Article I - Name

1.1 SUNY Empire Student Government Association (SGA)

# Article II - Objective and Purpose

2.1 The mission of SUNY Empire SGA is to ensure from a student vantage point that the student experience at SUNY Empire is excellent. SUNY Empire SGA accomplishes this by listening, advocating, and engaging. We listen to constituents' needs, ensuring they are connected to the appropriate resources and support to reach their academic goals. We advocate for the student body by communicating with the administration and presenting resolutions and policy recommendations to the SUNY Empire college Senate (Senate). We engage students, bringing the campus community together by hosting student gatherings, events, and workshops.

# Article III – Participation and Membership

3.1 **SGA voting membership** consists of all full and part-time students enrolled within the last year who have not graduated and paid the mandatory student activities fee (SAF). SGA Voting Membership is referred to as the Student Body as well. The Student Body can vote on officers and referenda and participate in the SGA. The Office of Student Engagement will determine student eligibility.

# Article IV – SGA Leadership Structure & Duties

1. **SGA Leadership** is the collective term for students elected to serve as Executive Officers, Student Senate, the Ambassador of Student Clubs & Organizations, and appointed members of the Executive Cabinet. The scope of duties and responsibilities for each position are appended to this document and attached as Exhibit A. SGA Leadership is bound to all College and the State University of New York regulations. Leadership participation requires good academic standing, a statement of commitment, and completion of the governance training. Violations of such rules may give cause for removal or impeachment.
2. **Executive Board** shall consist of the following elected positions.

* SGA President
* SGA Vice President
* SGA Secretary
* SGA Treasurer

1. **Executive Cabinet** that is advisory to the Executive Officers shall consist of the following **voting** positions:

* Chair and Vice Chair of Student Senate (2)
* Ambassador of Student Clubs & Organizations (1)

The following positions are **non-voting**:

* Parliamentarian
* Director of Communications
* Executive Secretary (Director)
* Administrative Liaison

The Executive Cabinet may add additional, non-voting positions, subject to a majority vote of the SGA (See Exhibit E).

1. **Line of Succession** – Should the SGA President resign or be removed from office, the SGA Vice President shall assume the Presidency, the SGA Senate Chair shall assume the Vice Presidency, and the SGA Senate Vice Chair shall assume the role of SGA Senate Chair.
2. The **Student Senate** is the legislative body of the SGA, comprised of students elected to represent their school of study and (or) the student body at large. The Senators shall elect Co-Chairs to serve on the Executive Cabinet.  
     
