and any other supporting material the Senate may deem necessary. No proposed club or organization will be formally recognized as such until the Senate has approved their petition for charter.

##### **Formation of a Club/Organization**

A group of students with a common interest may pursue recognition from the SGA. Recognition will be granted by the Senate. Students desiring to form a student club or organization must meet these minimum requirements:

- Present a proposed constitution which includes a statement of purpose, plans for operations, and whose mission does not resemble a currently chartered club or organization at the Brighton Campus.
- A faculty/staff member who has agreed to act as the club's advisor. *\*If no advisor can be found and all other criteria for chartering have been met, a written certification that the club has attempted to secure an advisor, but has yet to locate a suitable choice agreeable to the club or organization, shall be acceptable for the purposes of meeting this requirement for chartering. This certification must be signed by the club's or organization's officers and the Director of the Office of Student Life and Leadership Development or designee.*
- A signed list of tentative officers and an outline of projected activities.
- Meet with a staff member in the Office of Student Life and Leadership Development to review completed materials. Once materials are complete, the constitution will be given to the SGA Constitution Committee for review. This constitution may not implicitly or explicitly violate the SGA Constitution.
- In the case of official organization charters, all aforementioned criteria must be met in addition to providing verification to SGA of state/national/international

organizational affiliation and/or provide a continuous service(s) to the community of Monroe Community College.

- The operations of the organization are unique and critical to the mission of a University department or the needs of the student body, as deemed by the Senate, that if they were to no longer exist, the loss of programs or services would create a significant negative impact on the campus community.

### **Going Before the Senate for Approval**

- The Club Senator will contact the President of the Club with a date the constitution will be up for approval.
- Members of the club or organization and/or an advisor for the club or organization should be present to respond to questions when the Senate meeting. *\*In EXTREME circumstances, if no member or advisor is able to appear at the Senate meeting, the Club Senator may act as spokesperson.*
- The club or organization must provide any information deemed relevant to chartering by the Senate.
- Once SGA approves the constitution, the club is chartered and then must begin the registration process.

### **Amendments to an Existing Constitution**

Any club or organization desiring any changes or amendments to their constitution must apply to the Senate through the Director of the Office of Student Life and Leadership Development.

These minimum requirements must be met:

- The revised constitution must be updated by the club or organization to contain all current policies deemed necessary by the Senate.
  - A list of current officers.
- A. Then the amended constitution is given to the constitution committee for review. The constitution committee has 1 week to make recommendations before the amended constitution is placed on the agenda for a vote.
- B. Once the constitution is placed on the agenda for vote, the club/organization must send a representative to the public meeting to present the constitution and answer questions.
- C. If the amended constitution is passed, the club/organization must then make their amended constitution public.

### **Club Registration Process and Record Keeping**

- A. Each club and organization must complete the registration process every semester.
1. Review their constitution
  2. Make any amendments (following the process)
  3. List of officers
  4. List of members *\* A duplicate list of officers, faculty/staff advisor, and constitution must be maintained within the Office of Student Life and Leadership Development and be updated whenever there is a change.*

### **Inactive Clubs/De-Charting**

- A. Any chartered club or organization, which has been inactive for three or more semesters, may have their charter revoked. Any club or organization wishing to be reactivated must fulfill the requirements above. (see the chartering process)
  - 1. In the case of de-chartering a club, a notice will be published in the *Monroe Doctrine* for a minimum of 2 weeks prior to revocation of the club's charter.
- B. The Senate shall also reserve the right to dissolve a recognized club/organization of the SGA. The Senate may also issue sanctions to any recognized club/organization found to be in violation of SGA or College policies.
- C. The Senate shall have the power to review, approve and amend constitutions of SGA recognized clubs/organizations, to ensure compliance with the SGA Constitution.

