Washington College Student Government Association Executive Board By-Laws

Preface

The following document is the Executive Board By-Laws, containing a complete description of the duties of the Executive and Review Board members. This document is to serve as an addendum to the Student Government Association Constitution and Bylaws, and can be amended by a 4/5th vote of the Review Board, with the exception that basic duties, as prescribed by the Student Government Association Constitution and By-Laws may not be amended.

<u>Section 1.</u> The member of the Executive Board of the Student Government Association shall be responsible to carry out all duties that follow:

- A. Each individual Secretary shall organize and host at least two events per semester including a follow-up event analysis form.
- B. Each member is required to attend each weekly Executive Board meeting.
 - 1. Each member cannot miss more than three per semester.
 - 2. After the fourth absence, the Review Board reserves the right to hold a hearing to dismiss the individual.
- C. Each member is required to attend all senate meetings.
- D. Each member is required to attend all student affair meetings.
- E. Each member is required to record and maintain a resource binder, which shall consist of the following:
 - 1. An electronic copy of the resource binder.
 - 2. All event analysis forms pertaining to that position.
 - 3. All position references and contact information.
 - 4. A list of all the clubs and contacts that you are responsible to represent during budget weekend.
 - 5. A copy of the Student Government Association Constitution, bylaws and Executive Board bylaws.
 - 6. A list of initiatives and guidelines/tips for successor.
 - 7. Failure to follow and submit the following will result in a \$500.00 reduction in pay.
- F. Each member must hold at least one committee meeting per week.
- G. Each member must hold a minimum of two training meetings with their successor.
 - 1. Failure to do so will result in a \$500.00 reduction in pay.
- H. Each member must hold a minimum of five office hours per week.

<u>Section 2.</u> The President shall be the Chief Executive officer of the Student Government Association. The President shall:

- A. Serve as chair of the Executive Board and shall only vote in the event of a tie.
- B. Meet biweekly with the Review Board.
- C. Meet weekly with the Vice President.
- D. Meet biweekly with the Director of Student Affairs and the Dean of students.
- E. Meet monthly with the Washington College President.
- F. Deliver a "state of the student body" as a whole at least once per semester.

- G. Set and publicize goals/initiatives of the Student Government Association for each academic year.
- H. Serve as a member on the Student Affairs Committee.
- I. Appoint student delegates to standing committees by affirmation of the Executive Board by May 1st for upcoming year.
- J. Hold one training retreat for all new Executive Board and Review Board members per year.
- K. Meet biweekly with Faculty Advisor.
- L. Establish and maintain a public relations committee.
- M. Attend all Town Council Meetings.
- N. Attend all Alumni Board meetings.

<u>Section 3.</u> The Vice President shall act as the Chief Operating Officer for Student Government Association. The Vice President shall:

- A. Meet weekly with the President.
 - 1. Must compile a report including all events, goals, and deadlines for President.
- B. Meet biweekly with individual Secretaries and Clerk.
- C. Meet biweekly with Alumni Relations.
- D. Attend all Alumni Board meetings.
- E. Schedule all Senate and Executive Board meetings.
- F. Schedule all administrative meetings for Executive Board.
- G. Compile all event analysis forms on a weekly basis and publish at end of semester for Student Government Association reference use.

<u>Section 4.</u> The Financial Controller shall be the principle executor of the student activities funds and shall have the power to distribute funds as the Senate prescribes. The Financial shall act as the Chief Financial Officer of the Student Government Association and must advocate fundraising and efficient budgeting. The Financial Controller shall:

- A. Meet biweekly with the President.
- B. Meet weekly with the Budget Committee.
- C. Meet weekly with the Business Office Staff.
- D. Meet monthly with Vice President of Finance and Administration.
- E. Attend all Budget meetings with Clubs and Organizations.
- F. Compile and report final figures of Student Government Association budget determined by the budgeting committee and bring it forth to the Executive Board, prior to Senate approval.
- G. Hold a budget workshop each semester prior to budget week.
- H. Hold one fundraising workshop per semester.

<u>Section 5.</u> The Parliamentarian shall serve as the Chair of the Review Board and must maintain and interpret this Constitution. The Parliamentarian shall:

- A. Serve as Chair of the Review Board and only vote in the event of a tie.
- B. Update Constitution and bylaws after every Amendment has been passed.
- C. Facilitate all Executive and Review Board applications.
 - 1. All applications must be distributed two business weeks prior to deadline.
 - 2. Coordinate and organize all interviews with the Review Board.

- 3. Reserves the right, along with the Review Board, to hire the new Parliamentarian and Honor Board Chair.
- 4. The Parliamentarian's successor, along with the newly appointed Review Board, reserves the right to appoint the new secretary positions.
- D. Facilitate all Executive Board Elections.
 - 1. All petitions must be distributed two business weeks prior to deadline.
 - 2. Must hold an election regulations meeting with candidates.
 - 3. Must organize and publicize a candidate mixer.
 - 4. Must organize and publicize a presidential debate prior to election that includes a faculty moderator.
- E. Direct the Constitutional Review Committee in efforts and actions to improve the Constitution.
- F. Hold one Review Board meeting per week.
- G. Meet biweekly with Student Government President.
- H. Maintain detailed records of all amendments and proposed amendments to the Constitution and By-Laws.
 - 1. Must also maintain an electronic copy on file.