   Senators are elected as outlined in Exhibit A. As the heart of the SGA, Student Senators are highly visible to the SUNY Empire community by hosting SGA events. Additionally, as student leaders, Senators are available to hear constituent concerns, acting on their behalf by informing members of the Executive Cabinet and directing individual students to appropriate resources when applicable. The Student Senate shall meet regularly to draft and vote upon motions and resolutions.
3. **The Ambassador of Student Clubs & Organizations** represents the interests of the student clubs and organizations in the SGA. Student club presidents shall meet before budgets are due to elect one club president as the ambassador to serve in the SGA Executive Cabinet.
4. **Parliamentarian** - This individual is responsible for maintaining the procedures of the SGA, including the use of Robert's Rules of Order, Newly Revised. The Executive Board appoints the Parliamentarian, who serves in a non-voting position, free of conflicts of interest. In cases of removal or impeachment, the Parliamentarian shall form the Bylaws Review Committee under Article 7.8.
5. **Director of Communications** – serves as a social media and communications ambassador, representing the SGA across multiple platforms, such as Facebook, Instagram, Twitter, or LinkedIn. The Executive Board appoints the Director of Communications, serving in a non-voting position in the Executive Cabinet. An elected Student Senator may fill this role and retain their seat in the Student Senate.
6. **Standing Committees of the SGA** - The Senate may create a committee at any meeting, except any committees that SUNY requires. There are three (3) standing committees within the SGA; Exhibit C lists recommended committees**. Committee Chairs are responsible for generating meeting minutes and activity reports and submission to the SGA Secretary. Except for the SAF Committee, Senators will select Committee Chairs, who hold committee meetings at their discretion.**
   1. **The Election Committee (MANDATORY) -** is formed by the Executive Cabinet and should be headed by the SGA Secretary or Parliamentarian unless both seek elected positions in the next term. Otherwise, the SGA Administrative Liaison will appoint any member of the SGA not seeking election for the upcoming term; further, the SGA Administrative Liaison should serve as an impartial committee member, to provide electoral oversight. This committee is open to all students within the College.
   2. **The SAF (Student Activities Fee) Committee (MANDATORY).** See Section 9.2.
   3. **Student Success, Engagement, Events & Needs (SEEN) Committee –** Umbrella committee under both branches of the SGA. The SGA President shall appoint Directors to serve ex-officio on each subcommittee as co-chairs. The SGA Vice President serves ex-officio as chair of the umbrella committee. The SEEN Committee shall meet monthly, separate from monthly Senate meetings.
7. **Working Groups** - Working groups are formed on an ad-hoc basis to plan, implement, or complete SGA activities and tasks. Any SGA participant can create a working group and designate participation parameters.
8. **Faculty Advisors -** The Advisors to the organization are SUNY Empire State College employees. Advisors are the SGA's primary point of contact for SUNY Empire State College administration. The SUNY Empire State College president or designee shall appoint advisors.

# Article V Relationship to Other Organizations

5.1 **Relationship to College Senate -** The SGA has two seats in the College Senate; one filled by a member of the Executive Board, the other by the Chair of the SGA Student Senate, and the SGA Vice President and SGA Senate Vice-Chair shall serve as alternates.

5.2 **SUNY Student Assembly -** The SGA is responsible for registering Delegates for the SUNY Student Assembly (SA). The SUNY SA Bylaws determine this number.

To serve as a Delegate, one must be an elected member of the SGA, ensuring that the SUNY Empire State College student body has representation advocating on their behalf SUNY-wide. Delegates are to have appropriate training and preparation.

The SGA President is the default delegate and must report SA activities at SGA Leadership meetings. A second designated delegate from amongst the elected SGA members will be nominated and voted on by SGA Leadership.

The SGA President or the designated delegate is responsible for reporting SA activities at the All Student meeting.

5.3 **College Council -** The SGA President represents SGA on the College Council.

5.4 **Alumni Federation Board of Governors –** The SGA President serves ex-officio on the SUNY Empire Alumni Federation Board of Governors.

# Article VI – Mandatory Events

6.1 In addition to the requirements in Exhibit A, SGA Leadership shall facilitate periodic meetings, referenda, informational sessions, and training outlined below and in Exhibit B's Business and Special Events calendar.

6.2 **Fall Student Event** - The Fall Student Event is an annual event held every October or

November. The event is to be produced by the Student Senate. A *Programming Team or Committee should be convened (See Exhibits E and F).* These offices can follow past years' formats or produce a new structure.

6.3 **SGA Information Sessions** - SGA Information Sessions are semiannual events held at least once per term, in the Fall and Spring, produced by the Student Senate (and Programming Team). These offices can follow past years' formats or build a new model.

6.4 **Student Senate Town Halls** - Student Senate Town Halls are semiannual events held in the Fall and spring. The Student Senate (and Programming Team) and responsible for producing Senate Town Halls. The Fall Town Hall is an opportunity for the student body to connect with Student Senators. The Election Committee will assist in planning the Spring Town Hall, which also serves as a candidate forum moderated by Student Senate, where they and the Student Body may ask questions.

6.5 **Election-Specific Events -** Candidate Forums are held during the Spring Town Hall and produced by the Election Committee (and Programming Team).

