

1. Executive Board Members
  - A. Shall be the duly elected officers chosen by the student body. They shall be the President, Vice-President, Chief of Staff, Secretary, and Treasurer.
2. Committee Chairs shall be appointed by the Vice-President; the responsibilities of committee chairs are as follows:
  - A. Schedule meetings weekly
  - B. Report to the Vice President and General Assembly
  - C. Report Committee meeting minutes and attendance weekly
  - D. Goal setting for academic year
  - E. Committee training once per semester minimum
3. Representatives of the Assembly shall have the following responsibilities:
  - A. Attend General Assembly meetings, hold a weekly office hour, attend committee meetings.
  - B. Constituent engagement (interviews, etc.)
4. Special Assistants
  - A.



President

The President of the Student Government Association shall have the following duties:

- i. To act as the official representative of the Student Government Association



- iii. To maintain an office hour duties list for representatives to complete during office hours.
- iv. To report any office hour representative absences to the Chief of Staff.
- v. To be responsible for taking, posting, and distributing weekly minutes for all Executive Board and Legislative Assembly Meetings.
- vi. To act as the official SGA photographer and record-keeper.
- vii. To maintain order and upkeep of the SGA shared drive.
- viii. To provide the function of Chief of Staff in his/her absence of Executive Board and Legislative Assembly Meetings.

#### Treasurer

The Treasurer of Student Government shall have the following duties:

- i. To be responsible for keeping records of all financial transactions of SGA in the SGA Office.
- ii. To be responsible for compiling all of the committee budgets and constructing the overall Student Government Association budget.
- iii. To report any expenditures and the current SGA balance at weekly Legislative Assembly meetings.
- iv. To work closely with the Director of Campus Involvement on RSO Renewa

The president shall coordinate the activities of the Executive Board and ensure the fulfillment of their charged duties.

The Executive Board shall have general supervision of the Assembly, make recommendations to the assembly, and perform such other duties as are specified in these bylaws.

Unless otherwise ordered by the board, regular meetings of the executive board shall be held once a week during the fall and spring terms. Special meetings of the board can be called by the president, advisors, or three members of the board.

"The President and Vice-President of the SGA shall serve three and half weekly office hours. The Chief of Staff, Secretary, and Treasurer shall serve two weekly office hours."

- 1) The Student Government Association reserves unto itself the right to impeach any of its members for any behavior that it deems as irresponsible and neglectful conduct in the member's responsibility to carry out his/her constitutional duties.
- 2) Officers may be removed from office for cause by disciplinary proceedings as provided in these bylaws, as described in this article and the parliamentary authority.
  - A. A bill of impeachment must contain formal charges against the member and must be passed by a majority vote of those present to institute such proceedings.
  - B.

- D. Upon being held responsible by the Legislative Assembly, the respondent shall be immediately removed from office. The decision of the Legislative Assembly shall be final.
- E. The impeachment hearing will be chaired by the highest ranking officer in the Legislative Assembly.

1. The following committees shall be considered standing committees and are deemed necessary for the proper and efficient function of the General Assembly. The President and Vice-President shall be ex-officio members of all committees.

A. Finance and Allocations Committee

- 1. The Finance Committee shall be chaired by the Treasurer and members as appointed by the president. The finance committee shall have the following duties:
  - a. Create and recommend an annual budget for the next fiscal year.
  - b. Recommend any budget increases to the General Assembly and the Vice Chancellor for Student Affairs.
  - c. Recommend proper co-sponsorships or donations submitted by other organizations or departments on campus to the Legislative Assembly as necessary.
  - d. Serve as

- c. Welcome Week Event or Homecoming Event
- d. Leadership Programming for Student Organizations
- e. Community Engagement Projects (service days, etc.)

C. Public Relations

1. The Public Relations committee shall be chaired by a member appointed at the pleasure of the Vice-President. It shall also have members as appointed by the President. The Public Relations Committee shall have the following duties:

- a. Create and execute an annual PR Plan.
- b. Create and maintain Student Government Association Web Page, accessible to all students, faculty, and staff.
- c. Work to promote a positive image for SGA through creative marketing efforts (i.e. buttons, signs as resident halls, T-shirt days, etc.)
- d. Draft and submit .0 557d [D (n)15sek2 rer( )-15.6an).0 (es)-le.9 (g)-2 re-2.4 Tf 213.

1. The Elections and Research committee shall be chaired by a member appointed at the pleasure of the Vice-President. It shall also have members as appointed by the President. The Elections and Research Committee shall have the following duties:
  - a. Draft and shall

the proposed vote on the amendment and the members have been duly notified of such a change.