

MESSIAH COLLEGE



SGA

Student Government Association

[GOVERNANCE MANUAL]

INTRODUCTION

The mission of Messiah College is to educate men and women toward maturity of intellect, character, and Christian faith in preparation for lives of service, leadership, and reconciliation in church and society.

As the student body of Messiah College, we wish to embrace this mission and accept our role in fulfilling it. We commit ourselves to learning in every facet of our lives: intellectually, socially, physically, and spiritually. Through our efforts in each of these areas, we seek to bring glory and honor to Jesus Christ, our Savior and Lord. We recognize that our highest calling is to love God with all our hearts, souls, minds, and strength; and then, out of the overflow of God's love, to love others.

At Messiah, we offer ourselves to God as servants and as children daily striving to become more like Christ. We acknowledge that part of that process of transformation occurs as we take responsibility for serving the community. To that end, we establish this manual, enabling us as students to govern our own affairs and to participate in the leadership of Messiah College. With Christ as our Head, we strive to learn together, to grow together, and to serve together as a community of students and as a body of believers.

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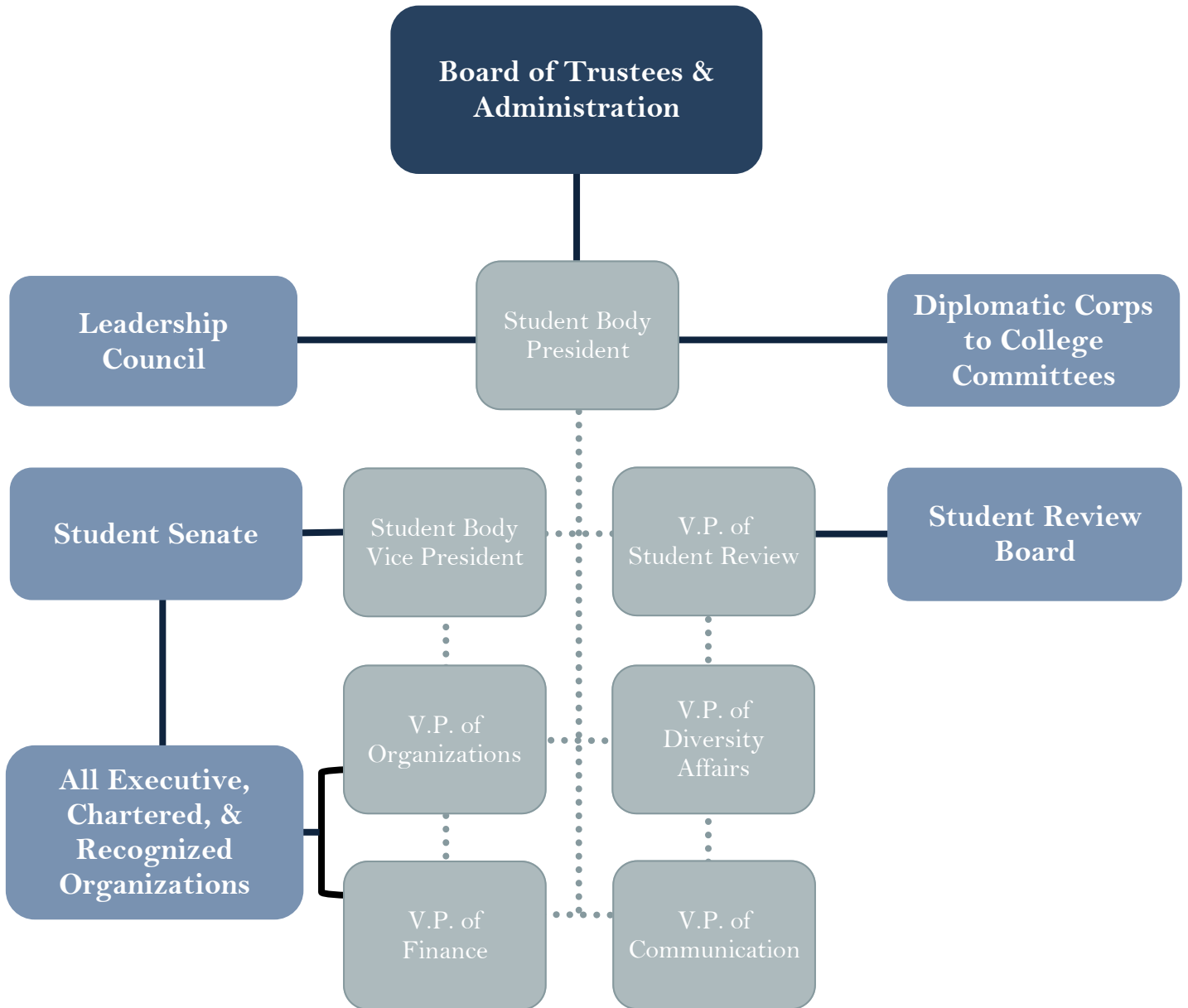
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1 NAME AND STRUCTURE