6.6 **Leadership, Professional, and Personal Growth Workshops** - The SGA can host leadership, professional, and personal growth workshops throughout the SGA business year. These workshops may be produced and facilitated by a Leadership, Professional, and Personal Growth Committee (in conjunction with the Programming Team).

6.7 **SGA Summer Leadership Training** - SGA Leadership Training takes place annually from June through August. SGA Leadership is responsible for organizing training sessions to prepare newly elected leaders to uphold the SGA's mission and execute its intended purpose. The training includes these Bylaws, relevant ethical and conduct guidelines, and professional conduct.

6.8 **Referenda** - All Referenda shall be made available on an electronic portal in collaboration with the Office of Student Engagement, where the student body can vote. The SGA is to publicize the referenda via at least one e-mail or communication to the student body. Biennial referenda are required to maintain a mandatory SAF.

# Article VII – Elections and Limits

7.1 **Operating Term Period** - The SGA defines the Academic Year as beginning on July 1st and ending on June 30th; however, the SGA Business Year is June 1-May 31.

7.2 **Elections** - the Student Body shall elect the SGA Executive Board and SGA Student Senators in a College-wide vote. The election shall run for at least one (1) week.

Election-specific events shall be visible on the front page of the "MyESC" student portal or the student portal's future home page, providing a transparent democratic process.

A special election shall occur if there is a vacancy on the Executive Board. Additionally, a special election should happen at the start of the fall semester if there are vacancies in the Student Senate, allowing prospective students the opportunity to participate as duly elected members of the SGA Student Senate.

7.3 **Voting Process and Timeline** – The SGA Secretary shall form the Election Committee to conduct the election and resolve disputes. The Election Committee shall consist of one member of the SGA and any two students in good standing. No member of the Elections Committee may run for office during that cycle.

1. **Information session –** January (Special: September)

Election notices shall begin during the spring semester's preview week (January).

1. **Applications** – January (Special: September)

Candidate applications shall open at the start of the spring term (January).

1. **Public Notices** – March (Special: September)

After the nomination process closes, the names of all candidates will be posted on the SGA website, distributed via e-mail blast, and posted to social media.

1. **Candidate Forums** - SUNY Empire Connects

There should be at least one Candidate Forum broadcast via SUNY Empire Connects, live-streamed, recorded, and publicly available.

1. **Election** - Last Day of Spring Student Conference (Special: October)
2. **Election verification completed and winners announced** – An Election Report shall be sent to the sitting SGA President within 24 hours after verification.

7.4 **Special Elections**– These are held in the Fall if there is more than one vacancy on the Executive Board; any open seats in the Student Senate shall also be on the ballot.

**All Student Vacancy Election –** Held when there is only one vacancy on the Executive Board or to fill seats in the Student Senate. Candidates may self-nominate by mail (e-mail). Vacancy elections that follow a Special Election are announced one week following the certification of the special election. A vote to fill the vacancy shall follow at the next All Student Meeting, either as a floor vote or a secret ballot via digital poll. Nominees may make their case to those present before they vote. Further, the SGA will make candidates' applications available on the SGA website.

7.5 **Term Limits** - The student body elects all Executive Officers and Student Senators following the voting procedures outlined in the sections above. Each term shall begin on June 1st, end on May 31st, and be subject to the following term limits.

**Executive Board** - One (1) year term, limited to two (2) consecutive terms.

**Student Senate** - One (1) year term, no term limits, as long as they remain students.

7.6 **Removal and Impeachment** - Executive Officers and Student Senate are the Elected Members of the SGA. Elected Members of the SGA may be relieved from their duties and dismissed from the SGA by either a Vote of No Confidence, Impeachment, or voluntary resignation. Automatic removal occurs in cases of excessive absences by Student Senators.

7.7 **Vote of No Confidence** - A Vote of No Confidence results from the failure or inability to perform the responsibilities assigned to one's role, as outlined in Exhibit A. An Impeachment Hearing follows an affirmative Vote of No Confidence without necessitating a Bylaws Review Committee.