### **Club/Organization Policies and Procedures**

- A. Clubs wishing to access funds for programs and travel complete the SGA Contingency Request form and follow the process of requesting funds.
- B. Club funds must be used to promote social, educational, and/or cultural functions open to all members of the SGA. These functions should relate in a meaningful way to the mission statement of each group.
- C. Clubs and organizations shall not engage in actions which are contrary to the mission and goals of Monroe Community College. Questionable actions, to include violations of College or SGA policy, shall be discussed by the Senate, which shall have the right to discipline groups for said actions.
- D. One member of each club/organization, or his or her designee, shall serve as a member of the Club Council and attend every meeting. These Club Council meetings will take place every third Tuesday of the month from 4:00-5:00 during the academic year.
- E. Club officers shall be elected by the club members.
- F. Recognized clubs and organizations must keep a current copy of their constitution on file with the Office of Student Life and Leadership Development.
- G. Clubs must know and follow the College's Club/Organization Policy & Procedures Manual found online or in the Office of Student Life and Leadership Development. Clubs/organizations who fail to adhere to these policies may risk losing recognition from the College as determined by the Office of Student Life and Leadership Development.
- H. Recognized organizations must have a faculty or staff advisor whose name is on file with the Office of Student Life and Leadership Development.
- I. Clubs/organizations must fulfill all the responsibilities in this constitution and in their own constitution.

## ***Article 2: Senator Positions and Responsibilities***

### **SGA Senators**

#### **Public Relations Senator**

- A. Is a voting member of the Senate.
- B. Is the chairperson of the Public Relations Committee.
- C. Shall sit on the Finance Committee.
- D. Shall positively promote the SGA, its actions, and decisions to the student body, administration, faculty, staff, and/or outside community.
- E. Shall be responsible for coordinating any events sponsored by the Student Government Association.
- F. Must provide weekly reports during the public Senate Meeting.
- G. Will be responsible for creating, maintaining and contributing content to all of the SGA social media outlets pertaining to SGA agenda and events on a weekly basis.
- H. Will develop and maintain a working relationship with all Media clubs on campus insuring an open level of communication and consistency.

#### **Diversity Senator**

- A. Is a voting member of the Senate.
- B. Must provide weekly reports during the public Senate meeting
- C. Sits on the Public Relations Committee and is responsible for providing the committee with weekly updates regarding multicultural events being held on campus by clubs/organizations/departments and committees.
- D. Is responsible for attending Global Union's and Pride Alliance's meetings and reporting back both to the Senate their agenda and status.
- E. Works closely with the Health and Wellness Senator to identify issues affecting students and implement means to correct said problems.
- F. Sits on the Diversity Council.
- G. Sits on the Diversity Committee. (Office of Student Life and Leadership Development)
- H. Will communicate with the Director of the Global Education Office once a week.

#### **Athletic Relations Senator**

- A. Is a voting member of the Senate.
- B. Must provide weekly reports during the senate meeting. The report must include upcoming sporting matches and results from the past weeks sporting matches.
- C. Is responsible for ensuring that the athletic department is informed and involved about the SGA and vice versa.
- D. Is a member of the M-pire and attends M-pire meetings and events.

- E. Communicates weekly with the Athletic Council and reports work of the SGA and then report back to the SGA regarding activities of the Athletic Council. If invited, sits on the Athletic Council.
- F. Assists the Athletic Department with concerns pertaining to Athletics, and when necessary, bring these issues to the attention of the Senate.
- G. Works closely with the Health and Wellness Senator to identify issues affecting students and implement means to correct said problems.
- H. Sits on the Public Relations Committee.

**Residence Halls Senator** (*\*must live on campus*)

- A. Is a voting member of the Senate.
- B. Must provide a weekly report during the Senate meeting on Residence Hall programs that are upcoming and results from programs the past week.
- C. Is responsible for informing the students living on campus of the Senate meetings.
- D. Assists the students living on campus with concerns pertaining to them, and when necessary, bring these issues to the attention of the Senate.
- E. Sits on the Public Relations Committee and is responsible for promoting SGA and providing SGA events in the Res Halls.
- F. Must communicate with a professional in the Housing and Residence Life Office once a week.
- G. Works closely with the Health and Wellness Senator to identify issues affecting students and implement means to correct said problems.