- 1.1** The name of this organization shall be the Student Government Association (SGA). SGA shall be subject to the final authority of the Messiah College Administration and Board of Trustees.
- 1.2** SGA shall consist of the Student Body President's Cabinet, Student Senate, Student Review Board, Diplomatic Corps of Student Representatives to College Committees and Councils, and Leadership Council. Under the oversight of the Student Senate and its members shall be other committees that serve specific functions within SGA. Executive, Chartered, and Recognized organizations shall submit a fall and spring budget to the Student Senate as well as adhere to expressed guidelines listed in [Section 8](#).

1.3 SGA GOVERNANCE STRUCTURE



2 PURPOSE AND OBJECTIVES

- 2.1** The leadership of SGA shall have the following purpose: to provide leadership for the student body; to promote spiritual growth; to provide opportunities for students to serve others; to support and recognize quality services and activities; and to represent students before the Administration, Faculty, Board of Trustees, and surrounding community.
- 2.2** To provide consistent direction and unifying principles for the leadership of SGA, the following are cited as the SGA core values: Service, Intellectual Development, Spiritual Development, Leadership Development, Community Life, Resource Management, and Communication. These values shall serve as the SGA Objectives, which the leaders shall seek to uphold in accomplishing the above-stated purpose. See the “Student Government Association Objectives” for further explanations of these values.

3 GOVERNANCE

3.1 BRANCHES OF GOVERNMENT

3.1.1 Executive Branch: Student Body President's Cabinet (Executive Cabinet)

3.1.1.1 Membership

- a. Student Body President (Chair)
- b. Student Body Vice President
- c. Vice President of Organizations
- d. Vice President of Diversity Affairs
- e. Vice President of Finance
- f. Vice President of Student Review
- g. Vice President of Communication
- h. SGA Advisor (non-voting)

3.1.1.2 Functions

- a. Coordinate SGA operations and functions.
- b. Channel specific SGA issues to the Student Senate and its committees.
- c. Advise and assist the Student Body President in providing unity, leadership, and purpose to the Student Government Association.
- d. Annually review the Governance Manual to ensure that it is accurate and up-to-date. Suggest changes to the Student Body President for approval as needed.

3.1.2 Legislative Branch: Student Senate

3.1.2.1 Primary Forum Membership

- a. Student Body Vice President (Chair, votes only in case of tie)
- b. Vice President of Organizations
- c. Vice President of Diversity Affairs
- d. Vice President of Finance
- e. Vice President of Student Review
- f. Vice President of Communication
- g. President of the Student Activities Board or Designee
- h. Chair of the Multicultural Council or Designee
- i. Student Body Chaplain or Designee
- j. Senior Class Representative from Eyas or Designee
- k. Agape Center Designee
- l. President of Minds Matter or Designee
- m. Student Director of the Pulse or Designee
- n. Admissions Student Representative (student ambassador appointed by Admissions Office)

- o. Athletics Department Student Representative (appointed by Student Athlete Advisory Committee)
- p. Commuter Student Representative (appointed by Commuter Services)
- q. Residence Life Student Representative (appointed by Residence Life)
- r. Sexuality and Gender Education Representative (appointed by Sexuality and Gender Education leadership)
- s. Sustainability Student Representative (appointed by Office of Sustainability)
- t. Any number, not to exceed 27, of independent Student Senators who have received at least 50 petitioned signatures, completed the application form as provided by the Chair, and been approved by the Executive Cabinet
- u. Student Body President (non-voting)
- v. SGA Advisor (non-voting)
- w. Any independent Messiah College student who wishes to voice his/her opinions or concerns (optional, non-voting; Student Senate may vote in advance for a closed meeting by two-thirds majority if desired)