7.8 **Impeachment** - Impeachment results from actual or significantly perceived wrongdoing or a Vote of No Confidence (7.7). Significantly perceived wrongdoing includes but is not limited to actions that, although unsubstantiated, appear unprofessional, signal impropriety/malfeasance, or compromise positive public perceptions of the SGA, College, or SUNY system.

7.9 **Bylaws Review Committee and Adjudication** - In the event of the need to adjudicate an internal matter involving the Elected Members of the SGA, the Bylaws Review Committee shall be formed by the Parliamentarian. The Bylaws Review Committee determines the necessary action per these bylaws and other relevant College and SUNY policies. A Bylaws Review Committee may be called for and formed at any time during the academic year. The committee shall consist of at least 3 Elected Members of the SGA, free from conflicts of interest. The facts the Bylaws Review Committee found must be thoroughly documented, including transcriptions of all testimony, claims, and evidence. This documentation must be available to Elected SGA Leadership and the Administrative Liaison.

Following the Bylaws Review Committee investigation, the SGA Student Senate shall vote to hold an impeachment hearing or drop the charges against the accused.

An "Impeachment" hearing among all Elected Members of the SGA requires a quorum of 50% plus one (1) to be present. A review of all relevant facts and evidence will occur within this hearing. During this hearing, the member shall be allowed to advocate on their behalf. The body of Elected Members will determine the outcome of the proceedings via vote. The proceedings, including transcriptions of all testimony, claims, and evidence, shall be thoroughly documented/recorded. This documentation must be available to Elected Members and College administration upon request.

7.10 **Voluntary Resignation -** An elected member may voluntarily resign by submitting a letter of resignation to SGA Leadership, preferably with two (2) weeks' notice.

# Article VIII - Meetings and Conducting Business

8.1 **SGA Meetings -** SGA meetings may be open or executive sessions.

**Open** - Any SUNY Empire Student Body member may attend (i.e., Monthly All Student Meetings, Student Town Halls).

**Executive Sessions** - Open to those within that Office of the SGA and invited SGA participants (i.e., Monthly Student Senate Meetings, Leadership Meetings, Executive Committee).

SGA Leadership may reserve the right to call for Emergency meetings in exigent circumstances.

8.2 **Mandatory Meetings** - All Student Meetings are monthly, open meetings broadcast via the community-wide platform (Microsoft Teams). In the event of a significant scheduling conflict (such as a holiday or crisis event), discretion is granted to the SGA Secretary to reschedule the meeting date by no more than two (2) weeks before or after the original date. All Student Meetings will be held every month except June, July, and August. SGA Leadership will participate in non-public meetings in June, July, and August to conduct training exercises and plan activities.

8.3 **Notice** - Shall be provided via e-mail or social media notification for open, All Student, and special meetings at least two (2) weeks before the meeting. Exigent circumstances may allow for a waiver of this requirement; in such cases, notice will be made 48 hours in advance.

8.4 **Videoconferencing** - Mandatory meetings must be held in the appropriate channel within the current video conferencing platform, except for publicly broadcast meetings. In perpetuity, all meetings September-May are conducted remotely via video conference (Microsoft Teams).

8.5 **Hybrid Facilitation Model** - All SGA meetings shall run through a grassroots facilitation model using hand signals to foster discussion that moves towards shared decision-making. This process ensures that the SGA remains an inclusive organization with a low barrier to participation in shared decision-making.

8.6 **Quorum** - Quorum for All Student meetings requires that 50% plus one (1) of elected SGA Leadership are present. Leadership meetings require a quorum of 50% plus one (1) of the Executive Officers. Student Senate meetings require a quorum of 50% plus one (1) of occupied seats.