Section 6. The Honor Board Chair

- A. Preside over honor board hearings, but shall not hold a vote in said hearings.
- B. Serve as the liaison between the honor board and the office of Student Affairs, Provost's Office, receiving referrals, and working to schedule hearings.
- C. Be responsible for the notification of appointment of student honor board members.
- D. Serve as a member of the Review Board.

<u>Section 7.</u> The Speaker of the Senate shall organize and run all Senate meetings. The Speaker of the Senate shall:

- A. Hold a Parliamentary Procedure workshop at the first Senate meeting of each semester.
- B. Compile and distribute all budget and legislative materials to all Senators 48 hours prior to each Senate meeting.
- C. Serve as the chair of the Organization Committee.
- D. Maintain and publicize a club catalog after budget weekend for each semester.
- E. Co-advise the Constitutional Review Committee.
- F. Meet biweekly with the Student Government President.
- G. Attend all Review Board meetings.
- H. Meet biweekly with Staff Advisor.
- I. Plan and hold one Senatorial training session per semester.
- J. Assist in planning club/service fair in fall semester with Office of Student Development.

<u>Section 8.</u> The Clerk shall keep record of all Senate meeting and carry out all secretarial responsibilities. The Clerk shall:

- A. Clean Student Government office once per week.
- B. Keep inventory and order all needed office supplies.
- C. Report any technical issues to OIT as need apply.
- D. Attend and take minutes at all Executive Board meetings.
- E. Attend and take minutes/attendance at all Senate meetings.

- F. Assist President at any meetings at President's request.
- G. Compile a calendar of club events for the website and office. This also includes any Secretary events/fundraisers.

Section 9. The Secretary of Academics shall:

- A. Attend all faculty meetings.
- B. Meet biweekly with Associate Provost for Academic Services.
- C. Meet biweekly with Director of Career Center.
- D. Meet biweekly with Director of Math/Writing Center.
- E. Meet biweekly with Director of the Office of Academic Skills.
- F. Compile a state of the majors including faculty input.
 - 1. Must solicit faculty input while compiling this report.
- G. Compile Academic Organizations calendar of events to be submitted to the Clerk.

<u>Section 10.</u> The Secretary of Student Services shall:

- A. Meet biweekly with Director of Dining Services.
- B. Meet biweekly with the Director of Public Safety.
- C. Meet biweekly with the Director of Health Services.
- D. Meet biweekly with the Director of Student Development.
- E. Compile and publicize a Student Services pamphlet at the beginning of each year.
- F. Voice all student concerns/complaints.
- G. Meet biweekly with Secretary of Environment.
- H. Ensure that senators hold one monthly dorm meeting with their constituents in respectable dormitories.
- I. Meet monthly with IFC and Pan-Hellenic Council Presidents.
- J. Meet biweekly with Director of the Lifetime Fitness Center.

Section 11. The Secretary of Environment shall:

- A. Meet biweekly with Campus and Grounds.
- B. Meet biweekly with Residential Life.
- C. Meet biweekly with Secretary of Student Services.
- D. Meet monthly with Director of Center of Environment and Science.
- E. Meet biweekly with Student Environment Alliance.
- F. Meet monthly with Chair of Environmental Studies Department.
- G. Develop one major initiative for the year in correspondence with the Executive Committee.

Section 12. The Secretary of Social Life shall:

- A. Meet biweekly with the Director of Student Activities.
- B. Meet biweekly with the SEB/OSA Birthday Ball coordinator.
- C. Meet biweekly with the SEB President.
- D. Collaborate with OSA/SEB Office to hold Homecoming weekend in the beginning of the fall semester.
- E. Collaborate with OSA/SEB Office to plan and organize the Spring Concert and War on the Shore at the end of the Spring semester.
- F. Create advertising for any general Student Government events.

- 1. All other Secretary events are excluded.
- G. Lead and organize all major pride/spirit initiatives on campus.

<u>Section 13.</u> The Secretary of Service shall:

- A. Meet biweekly with the director of Student Development.
- B. Attend all Service Council meetings.
- C. Hold a monthly Service Forum with Presidents of all Service Organizations.
- D. Hold Casey Time once a semester.
 - 1. Must solicit feedback from Senators/Students for project.
- E. Head, organize and coordinate student body involvement in the Halloween Parade.
- F. Create and maintain a Service Catalog containing all student-oriented service organizations for Washington College and community access.
- G. Compile all club service hours at the beginning of each semester in conjunction with budget weekend.

Section 14. The Secretary of Diversity shall:

- A. Meet biweekly with Director of Multicultural Affairs.
- B. Hold a monthly meeting with all club Presidents to discuss/collaborate on diversity initiatives and issues pertaining to diversity on campus.
- C. Submit a report for Department of Residential Life meetings and attend at the request of the Director of Residential Life.
- D. Address campus climate and offer a source outlet for students to voice concerns.
- E. Create a prospective student initiative to draw diverse students to Washington College.