RADFORD UNIVERSITY

Student Government Association

Constitution and Bylaws

Reviewed and Revised by the Student Government Association - April 25, 2022

Reviewed and Approved by Student Affairs Executive Committee -May 3, 2022

Reviewed and Approved by Susan Trageser, Vice President
for Student Affairs - May 9, 2022

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ARTICLE I – NAME

The name of this organization shall be the Radford University Student Government Association and shall henceforth be known as the Student Government Association or the SGA.

ARTICLE II - AUTHORITY AND PURPOSE

The authority and purpose of this organization shall be to:

1. Represent the students at Radford University and to supply channels through which students may express opinions.
2. Broaden students' understanding of the policies of Radford University and the policies and activities of the SGA.
3. Seek, secure, and protect the rights of all Radford University students.
4. Evaluate Radford University and SGA policies and recommend revisions to these policies when deemed necessary.
5. Select and appoint student members of Radford University to Internal Governance councils and committees unless their selection and appointment is otherwise designated.
6. Create or eliminate positions and committees needed to fulfill the purpose of the SGA.
7. Provide services for the students of Radford University. SGA sponsored services will not be in competition with those provided by Radford University.
8. Revise the bylaws of the SGA Constitution, subject to the approval of the Vice President for Student Affairs.
9. Regulate the expenditure of Student Activities Funds.
10. Represent student concerns on a statewide level of information sources and/or lobbies to the General Body of the Commonwealth.
11. Provide leadership development opportunities, which appreciate, understand, and celebrate diversity.

ARTICLE III – DELEGATION OF AUTHORITY AND PURPOSE

SGA represents the student body through the authority delegated by the Vice President for Student Affairs, the President, and the Board of Visitors of Radford University.

ARTICLE IV – MEMBERSHIP

All students are represented by and shall have the opportunity to become members of the SGA upon enrollment at Radford University.

ARTICLE V – ORGANIZATION

The governing bodies of the SGA shall exercise executive and legislative authority and service functions.

ARTICLE VI – PARLIAMENTARY PROCEDURE

Robert's Rules of Order, Newly Revised 12th edition, shall govern in all matters pertaining to the SGA not stated in the Constitution or bylaws.

Quorum - The minimum number of voting members who must be present at a properly called meeting in order to conduct business in the name of the group. The Quorum is set at a simple majority, unless explicitly stated otherwise.

ARTICLE VII – AMENDMENTS

Section A – A proposed amendment must be submitted to the presiding officer of the SGA Senate. After presentation to the Senate, the proposal shall be tabled for one meeting for proper consideration.

Section B – A quorum of two-thirds of all members eligible to vote must be present for consideration of amendments of the constitution. Amendments to the constitution must be approved by two-thirds majority vote of all eligible voting members of the Senate.

Section C – If duly passed by the Senate, the proposed amendment shall be submitted for approval from the Vice President for Student Affairs. The Vice President for Student Affairs may approve, reject, or propose modifications to the amendments. Should the Vice President for Student Affairs reject or propose modifications of duly approved amendments, the Vice President must inform the SGA Executive Board and Senate and provide a rationale for the denial or the proposed modifications. A two-thirds majority vote of all eligible voting members of the Senate must approve changes or modifications.

The prior constitution remains in effect until a revised constitution is duly approved by the Senate and approved by the Vice President for Student Affairs.

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION
BYLAWS

ARTICLE I – EXECUTIVE AUTHORITY

All executive authority of the SGA shall be administered by the Executive Officers.

Section A – Executive Officers

1. Membership
    a. President
    b. Vice President
    c. Chief Activities Officer
    d. Chief Financial Officer
    e. Chief of Staff (non-voting member)

2. Authority and Responsibilities
    a. Attend all SGA sponsored activities.
    b. Direct to the appropriate authority the recommendations and proposals received from the administration, Internal Governance councils and committees, Senate, SGA councils and committees, and members of the student body.
    c. Delegate responsibilities to the various branches and councils/committees of the SGA.
    d. Recommend the appointment of Cabinet members subject to the approval of the SGA Senate.
    e. Serve as members of the SGA Senate.
    f. Remove cabinet officers if duties are not adequately performed.
    g. Return to Radford University at least three days prior to the SGA Summer Retreat to prepare for the upcoming year.
    h. Work in accordance with the Secretary to place items and guests on the agenda.

i. Work in accordance with the Director of Public Relations for assistance in publicizing SGA events.
j. Perform all other duties consistent with the SGA Constitution and the authority granted to the SGA.
k. Perform all other duties designated by the Senate, other Executive Officers, SGA advisor, or the SGA President.
l. Must do at least 6 hours of community service every semester.

3. Temporary Absence
    a. Should the President be unable to serve due to absence or temporary incapacitation, the Vice President of SGA will assume the role of chairing the General Body meeting. Should neither the President nor Vice President be able to serve, the Chief Activities Officer will assume the role of chairing the General Body meeting. If the Chief Activities Officer is also unavailable, the Chief Financial Officer will assume the role of chairing the General Body meeting.
    b. Should a permanent vacancy occur in an Executive Officer position due to incapacitation, resignation, or removal from office, the provisions of Article XIV – Vacancy of Office will apply.

4. Officers' Duties
    a. Duties of the President
        i. Preside over all meetings of the SGA General Body, Executive Officers, and Cabinet.
        ii. Authorize expenditures from the SGA operating budget subject to Student Activities guidelines and those established by the Senate.
        iii. Act as an official representative of the SGA.
        iv. Serve as the liaison between the administration and the student body.
        v. Be available upon request to return to campus within a week's notice
        vi. Appoint Cabinet officers with the approval of both the Executive Officers and SGA Senate.
        vii. Prepare the SGA budget request for the following year.
        viii. Attend Convocation and be at Quest upon request.
        ix. Represent or appoint a substitute to represent the SGA on the Faculty Senate, Radford City/Radford University Joint

Commission, Radford City Chamber of Commerce, City Council, the Radford University Board of Visitors, and Virginia 21.

x. Co-chair the Unity Fest Committee
xi. Evaluate the performance the SGA Vice President, Chief Activities Officer, Chief Financial Officer, and the Chief of Staff. The end of an evaluation period is the middle and the end of each semester.
xii. Check SGA's email accounts on a daily basis and refer messages to the appropriate person(s) for their information and/or response unless otherwise designated.
xiii. Exercise the authority and perform all other duties delegated by the SGA Senate, Internal Governance councils and committees, or by university officials.
xiv. Approve or veto all policy proposals and program proposals from the Senate, Cabinet, Staff, and other SGA councils and committees upon the next SGA meeting.
xv. Prepare quarterly reports for the Board of Visitors.
xvi. Oversee the actions and activities of the SGA councils and committees.
xvii. Serve on the Student Affairs Executive Committee (SAEC)
xviii. Attend monthly Student Leadership Executive Council meetings.
xix. Coordinate the recruitment, appointment, training, and liaison activities of student members of all Internal Governance committees, unless otherwise designated.
xx. Work with Internal Governance representatives and council chairs to maintain an updated log of all internal governance committee council meetings and meeting minutes.

b. Duties of the Vice President
    i. Assume the duties of the President in their absence.
    ii. Serve as the Chairperson of the SGA Senate.
    iii. Serve as chairperson of the Electoral Board or appoint a substitute, subject to the approval of the Senate by a two-thirds vote.
    iv. Serve on the Student Affairs Executive Committee (SAEC)
    v. Coordinate revision to the SGA Constitution and acquire any requested changes from various council chairs prior to the conclusion of the academic year.

vi. Work with the SGA Executive Secretary to ensure Senate attendance policies and position responsibilities are upheld.
vii. Serve in an advisory capacity to the SGA President.
viii. Convene Academic Affairs subcommittees as needed.
ix. Oversee the Legislative Action Council and to advise and assist the Council Chair.
x. Call and chair weekly meetings with the Senators to monitor and assist in the progress of their work.
xi. Promote and advocate sexual assault awareness programs.
xii. Set aside a minimum of six (6) hours a week for office hours.

c. Duties of the Chief Activities Officer
    i. Assume the duties of the President, or the Vice President, in their absence as part of the line of succession should either the President or Vice President be absent or temporarily unable to serve.
    ii. Coordinate major SGA retreats and events (i.e., SGA Summer Retreat, Winter Retreat, banquets, meet-and-greets, receptions).
    iii. Serve in an advisory capacity to the SGA President.
    iv. Serve on the Student Affairs Executive Committee (SAEC)
    v. Organize attendance of SGA Executive Officers to at least one leadership conference in the fall conference.
    vi. Schedule use of adequate facilities for SGA events.
    vii. Convene and oversee a committee to plan, organize, and implement the annual Ring Ceremony.
    viii. Chair the events committee.
    ix. Do monthly member of the month and present certificates at the first general body meeting of the month.
    x. Set aside a minimum of six (6) hours a week for office hours.
d. Duties of the Chief Financial Officer
    i. Serve as the chair of the Student Finance Committee and appoint a co-chair in their absence.
    ii. Arrange for the SFC and the SGA Senate to be oriented to the policies and procedures of the allocation of student activity fees and their responsibilities and authority as it pertains to the allocation for these fees.