**Health and Wellness Senator**

- A. Is a voting member of the Senate.
- B. Is responsible for staying informed with campus culture and any general complaints regarding campus environmental issues. These are including but not limited to cleanliness, civility, campus services like dining, bookstore, shuttle, childcare services etc.
- C. Must make a weekly report to the Senate including upcoming programming happening across campus, results from the past week's programs and issues and concerns.
- D. Shall work with campus facilities to create and promote environmentally friendly programs and initiatives at college.
- E. Insures that the programming, events and services meets the needs of the diverse college community.
- F. Will work closely with The Student Relations Senator, The Residence Halls Senator, the Athletic Relations Senator, the Diversity Senator and the Veterans Relations Senator to identify issues affecting students and implement means to correct said problems.
- G. Sits on the Public Relations Committee and is responsible for providing information regarding campus programs and events and bringing attention to their respective causes.
- H. Sits on the Civility Committee.
- I. Sits on the Tobacco Free Committee.

J. Sits on the Sustainability Committee.

### **Student Relations Senator**

A. Is a voting member of the Senate.

B. Must provide a weekly report during the weekly Public Senate meeting.

C. Is responsible for representing SGA when dealing with general students.

D. Will be responsible for coordinating with nontraditional adult/evening students to develop and maintain good rapport and communication.

E. Is responsible with providing data in terms of polls and surveys of the general student population.

F. Works closely with the Health and Wellness Senator to identify issues affecting students and implement means to correct said problems.

G. Sits on the Public Relations Committee.

### **Club/Organization Senator (2)**

A. Is a voting member of the Senate.

B. Must provide a weekly report during the weekly Public Senate meeting.

C. Is responsible for representing SGA when dealing with general students.

D. Must participate in at least one Senate Committee.

E. Must participate in at least one Faculty Committee.

F. Communicates regularly with club/organization members and advisors via personal contact, memos and emails.

G. Advocates for student issues with faculty, staff and administration.

H. Is open to any student who expresses opinions, needs, or concerns while in Senate Office.

I. Must attend Advisor Roundtable.

J. Sits on the Finance Committee.

K. Actively pursues clubs that they represent to determine their needs and concerns.

### **Veterans Relations Senator**

A. Is a voting member of the Senate.

B. Must provide a weekly report during the weekly Public Senate Meeting.

C. Is responsible for representing SGA when dealing with general students.

D. Will be responsible for coordinating with veteran students to develop and maintain good rapport and communication.

E. Works with Veteran Services to identify better ways to meet the needs of veteran students.

F. Works closely with the Health and Wellness Senator to identify issues affecting students and implement means to correct said problems.

G. Sits on the Public Relations Committee.

### **Executive Branch Positions**

- A. The chief role of the Executive Branch is to promote SGA to the campus community, recruit members and to advertise SGA and CAB events.
- B. These positions must be present at each SGA Senate Meeting. The SGA Senate meetings will take place once a week on Tuesdays at 2:15 in the Forum.
- C. The Non-Voting Members of the SGA shall consist of the following members:

#### **Secretary of Staff**

- A. Responsible for coordinating and posting of SGA office hours.
- B. Responsible for maintaining oversight of SGA office supplies.
- C. Responsible for posting of all SGA business related notifications.
- D. Responsible for taking roll call and minutes during Executive Session and Pre-Agenda meetings.
- E. All other duties assigned by the President.

#### **Elections Coordinator**

- A. Serves as the coordinator of SGA elections.
- B. Oversees all matters pertaining to SGA elections including recruitment of qualified candidates year round to fill vacancies.
- C. Is responsible for developing and creating programming and events relevant to upcoming political races including but not limited to town, city, county, state and national elections.
- D. Is responsible for conducting voter registration drives for college students on campus.
- E. Is responsible for chairing the selection committee in the event of a vacancy in the positions of the SGA President, Vice President of Governance, Vice President of Programming, Treasurer or Secretary of Governance.
- F. All other duties assigned by the President.

#### **SGA/SEGA Liaison**

- A. Is responsible for developing and maintaining a working communication with the members of Student Events and Governance Association on the Monroe Community College Damon City Campus and the Student Government Association on the Brighton campus.
- B. Will be responsible for coordinating meetings, programming and events between the two governance bodies.
- C. Is responsible for providing bi-weekly updates to both the Executive Board and the Student Board of Directors with SEGA minutes and agenda.
- D. Must take at least one class on both Brighton and Damon campuses.
- E. All other duties assigned by President.

