SGA Executive Bylaws


I. Executive Cabinet Officers
   A. General Provisions
      i. All Executive Officers must be in "good standing" which refers in this manual to a student having a cumulative grade point average of 2.5 or higher, and not on academic or social probation. If this grade point average is not maintained, the Executive Officer may be dismissed from his/her position in Student Government.
      ii. Executive Officers are to meet weekly and discuss campus issues, plan the next week’s agenda, determine mandatory events and distribute ideas freely and openly.
      iii. Office hours are to be held every week. Hours are defined under individual positions below. Weekly SGA meetings will not be considered office hours. Throughout the week, Executive Officers must sign in on a time sheet for office hours worked. Office hours for each position which are not completed in full, counts as an "unexcused" absence. Misrepresentation or failure to log in office hours may result in disciplinary action by the SGA President.
      iv. Three unexcused absences from SGA meetings, Cabinet meetings, or from incomplete office hours will result in removal from position. An "excused absence" can only be obtained by approval of the SGA President or Advisor prior to the absence. Excused absences will not jeopardize a member’s status.
      v. The President, Vice President, Second Vice President, Appeals Board Chair, Secretary, Treasurer, Public Relations Coordinator, Special Events Coordinator are to attend all Cabinet and Executive Branch meetings.
      vi. Executive Officers are to represent the college community in a just and fair manner. They are to recognize the concerns and needs of their student colleagues.
      vii. All information discussed at Cabinet meetings shall be considered "confidential." Any Executive Officer violating this rule will be assigned the appropriate action by the SGA President.

B. President of the Student Government Association
   i. The President is required to work thirteen (13) office hours per week.
   ii. The President is to hold weekly meetings of the Cabinet and Executive Branch.
   iii. The President is to hold a President’s Council Meeting a minimum of once a month
      a. The President’s Council is a mandatory open forum for all recognized club and organization presidents or their respective designee(s).
      b. Three annual unexcused absences for a club/organization may result in freezing of SGA funds or other disciplinary actions as deemed necessary.
      c. An excused absence can be obtained by approval of the SGA Executive Cabinet prior to the absence.
   iv. The President or his/her designee is to attend all meetings he/she is invited to concerning campus issues.
   v. The President is to meet with the Class Presidents a minimum of once a semester to maintain communication, unity, and support within the branch and class councils.
   vi. The President is to meet weekly with the SGA Advisor.
vii. The President shall attend Student Senate meetings as needed to report any information regarding the SGA, student body, or any other pertinent information.
viii. The President shall attend Judicial Board meetings as needed to report any information regarding the SGA, student body, or any other pertinent information.
ix. The President shall meet with the Presidents and Advisors of the Student Activities Board and the Interfraternity/Panhellenic Councils, at least once a month to discuss organizational matters, planning of activities, and any additional information to maintain communication and support among the student planning board and governing bodies.
x. The President is to organize campus-wide open forum(s) as needed.
xii. The President shall submit two semester reports on the status of the SGA to the College President, Dean of Students, Board of Trustees, SGA Advisor, SAB and IFC/PC/NPHC Presidents and Advisors, and all three branches of the SGA during the first and second semester of his/her term.

C. Vice President of the Student Government Association

i. The Vice President is required to work seven (7) office hours per week.
ii. The Vice President will assume the duties of President in the event that the President is unable to fulfill his/her responsibilities.
iii. The Vice President or his/her designee is to attend all meetings he/she is invited to concerning campus issues.
iv. The Vice President with the assistance of the 2nd Vice President is to make the Senate schedule at the beginning of each semester and report this information directly to the Office of Student Activities.
v. After Senate elections, the Vice President is to hold/chair Senate meetings on a weekly basis, while school is in session.
vi. The Vice President is to attend all Presidents’ Council Meetings each semester to review budget information with the clubs and organizations. The Vice President is to co-chair with the SGA Treasurer the Budget meeting which is to be held at the beginning of each semester.
vii. The Vice President is to oversee semester constituency meetings for respective Senators.
viii. The Vice President is to update the Senator Manuals at the end of the academic year.
ix. All communication between Senate and the clubs and organizations is to be done through the Vice President.
x. The Vice President shall submit a semester report to the SGA President concerning the status or legislation of the Senate, or any information deemed necessary by the President.