3.1.2.2 Extended Forum Membership

- a. All members of Primary Forum
- b. One representative officer from each Chartered Club, as designated at the outset of the academic year
- c. One representative officer from each club of the Multicultural Council, including the African Student Union, Asian Student Association, Black Student Union, International Student Association/MuKappa, and La Alianza Latina
- d. The six Board Members of the Student Review Board

3.1.2.3 Scheduling and Attendance Requirements

- a. At the outset of the semester, the Student Body President will distribute a schedule of planned Student Senate meetings, specifically designating those to which the full Extended Forum is required to attend.
- b. The Student Body President reserves the right to add or cancel any meetings with prior notification of at least one week to all members. Please note that Governance Review Council meetings are *ad hoc* and may be added as needed throughout the academic year.
- c. All members of the Primary Forum are required to attend and participate in all scheduled meetings of the Student Senate.
- d. All members of the Extended Forum are required to attend all scheduled meetings to which they are called by the Student Body Vice President. These include, but are not limited to, the first meeting of the academic year, Budget Approval Senate, Governance Review Councils, and the final meeting of the academic year.

3.1.2.4 Proxy Attendance

- a. If a representative will be unable to attend a meeting and would like to send a proxy from the appropriate club or department in their place, they must contact the Student Body Vice President at least 48 hours before the meeting to request approval. SGA Officers (as identified in [Section 4](#)) are not eligible for proxies.

3.1.2.5 Attendance Discipline

- a. Members of the Student Body President's Cabinet absent from three or more meetings in one semester will be subject to disciplinary action, as determined by the Student Body President and SGA Advisor.
- b. Executive Club Designees and other appointed student representatives absent from three or more meetings in one semester will meet with the Student Body Vice President to discuss disciplinary action and possible withdrawal of appointment.
- c. Independent Student Senators absent from three or more meetings in one semester will meet with the Student Body Vice President to discuss disciplinary action and potential expulsion from membership.
- d. Board Members of the Student Review Board absent from required meetings will be subject to disciplinary action, as determined by the Vice President of Student Review.
- e. Failure of Chartered organizations to attend the Budget Approval Senate meeting may result in denial of budget request, as deliberated by the Finance and Organizations committee and subject to final vote by the Student Senate.
- f. Chartered organizations will be responsible for and bound to all information presented and voted upon at Student Senate meetings, regardless of attendance.
- g. Absences of Chartered organization representatives at required meetings will be subject to further disciplinary action as outlined in [Section 8](#).

3.1.2.6 Voting

- a. A quorum of at least 50% attendance is required for any vote to be taken, in the interest of protection against unrepresentative action in the name of the body being taken by an unduly small number of persons.
- b. A single student may not cast more than one vote under any circumstances, even if representing two positions (i.e. an independent Student Senator who is also an officer for a Chartered organization). If duties do overlap, it is preferred that the club or organization send a different representative. For this reason, Student Department Representative positions (letters n. through s. in [Section 3.1.2.1](#)) may not be held by individuals already serving as independent Student Senators.
- c. A single student representing two positions may be counted twice when determining the presence of a quorum.

3.1.2.7 Devotionals

- a. Student Ministries, as directed by the Student Body Chaplain, will kindly supply a representative at each Student Senate meeting to lead the forum in devotionals.

3.1.2.8 Functions

- a. Serve as the sole representative body to address student concerns.
- b. Recommend policy changes and initiatives to the College Administration, faculty, Board of Trustees, and surrounding community. These recommendations may come in the form of written proposals and letters or through personal contacts.
- c. Recommend ways to increase the quality and effectiveness of SGA activities and services. These recommendations may come in the form of written proposals and letters or through personal contacts.
- d. Approve the list of student representatives to serve on College Committees and Councils as submitted by the Student Body President's Cabinet.
- e. Approve the SGA budget each semester.
- f. Approve changes to the SGA Financial Policy.
- g. Approve changes to the Student Activities Fee (SAF) before the end of the fall semester.
- h. Approve changes to SGA hourly wage structures and policies.
- i. Approve an overage proposal with a prioritized list of capital purchases at the end of the spring semester.
- j. Review and approve proposed alterations to the SGA Governance Manual.
- k. Review and approve the awarding of Executive or Chartered status to organizations in various circumstances as outlined in [Section 8](#).
- l. Accept or override the Student Body President's veto of Senate proposals within two weeks of notification of the veto.
- m. Review and approve committee placements and chairpersons.
- n. Form special committees as needed to address specific concerns or carry out specific tasks.
- o. Remove from office by a two-thirds majority vote any SGA officer who is not satisfactorily performing the duties and responsibilities of his/her office.