iii. Arrange for student leaders and advisors (and others appropriate) of funded accounts to be oriented to the policies and procedures for the expenditure of student activities fees and their responsibilities and authority as it pertains to these expenditures.
iv. Coordinate the activities and functions of the SFC in accordance with established policies and parliamentary procedure.
v. Present SFC proposals to the SGA Senate, Student Affairs Council (SAEC) (only for changes to policies and procedures), and the Vice President for Student Affairs (VPSA) in a timely manner.
vi. Maintain an adequate record of all accounts in consultation with the Student Activity Account Managers.
vii. Conduct budget reviews of programs and financial records as needed. Such reviews and audits shall be reported to the SFC, SGA Senate, and the Vice President for Student Affairs.
viii. Prepare budget recommendations that outline group needs, activities, and results of evaluation measures to the committee for their review, amendment, and approval.
ix. Enforce spending guidelines as established by the VPSA, SAEC and the Commonwealth of Virginia.
x. Serve on the Student Affairs Executive Committee (SAEC)
xi. Annually report the state of the budget to the SGA Senate and the VPSA in the form of a report and presentation.
xii. Conduct needed research and analysis of funding trends of groups, student activity funding, and university fees.
xiii. Remove SFC members who fail to abide by attendance requirements and to arrange for their replacement through the approval of a two-thirds vote of the SGA Senate.
xiv. Return at least three days prior to the SGA Summer Retreat to prepare for the upcoming year.
xv. Serve in an advisory capacity to the SGA President.
xvi. Set aside a minimum of six (6) hours a week for office hours.

e. Duties of the Chief of Staff
   i. Meet with the President on a regular basis and report the activities of the Cabinet.
   ii. Attend all SGA Executive Officer meetings.
   iii. Serve in an advisory role to the SGA President.
   iv. Serve on the Student Affairs Executive Committee (SAEC)

v. Coordinate the recruitment, selection, and training of new Cabinet members at the conclusion of each academic year.
vi. Recommend the removal of Cabinet members, when appropriate.
vii. Work with the necessary university personnel to review SGA accounts, when necessary.
viii. Supervise the preparation and distribution of financial reports for all major SGA events and projects.
ix. Perform all other duties designated by other Executive Officers, SGA Advisor(s), or the SGA President.
x. Present a weekly budget report at the General Body meeting.
xi. Call and chair weekly meetings with the Cabinet members in order to monitor and assist in the progress of their work.
xii. Work with the SGA Executive Secretary to ensure Cabinet attendance policies and that Cabinet positions and responsibilities are upheld.
xiii. Set aside a minimum of six (6) hours a week for office hours.

ARTICLE II – SENATE

Section A- Membership (24 voting members)

- Executive Officers (4)
  - President
  - Vice President
  - Chief Activities Officer
  - Chief Financial Officer
- At-Large Senators (2)
- Area Senators (2)
  - On-Campus
  - Off-Campus
- Class Senators (5)
  - Graduate Senator
  - Senior Class Senator
  - Junior Class Senator
  - Sophomore Class Senator
  - Freshman Class Senator

- College Senators (8)
    - College of Graduate Studies and Research
    - Davis College of Business and Economics
    - College of Education and Human Development
    - Waldron College of Health and Human Services
    - College of Humanities and Behavioral Sciences
    - Artis College of Science and Technology
    - College of Visual and Performing Arts
    - Pre-Major Senator
- Military Service Senator
- Roanoke Higher Education Campus Senator
- Radford University Carilion Senator

Section B - Authority and responsibilities of the Senate:

1. Responsibly represent the respective constituents during Senate discussion and votes by presenting constituent recommendations, suggestions, feedback, and criticisms to the Senate.
2. Proactively obtain feedback and opinion from the respective constituent group.
3. Act on all proposals submitted to the Senate, except those that are under the jurisdiction of other councils.
4. Keep the student body informed of matters considered by the Senate.
5. The Senate as a whole must do at least one forum a semester.
6. Approve revisions to the SGA Constitution and Bylaws by a two-thirds majority vote of all eligible voting members of the Senate.
7. Approve the budget of SGA and other organizations as recommended by the Student Finance Committee.
8. Amend election and campaign policies immediately following Spring elections, when necessary.
9. Attend all SGA Senate meetings. Failure to attend these meetings may result in removal from office.
10. Attend all other meetings called by the Vice President, President, or advisor.
11. Attend the SGA Summer and Winter Retreats. Those who do not attend the Retreats must attend a Makeup Retreat. Failure to attend retreats and/or makeup retreats may result in removal from office.
12. Serve on a minimum of 1-2 Internal Governance committees and keep the Senate informed of Internal Governance Committee action via Senate meetings.

13. Assist the Vice President in maintaining an accurate record of Internal Governance council and committee proceedings and insuring timely communication with SGA about committee/council consideration of matters of interest to students. Responsibilities pertaining to this include:
    a. Assist in training student members of the committees/councils they oversee.
    b. Submit council and committee minutes to the Vice President.
    c. Determine which issues or proposals need to be brought to SGA's attention.
    d. Report all issues or proposals to the Vice President they can be placed on the appropriate meeting agenda.
    e. Lead the discussion at Senate meetings on items dealing with the committees/councils they oversee (with the assistance of SGA Committee/ Council Liaison and other students/individuals where appropriate). Updates from committees will be made as needed.
14. Help staff the SGA office at least one hour per week with the exception of the Roanoke Higher Education Center Senator and the Radford University Carilion Senator.
15. Attend all SGA sponsored mandatory activities, unless excused by the Executive Board. Members must inform Vice President when absent in a timely manner.
16. Perform all other duties designated by the Executive Officers, SGA advisor, or SGA President.
17. Override, if necessary, any Presidential veto by a two-thirds majority vote of all eligible voting members of the Senate.
18. Must do at least 6 hours of community service every semester.

Section C – Additional Duties of Designated Senators

1. Additional Duties of Class Senators:
    a. Freshman Class Senator
        i. Each class senator shall oversee the coordination of their respective class events.
        ii. The Freshman Class Senator shall have the option of chairing a Class Council. Council duties are found under Article VII, Sec. C of this document.
        iii. Post on the class Facebook page about SGA events
    b. Sophomore Class Senator
        i. Each class senator shall oversee the coordination of their

respective class events.

ii. The Sophomore Class senator shall have the option of chairing a Class Council. Council duties are found under Article VII, Sec. C of this document.

iii. Attend Residential Hall Association meeting with the On Campus Senator

iv. Post on the class Facebook page about SGA events

c. Junior Class Senator

i. The Junior Class senator shall work with the Chief Activities Officer in coordinating the Ring Ceremony.

ii. Each class senator shall oversee the coordination of their respective class events.

iii. The Junior Class Senator will serve as a member of the university Commencement Committee.

iv. The Junior Class senator shall have the option of chairing a Class Council. Council duties are found under Article VII, Sec. C of this document.

v. Post on the class Facebook page about SGA events

d. Senior Class Senator

i. Each class senator shall oversee the coordination of their respective class events.

ii. The Senior Class Senator will serve as a member of the university Commencement Committee.

iii. The Senior Class Senator shall have the option of chairing a Class Council. Council duties are found under Article VII, Sec. C of this document.

iv. Post on the class Facebook page about SGA events

e. Graduate Student Senator

i. Each class senator shall oversee the coordination of their respective class events.

ii. The Graduate Student Senator will serve as a member of the university Commencement Committee.

iii. The Graduate Senator shall have the option of chairing a Class Council. Council duties are found under Article VII, Sec. C of this document.

2. Additional duties of the On-Campus Senator

a. Attend all Residence Hall Association meetings.

b. Collaborate with the Off-Campus Senator, Secretary of Sustainability and other necessary parties to organize "Dean goes Green" and other campus-wide community service events.
c. Act as the liaison between Residential Life, RHA and SGA. Responsible for delivering SGA event related flyers. Each senator is responsible for giving the On-Campus Senator his or her flyers.

3. Additional Duties of the Off-Campus Senator
    a. Serve as the chair of the Off-Campus Student Council.
    b. Upon request, attend meetings of the City/University Joint commission on public affairs.
    c. Be the liaison to the Radford City government pertaining to city cleanup projects.
    d. Collaborate with the On-Campus Senator and other necessary parties to organize "Dean goes Green" and other campus-wide community service events.
    e. Handle police relations with the Radford University Administration, City of Radford Police Department and Radford University Campus Police.
4. Additional Duties of the College Senators
    a. Serve on the curriculum committee of the respective college
    b. Recruit and nominate students to represent SGA on each department curriculum committee in the senator's college and any vacant student seats on the college curriculum committee. To maintain regular contact with the students who are appointed to these committees.
    c. Meet monthly with the Dean of the respective college.
    d. Serve or nominate students to serve on College Department Grade Appeals Committees.
    e. Serve on Dean Search committees for the college.
5. Additional Duties of Military Service Senator
    a. Meet monthly with the directors of all Military Resource Offices.
    b. Coordinate any military events, programs, and/or activities.
    c. Coordinate with the At-Large Senators to create survey questions that are pertinent to the military community.
6. Additional Duties of At-Large Senators
    a. Coordinate the "What Do You Want Wednesdays" program.
    b. Coordinate "Student Appreciation Days."
    c. Create the survey questions used in both of the above events with the approval of the Executive Board.

7. Additional Duties of the Roanoke Higher Education Center Senator.
    a. Shall act as a liaison between Radford University and the Roanoke Higher Education Center.
    b. Coordinate one Student Appreciation Day per semester
8. Additional Duties of the Radford University Carilion Senator
    a. Serve as the official SGA representative at Radford University Carilion
    b. Coordinate one Student Appreciation Day per semester

Section D- Reports/Proposals

SGA can take immediate legislative action when a proposal is first submitted to the Senate, subject to the following requirements:

1. All proposals that are submitted to SGA must be in writing and submitted one week prior to the meeting in which they are to be discussed.
2. College senators will meet with their deans when needed to discuss important initiative.
3. All proposals and reports must be submitted to the chair of your committee before they are discussed at SGA general body meetings.