#### **Historian**

- A. Maintains a pictorial record of all SGA activities. Will keep copies of all flyers and news articles that have been published by and about the SGA.
- B. Creates and submits an SGA scrap book at the last senate meeting.

- C. Creates and chairs a scrapbook committee.
- D. All other duties assigned by the President.

### **Disability Liaison**

- A. Responsible for representing the interest of Students with Disabilities within SGA.
- B. Responsible for developing and maintaining a working communication with college administration regarding the resolution of issues pertaining to Students with Disabilities.
- C. All other duties assigned by the President.

## **Article 3: SGA Standing Committees**

### SGA Standing Committees

The SGA has the following standing committees.

#### **SGA Public Relations Committee**

- A. Shall increase community awareness of the SGA. This Committee shall maintain relations with students, SGA recognized clubs and organizations, faculty, staff and administration, as well as outside organizations.
- B. Shall be responsible for gathering information from clubs/organizations and College administration to share with the student body. The Public Relations Committee shall be responsible for promoting the membership and actions of the SGA to the campus.
- C. Any member of the SGA may serve on the Public Relations Committee, but the Committee may not exceed a total of ten members. The following members serve on the Public Relations Committee by position:
  - 1. Diversity Senator
  - 2. Student Athletic Relations Senator
  - 3. Residence Hall Relations Senator
  - 4. Campus Environmental Health and Wellness Senator
  - 5. Student Relations Senator
  - 6. Public Relations Senator - serving as Chairperson.
    - Duties of the Chairperson:
      - i. Shall create an agenda for each meeting.
      - ii. Shall only vote in the event of a tie in which he or she shall serve as the tie-breaker. Shall instruct and aid its members in campus publicity.
      - iii. Shall provide a weekly report to the Senate Meeting.

#### **SGA Constitution Committee**

- A. Shall review existing constitutions of SGA recognized organizations and newly drafted constitutions of student groups before their presentation to the Senate for approval.
- B. Shall ensure all newly proposed constitutions contain proper formatting and the required information.



- C. Three Representatives to the Constitution Committee shall be elected from within the Senate by the Senate.
- D. SGA Secretary - serving as the Chairperson.  
Duties of the Chairperson:
  - 1. Shall prepare an agenda for each meeting.
  - 2. Shall be responsible for overseeing any action by the Constitution Committee and shall report to the Senate.

### **Finance Committee**

- A. Is the fiduciary branch of the SGA. It shall be responsible for the allocation of funds in the Contingency Account.
- B. Meets every Thursday at 3:00 pm.
- C. Shall consist of the following members:
  - 1. SGA Treasurer  
The Treasurer shall act as the chairperson
    - i. The Treasurer shall create an agenda for each meeting
    - ii. The Treasurer shall only vote in the event of a tie.
    - iii. Shall report to the Finance Committee the status of SGA funds, and any important budgetary concerns pertaining to clubs and organizations.
    - iv. Shall report weekly to the Senate on the Status of the Finance Committee.
      - 1. SGA Senators
        - a. Club/Organization Senator - voting member
        - b. Public Relations Senator- voting member
        - c. The Senate shall elect one member of the Senate to serve as voting members of the Finance Committee meetings.
      - 2. Assistant Director of Clubs and Organizations from the Office of Student Life and Leadership Development
      - 3. One Advisor of SGA

### **Faculty Senate**

- A. The Vice President of Governance and one selected Senator shall serve as the SGA representatives to the Faculty Senate and attend monthly meetings of the Faculty Senate.
- B. The Vice President of Governance shall be responsible for recommending Senators for appointment to the Faculty Senate committees. Monitoring the activities of all student members is the responsibility of the Vice President of Governance.
- C. Student Senators will sit on at least one of the following committees for the Faculty Senate: **Academic Policies** (two students, one voting and one non-voting), **Curriculum** (two students, one voting and one non-voting) and **Planning** (two students, one voting and one non-voting).  
Purpose of the following committees of the Faculty Senate:

1. **Academic Policies:** It shall be the responsibility of this committee to review all policies pertaining to the academic standards and educational policies of the college and to make recommendations to the Faculty Senate. This shall include, but not be limited to policies relating to advisement, admission, registration, scheduling, grading, probation and suspension, student withdrawal from classes, student academic grievance procedures, the academic calendar, and the student evaluation of faculty questionnaire.
2. **Curriculum:** It shall be the responsibility of this committee to review all proposals for changes in the curricular offerings of the College, including new curricula, courses, and major revisions or deletions of existing curricula and courses, and to recommend appropriate action to the Faculty Senate. It shall review the College's general education requirements and recommend any changes. It shall review the philosophy of the academic programs, and it may consider changes in courses and programs in all Divisions of the College.
3. **Planning:** It shall be the responsibility of this Committee to participate with the College in all aspects of long range strategic planning including cultural changes, building programs, budgets, accreditation and other matters relating to a master plan. As part of the planning process, this Committee shall review and develop proposals for submission to the President of the College through the Faculty Senate. It shall review and recommend to the Faculty Senate a statement of philosophy, goals and priorities of the College. It shall continually assess these areas to see how well the College is meeting its mission and commitment to the community.

### **Campus Activities Board (CAB)**

Purpose – CAB's purpose is the creation, facilitation, and evaluation of purposeful and innovative activities that enrich the intellectual, intercultural, recreational, and social needs of the Monroe Community College campus community.

#### Divisions within CAB

- A. **Educational Programs** – In collaboration with Academic Services and Student Services departments, these programs include a contemporary issues lecture series, monthly didactic programming efforts, and other efforts that create intercultural awareness that enhance the co- curricular program at Monroe Community College.
- B. **Publicity and Promotions** – In collaboration with the Office of Student Life and Leadership Development Publicity Center, it is the responsible for the publicity and promotions plans that enhance the image and exemplify the purpose of CAB. It is responsible for the recruitment and retention of C.A.B. members at summer and winter Orientation sessions and at the Student Life Fair.
- C. **Traditional Events** – In collaboration with other clubs and organizations, Athletics, and Housing and Residence Life, these events include Welcome Weeks at the beginning of each semester, Fall Festival, the Homecoming Headliner, Breakfast with Santa, Spring Fling, and other efforts that foster a campus climate that is conducive to the enhancement of student life outside of the classroom at Monroe Community College.
- D. **Daytime Events** - In collaboration with other clubs and organizations there should be a minimum of 3, 1 hour social, educational, or cultural events a month.

### **Advisor**

A staff member from the Office of Student Life and Leadership Development will serve as the Advisor. The Advisor reserve the right to screen all members of CAB as to their minimal requirements. The Advisors shall counsel as to the legality, policies and procedures of the college.

- A. The advisor will work closely with the CAB in a consultative advisory capacity, and shall serve as a resource person to CAB on matters of relevance and concern.
- B. The advisor will attend every E-Board Meeting.
- C. The advisor will meet with the Vice President of Programming once a week.
- D. The advisor MUST be present at all interviews of any member of CAB.
- E. The advisor must be present for any CAB sponsored program.
- F. The advisor must travel to any conference CAB attends.

### **Attendance Policy**

- A. Allowed 2 absences (excused or unexcused). After those absences are used - the Vice President of Programming reserves the right to remove any E-Board member from their position.
- B. ALL CAB members are required to be at ALL the Traditional Events (unless they are in class). NO ACCEPTIONS.

### **Disciplinary Action**

- A. The Vice President of Programming is responsible for handing out disciplinary forms to E-Board Members when necessary.
- B. After 3 forms, the CAB E-Board member will be terminated.

### **Membership - The Executive Board (E-Board)**

All members must maintain at least 6 credit hours with a minimum GPA of 2.25. No member of the E-Board may hold any other officer position in any club or organization.

- A. The Vice President of Programming is the Chairperson
- B. Educational Chair
- C. Assistant Chair
- D. Publicity and Promotions Chair
  - 1. Assistant Chair
- E. Traditional Events Chair
  - 1. Assistant Chair
- F. Day Time Events Chair
  - 1. Assistant Chair

### **Selection of the E-Board**

The Vice President of Programming is elected through the SGA process. The other E-Board positions are selected by the Vice President of Programming through an interview process.