D. Second Vice President

i. The Second Vice President shall serve as the Chair of the Budgetary Rules Committee and the Senate Rules Committee.
ii. The Second Vice President will assume Senate responsibilities if the Vice President is unable to perform his/her duties.
iii. The Second Vice President will be responsible for taking minutes and attendance at Senate Meetings. These minutes are to be distributed to all members of the Senate, guests present at the meeting, the SGA President, the SGA Advisor(s), SAB President and Advisor, IFC/IPC/NPHC Presidents and Advisor, and the Critograph. (Refer to the SGA Constitution).
iv. The Second Vice President will be responsible for informing Senators of meeting dates and times, as well as other important issues, including overall SGA affairs.
v. The Second Vice President is to assist the Vice President in updating the Senator Manuals at the end of the academic year.
vi. The Second Vice President shall submit a semester report to the SGA President concerning the status or legislation of the Senate, or any information deemed necessary by the President.

vii. The Second Vice President shall keep track of the number of absences per Senator and inform the Vice President if a Senator is approaching the allowable number of absences.

viii. The Second Vice President will be in charge of keeping the Senate Office in order, including all the files of the committees.

ix. The Second Vice President shall take and distribute the minutes at any meeting the Executive Secretary cannot attend.

x. The Second Vice President shall be in charge of seeing the budget packets are copied, distributed, and made available to all clubs and organizations.

xi. The Second Vice President shall attend all meetings the President or Vice President requests him/her to attend.

xii. The Second Vice President shall assist the Vice President in any and all work which the Vice President requests assistance.

E. Student Judicial Board Liaison

i. The Student Judicial Board Liaison shall conduct office hours as directed by the Associate Dean of Students.

ii. The Student Judicial Board Liaison or his/her designees is to attend all meetings he/she is invited to concerning campus issues.

iii. The Student Judicial Board Liaison shall attend all Cabinet meetings.

iv. The Student Judicial Board Liaison shall attend Executive Branch meetings as needed to report any information regarding the SGA, student body, or any other pertinent information.

v. The Student Judicial Board Liaison shall attend all Judicial Board meetings.

vi. The Student Judicial Board Liaison shall attend Senate meetings as needed to report any information regarding the SGA, student body, or any other pertinent information.

vii. The Student Judicial Board Liaison shall attend all Presidents’ Council Meetings as well as other meetings required of him/her by the Constitution.

viii. All communication between the Student Judicial Board Liaison and clubs and organizations is to be done through the Student Judicial Board Liaison.

ix. The Student Judicial Board Liaison is responsible for the oversight of the Student Judicial Board’s educational efforts of the campus community concerning college policies and judicial process.

x. The Student Judicial Board Liaison is responsible for the overall implementation of judicial procedures for appeals referred to him/her.

F. Secretary

i. The Secretary is required to work five (5) office hours per week.

ii. The Secretary is responsible for taking minutes. (Refer to Constitution) These minutes are to be distributed to all the members of the organization, SAB, IFC/PC/NPHC, the President of the College, the Advisor of SGA, the Dean of Students, and all guests present at the meeting. The Editor of the Critograph may also receive minutes except from Cabinet meetings.

iii. The Secretary is responsible for keeping the members of SGA informed of different activities and issues happening on campus through memos, meetings, open forums, and SGA sponsored events.

iv. The Secretary is responsible for taking attendance at all meetings.
   a. Executive Officers are allowed three (3) unexcused absences a semester.
   b. If a person gains two unexcused absences the Secretary is responsible for informing the individual about the two absences in the form of a letter. The person is also referred to the SGA
President. On the third unexcused absence, the person will receive a letter of removal from office by the President.

c. An excused absence can be obtained through the approval of the Executive Cabinet prior to the absence.

v. The Secretary is responsible for meeting with the Office of Student Activities Administrative Assistant to verify office hours and maintaining the correct attendance of SGA members.

vi. The Secretary is responsible for forwarding all suggestion and/or changes for the SGA manual to the Administrative Assistant of the Student Activities Office.

vii. The Secretary shall submit a semester report to the SGA President concerning the status of the SGA or any information deemed necessary to the President.

viii. The Secretary shall be responsible for maintaining the office supplies and cleanliness of the office.

ix. The Secretary shall coordinate and oversee the SGA End of the Year Banquet.