Section E- Senate pro tempore

The longest-serving Senator will be given the ceremonial title of Senate pro tempore. If there is no Senator that has served the longest, the Vice President will appoint a Senator to this position. The responsibility that will coincide with this position is as follows:

1. Serve as the Chairperson of the Senate in the absence of the Vice President during meetings.
2. Assist the Vice President in appointing Senate Committee chairs.
3. Aid the Senators in the coordination of legislation and events that are constitutionally required.
4. Serve as a role model and leader to the Senate.

ARTICLE III - CABINET

Section A – Membership

1. Secretary of Community Service
2. Secretary of Social Outreach
3. Secretary of Highlander Pride
4. Secretary of Diversity Promotion
5. Secretary of Legislative Affairs
6. Secretary of Sustainability
7. Secretary of Health and Wellness
8. Deputy Secretary of Community Service
9. Deputy Secretary of Diversity Promotion
10. Deputy Secretary of Legislative Affairs
11. Deputy Secretary of Sustainability
12. Deputy Secretary of Highlander Pride
13. Deputy Secretary of Diversity Promotion
14. Deputy Secretary of Health and Wellness
15. Deputy Secretary of Social Outreach (2)

Section B- Authorities and Responsibilities

1. Attend weekly SGA General Body meetings and inform the General Body of their cabinet activities. Cabinet officers serve as ex-officio members of the Senate, have no vote on legislative matters, but have full voting privileges in the Senate on matters that are internal to SGA (i.e. SGA budget, SGA constitution revisions, etc.).
2. Attend SGA Cabinet meetings and inform the Chief of Staff of their activities.
3. Advise the SGA Executive Officers.
4. Help staff the SGA office at least one hour per week. This hour should be used for SGA related matters.
5. Attend all SGA mandatory sponsored activities per semester.
6. Attend both Summer and Winter Retreats. Those who do not attend the retreats must attend a makeup retreat. Failure to attend the makeup Retreat may result in removal from office.
7. Obtain the approval of the president of SGA and the SGA advisor (or designate) for all SGA sponsored activities and to obtain the required approvals for publicity (advisor), facilities reservations (The Hurlburt “Bonnie” Information Center, appropriate facility manager, and advisor), and projected expenditures (SGA advisor).
8. Perform all other duties designated by the Executive Officers, SGA Advisor, or the SGA President.

9. Must serve at least 6 hours of community service every semester.

Section C – Duties of Cabinet Members

A. 1. Secretary of Community Service
    a. Coordinate the promotion and awareness of community service, both locally and globally within the academic and living environment of the university.
    b. Coordinate at least two community service days per semester.
    c. Coordinate and promote recycling efforts within the Radford community.
    d. Maintain and develop positive relationships with university clubs and organizations that benefit SGA community service efforts.
    e. Call and chair meetings of a Community Service Committee at the Secretary's discretion.

B. 2. Secretary of Social Outreach
    a. Maintain a positive relationship with student organizations and groups.
    b. Work with university's officer of public relations, student media groups, and other necessary entities to ensure the publication of SGA activities and decisions of the Student Body.
    c. Attend other major organizational meeting on campus (RHA, Fraternity & Sorority Life, R-SPaCE and others) in order to foster more connectivity between organizations.
    d. Attend University 100 classes to present SGA to incoming freshmen.
    e. Co-run the weekly PR Committee meetings with the Secretary of Media.
    g. Update and maintain all social media sites for SGA.

C. Secretary of Highlander Pride
    a. Promote awareness and support of the Radford University intercollegiate athletic program.
    b. Coordinate efforts of various campus organizations directed toward promoting awareness of the intercollegiate athletic program and RU Athletics event attendance.
    c. Work with Radford Athletics as an SGA student liaison to plan and promote creative and effective half-time, pre-game, and post-game activities.
    d. Plan at least two School Spirit activities each semester (Examples: Tailgates, Rallies, etc.).
    e. Coordinate the purchase of promotional items to enhance school spirit and promote Radford athletic event attendance within the academic and living

environment of the university.

f. Coordinate the promotion of school spirit within the academic and living environment of the university.

D. Secretary of Diversity Promotion
    a. Represent the diverse student population at Radford University.
    b. Create channels for students to express opinions concerning diversity issues and increase student involvement. (This includes students with learning and physical disabilities, non-traditional students, and other members of the student body).
    c. Compose all emails to minority clubs and organizations as needed and approved by the SGA President and the Director of Cultural Diversity and Inclusion (CDI).
    d. Facilitate and chair two meetings a semester that includes organizational representatives from all organizations relating to diversity including undergraduate, graduate, and faculty programs.
E. Secretary of Legislative Affairs
    a. Lobby for all SGA-related issues to any individuals or groups to which it may concern.
    b. Create and oversee a committee for deputy registrars.
    c. Promote voter registration and sponsor an annual drive to increase the number of RU students that register to vote.
    d. Create an application for the Advocacy Day trip and assist in training of the Advocacy Day.
    e. Maintain awareness and inform the SGA General Body of any legislation that pertains to higher education.
F. Secretary of Sustainability
    a. Coordinate all events and efforts pertaining to environmental issues and sustainability.
    b. Assist in the "Dean Goes Green" initiative and other campus-wide community service events.
    c. Serve as the liaison to all Radford University sustainability groups.
    d. Meet with the Radford University sustainability offices at least two times per semester.
    e. Serve as the liaison to Selu and subsequently aid in supporting interests of the Conservancy.
    f. Oversee the Bags for Benches Program
G. Secretary of Health and Wellness

a. Chair the Mental Health Awareness Campaign

H. Deputy Secretary of Community Service
   a. Perform all duties designated by the Secretary of Community Service.
   b. Attend weekly meetings of the Community Service Committee called at the discretion of the Secretary of Community Service.
   c. Aid in all planning and implementation of Community Service initiatives along with the Secretary of Community Service and possibly other various organizations.
   d. Serve a specified community service category delegated by the Secretary of Community Service.

I. Deputy Secretary of Diversity Promotion
   a. Perform all duties designated by the Secretary of Diversity Promotion.
   b. Attend weekly meetings of the Diversity Promotion Committee called at the discretion of the Secretary of Diversity Promotion.
   c. Aid in all planning and implementation of Diversity Promotion initiatives along with the Secretary of Diversity Promotion and possibly other various organizations.
   d. Serve a category of diverse constituents specified by the Secretary of Diversity Promotion.

J. Deputy Secretary of Legislative Affairs
   a. Perform all duties designated by the Secretary of Legislative Action
   b. Attend meetings called by the Secretary of Legislative Action
   c. Aid in all the planning and implementation of the Secretary of Legislative Action.

K. Deputy Secretary of Sustainability
   a. Perform all duties designated by the Secretary of Sustainability
   b. Attend meetings called by the Secretary of Sustainability
   c. Aid in all the planning and implementation of the Secretary of Sustainability

ARTICLE IV – EXECUTIVE STAFF

Section A- Membership

1. Executive Secretary
2. Parliamentarian
3. Historian
4. Director of Website Administration

5. Director of Public Relations
6. Deputy to the President
7. Deputy to the Vice President
8. Deputy to the Chief Activities Officer
9. Deputy to the Chief Financial Officer
10. Deputy to the Chief of Staff
11. Deputy to the Director of Public Relations

Section B- Authority and Responsibilities

- Attend weekly SGA General Body meetings as non-voting members.
- Attend SGA meetings and inform their corresponding Executive Officer of their activities.
- Advise the SGA Executive Officers.
- Help staff the SGA office at least one hour per week.
- Attend all mandatory sponsored activities.
- Perform all other duties designated by the Senate, Executive Officers, SGA Advisor, or the SGA President.
- Must do at least 6 hours of community service every semester.

Section C- Duties of Staff Members

1. Executive Secretary
    a. Record the minutes and attendance at each General Body meeting.
    b. Make available the minutes of each General Body meeting no later than two days after each General Body meeting.
        i. Members may have two absences without Executive Board sanction, however, missed meetings after the third absence and every absence after that will be classified as unexcused absences.
    c. Assist the Vice President in maintaining an accurate record of meeting minutes of the Senate and other councils and committees.
    d. Assist the Chief of Staff in maintaining an accurate record of meeting minutes of the Cabinet and other councils and committees.
    e. Handle correspondence for the SGA and check the SGA post office box on a regular basis.
    f. Act as manager of the SGA office- Schedule and coordinate office hours, oversee orders for office supplies, etc.
    g. Assist the Vice President in administering the SGA attendance policies.

h. Attend the weekly executive meetings at the Executive officers' discretion.

2. Parliamentarian
    a. Maintain decorum according to the latest version of Robert's Rules of Order.
    b. Be well versed in the last revised edition of the SGA constitution.
    c. Be present at every SGA meeting that is ran by Robert's Rules of Order.
    d. Be present at every special meeting called forth by the President or through other extenuating circumstances. (i.e. Electoral Board, removal from office hearings, complaints etc.)
    e. Serve as the primary advisor to the President on parliamentary procedures.
    f. Keep track of SGA members office hours.
        i. Every two weeks of office hours missed counts as an unexcused absence.
        ii. If one is not appointed, office hours will be tracked by the CAO.
    g. Assist the Executive Secretary in administering the SGA attendance policies and update the Vice President and Chief of Staff.
    h. Assume the role of Secretary during the General Body meeting when the Executive Secretary is not present.
3. Historian
    a. Attend all major SGA events or delegate someone to take his/her place.
    b. Ensure the documentation and recording of all major SGA events (photos, videos, etc.).
    c. Work with the Director of Public Relations to coordinate times to take headshot photos of all members.
        i. Shall be done at the beginning of the year, after fall elections, and when a new member is appointed.
    d. Maintain a SGA scrapbook with appropriate reflection of events requested by the Senate, Executive Officers, or the SGA President.
    e. Maintain a positive working relationship with the SGA affiliated councils, committees, clubs, and organizations to ensure proper recording of their events.
    f. Maintain records of projects coordinated by the Cabinet members and senators.
    g. Assist the Chief Activities Officer in coordinating the SGA Banquet.
4. Director of Website Administration
    a. Develop SGA web pages with appropriate information and links as requested by the Senate, Executive officers, or the SGA president.
    b. Update the SGA website as needed.

c. Proactively gain feedback and guidance form students on ways to improve the usability of the SGA website and its use as a reference tool.
d. Work with the university advisor to ensure SGA representation on the University portal.
e. Work alongside the Director of Public Relations.