### **Training/Planning**

- A. All members of CAB are required to go through a 1 day CAB training the second week of June. (if selected after this date occurs - you are required to attend a make-up session)
- B. All members of CAB are required to attend 2 planning days in the summer. Dates will be determined at the CAB summer training.
- C. All members of CAB are required to attend Student Leader Training through the Office of Student Life and Leadership Development in August.(if selected AFTER this date occurs - you are required to attend a make-up session)
- D. All members of CAB are required to attend the Fall Leadership Retreat.
- E. All members of CAB are required to attend the Winter Leadership Retreat.
- F. All members of CAB are required to attend a 1 day planning meeting in January during intersession.
- G. If an E-Board member fails to attend these trainings/events, the member will be suspended from his/her position until the trainings/requirements are made up. Members must work with the Advisor of CAB to make up these trainings/events.

### **Meetings of the E-Board**

- A. Meetings are held on Mondays from 12:00 - 1:00 in the CAB office.
- B. Attendance – the E-Board is expected to attend all regularly scheduled meetings and all activities that have been committed to.

### **Duties and Responsibilities**

Vice President of Programming (also see responsibilities under SGA)

- A. Chairperson of the E-Board.
- B. Insures that all purposes and responsibilities of CAB are carried out as prescribed in the SGA By-Laws.
- C. Serves as the Chief Financial Officer of CAB.
- D. Attends weekly meetings with the CAB advisor.
- E. Holds 3 office hours a week. Office hours must be posted by the end of the first week of classes and must be consistent weekly.
- F. Attends ALL of CAB's events (when not in class).
- G. Holds individual weekly meetings with each E-board member to follow up on administrative details.

### **E-Board Members Traditional Events Chair**

- A. Is responsible for the Traditional Events on campus
  - 1. Weeks of Welcome Programming
  - 2. Student Life Fair
  - 3. Homecoming Headliner
  - 4. Breakfast with Santa
  - 5. Spring Fling
- B. Stays within the Traditional Events Budget and follow guidelines on spending in accordance with the Student Association budget policies and the Vice President of Programming.
- C. Responsible for evaluating (database forms) all Traditional Programs

- D. Attends all meetings of the Executive Board.
- E. Sits on the Alumni and Homecoming Committee (meets once a month on Thursdays at noon)
- F. Submits a weekly report during the E-Board meeting
- G. Meets weekly with the Vice President of Programming
- H. Holds 3 office hours per week. Office hours must be posted by the end of the first week of classes. Hours must be consistent weekly.

**Traditional Events Assistant - Works directly with the Traditional Events Chair**

- A. Is responsible for the Traditional Events on campus (all events from start to finish along with marketing the events)
  - 1. Weeks of Welcome Programming
  - 2. Student Life Fair
  - 3. Homecoming Headliner
  - 4. Breakfast with Santa
  - 5. Spring Fling
- B. Attend all meetings of the Executive Board.
- C. Holds 3 office hours per week. Office hours must be posted by the end of the first week of classes. Hours must be consistent weekly.

**Publicity and Promotions Chair**

- A. Is responsible for the Publicity of CAB and recruitment of Volunteers.
  - 1. CAB Brochure
  - 2. CAB Tri-fold
  - 3. CAB Banners
  - 4. CAB Apparel
  - 5. Social Media
  - 6. Website updates
- B. Maintains a table at every event CAB puts on. The table is a publicity tool - it is used to promote upcoming events and recruitment.
- C. Tabling: must table at least 3 times a month (different locations around campus)
  - 1. Student Life Fair - works directly with the Traditional Events Chair
- D. Stay within The Publicity Budget and follow guidelines on spending in accordance with the Student Association budget policies and the Vice President of Programming.
- E. Responsible for evaluating (database forms) all Publicity.
- F. Attends all meetings of the Executive Board.
- G. Submits a weekly report during the E-Board meeting
- H. Meets weekly with the Vice President of Programming
- I. Holds 3 office hours per week. Office hours must be posted by the end of the first week of classes. Hours must be consistent weekly.