G. Treasurer

i. The Treasurer is required to work five (5) office hours per week.

ii. The Treasurer is required to keep track of the financial records for the Executive and Legislative operating budget.

iii. The Treasurer is responsible for sending out information at the beginning of each semester to Presidents and Treasurers of campus clubs and organizations to explain the reimbursement procedures. (i.e. Devising a Treasurer’s Manual)

iv. The Treasurer will participate in the Senate Budget Allocation Meeting during each semester. The Treasurer will keep track of all allocations at the meeting.

v. The Treasurer will complete all check requests and petty cash vouchers as needed for the Executive and Legislative Branches.

vi. The Treasurer will send the appropriate transfer of fund notifications to the Business Office.

vii. The Treasurer will update and maintain SGA Executive and Legislative Branches on Quicken.

viii. The Treasurer is responsible for forwarding all original invoices, receipts, and green purchase order forms to the Secretary in the Office of Student Activities for the budget records.

ix. The Treasurer is to meet monthly with the class Treasurers to maintain financial status.

x. The Treasurer will be responsible for devising a proposed budget expense report for both Executive and Legislative Branches at the beginning of each semester.

xi. The Treasurer will be responsible for monitoring Homecoming funds between SGA and SAB, to devise the event and expense report, and to make the necessary transfers of monies.

xii. The Treasurer will be responsible for composing a semester end budget actualized fund expense report.

xiii. The Treasurer will be responsible for facilitating the Treasurers’ meeting at the beginning of each semester.

H. Public Relations Coordinator

i. The Public Relations Coordinator is required to work five (5) office hours per week.

ii. The Public Relations Coordinator is in charge of all publicity for SGA, such as designing formal invitation, T-shirts, logos, banners, and flyers, not limited to Class Councils.

iii. The Public Relations Coordinator is the liaison between SGA and the Critograph.

iv. The Public Relations Coordinator is responsible for writing The Column, an update of SGA happenings featured in the Critograph and creating a SGA pamphlet of members.

v. The Public Relations Coordinator shall coordinate the SGA Weekly Updates, located on the steps of Hopwood, on a weekly basis.
vi. The Public Relations Coordinator shall oversee the design and layout of the SGA display, and arrange for members to participate in the Open House sessions.

vii. The Public Relations Coordinator will report to the Office of Student Activities any posting violations of the campus community.

viii. The Public Relations Coordinator shall meet bi-weekly with the Publicity Committee.

ix. The Public Relations Coordinator shall submit a semester report to the SGA President concerning the status of the SGA or any information deemed necessary by the President.

x. The Public Relations Coordinator shall review and update the SGA Webpage as needed.

xi. The Public Relations Coordinator shall create a weekly-events calendar to be posted outside of Westover.

xii. The Public Relations Coordinator shall take pictures at all SGA events including class council events to be used in creating the SGA scrapbook. If the Public Relations Coordinator cannot attend an event, he/she must assign someone to take pictures at the events.

xiii. The Public Relations Coordinator is responsible for election petitions, guidelines, and ensuring that the Constitution is incorporated into the election packet.

xiv. The Public Relations Coordinator, or his/her designee, is responsible for making, distributing, and tallying of ballots for Homecoming Court Elections.

I. Special Events Coordinator

i. The Special Events Coordinator shall be the SGA liaison for all events that are co-sponsored by SGA and other campus organizations.

ii. The Special Events Coordinator shall report to the Executive, Legislative, and Judicial Branches of the SGA, when necessary, on the progress of the planning of events.

iii. The Special Events Coordinator shall be the SGA liaison for Homecoming, co-chairing the Homecoming Committee with the SAB liaison.

iv. All Lynchburg Late Nights sponsored by the Student Government Association shall be planned by the Special Events Coordinator.

v. The Special Events Coordinator shall be responsible for assembling and overseeing the committees within SGA to plan and coordinate co-sponsored events.

vi. The Special Events Coordinator shall be the contact person for all organizations wishing to co-sponsor events with the SGA, excluding class councils.

II. Executive Office of the SGA President

A. There shall be an Executive Office of the SGA President which shall assist and advise the President on matters of policy regarding the student body and shall perform any matter which the President deems necessary for the proper conduct of the Executive Branch.

B. The officers/assistants of the Executive Office shall assemble for a weekly staff meeting with the SGA President to report on their work and to advise the President on topics of his/her choosing.

C. The Executive Office shall be organized at the pleasure of the SGA President, who may appoint as many officers as he/she shall deem necessary to help him/her effectively represent the student body. He/she shall decide the purview or jurisdiction of said officers.

D. Chief of Staff to the SGA President

i. The SGA President shall appoint his/her Chief of Staff, who shall head the Executive Office of the SGA President.

ii. The Chief of Staff shall:
i. Serve as the President's principal advisor and assistant concerning policy matters of the Student Government Association or those matters which affect the student body.

ii. Attend Cabinet and Executive Branch meetings as a non-voting member.

iii. Coordinate the Executive Office of the SGA President, overseeing the Assistants to the SGA President and coordinating their work for the SGA President.

iv. Attend all Cabinet and Executive Board Meetings as requested by the President.

v. Assist the President in the performance of their duties in whatever capacity the President deems appropriate.