5. Director of Public Relations
    a. Serve as the SGA representative on the Student Media Committee (may appoint a substitute if necessary).
    b. Ensure the documentation and recording of all major SGA events by the Historian.
    c. Coordinate the publication of the SGA brochure and newsletters.
    d. Act as the liaison between SGA and student media groups.
    e. Send the SGA Weekly Update email to students on all SGA related campus news and events.
    f. Co-run the weekly PR Committee meetings with the Secretary of Social Outreach.
    g. Work with the Historian, to coordinate times to take headshot photos to go with each member's biography on the website.
        i. Shall be done at the beginning of the year, after the fall elections, and when a new member is appointed.
    h. Work alongside the Director of Website Administration.

6. Executive Deputies
    a. Perform all duties designated by the Executive Officers, Chief of Staff, Director of Public Relations, SGA Advisor, or SGA President.
    b. Correspond and maintain relationships between the SGA with other organizations and individuals.
    c. Attend executive board meetings upon request by the Executive Officers, SGA Advisor, or SGA President.

ARTICLE V- EXECUTIVE COMMITTEES

Section A- Executive Committee Membership

Each Executive Officer shall oversee what will be considered Executive Committees, except for the President, who oversees the Executive Board.

1. The Vice President shall oversee the Senate.
2. The Chief Activities Officer shall oversee the Events Committee.

3. The Chief Financial Officer shall oversee the Student Finance Committee.
4. The Chief of Staff shall oversee the Cabinet.

Section B- Authority and Responsibilities of Executive Officers as Chairs

It shall be the duty of the Executive Officer as chairperson of each of the SGA Executive Committees to fulfill the following responsibilities:

1. Preside over meetings of the respective Executive Committee.
2. Act as the official representative on their respective Executive Committee.
3. Enforce the SGA Constitution and by-laws as they pertain to their respective Executive Committee.
4. Perform all other duties designated by the SGA President.

Section C- Duties of Executive Committees

1. Senate
    a. Membership
        i. Refer to Article II, Section A.
    b. Authority and Responsibility
        i. Refer to Article II, Sections B-C.
2. Events Committee
    a. Membership
        i. Chief Activities Officer
        ii. A six-student Committee comprised of three members of the SGA and three non-SGA student-members appointed by the Chief Activities Officer.
        iii. Due to their experience of planning major events, it is highly recommended that the Chief Activities Officer seek recommendations for non-SGA student Committee appointments from the President of RSPACE and DAP.
    b. Authority and Responsibility
        i. Aid in the planning and coordination of any SGA major events or activities; especially the annual SGA Retreats and Ring Ceremony.

ii. Meetings will be convened at the discretion of the Chief Activities Officer.

3. Student Finance Committee
   a. Membership
      i. Chief Financial Officer.
      ii. Three students holding official positions within SGA (two of which must be senators) who are interviewed and appointed by the Chief Financial Officer and confirmed by the senate.
      iii. Three students interviewed and appointed by the Chief Financial Officer who do not hold official positions within the SGA and later confirmed by the Senate by a two-thirds vote.

   b. Authority and Responsibility
      i. Establish adequate and appropriate measures of evaluation to ensure program funding effectiveness.
      ii. Responsibly represent the opinions and interests of students in the allocation of student activity fees.
      iii. Provide due process in administering the allocation of funds made annually, one-time, or for supplemental needs, in accordance with established policies by the Student Affairs Executive Committee (SAEC) and the Vice President for Student Affairs (VPSA).
      iv. Approve or recommend the approval by the SGA Senate and VPSA annual funding requests, one-time funding requests, and supplemental funding request for eligible groups in accordance with funding procedures and policies that are authorized by the VPSA.
      v. Ensure funded groups are effectively achieving cost savings in their annual expenditure.
      vi. Review and audit all program and financial records for irregularities and misuse.
      vii. Enforce all spending guidelines in accordance with established policies.
      viii. Proactively pursue increases in student activity dollar allotments to provide additional funding.
      ix. Review and recommend to the SGA Senate, SAEC, and the VPSA, policies, procedures, and bylaws for the allocation and expenditure of student activity fees.
      x. Report activities of the committee to the SGA Senate.
   c. The following timeline for SFC budget approval will be as follows:
      i. Budget review will occur in January to March.
      ii. Budget allocations are reviewed and recommended in March to April

iii. SFC recommended allocations presented to SGA no later than the second to last meeting of current SGA senate.
iv. VPSA approval of allocations will be no later than two days after SGA approval
v. Budget notification letters will be sent to organizations no later than five business days after the Vice President of Student Affairs approval.

d. Duties of the Chairperson
    i. See Article I, Section A, 3-d.

4. Cabinet
    a. Membership
        i. Refer to Article III, Section A, and Article IV, Section A.
    b. Authority and Responsibility
        i. Refer to Article III, Sections B-C, and Article IV, Sections B-C.

ARTICLE VI – SENATE COMMITTEES

Section A- Membership

1. Campus Affairs Committee
2. Academic Affairs Committee
3. Local Affairs Committee

Section B- Authority and Responsibilities of Senate Committees

1. Meet on a regular basis as decided by the SGA Vice President and specified Senate Committee Chair.
2. Listen to students who bring forth issues of relevance to the specified Senate Committee.
3. Initiate legislation pertaining to issues of relevance to the specified Senate Committee.

Section C- Duties of Senate Committees

1. Campus Affairs Committee
    a. Membership
        i. Chairperson (Senator appointed by the Vice President with assistance from the Senate pro tempore)
        ii. Appropriate and relevant number of Senators divided equally among the committees, unless there is an unequal number of Senators currently serving in the Senate.
        iii. Appropriate number of Cabinet and Executive Staff divided

deemed necessary by the Vice President with assistance from the Chief of Staff.

b. Authority and Responsibility
    i. Refer to Article VI, Section B.

2. Academic Affairs Committee
    a. Membership
        i. Chairperson (Senator appointed by the Vice President with assistance from the Senate pro tempore)
        ii. Appropriate and relevant number of Senators divided equally among the committees, unless there is an unequal number of Senators currently serving in the SGA.
        iii. Appropriate number of Cabinet and Executive Staff divided deemed necessary by the Vice President with assistance from the Chief of Staff.
    b. Authority and Responsibility
        i. Refer to Article VI, Section B.
3. Local Affairs Committee
    a. Membership
        i. Chairperson (Senator appointed by the Vice President with assistance from the Senate pro tempore.)
        ii. Appropriate and relevant number of Senators divided equally among the committees, unless there is an unequal number of Senators currently serving in the SGA.
        iii. Appropriate number of Cabinet and Executive Staff divided deemed necessary by the Vice President with assistance from the Chief of Staff.
    b. Authority and Responsibility
        i. Refer to Article VI, Section B.

Section D- Legislative Process

The appropriate process for SGA legislation is broken into four sections. The Legislative sections will be completed in the following order:

1 - Reports from Experts/Invited Guests:

a. During this section, SGA Senators will invite guests who have knowledge on the topic, which the Senate Committee is legislating. These guests can be from Radford University, other universities who have passed legislation on similar topics, or other relevant persons. These discussions can further complement specific research already completed by these Senate Committees.
b. Additional Senators, Cabinet, and Staff members will be invited to work on the legislation with that Senate Committee as pertaining to the

relevance of their position.

c. Based upon the information received, the committee will generate a first draft of a legislative resolution for subsequent consideration.

2 - Markup Session/Introduction of Amendments by Senators:

a. After thorough research, Senators will introduce their initial draft resolution(s) and amendments that they have been working on. These amendments are to be typed and to reflect the appropriate language of their specified subject matter. Preferably, Senators will have, in committee, broken down separate topics of the legislation to focus on so that one Senator does not write the entire bill.
b. Each amendment will be voted on by the committee to be added to the bill. The amendment will pass into the bill by a simple majority vote of the Senators on that committee.

3 - Introduction of Legislation in General Body:

a. The Chair of the Senate Committee will present the bill in its entirety at the week's SGA General Body meeting. The bill can be presented orally or via PowerPoint presentation, but the presentation should reflect highlights and key points in the bill, not just a reading of the legislation verbatim. Senators can read the entire bill after it is introduced and before they cast their vote the following General Body meeting.

4 - Senate Vote on Legislation in General Body:

b. The entire SGA Senate will then discuss and vote on the legislation. Cabinet and Executive Staff members are welcomed to participate in the discussion of the legislation, but not the vote. If the Senate approves the legislation, it will be either signed or vetoed by the SGA President.