3.1.2.9 Student Senate Committees

- a. Four Student Senate committees shall exist to provide guidance and make recommendations on issues falling under their jurisdiction (see [Section 3.2](#)). Each independent Student Senator is required to serve dutifully on one of these four committees unless granted special approval by the Student Body Vice President.

3.1.3 Judicial Branch: Student Review Board (SRB)

3.1.3.1 Membership

- a. Vice President of Student Review (Chair, votes only in case of tie)
- b. Board Member from first-year class
- c. Board Member from sophomore class
- d. Board Member from junior class
- e. Board Member from senior class
- f. Two Board Members from any class
- g. SRB Secretary (non-voting, appointed by Chair)
- h. SRB Advisor (non-voting)

3.1.3.2 Functions

- a. Hear student cases involving violations of College behavioral standards contained in the Community Covenant and Student Handbook.
- b. Serve as the Housing Appeals Board in consultation with the Assistant Director of Residence Life for Housing.
- c. Deliberate and determine means of disciplining, educating, and restoring students who have committed infractions.
- d. Serve on the Extended Forum of Student Senate to review and approve legislation including, but not limited to, proposed alterations of the SGA Governance Manual.
- e. Rule on the legitimacy of any SGA action in light of the SGA Governance Manual.
- f. Serve as the Parking Appeals Board and hear cases involving individual student cases involving large amounts of parking citations and student appeals to parking citations or traffic code violations.

3.2 STUDENT SENATE COMMITTEES

3.2.1 Education Committee

3.2.1.1 Membership (at least five and no more than eight, including the Chair)

- a. one member of the Executive Cabinet as Chair (appointed by the Student Body Vice President)
- b. a maximum of seven independent Student Senators
- c. as space allows, representatives from other interested organizations willing to commit at least one full academic year of attendance and participation

3.2.1.2 Functions

- a. Assess and address student concerns relating to education, whether career-based or classroom-oriented.
- b. Recommend changes and improvements to the administration in regard to curriculum, course registration, faculty, external academic programs, the library, and other academic programs or policies.

3.2.2 Finance and Organizations Committee**3.2.2.1 Membership** (at least five and no more than eight, including the Chairs)

- a. Vice President of Finance (Co-Chair)
- b. Vice President of Organizations (Co-Chair)
- c. a maximum of six independent Student Senators
- d. as space allows, representatives from other interested organizations willing to commit at least one full academic year of attendance and participation

3.2.2.2 Functions

- a. Assess and address student concerns about educational costs including tuition, room, board, and miscellaneous expenses.
- b. Annually review SGA financial guidelines and policies.
- c. Fulfill all responsibilities in assessing, reviewing, and approving student organizations as outlined in [Section 8](#).
- d. Meet at the beginning of each semester to review organizational budget requests and submit a comprehensive balanced budget proposal to the Student Senate for approval by majority vote.
- e. Prepare and submit a rationale of proposed changes in the Student Activities Fee (SAF) for review by the Student Senate prior to the end of the fall semester. The SAF may only be changed once within a four-year span.
- f. Collect and evaluate all requests made for capital purchases and submit a proposal conveying the approximate cost and priority of each expenditure to the Student Senate for approval by majority vote prior to the end of the spring semester.

3.2.3 Operations Committee**3.2.3.1 Membership** (at least five and no more than eight, including the Chair)

- a. one member of the Executive Cabinet as Chair (appointed by the Student Body Vice President)
- b. a maximum of seven independent Student Senators
- c. as space allows, representatives from other interested organizations willing to commit at least one full academic year of attendance and participation

3.2.3.2 Functions

- a. Assess and address student concerns regarding the condition and quality of physical facilities, equipment, safety parameters, and basic operational functions of the college community.
- b. Recommend changes and improvements to the administration in regard to concerns about housing, academic space and equipment, dining facilities and food quality, parking, information technology, disability services, and any other campus maintenance or safety topics.