**Publicity and Promotions Assistant**

- A. Is responsible for the Publicity of CAB and recruitment of Volunteers.
- B. Official CAB photographer
  - 1. Posts on Instagram and tweets every day.
- C. Maintains a table at every event CAB puts on. The table is a publicity tool - it is used to promote upcoming events and recruitment.
- D. Tabling: must table at least 3 times a month (different locations around campus)
- E. Student Life Fair - works directly with the Traditional Events Chair
- F. Stay within The Publicity Budget and follow guidelines on spending in accordance with the Student Association budget policies and the Vice President of Programing.
- G. Attends all meetings of the Executive Board.
- H. Holds 3 office hours per week. Office hours must be posted by the end of the first week of classes. Hours must be consistent weekly.

### **Educational Programs Chair**

- A. Is responsible for the Education Events on campus
  - 1. Current Events/Diversity lecture series (at least 2 a semester)
  - 2. 1 event a month at focuses on an Educational Issue
- B. Sits on the Civility Committee: Assists with Programming
- C. Stay within the Educational Events Budget and follows guidelines on spending in accordance with the Student Association budget policies and the Vice President of Programing.
- D. Responsible for evaluating (database forms) all Educational Programs
- E. Attends all meetings of the Executive Board.
- F. Submits a weekly report during the E-Board meeting
- G. Meets weekly with the Vice President of Programming
- H. Holds 3 office hours per week. Office hours must be posted by the end of the first week of classes. Hours must be consistent weekly.

### **Educational Programs Assistant**

- A. Is responsible for the Education Events on campus
  - 1. Current Events/Diversity lecture series (at least 2 a semester)
  - 2. 1 event a month at focuses on an Educational Issue
- B. Stays within the Educational Events Budget and follows guidelines on spending in accordance with the Student Association budget policies and the Vice President of Programing.
- C. Attends all meetings of the Executive Board.
- D. Holds 3 office hours per week. Office hours must be posted by the end of the first week of classes. Hours must be consistent weekly.

### **Daytime Programming Chair**

- A. Is responsible for the Daytime Events on campus

1. These events take place during college hour
  2. At least 3, 1 hour social, educational, or cultural events a month
- B. Stays within the Daytime Events Budget and follows guidelines on spending in accordance with the Student Association budget policies and the Vice President of Programming.
- C. Daytime Programs
- D. Attends all meetings of the Executive Board.
- E. Summits a weekly report during the E-Board meeting
- F. Meets weekly with the Vice President of Programming
- G. Holds 3 office hours per week. Office hours must be posted by the end of the first week of classes. Hours must be consistent weekly.

#### **Daytime Programming Assistant**

- A. Is responsible for the Daytime Events on campus
1. These events take place during college hour
  2. At least 3, 1 hour social, educational, or cultural events a month
- B. Stays within the Daytime Events Budget and follows guidelines on spending in accordance with the Student Association budget policies and the Vice President of Programming.
- C. Attends all meetings of the Executive Board.
- D. Holds 3 office hours per week. Office hours must be posted by the end of the first week of classes. Hours must be consistent weekly.

### ***Article 4: Club and Organization Council***

#### **Purpose**

The Club Council shall be a forum for SGA recognized clubs and organizations to voice their opinions, receive important information from the SGA and the Office of Student Life and Leadership Development, and share updates about past and future club happenings.

#### **Membership**

- A. The Club and Organization Council shall consist of the following members:
1. SGA President
    - i. The President shall serve as the Chairperson
    - ii. The President shall create an agenda for each meeting.
    - iii. The President shall only vote in the event of a tie in which he or she shall serve as a tiebreaker.
- B. All members of SGA.

- C. One member of each chartered and active club and all organizations. Each member may represent only one club or organization at Club and Organization Council meetings.

### **Meetings**

- A. The Club and Organization Council shall meet once a month during the academic year on the third Tuesday from 4:00 p.m. - 5:00 pm.

### **Disciplinary Action**

- A. Should a club/organization fail to have representation at a Club and Organization Council meeting, each officer of the club/organization must read and write a review of a research report (which will be given to the officers) on the importance of meetings of this type.
- B. Failure to attend Club and Organization Council meetings 2 times will result in your Club's charter being frozen. The SGA, in consultation with the Advisors, will determine any further sanctions, acknowledging that the goal is to ensure that each club/organization participate fully in Club and Organization council.

Revised on 5/16/17