8.7 **Conducting Business** – SGA Leadership shall use their official SUNY Empire student e-mail address. For internal decisions within the SGA that require a vote, a motion to vote is made and then seconded for the vote to proceed. The voting members cast their votes by voice during the meeting. Votes are obtained and tallied via roll call; the SGA Secretary, or stand-in, is responsible for the general and voting roll call.

8.8 **Process for Bringing Resolutions to the Senate** - The Student Senate may present a motion/resolution to the Executive Board, and the SGA President may approve or veto it. The SGA President must affirm any resolution before submission to the College Senate. The originating body may override a Presidential veto with a 60% majority vote to move the proposal forward.

8.9 **Creating a New Initiatives Committee** - Leadership can grant implementation of the **New Initiatives Committee** through a proposal process. Any SGA participant can submit a proposal to Leadership. Following approval, the proposed committee shall form. If a proposed committee falls under the jurisdiction of an existing committee, Leadership may establish a subcommittee instead.

Committee proposals shall explain the initiative's purpose and operations, and the proposal must also answer the following questions.

* Who will chair this committee?
* Who may join this committee?
* Have any Students agreed to sit on this committee?
* What are their names?
* How will this committee make decisions?
* What is the quorum and voting process?
* How often will this committee meet?

It is encouraged that if an SGA participant is interested in creating a new initiative, they form a working group to explore the process and draft the proposal. There are no limitations or restrictions on SGA participants forming working groups.

8.10 **Communications Policy** - Statements made on behalf of the SGA are subject to final approval by the Executive Officers. However, statements made on behalf of SGA Offices only require a majority vote of Office members and must be clearly labeled as a statement from the Office, not the SGA.

1. All SGA member e-mail signatures shall designate the member's role in the organization.
2. Student Senators will make themselves available for meetings with constituents (e.g., Online appointments scheduled through platforms offered by SUNY Empire).

8.11 **Senate Remote Voting** – Resolution is sent to all members of the SGA Student Senate. The resolution is open to discussion/debate/amendment via "Reply All" for up to 48 hours. Afterward, the finalized resolution is distributed via e-mail, and the vote will occur using the vote by e-mail feature with a voting period of 24 hours.

# Article IX – Monetary Affairs

9.1 **Annual Budget** - Whereas SUNY Empire collects a mandatory Student Activity Fee (SAF) from students, the SGA is responsible for preparing a budget and allocating expenditures from the SAF. The SAF shall be put to a referendum every two years. The President approves and certifies the budget before the start of fall registration. Per the [SUNY policy](https://www.suny.edu/sunypp/documents.cfm?doc_id=358) on "Student Activity Fees – Mandatory (SAF policy)," allocations included in the budget shall fall within programs defined in section (C) (3) (Use of Funds) of the SAF policy. To that end, the SGA works with college leadership to plan the annual SAF budget proposal for the forthcoming fiscal year and submits it to the college president/designee and the College's chief financial officer by March 1st. Any changes desired during the year are subject to the same review and approval process.

9.2 **SAF (Student Activities Fee) Committee** - Additionally, the SGA is responsible for reviewing and allocating the budgeted and approved SAF funds designated for allocation for student activities and services through the SAF proposal process. The College President or designee must approve the allocation plan. To that end, the SGA and a liaison designated by the SUNY Empire State President convene the SAF committee each May to carry out these functions. The members of the SAF committee are the SGA Treasurer, three selected by the Ambassador of Student Clubs & Organizations, three appointed by the Student Senate, and one additional member of the SGA Executive Board, all as voting members of the committee. A liaison designated by the SUNY Empire State President will also serve as a committee member without a vote. Per [SUNY policy](https://www.suny.edu/sunypp/documents.cfm?doc_id=358), allocations included in the budget shall fall within programs defined in section (C) (3) (Use of Funds) of the policy.