ARTICLE VII – AFFILIATED COUNCILS

Section A- Membership

1. Off-Campus Student Council (OCSC)
2. Black Student Alliance (BSA)
3. International Student Affairs Council (ISAC)
4. Class Councils
5. Fraternity & Sorority Life Representative

Section B- Authority and Responsibilities

It shall be the duty of the chairperson of each of the SGA councils and committees to

fulfill the following responsibilities:

1. Preside over meetings of the respective council/committee.
2. Serve as a non-voting member of the SGA Senate or arrange for the respective council/committee to appoint a substitute.
3. Attend SGA Senate meetings and inform the Senate of the important activities of his/her council or committee.
4. SGA council/committee chairs serve as ex-officio members of the Senate and have no vote on legislative matters. These chairs have full voting privileges in the Senate on matters that are internal to SGA.
5. Act as the official representative on their respective council/committee.
6. Enforce the SGA Constitution and by-laws as they pertain to their respective council/committee.
7. Perform all other duties designated by the executive officers, SGA advisor, or the SGA president.

Section C- Duties of Council Members

1. Off-Campus student Council (OCSC)
    a. Membership
        i. Chairperson (Off-Campus Senator)
        ii. Vice-Chairperson
        iii. Secretary/Treasurer
        iv. Publicity/Public Information Coordinator
        v. Landlord Coordinator(s)
        vi. Off-campus representative to the Athletic Promotions Council
        vii. Off-campus student representatives
            1. General body members of the Off-Campus Student Council are made up of Radford University students who live off campus.
    b. Authority and Responsibility
        i. Responsibly represent off-campus student opinions
        ii. Seek to keep off-campus students informed through their representatives, and commonly available mediums, i.e. mass email, Facebook.
        iii. Evaluate SGA and university policies, procedures, and services that affect off-campus students and, when needed, recommend revisions to the Senate or other appropriate authorities.

iv. Address issues of concern to off-campus students.
v. Establish ad hoc committees, if necessary, under the council.
vi. Make appointments to SGA councils and committees as designated.
vii. Appoint student representatives to city committees and commissions when invited to do so.
viii. Perform all other duties designated to the Off-Campus Student Council by the executive officers of SGA.
ix. Facilitate one city cleanup per semester.
x. Coordinate an education program with the Dean of Students Office to inform students about the Virginia Residential Landlord Tenant Act and the rights and responsibilities of renting property.
xi. Educate students about their rights and responsibilities when renting property.
xii. Educate residents about the importance of appearance of property and the use of appropriate furniture for outdoor settings.

c. Officers' Duties
    i. OCSC Chairperson
        1. See Article V, Section B
        2. To serve as a member of the City/University Joint Commission on Public Affairs.
    ii. Vice-Chairperson
        1. To perform the duties of the chairperson in the absence of the chairperson.
        2. To aid the chairperson in his/her duties.
        3. To help plan the council retreat and orient members throughout the year.
        4. To perform all other duties granted by the council or the chair.
    iii. Secretary/Treasurer
        1. Keep attendance records for council.
        2. Record and distribute minutes of the meetings.
        3. Handle correspondence for the council.
        4. Meet with the Student activity Account Manager and the Chief Financial Officer to be trained concerning Student Activity Account policies and procedures.
        5. Administer the council's budget.
        6. Keep accurate records of all financial transactions.

7. Prepare and present a written report of the financial status of the council at each meetings.
8. Prepare the council's annual budget and request for the following year.
9. Perform all other duties granted by the council or chair.

iv. Public Relations/Publicity Chairperson

1. Coordinate publicity and public relations activities for the council.
2. Perform all other duties granted by the council or the chair.
3. Compile records, including photos, of OCSC activities and events to turn into the SGA Historian at the end of the year.

v. Landlord Coordinator(s)

1. Help coordinate the Annual Housing Fair and related activities.
2. Coordinate all landlord luncheons.
3. Keep landlord informed of OCSC activities as they pertain to the landlord/tenant relationship and of any questions or concerns of Off-Campus students.
4. Perform all other duties granted by the council or the chair.

vi. Council Representatives

1. Represent off-campus student opinion.
2. Keep off-campus students informed of legislation and Off-Campus Student Council business.
3. Serve on ad hoc committees under Off-Campus Student Council.
4. Perform all other duties granted by the council or the chair.

2. Black Student Alliance (BSA)
   a. Voting Membership (efforts to be made to appoint students of all backgrounds)
      i. Chairperson
         1. Elected by the council prior to the first Friday in April.
         2. If council is not at least 5 members, appointment shall be made upon the approval of SGA president and SGA advisor or designee.
      ii. Vice-Chairperson, Secretary, Treasurer, Publicity Coordinator
         1. Chosen from within the council by the council prior to October 1st.
         2. BSA will select one member to attend meetings of each of

the following

a. Diversity Awareness Programming.
b. RSpace.
c. Latino Student Alliance.

iii. Up to twenty members-at-large, who must apply, will be interviewed by BSA and be approved by BSA prior to the council's fall retreat. These members may continue their membership from year to year unless removed by the council.

b. Authority and Responsibilities
   i. Responsibly represent multicultural student opinions.
   ii. Represent multicultural student needs and concerns as related to university policies and services.
   iii. Cooperate with university attempts in multicultural faculty/staff and student recruitment and retention.
   iv. Keep multicultural students informed through the various student representatives.
   v. Discuss problems arising in the multicultural student population.
   vi. Act and respond to all proposals that directly affects multicultural students.
   vii. Evaluate regulations and services and recommend any changes deemed necessary for dealing with students of colors' concerns.
   viii. Make black students aware of the services provided by the SGA and the university.
   ix. Seek to unite students of all races and ethnic backgrounds at this university.
   x. Make appointments to SGA councils and committees as designated.
   xi. Perform all other duties designated by the SGA Executive Officers and the SGA president.
c. Officers' Duties
   i. Chairperson
      1. Perform duties listed in Article V, Section B.
   ii. Vice-Chairperson
      1. Assume the duties of the chair in the absence of the chair.
      2. Oversee all committees of the council.
      3. Serve as chair of the Social Committee.
      4. Perform all other duties granted by the chair of the council.
   iii. Secretary

1. Keep attendance records for the council.
2. Record and distribute minutes of the meetings.
3. Handle correspondence for the council.
4. Perform all other duties granted by the council or the chair.

iv. Treasurer

1. Meet with the Student Activity Account Manager and the SGA Chief of Staff to be trained concerning Student Activity Account policies and procedures.
2. Administer the council's budget.
3. Keep accurate records of all financial transactions.
4. Give the financial status of the council at each meeting.
5. Prepare the council's annual budget request for the following year.
6. Perform all other duties granted by the council or the chair.

v. Publicity Chairperson

1. Chair the publicity committee.
2. Keep accurate records of BSA's activities/events and occurrences.
3. Compile a scrapbook of BSA's activities and events to turn into the SGA Historian at the end of the school year.
4. Perform all other duties granted by the council or the chair.

vi. Members-at-Large

1. Keep Black Student Alliance aware of any multicultural student concerns addressed to them from the student body.
2. Attend functions sponsored by BSA.
3. Serve on at least one of the committees of BSA.
4. Perform all other duties granted by the council or the chair.

vii.Committee Chairperson

1. Chair meetings of his or her committees and carry out committee responsibilities as deemed necessary by the council.
2. Give a committee report at each meeting of the council.
3. Perform all other duties granted by the council or the chair.
4. The following committee chairpersons shall exist within the council:
    a. Social
    b. Special events
    c. Publicity

5. Committee Chairpersons shall be elected by the end of the spring semester.

3. International Student Affairs Council (ISAC)
    a. Membership
        i. Efforts are to be made to appoint international and non-international students.
        ii. The council will consist of
            1. Chairperson
                a. Elected by the council prior to the first Friday in April. However, if a council is not at least 5 members, appointment shall be made upon the approval of SGA president and SGA advisor or designee.
            2. Vice-Chairperson
            3. Secretary
            4. Publicity/Public Relations Coordinator
            5. Treasurer/Fundraising Coordinator
            6. Organizational Representative
                a. One Representative to each of the following:
                    i. Diversity Promotions Council
                    ii. International Club
                    iii. Hispanic and Asian Student Association
                    iv. Hellenic Student Association
                    v. Amnesty International
                    vi. Black Awareness programming Board
                    vii. Campus Activities Board
                    viii. Interfraternity Council
                    ix. National Pan-Hellenic Council
                    x. Sino-American Club
            7. Up to 15 members-at-large who must apply, be interviewed by ISAC, and be approved by ISAC's officers by October 1st.
            8. Up to 10 associate members (non-voting) who must apply, be interviewed by ISAC, and be approved by ISAC's officers.
    b. Authority and Responsibility
        i. Responsibly represent international students' opinions.
        ii. Represent international student needs and concerns as related to

university policy and services.

iii. Cooperate with university attempts in the recruitment and retention of international faculty/staff and students.

iv. Keep international students informed through the various student representatives.

v. Discuss problems arising in the international student population.

vi. Act and respond to all proposals that directly affects the internationals student population.

vii. Evaluate regulations and services and recommend any changes deemed necessary for dealing with international student concerns.

viii. Make international students aware of the services provided by the SGA and the university.

ix. Facilitate the coordination of activities of the organizations listed in as representative organizations above.

x. Seek to unite the international and non-international student at this university.

xi. Make appointments to SGA councils and committees as designated.

xii. Foster international students involvement in the community.

xiii. Perform all other duties granted by the SGA executive officers or the SGA president.

c. Officers' Duties

i. Chairperson

1. Perform duties listed in Article V, Section B.

ii. Vice-Chairperson

1. Assume the duties of the chair in the absence of the chair.
2. Oversee all committees of the council.
3. Perform all other duties granted by the chair of the council.

iii. Secretary

1. Keep attendance records for the council.
2. Record and distribute minutes of the meetings.
3. Handle correspondence for the council.
4. Perform all other duties granted by the council or the chair.

iv. Publicity/Public Relations Chairperson

1. Chair the publicity committee
2. Confer with the SGA Secretary of Media regarding Tartan ads and articles.
3. Keep accurate records of ISAC's activities/events and

occurrences.