3.2.4 Social Concerns Committee**3.2.4.1 Membership** (at least five and no more than eight, including the Chair)

- a. one member of the Executive Cabinet as Chair (appointed by the Student Body Vice President)
- b. a maximum of seven independent Student Senators
- c. as space allows, representatives from other interested organizations willing to commit at least one full academic year of attendance and participation

3.2.4.2 Functions

- a. Assess and address student concerns about social needs and co-curricular programs.
- b. Recommend changes and improvements to the administration in regard to residence life, athletics, counseling and health services, sustainability, other co-curricular programs and policies, or on-campus social dynamics.

3.3 ADDITIONAL COUNCILS AND COMMITTEES**3.3.1 Leadership Council****3.3.1.1 Membership**

- a. Student Body President (Chair)
- b. President of the Student Activities Board
- c. Chair of the Multicultural Council
- d. Student Body Chaplain
- e. Senior Class Representative from Eyas
- f. Director of Human Rights Awareness
- g. President of Minds Matter
- h. Student Director of The Pulse
- i. Vice President of Communication
- j. SGA Advisor (attendance optional)

3.3.1.2 Functions

- a. Foster communication between organizations about SGA operations and college-wide affairs in order to facilitate the effective implementation of SGA purposes and objectives.
- b. Serve as a support team for its members.
- c. Address college-wide concerns or issues and make recommendations to the Student Body President, as desired.
- d. Review Finance and Organizations Committee appeals from organizations seeking executive status and make recommendations regarding the approval or denial of executive status to Student Senate, as necessary.

3.3.1.3 Meeting Frequency

- a. Leadership Council will meet at the discretion of the Student Body President, no less than two times per semester. The first meeting must take place within the first month of the academic year, and the final meeting must take place within the final month of the academic year.

3.3.2 Election Committee**3.3.2.1 Membership** (at least five and no more than eight, including the Chair)

- a. one independent Student Senator as Chair (appointed by the Student Body Vice President)
- b. three additional independent Student Senators (appointed by the Student Body Vice President)
- c. three additional students not otherwise involved with SGA (appointed by the Election Committee Chair)
- d. Student Body Vice President (to oversee and advise)

3.3.2.2 Membership Exceptions

- a. Individuals who plan to run for either Student Body President or Student Body Vice President should not accept a role on the Election Committee. If a member later decides to run for elected office, they are permitted, but must resign their post and may be replaced at the discretion of the Election Committee Chair.

3.3.2.3 Functions

- a. Form before the conclusion of the fall semester.
- b. Recruit students to become candidates for elected office and/or to apply for positions on the Executive Cabinet.
- c. Conduct all logistics for the spring election of an incoming Student Body President and Student Body Vice President, adhering to the procedures outlined in [Section 5](#).
- d. Effectively market and promote the spring election.
- e. Assess and respond to any other needs that may arise in relation to the election process, including but not limited to the enforcement of campaign rules.
- f. Formulate an end-of-cycle report to pass on for the next Election Committee Chair.

3.3.3 Professional Development Grant Committee**3.3.3.1 Membership while Academic Year is in Session**

- a. Staff Designee from Career and Professional Development Center (Co-Chair)
- b. Vice President of Communication (Co-Chair)
- c. Vice President of Finance
- d. Vice President of Diversity Affairs
- e. one academic faculty member

3.3.3.2 Membership while Academic Year in not in Session

- a. Staff Designee from Career and Professional Development Center (Chair)
- b. Student Body President
- c. SGA Advisor

3.3.2.3 Functions

- a. Review applications for the SGA Professional Development Grant
- b. Award the SGA Professional Development Grant (see Section 9.8)

3.3.4 Student Leadership Development Committee**3.3.4.1 Membership** (at least five and no more than eight, including the Chairs)

- a. Student Body Vice President (Co-Chair)
- b. Vice President of Organizations (Co-Chair)
- c. Student Body President
- d. one independent Student Senator (appointed by the Student Body Vice President)
- e. up to three additional students who may or may not be otherwise involved with SGA
- f. SGA Advisor

3.3.4.2 Functions

- a. Form within the first month of the academic year.
- b. Provide regular opportunities for continued leadership development, particularly in recognized and chartered organizations, throughout the academic year.
- c. Develop leadership programming designed to encourage involvement in campus organizations and promote growth opportunities as student leaders.