III. Class Councils

A. Class Presidents are to hold a meeting a minimum of once every two weeks with the Advisor to discuss and plan class events. Class events are to be advertised through the SGA Public Relations Coordinator.

B. Class Officers are to attend all SGA meetings and events deemed mandatory by the SGA President.

C. Class Officers are to hold a meeting once a week to plan and to prepare class reports to present during the SGA meetings.

D. Each Class Officer is in charge of representing his/her class in a just and fair manner. Class Representatives are encouraged to fulfill this task.

E. All Class Officers must be in "good standing" as stated in the Constitution of the Student Government Association. If good standing is not maintained, the Class Officer may be dismissed from his/her position in Student Government.

F. Each Class Officer is to work a minimum of two (2) office hours during the week. Regularly scheduled SGA or class meetings do not count as office hours. Failure to complete office hours in full will result in an absence.

G. A person is allowed three (3) unexcused absences a semester from SGA Executive Branch or Class Officer meetings. If a person gains two unexcused absences the Executive Secretary will inform him/he about the two absences in the form of a letter. The person is also referred to the SGA President. On the third unexcused absence, the person will receive a letter of removal from office from the SGA President.

H. An excused absence can be obtained through the approval of the Executive Cabinet prior to the absence. A detailed notification of the absence must be submitted to the Executive Secretary. It will be left up to the Cabinet’s discretion to decide what is excusable and what is not. Regularly occurring absences will not be approved. Excused absences will not jeopardize a member's status.

I. If a person is late to a scheduled meeting (10 minutes late) without an excused absence, he/she is considered tardy and will receive a full absence.

J. President
   a. The President is responsible for conducting weekly class meeting. These meetings should be used to prepare for class and/or SGA sponsored events, as well as to prepare class reports and proposals for presentation at the next SGA meeting.
   b. The President is to communicate with the SGA President on a regular basis to maintain unity and support within the branch.
   c. The President should determine which events are mandatory for class representatives to attend in conjunction with the SGA President or Advisor.
   d. The President will develop guidelines for class absences with the assistance of the SGA President.

K. Vice President
   a. The Vice President will obtain the duties of President if the President is unable to fulfill his/her responsibilities.
   b. The Vice President is in charge of maintaining and updating class events files.
c. The Vice President should conduct class representative meeting at least once a month with the oversight of the Class President.

L. Treasurer
   a. The Treasurer is to report all money issues and request to Executive Treasurer within two weeks of the event to ensure that the appropriate information has been recorded. Items that need recording would include purchase order numbers, request for reimbursements, requests for cash advances, receipts, and copies of all financial-related paperwork.
   b. The Treasurer is responsible for forwarding all original invoices, receipts, and green purchase order forms to the Office of Student Activities for the budget records.

M. Secretary
   a. The Secretary is to report class events minutes to Executive President, Executive Secretary, Class Council Advisor, and their Class Officers.
   b. The Secretary is to keep all the Class Officers informed of class issues.

N. Class Representatives
   a. The Class Representative will attend all class meetings and class events. If he/she cannot attend, a written explanation must be submitted to the Class Secretary before hand.
   b. The Class Representative will serve on at least one class committee provided by the Class Officers.
   c. The Class Representative will plan, work and/or support class events that are deemed mandatory by the Class Officers. A list of class events will be provided by the Class Officers.
   d. The Class Representative will support other SGA events.
   e. The Class Representative will perform any other duties assigned by the Class Officers.
   f. The Class Representative will be eligible for awards and recognition provided by the Student Government Association based on class participation, representation, and dedication.
   g. The Class Representative will communicate and utilize other Class Representatives, Class Officers, Executive Cabinet Officers, Senators, Advisors and any other persons necessary to conduct the business of the Student Government Association.

IV. Expanded Responsibilities for Executive and Class Officers

A. All Officers are required to return early to school for fall and spring SGA Training/Planning session.
B. All Officers will maintain a clean and appropriate office for proper usage.
C. All Officers will follow the usage guidelines for the Resource Room provided by the Office of Student Activities.
D. All Officers will review mail on a regular basis and will not use office mailboxes, storage closets and file cabinets as a personal storage facility.
E. All Officers will maintain and update records of events in an outline basis to be included in future manuals to provide an easier transition for SGA members. Such records may include applications/forms, contracts, lists of contacts or representatives, letters, "how-to" instructions, checklists, samples of publicity items, and/or brainstorming ideas.
F. Attend all mandatory training dates set by the SGA President.