4. Compile a scrapbook of ISAC's activities and events to turn into the SGA Historian at the end of the school year.
5. Perform all other duties granted by the council or the chair

.

v. Treasurer/Fundraising Coordinator
    1. Meet with the Student Activity Account Manager and the SGA Chief of Staff to be trained concerning Student Activity Account policies and procedures.
    2. Administer the council's budget.
    3. Keep accurate records of all financial transactions.
    4. Give the financial status of the council at each meeting.
    5. Prepare the council's annual budget request for the following year.
    6. Coordinate efforts to raise funds for international student scholarships.
    7. Perform all other duties granted by the council or the chair.

vi. Organizational Representatives
    1. Keep International Student Affairs Council aware of any concerns of international students that are addressed to their organizations.

2. Act as official representatives of international student concerns.
3. Attend functions sponsored by ISAC.
4. Serve on at least one of the committees of ISAC.
5. Perform all other duties granted by the council or the chair.

vii. Members-at-Large

1. Keep International Student Affairs Council aware of any multicultural student concerns addressed to them from the student body.
2. Attend functions sponsored by ISAC.
3. Serve on at least one of the committees of BSA.
4. Perform all other duties granted by the council or the chair.

viii. Committee Chairperson

1. Chair meetings of his or her committees and carry out committee responsibilities as deemed necessary by the council.
2. Give a committee report at each meeting of the council.
3. Perform all other duties granted by the council or the chair.
4. The following committee chairpersons shall exist within the council:
    a. Social
    b. Special events
    c. Publicity
5. Committee Chairpersons shall be elected by the end of the spring semester.

4. Class Councils
    a. Membership
        i. Chairperson
        ii. Vice-Chairperson
        iii. Secretary
        iv. Publicity Coordinator
    b. Authority and Responsibility
        i. Promote awareness and support of the Radford University Student Government Association.
        ii. Assist in and attend at least four SGA sponsored activities per semester.

iii. Represent your class's student opinions.
iv. Perform all other duties granted by the SGA executive officers, the SGA advisor, or SGA president.

c. Officers' Duties
    i. Chairperson
        1. See Article V, Section B.
    ii. Vice-Chairperson
        1. Assume the duties of the chairperson in his/her absence.
        2. Assist the chairperson in the performance of duties.
        3. Perform such other duties as the chairperson and council may direct.
    iii. Secretary/Treasurer
        1. Record the official minutes of all meetings.
        2. Supervise all council correspondence.
        3. Meet with the Student activity Account Manager and the SGA Chief of Staff regarding Student activity Account policies and procedures.
        4. Keep accurate records of all financial transactions.
        5. Perform all other duties granted by the chairperson or the council.
    iv. Publicity Coordinator
        1. Assist the SGA Secretary of Media in arranging publicity for SGA events.
        2. Coordinate class council publicity activities.
        3. Confer with the SGA Public relations Director concerning the preparation and submission of articles and ads to student media.
        4. Perform all other duties granted by the council or the chair.
    v. Duties of the SGA Council and Other Organizational Representatives
        1. Perform all other duties granted by the council or the chair.

5. Fraternity & Sorority Life Representatives
    a. Non-Voting Members
    b. Representatives will consist of the President, Vice President, or an approved representative from IFC, PC, and NPHC, and MGC.
    c. Approval of a representative that is neither the President nor the Vice President will need to be approved by the Senate.

i. The alternate representative must be a member of said council and in good standing within said council.

d. Representatives need to be able to attend Student Government meetings regularly.
    i. Meetings are held every Monday at 5pm in the Bonnie combo room unless informed otherwise.
    ii. The representative must be available from 5-7pm or at least available until 6pm.
    iii. If unable to attend the meeting, send your backup approved representative, ex: if the President cannot come, send the Vice President, etc.

ARTICLE VIII- ADVISORS

Section A- Selection and Appointment

The Dean of Students is the advisor the SGA and SFC (the Dean may appoint a replacement if needed). The Director for the Center of Diversity and Inclusion upon the recommendation of the respective council chairperson and consulting both the Dean of Students and SGA President shall appoint advisors to BSAC and ISAC. The advisor to the OCSC shall be an Associate/Assistant Dean of Students (the Dean may appoint a replacement if needed). The Director of Intercollegiate Athletics upon the recommendation of the committee chairperson shall appoint the advisor to the School Spirit and Promotions Committee. The advisors to all other SGA councils/committees shall be a faculty/staff member appointed by the Dean of Students upon the recommendation of the respective council/committee chairperson.

Section B- Duties of Advisors

1. Meet with the council/committee chairperson as needed regarding the planning and evaluation of council/committee meetings and activities.
2. Attend meetings of the council/committee.
3. Advise the council/committee regarding policy, procedures, and protocol.
4. Be kept updated on information concerning activities of the council/committee.
5. Grant approval for all activities sponsored by the council/committee, subject to the approval of the SGA president.

6. Review and endorse all publicity plans and facility reservation request for all activities sponsored by the council or committee.
7. Attend functions sponsored by the council or committee.
8. Contact the Dean of Students if assistance is needed or problems arise.
9. Authorize expenditures for the council / committee in accordance with Student Activity Fund Policies and Procedures.

Section C- Removal of Advisors

An advisor may be removed by a two-thirds majority vote of the council or committee subject to the concurrence by a two-thirds majority vote of a special committee composed of the Dean of Students, the council/committee chair, and the SGA executive officers. In the case of the SGA advisor, removal will require a two-thirds majority vote of the Senate, subject to the concurrence of the special committee if the advisor in question is the Dean of Students, the Vice President for Student Affairs shall serve in the place of the Dean of Students on the Special Committee.

ARTICLE IX – MEETINGS

Section A – Time

1. The Executive officers & Staff shall meet by the call of the Student Government Association President, or by the request of a majority of the Executive Officers.
2. The General Body shall meet by the call of the Student Government Association President or by a request of a majority of the Senate.
3. The Senate shall meet by the call of the Student Government Association Vice President or by a request of a majority of the Senate.
4. All other SGA councils and committees shall meet by call of their respective chairperson, by a request of a majority of their membership, or by a directive of the SGA President or Executive Officers.

Section B – Voting Requirements

Unless otherwise stated in this constitution or bylaws, a simple majority plus one is required for the passage of a motion.

Section C – Meeting Attendance Privileges

All Student Government Association General Body meetings are open. Senate meetings are open unless deemed closed by the Vice President. Persons who become disruptive may be asked to leave the meeting by the Executive Officers or the SGA Advisor. SGA Executive Board meetings are closed, unless made open to the public or certain persons by the executive officers or SGA advisor.

ARTICLE X: ATTENDANCE

Section A – Description

1. Attendance to SGA General Body meetings is mandatory, as is attendance for office hours, meetings of particular sections of the SGA (Senate meetings, Cabinet meetings, executive meetings), and events, which have been deemed mandatory.
2. The Executive Board will decide if an event is mandatory at least two full weeks in advance of the event.
3. All members must be available from 5 to 7 pm on Mondays, with the exception of those who have class, in order to maintain their position within the organization.
4. Attendance will be monitored by the Executive Secretary at General Body meetings and mandatory events, the Vice President at all Senate meetings, and the Chief of Staff at Cabinet meetings.

Section B – Excusals

1. Members are allowed three unexcused absences regardless of reason.
2. All unexcused absences passing the third will be under the review of the Executive Board, and these officers will determine whether that absence is legitimate by a 3/5 vote.
3. Legitimate reasons for excusal include but are not limited to:
    a. Class
    b. Family death or severe illness
    c. Severe personal illness
    d. University related functions
    e. NCAA Division I games for Division I athletes
    f. Work (as approved by the Executive Board)
4. The Executive Board reserves the right to eject any member after their third absence.

5. By two-thirds vote of the Senate, the entire body can review the attendance of any Executive Board members, and by a two-thirds vote of the entire body, this Executive Member can also be ejected from his or her office.

ARTICLE XI – ELECTIONS AND APPOINTMENTS

Section A

Officers elected in Spring for the next academic year participate through Spring as non-voting members and step into their roll at the start of Summer.

Section B

The entire student body shall be eligible to elect the four SGA executive officers. The election of the officers shall be held during the Spring Semester no later than April 1st, according to the schedule arranged by the electoral board.

Section C

Senators will be elected as follows. All senators will be elected prior to the end of the spring semester with the exception of one Freshman Class Senator and one Pre-Major Senator. After spring elections, the vacant senator position for the Graduate Student Senator will be nominated followed by an appointment by the senate in the fall. All other vacant positions will be filled during fall elections.

Section D

Procedures for the selection of members of SGA councils and committees are specified in the respective section under Article VI.

Section E

Cabinet officers, the Executive Secretary, the Parliamentarian, and the Deputy to the President are appointed by the SGA President subject to the two-thirds approval of the Senate. All other Executive Deputies are appointed by their respective Executive Officer subject to the two-thirds approval of the Senate. Executive Officers do not vote on appointments.

Section F

Timeline for Chief of Staff appointment:

1. The President appoints their pick
2. The President brings forth their pick (in either Announcements or their Executive report) in the General Body Meeting. The candidate is allowed to make a statement during that time but will not be asked questions.
3. During the next Senate meeting, this schedule will follow:
    a. The candidate will be given the opportunity to speak before questioning.
    b. The Senate and any Cabinet members present will be able to ask questions of the candidate.
    c. After questioning, the candidate may not be present for the remainder of the meeting.
    d. At this moment, both the Senate and Cabinet will enter into discussion. This time is allotted for Cabinet members to express their opinions.
    e. After this discussion, the Cabinet members may not be present for the remainder of the meeting.
    f. At this time, the Senate will enter into private deliberations
4. During the next General Body Meeting, the SGA President-elect will bring up the motion to nominate the Chief of Staff.
    a. Voting: For the appointment to be confirmed, a two-thirds vote of the Senate will be required.