9.3 **Management and Disbursement of SAF Funds** - The SGA Treasurer initiates the disbursal of SAF funds per the approved budget and through the designated independent fiscal agent, provided that the campus president or designee shall have approved the proposed financial commitment for each expenditure. The Treasurer follows all budgetary and accounting procedures prescribed by the chancellor or designee, including those noted in section (C) (4) (Disbursement of Funds) of the policy.

9.4 **Transparency in the Use of the SAF Funds** - The SGA Treasurer reports to the SGA membership at the first fall meeting on two items related to the SAF:

* A record of the final budget report from March, also accounting for any additions made to the budget.
* The allocations made through the SAF proposal process and approved in May/June

# Article X – Amendments and Miscellaneous Provisions

10.1 **Amendments to Bylaws –** Amendment of these bylaws and provisions requires a 2/3 majority vote of the SGA Student Senate.

10.2 **Suspension -** Suspension of these bylaws shall not happen at any time except for non-substantive matters by unanimous consent.

10.3 **Totality –** These bylaws and exhibits below form one sole document for interpretation.

# Exhibit A – SGA Leadership Structure and Duties

## Executive Officers

### SGA President

**Expected hours:** 20 per month. Expected availability on many evenings and some weekends.

**Responsibilities**: Adherence to the SGA Bylaws. Presiding over the All Student, Leadership, and Presidents' Council meetings; serving as co-signatory on all financial documents. Ensuring that the output of the organization is well organized and of quality. Assuring the other Executive Officers are fulfilling the duties of their roles as prescribed. Ensuring the Student Senate has the resources to fulfill its role. Must attend weekly office hours to meet with students.

**Mandatory meetings:** All Students, Executive Board, Committee, Office Hours

**Mandatory committee:** SGA Training Retreat Planning Committee

The SGA President has no individual powers or executive privilege beyond these Bylaws. The SGA President cannot concurrently serve as President of any College Club or have leadership roles in campus organizations.

### SGA Vice President

**Expected hours:** 20 per month. Expected availability on many evenings and some weekends.   
**Responsibilities:** Serve as President of the SGA Student Senate. They are responsible for overviewing approved SGA Student Senate policy proposals ahead of executive approval; additionally, they may draft policy proposals for the Executive Board to present to the SGA Student Senate for consideration. The SGA Vice President is the Presiding Officer in the absence of the SGA President, also filling in for the SGA President at meetings as necessary. Must attend weekly office hours to meet with students.

**Mandatory meetings:** All Students, Executive Board, SGA Senate, Committees

**Mandatory committee:** Student Success, Engagement, Events & Needs Committee

### SGA Secretary

**Expected hours:** 15 per month. Expected availability on many evenings and some weekends.

**Responsibilities:** Overseeing all internal SGA correspondence. Maintaining the SGA membership roster and contact list and collecting all SGA meeting minutes, including internal committee minutes. Scheduling All Student, Leadership meetings, and SGA committee meetings as needed—posting internal meeting notices and coordinating SGA events listed on Connects. Must notice meetings at least two (2) weeks in advance or 48 hours for emergency meetings. Must record meeting minutes and provide a written report for all SGA meetings accessible to members within two (2) weeks after the meeting. Must attend weekly office hours to meet with students.

**Mandatory meetings:** All Students, Executive Board, Committees

**Mandatory committee:** SGA Training Retreat Planning Committee.

### SGA Treasurer

**Expected hours:** 10 per month. Expected availability on many evenings and some weekends.

The SGA Treasurer is responsible for managing SAF accounts as follows:

* Works with SGA leadership, the president/designee, and the College's chief financial officer/designee to prepare an annual Student Activity Fee (SAF) budget proposal for approval by the College's President or designee by March 1st.
* Support the annual independent audit of the SAF account.
* The liaison designated by the SUNY Empire State President convenes the SAF committee annually to review funding requests and determine the distribution of funds as described in the SAF section before the SGA governance season (May/June).
* Reports the outcomes of these activities to the membership each Fall.
* Serve Ex-Officio as Treasurer of the SUNY Empire State College Alumni Student Federation Board of Governors.
* Must attend weekly office hours to meet with students.