Section G – Internal Governance (IG) Council and Committee Appointments

1. Prior to the beginning of the fall semester student representatives to Internal Governance councils and committees shall be nominated by the SGA President and appointed by the Senate unless otherwise designated.
2. All senators will be appointed by the President to oversee 1-2 Internal Governance councils and committees, subject to approval of the Executive Officers and the Senate (see Article II, Section B).
3. At least one person from the SGA executive, Senate and Cabinet, will sit on each committee/council. That student will be designated IG committee liaison (Article XI, Section H).

Section H – Internal Governance Council and Committee Liaisons

1. Selection and Appointment

a. The President will appoint one SGA member to serve as the committee liaison.

2. Duties and Responsibilities
    a. Assist in training other student members of their committee/council.
    b. Attend all meetings of their committee/council.
    c. Move to table any proposal on which SGA should be given an opportunity to comment.
    d. Report all of SGA's comments on IG committee/council proposals to their IG committee/council before those proposals are submitted to the responsible administrator.
    e. File a copy of their committee/council's meetings minutes in the SGA office as soon as possible following the meeting.

Section I – Electoral Board

1. Membership
    a. Vice President (Chair)
    b. Secretary of Legislative Affairs (Deputy Chair)
    c. Two At-Large Senators
    d. Senior Class Senator
    e. Three alternates (when possible one alternative from Senate, Cabinet, and council chairs).
2. Members of the board must be approved by a two-thirds majority vote of the Senate membership.
3. No members campaigning, running or playing a significant role in a candidate campaign for office may serve on the board.
4. In the event that the Vice President is running for office, the SGA President will be the chair of the board. If the President is running for office or declines to serve, the Chief Activities Officer will preside as the chair. If the Chief Activities Officer is running for office or declines to serve, the Chief Financial Officer will preside as chair. If all of the Executive Officers are unable to serve, the Senate will designate a chair with a two-thirds—majority vote of the eligible Senate membership.
5. A new electoral board will be selected each semester. When possible someone who has been trained in due process will be given priority consideration to serve.

ARTICLE XII - ELIGIBILITY FOR OFFICE

Section A

No student who is under an active period of conduct probation or has outstanding conduct sanctions may run for or hold an elected or appointed SGA or Internal Governance position. A student who is charged with a felony must take a leave of absence from his or her position and, if convicted of the felony, must resign his or her position.

Section B

Undergraduate students must have at least a 2.75 and graduate students must have at least a 3.0 cumulative GPA to run for or hold an executive position and must maintain a 2.75 (3.0 for graduate students) during their tenure in office. For all other elected or appointed positions in SGA or on internal governance committees/councils, undergraduate students must have a minimum of a 2.5 cumulative GPA and graduate students must have a minimum of a 3.0 cumulative GPA to be elected or appointed and must maintain a minimum of a 2.5 cumulative GPA (3.0 for graduate students) throughout the term of their appointment.

Undergraduate and graduate students must have at least a 3.0 cumulative GPA to hold an appointment to the Board of Visitors or one of the Board committees.

Section C

A student may not hold more than one position concurrently as an SGA Executive Officer, Senator, or SGA council/committee chair.

Section D

A student must be a member of SGA for at least 20 weeks prior to elections in order to run for the Executive Board with the exception of the CFO and Chief of Staff. These two positions are exempt from the 20 week rule and can join the Executive Board without having been in SGA for 20 weeks prior. For the other Executive Board positions, these 20 weeks must occur in the year directly prior to the election in question. Therefore, a student who was in SGA for a year then elected not to be in the following year would not be eligible to run for an Executive position or be appointed

Chief of Staff in a third year. A student running for Student Body Vice President must have been a member of SGA for two consecutive semesters. A student running for Student Body President, however, must be in SGA for four consecutive semesters at Radford University in order to run.

Special Exemptions. For any SGA Executive Board position, exemptions may be made if, and only if, no candidates for a particular office meet the criteria in section D. Candidates seeking exemptions from Section D must meet all requirements in Sections A through C and must be currently enrolled full time students who have attended Radford University for at least a semester. Candidates seeking exemptions must submit up-to-date resumes along with candidate statements (300 minimum to 500 words maximum) explaining why the candidate is qualified for this position. Requests for exemption will be considered, subject to stringent review by the SGA Executive Board and SGA Advisor, and will be approved or denied. If the request is denied, a rationale for the decision must be provided.

Section E

A student must be enrolled full-time during the academic year to run for or hold an elected or appointed SGA position. The President of SGA may be an undergraduate or graduate student, and may not carry more than 16 hours per semester unless an exception is authorized by two-thirds of the Senate in advance.

Section F

All SGA officers, senators, and representatives must be members of the constituency electing them to office.

Section G -- Classification

1. SGA Executive Officers shall have been enrolled at Radford University for a minimum of two semesters prior to their term of office.
2. All appointments are made regardless of classification unless otherwise stated.

Section H – Requirement for Chief Financial Officer

1. In order to run for this position, a candidate must have served on the Student Finance Committee throughout the spring semester prior to the election of the

current year. If someone does not fit these criteria they can submit a Form of Appeals to be approved by the Electoral Board.

Section I – Term of Office

1. All SGA officers must intend to serve their full term of office (fall and spring semester) unless an exception is approved by a two-thirds majority of the Senate.
2. All SGA Executive Officers must intend to serve their position for the entire academic year (fall and spring semesters) with no exceptions.

ARTICLE XIII – ELECTION PROCEDURES

(SGA Executive Officers and Senators)

Section A – Filling for Elections

1. Any student who meets eligibility requirements for office may file for a student government office.
2. The electoral board shall determine the dates and the locations for filling and shall be responsible for publicizing these to the student body.
3. Filing shall last for at least five class days between the hours of 8 a.m. and 5 p.m.
4. If no one files for an office, the filing dates for that office may be extended for that office.
5. The candidates will follow all campaign rules and regulations as established by the electoral board. The campaign rules and regulations will be reviewed and/or revised, if needed, in the spring of each academic year.
6. All potential candidates must sign a candidate information release form so that their grades and conduct may be reviewed in order to ensure eligibility for office. This form will be provided in that semester's election packet.
7. Election packets may be picked up in the SGA office and the Dean of Students office.

Section B – Elections

The electoral board shall determine the date for the election.

Section C – Voting

1. Every member of the SGA has the right to privilege of voting in campus-wide elections.
2. A student must present and swipe his or her identification card for paper balloting or use his or her personal pin code and identification code for online voting.
3. The ballot will be valid even if the voter fails to indicate a choice for all officers.
4. The outcome of an election shall be decided by a majority vote (See section F).

Section D – Electronic Online Voting

1. All students will receive an email containing a link to the website where the SGA online ballot is located. Students will enter their web mail username and password in order to participate in the voting process.
2. Any additional links to the SGA voting booth will be made available to students. Students will receive information about additional links via email.
3. Results for the election will be received immediately after the election by the Vice President, the SGA Advisor, or the Electoral Board (if necessary).
4. Results will not be official until they are reviewed and confirmed by the SGA Executive Board and the Electoral Board (if necessary).
5. Any decision made by the Vice President, the Electoral Board, or the SGA Executive Board about final vote tallies is final.
6. Results will be kept on record and will be the property of the electoral board chairperson for a period of three months after the election and then shall be destroyed.
7. In tallying votes, a plurality constitutes as half the votes plus one. In short, majority is half plus one.

Section E – Paper Balloting (if necessary)

1. Balloting shall be secret and ballots shall be placed in attended ballot boxes.
2. Sealed absentee ballots for students who are out of town or who are absent for medical reasons may be secured from the electoral board chairperson. Such ballots must be voted and returned prior to the election with a signed statement from the absent student verifying that the choices are of the said

absent student.

3. If there is a differential of one percent or less between two or more of the top candidates in the ballot count, a recount if the ballots shall be made.
4. Ballots of all elections shall remain the property of the electoral board chairperson for a period of three months after the election and then shall be destroyed.

Section F – Run-Off Elections

1. A run-off election between the top two candidates will be held for any position in which no candidate receives a majority vote (Article XIII, Sec. C.).
2. The electoral board will determine the date for the run-off election.
3. In the event that one position is being contested and more than two candidates run for the position, the top two candidates who receive the most votes will advance to the runoff elections. The only exception is in the event that there is only a difference of one percent or less between the candidates. If so, a run-off election will occur.

Section G – Campaign Procedure Regulations

1. The Electoral Board shall determine all campaign procedure regulations.
2. The Electoral Board shall notify the candidates as to those regulations and shall see that they are enforced.
3. Attendance is mandatory at the candidate information session and Presidential Debate/Meet the Candidates night unless excused by the Vice President.
4. There shall be no campaigning within fifty feet of the SGA voting stations, when paper balloting is used.
5. Candidates are prohibited from entering the residence hall of prospective voters, or computer labs, and showing them how to vote in the event of an on-line election.
6. Any candidate running for office cannot distribute mass emails to the student body or any organizations that they are not a member of. Students are allowed to send emails to clubs, or other organizations in which they are current members.
7. There shall be no gifts given while campaigning. The following may be distributed during a campaign: posters, flyers and table tents.
8. Campaign literature can be posted in approved areas only.

9. There will be no distribution of flyers under residence hall doors.
10. Candidates shall not remove or cover other campaign material.
11. Times for campaigning in residence halls are between the hours of 12 pm and 9 pm.
12. No SGA or S.O.A.R. office supplies are to be used in making or hanging campaign material.
13. No banners, posters, or flyers are permitted the exterior of any buildings.
14. No campaigning is permitted during official SGA sponsored activities, excluding the Presidential Debate/Meet the Candidates Night.
15. Signs and flyers must be removed no later than one day following the announcement of winners.
16. T-shirt and button making is prohibited.
17. Students must abide by all rules set out by residence halls and off-campus realtors during campaigning.

Section H – Contested Elections

1. Any student may contest for the following reasons:
    a. Illegal voting
    b. Violation of campaign procedure regulations
    c. Vote-count error or fraud (paper balloting only)
2. Any student contesting an election must submit a signed statement to the electoral board chairperson during the election (if they are aware of the violation) or within two class days following the election requesting an investigation to be made by the electoral board. The student contesting the election must specify the reason and provide a detailed explanation for contesting the election.
3. The electoral board must investigate the contested election.
4. After an investigation has been made, the electoral board chairperson shall announce the decision of the electoral board. The decision shall be final.
5. If sufficient cause has been determined, a new election shall be held or candidacy status can be removed.
6. If no sufficient cause is determined, the election shall stand.
7. If a candidate is found in violation of election regulations, the Electoral Board may remove a number of votes from the candidate's final number of votes. The number of votes shall be determined by the Electoral Board.

8. All flyers and campaign materials must be approved by the Electoral Board prior to their dispersal.

ARTICLE XIV –VACANCY OF OFFICE

Section A - A vacancy in the office of President of the Student Government Association shall be filled immediately by the Executive officers in the following order:

- Vice President
- Chief Activities Officer

1. In the event that the Vice President is unable to fulfill the duties of the Student Body President, the position then is offered to the Chief Activities Officer.
2. If none of the above members are able to fulfill the position of Student Body President, the SGA as a whole may recommend and select a member from within SGA, either a Senate, Cabinet, or Executive Staff member by two-thirds majority, not to exceed one semester. Or, they can by simple majority, open the position to the Student Body for general election.
3. In the event of any of the executive members mentioned above (Vice President or Chief Activities Officer) do assume the role of Student Body President, the positions of the other Executive members will remain the same, and the newly vacated spot shall filled following Article XI, Section B of this Constitution.

Section B - A vacancy in any other Executive office or Senate seat shall be filled by a called election of the appropriate constituency; however, the Senate may appoint a temporary officer/Senator until the election can be held. This temporary appointment shall not exceed a term of one semester unless approved by a simple majority of the Senate.

Section C – Vacancies in other Student Government Association offices shall be filled as follows:

1. Cabinet positions - appointed by the SGA President subject to the approval of the Executive officers and the senate by a simple majority.
2. All other vacancies - Appointment by the officer, council/committee initially responsible for making the appointment

ARTICLE XV – SUMMER STUDENT GOVERNMENT ASSOCIATION

Section A - The summer Student Government Association shall have the same authority and responsibility as the regular Student Government Association. Summer session's councils and committees shall have the authority and responsibility to determine which legislation should be acted on during the summer.

Section B - For the summer session, SGA shall be composed of the newly elected Student Government President if enrolled or living in the area and a summer council composed of other newly-elected/appointed members of SGA who are enrolled or living in the area. If the Student Government President is unable to serve, a member of the summer SGA Council will be approved by the SGA President -elect to serve as chairperson of the summer council subject to the approval of the Executive Officers and the senate.

Section C - The President-elect, Vice President-elect, Chief Financial Officer-elect, and the Chief Activities Officer-elect will be required to visit the campus for a minimum of five weekdays each summer session, or as needed, and may receive compensation for the transportation costs as approved by the SGA Advisor. It is strongly recommended that the SGA President enrolls or at least lives in the Radford area for both summer school sessions. If the SGA President is enrolled or living in the area and is active in fulfilling the responsibilities of the position, the SGA President may qualify for a leadership scholarship for one or both sessions.

ARTICLE XVI – REMOVAL FROM OFFICE

Section A- Reasons for Removal from Office

1. Any elected or appointed officer of the SGA may be impeached for
    a. Violating provisions of this constitution;
    b. Violating the Radford University Code of Student Conduct;
    c. Violating Radford City local ordinances, the statutes of the Commonwealth of Virginia or the United States

Section B – Executive Officers

1. Make a charge against an SGA Executive Officer, any member of the Student Body must submit an impeachment form (found on the Radford University Student Government Association website).
2. All charges then must be submitted to the President of the Student Government Association during his or her office hours.

a. If the Officer in question is the SGA President, the complainant will present the charge to the SGA Vice President.
b. Upon submission of the charges, the Judicial Board shall review the allegations and should two board members find the case valid, the Judicial Board shall move forward with the investigation. The SGA President shall immediately present the charges to the officer in question in private during office hours.

3. Within six class days after receipt of the charge, the SGA President (or Vice President in the event that the charge is being brought up against the President) shall arrange a hearing by the Judicial Board composed of five voting members to investigate the charge.
    a. SGA President (or SGA Vice President)
    b. Parliamentarian
    c. Chief Activities Officer
    d. Secretary of Community Service
    e. Junior Class Senator
    f. On Campus Senator
    g. Off Campus Senator
4. Any above member or the SGA President must withdraw if a conflict of interest exists in their service on the Judicial Board for the matter in question.
5. The SGA President (or Vice President) can appoint members onto the Judicial Board if there is a conflict of interest among any voting member.
6. The SGA President shall serve as a non-voting member of the Judicial Board and the sole purpose is to chair the board.
7. The Parliamentarian shall serve as a non-voting member of the Judicial Board and the sole purpose is to maintain decorum according to the latest version of Robert's Rules of Order.
8. When the Judicial Board forms in removal proceedings, they shall be sworn in with the following affirmation:
    a. "I affirm that I shall hear all evidence presented in a fair and unbiased manner. When hearing the following testimony, I understand that I am bound by Radford University's rules and proceedings and by this Constitution".
9. The Judicial Board may hold hearings; conduct interviews, or any other inquiries in order to investigate all aspects of the removal at their discretion.
10. The Judicial Board must observe a quorum of two-thirds of all eligible voting members during investigative hearings.
11. The SGA President (Or Vice President) shall preside over the hearing at which the student complainant may be present to present the charges. The officer in question

shall have the right to be present and to present a defense.

12. Upon hearing the evidence, the Judicial Board shall vote on the charge. A two-thirds majority vote of the members shall be required to recommend to the full senate that the person be removed from office.
13. Upon conclusion of the investigation and a recommendation presented, the Judicial Board shall compile all investigative findings into a report.
14. All results of the removal investigation shall be presented to the entire SGA.
15. All members of the SGA are required to cooperate with all removal proceedings if their services are needed.
16. Within 6 class days after the Judicial Board's decision, the recommendation and reasons for removal will be presented to the full Senate. A two-thirds majority vote of all eligible voting members of the Senate shall be required to remove the person from office. The decision of the Senate is final.
17. Should the officer in question be the SGA President, the officer shall step down from office and the Vice President shall assume the duties of that office during the removal from office proceedings and will continue to follow the Presidential Line of Succession if a conflict of interest and subsequent recusal arises.

Section C – The removal from office of other elected Student Government Association officers shall be handled in the following manner:

1) Executive Board
    a. The Executive Board shall serve as the standards board for all issues pertaining to removal from office for the Senate, Cabinet, or Executive Staff.
    b. The Executive Board shall review each issue on a case-by-case basis.
2) Senators
    - The Chairperson of the Senate (SGA Vice President) may remove a Senator from office for having more than the specified number of unexcused absences or total absences for the semester.
    - A senator may be removed by a two-thirds majority vote of the senate.
    - Upon petition of 50 of a Senator's constituents, the senate by two-thirds majority vote may remove a senator from office.
    - A senator may be removed if they do not fulfill an adequate amount of their duties as determined by the Executive Officers and approved by the Senate.
    - A senator may be removed if a formal petition is written to the Executive Board outlining specific information compromising the integrity of SGA

and/or its mission.

- If a petition is brought forward, the Executive Board will decide whether to bring it to the Senate. This will take place only if three of the four Executive Officers deem such action appropriate.

3) Cabinet/Staff
   a. A cabinet/staff member may be removed if a formal complaint is written to the Executive Board outlining specific information compromising the integrity of SGA and/or its mission.
   b. If a complaint is brought forward, a three-fourths majority vote by the executive officers will result in the removal of any Cabinet or Executive Staff member from their position.

Section D

Any student who holds an SGA elected or appointed position in SGA or Internal Governance Committee/Council who is recommended for disciplinary suspension, placed on disciplinary probation, convicted of a felony, violated academic integrity (at the discretion of the Dean of Students and executive board), whose cumulative grade point average drops below a 2.5 (3.0 for graduate students) for senate, cabinet, staff, council/ committee chairs or a 2.75 for executive officers (3.0 for graduate students) or who is carrying less than 12 hours during the academic year (9 hours for graduate students) must resign or be removed by the Dean of Students. Any student who is charged with a felony, placed on interim suspension, or charged with violating the university's judicial statutes must take a leave-of-absence from his/her position or be removed by the Dean of Students.

Section E

All appointed officers and representatives in the SGA and Internal Governance generally will be removed from their position when they have more than the specified number of absences or when the appointing officer, council or committee feels the appointed officer or representative has not fulfilled his/her duties adequately. A two-thirds majority vote of the senate is needed to remove the representative from his/her position.

Section F

Upon a motion or request by petition for removal of a student from an elected or

appointed position, the appropriate chairperson shall notify the student in question. The chairperson shall then arrange for a hearing within six class days after receiving the motion or petition. After presentation of evidence during the hearing, the Executive Board shall vote by secret ballot.