**Mandatory Meetings:** All Student, Executive Board, Committees

**Mandatory Committees:** SAF Committee**,** SGA Training Retreat Planning Committee.

## Executive Cabinet

### Chair and Vice-Chair of the Student Senate

Provide reports on Senate activities at All Student and Leadership meetings and preside over Senate meetings. These are **voting** positions.

**Expected hours:** 20 per month for the Student Senate Chair and 10 for the Vice-Chair. Expected availability on some evenings and weekends.   
**Responsibilities:** Keeping the Student Senate updated about SGA activities, Serving on the College Senate, and attending Senate business meetings.

**Mandatory Meetings:** All Students, Executive Board, Student Senate, Committees

**Mandatory Committee:** SGA Training Retreat Planning Committee & Student Senate.

### Ambassador of Student Clubs & Organizations

Provide reports on Council activities at All Student and Executive Board meetings. Assists with organizing Student Clubs for their presentations at the annual Fall Student Event. These are **voting** positions.

**Expected hours:** 4 per month.  
**Mandatory Meetings:** All Students, Executive Board

### Parliamentarian

This individual is responsible for maintaining the procedures of the SGA, including the use of Robert's Rules of Order, Newly Revised, Stacking, and forms the Elections Committee. The Executive Board appoints the Parliamentarian to a **non-voting** position.

**Expected hours:** 4 per month.

**Mandatory meetings:** All Students, Executive Board

### Administrative Liaison/Advisor

There is to be one Administrative Liaison who participates in SGA meetings as needed. A second Administrative Liaison shall advise the SGA on financial matters.

## Student Senate

Two (2) Senators serve per school of study, sixteen (16) total, with eleven (11) additional at-large Senators serving the student body. There are twenty-seven (27) seats in the Student Senate.

**Expected Hours;** 10 per month

**Responsible for;** Hosting engagement events, speaking on behalf of their constituencies, and awarding the Blue Bird award.

**Required meetings;** All Students, Student Senate, Leadership Training, Committees

* The chair and vice-chair of the Student Senate are elected among the elected members and serve Ex-Officio on the Executive Cabinet. They convene regular meetings of the Student Senate Body.
* Student Senate hosts one Town Hall per Fall and Spring Term. They are responsible for the production of this event, recommended with the support of the Programming Team. This work falls within the Student Senate Committee.
* Student Senate hosts the Fall Student Event. They are responsible for the production of this event, recommended with the support of the Programming Team. This work falls within the Student Senate.
* Student Senate awards the Blue Bird Award.
* The Student Senate can create new events for a school, region, or whole College; such events shall be called "By Students, For Students;" new event proposals are to be submitted in writing and must explain the purpose and process of the event. The Senate Chair shall submit the proposal to the SGA Executive Board for review, and the Executive Board will vote to approve or deny the proposal.
* Student Senators are encouraged to work with deans of schools to conduct events and workshops specific to their school of study.
* Student Senators may make a motion to present policy proposals for consideration by the body, which may be voted on or tabled for later consideration.
* Student Senators shall be subject to automatic removal from office, vacating their seat following three consecutive absences at mandatory meetings and committees; further, absence at required leadership training events will count as two absences.
* Student Senators are subject to removal from committee positions following three absences; further, three committee absences shall count as one mandatory meeting absence.
* The Senate Chair shall submit Senate-approved policy proposals to the Executive Board. These can be proposals that request action from the SGA or resolutions from the College Senate.
* The All Student Vacancy Election process allows vacancies in the Student Senate to be filled throughout the year. Interested parties should announce their interest at an All Student meeting and attend the next Student Senate meeting to show genuine interest. A floor election will follow at the next All Student meeting.

Exhibit B – Sample SGA Business and Events Calendars

# SGA Business Calendar

**June** – SGA Leadership Training

**July** – SGA Leadership Training

**August** – Non-Public Meetings & Training

**September-May** – Monthly All Student Meetings (Third Tuesday), Leadership, Office, and Committee meetings take place

**December 15th – January 15th -** Winter Break (follows academic calendar)

**March/April** – Executive Officer Elections

**May/June** - SAF committee

# SGA Events Calendar

Most SGA business occurs from September through May. During this period, the SGA conducts meetings and events. The SGA Student Senate shall be in session, handling legislative matters during this period by voting on resolutions and policy proposals.

**September** – Executive Officer Collegewide Meet & Greet. Beginning of the Special Election process to fill vacancies if necessary.

**October/November** – Fall Semester Event, Student Senate Town Hall, SGA Info Session

**December 15th- January 15th** – Holiday Break, no business

**February** – SGA Info Session

**March/April** – SGA Candidate Forum, Student Senate Town Hall & Election

**June-August** – SGA Leadership Training

# Exhibit C - Sample Meeting Agenda

* **Call to Order/Roll Call**
* **Approval of Minutes**
* **Announcements**
* **Officer Reports**
* **Old Business**
* **Committee Reports**
* **New Business (Things people would like to add to the agenda, go here)**

# Exhibit D - Additional Executive Cabinet Positions

## Executive Cabinet (Office Directors and Representative Body Leaders)

The Student Senate, in consultation with the Executive Board, appoints Managing Directors and non-voting members who preside over an office. Except for the Treasurer, who is mandatorily the chair of the SAF Committee, Executive Officers shall serve as Ex-Officio on other committees, collaborating with Committee Chairs or Managing Directors in bringing initiatives to fruition.

### Director of Communications

Provide reports on Communications Team activities at All Student and Leadership meetings. Project manager for Communications Team.

**Expected hours:** 3 per week. Expected availability on some evenings and weekends. **Responsibilities:** Social Media accounts and the publication of statements.

**Mandatory meetings:** All Students, Executive Board

### Director of Student Success

Provide reports on Student Success Committee activities at All Student and Leadership meetings. Project manager for the Student Success Committee.

**Expected hours:** 3 per week. Expected availability on some evenings and weekends. **Responsibilities:** Holding meetings during the Fall and spring terms where students can openly discuss their academic experience.

**Mandatory meetings:** Monthly All Student Meetings, Executive Board

### Director of Student Events

Provide reports on Student Events Committee activities at All Student and Leadership meetings. Project manager for the Student Events Committee.

**Expected hours:** 3 per week. Expected availability on some evenings and weekends. **Responsibilities:** Coordinating event planning.

**Mandatory meetings:** All Students, Executive Board

### Director of Student Engagement

Provide reports on Student Engagement Committee activities at All Student and Leadership meetings. Project manager for the Student Engagement Committee.

**Expected hours:** 3 per week. Expected availability on some evenings and weekends. **Responsibilities:** Coordinating student engagement strategies.

**Mandatory meetings:** All Students, Executive Board

### Director of Student Needs

Provide reports on Student Needs Committee activities at All Student and Leadership meetings. Project manager for the Student Needs Committee.

**Expected hours:** 3 per week. Expected availability on some evenings and weekends. **Responsibilities:** Coordinating with SGA Senate to address students' needs and relay information to the Executive Cabinet.

**Mandatory meetings:** All Students, Executive Board

### Director of Diversity, Equity, and Inclusion

Provide reports on DEI Task Force activities at All Student and Leadership meetings.   
Project manager for DEI Task Force.

**Expected hours:** 3 per week. Expected availability on some evenings and weekends. **Responsibilities:** Ensuring the SGA follows best practices to be an inclusive organization and holding meetings during the Fall and spring term for students to discuss DEI about their academic experience.

**Mandatory meetings:** All Students, Executive Board

**Term Limits.** Each of these positions has a one (1) year term, limited to two (2) terms.