3.3.5 Review Committee**3.3.5.1 Membership**

- a. all members of the Executive Cabinet, with the Vice President of Student Review as Chair and the SGA Advisor voting only in case of a tie

3.3.5.2 Membership Exceptions

- a. If any member of the Executive Cabinet is the individual under review, they will not serve on the Review Committee. If the Vice President of Student Review is the individual under review, the Student Body Vice President will serve as Chair.

3.3.5.3 Functions

- a. Form as needed to evaluate the performance of any SGA officer who has reportedly neglected their duties and/or violated their obligations as an SGA officer (except for Student Senate attendance infractions, which will be handled individually by the Student Body Vice President).
- b. Meet with the officer in question, the individual making the report, and at least two other individuals with whom the officer has worked prior to reaching a decision.
- c. Either dismiss the case or choose to place the officer on probation for one month. If improvements have not been made to the satisfaction of the Review Committee at the end of this probationary period, it will be recommended to Student Senate that the officer be removed from office by two-thirds majority vote.

4 RESPONSIBILITIES OF SGA OFFICERS ^A

^A Individuals holding the titles listed in this section are defined as “SGA Officers” and are subject to evaluation by the Review Committee should they not fulfill their prescribed responsibilities or satisfactorily represent the values of SGA and/or Messiah College as described in [Section 2](#).

4.1 STUDENT BODY PRESIDENT’S CABINET (EXECUTIVE CABINET)

4.1.1 Student Body President

- a. Provide leadership, unity, and vision to the Student Government Association.
- b. Act as the principal student representative before Messiah College administration, trustees, faculty, and surrounding community through service on college committees, written correspondence, and personal contact.
- c. Act as the principal student representative on behalf of Messiah College administration, trustees, faculty, and surrounding community to students through clear communication and accessibility.
- d. Plan and chair meetings of the Executive Cabinet, Leadership Council, and Diplomatic Corps of Student Representatives to College Committees.
- e. Facilitate the production of regular status reports from Cabinet members.
- f. Ensure that the provisions of the SGA Governance Manual are properly implemented and upheld.
- g. Work with the SGA Advisor in planning and implementing training activities for the Executive Cabinet and Leadership Council.
- h. Work with the Student Body Vice President to provide leadership and oversight to Student Senate meetings and Student Senate Committee operations.
- i. Address campus issues and present proposals to Student Senate as desired. The approval of Student Senate is necessary for proposals to be considered representative of the student body.
- j. Sign or veto all Student Senate legislation within five days of passage. If vetoed, a written rationale for the veto must be immediately presented to the Student Senate; the veto may be overridden by a two-thirds majority vote.
- k. Implement approved Senate legislation or direct it to the intended audience.
- l. Call and chair Governance Review Council to consider changes to the SGA Governance Manual as prescribed in [Section 10](#).
- m. Work with the Student Body Vice President to approve or deny petitions to amend the Governance Manual, as described in [Section 10](#).
- n. Coordinate the nomination and appointment of Student Representatives to College Committees during the spring semester transition period, following election to office.
- o. Serve on the Review Committee and Student Leadership Development Committee when necessary.
- p. Ensure that the capital purchases approved by Student Senate are made over the summer (as the budget allows) in collaboration with the outgoing Vice President of Finance and SGA Advisor.

- q. Serve as a student representative on College Council and Academic Council.
- r. Meet weekly with and submit regular status reports to the SGA Advisor.
- s. Meet at least monthly with each member of the Executive Cabinet and Leadership Council.
- t. Meet regularly with the College President and Dean of Students.
- u. Compile a written end-of-year report, including individual reports from each member of the Leadership Council that summarizes the year and offers suggestions for the future to submit to the incoming Student Body President, the SGA Advisor, the College President and the Dean of Students.
- v. Facilitate training of all incoming Executive Cabinet members.
- w. Attend leadership training and development sessions including the fall Leadership Retreat.
- x. Serve as a summer work study for SGA and the Office of Student Involvement & Leadership Programs, if possible.

4.1.2 Student Body Vice President

- a. Serve as an active member of the Student Body President's Cabinet by reliably and consistently attending and participating in all required Cabinet meetings or other events.
- b. Work with the Student Body President in providing leadership, unity, and vision for SGA.
- c. Serve as Chair of Student Senate, voting only in the case of a tie, and ensure that the Student Body President receives all passed proposals for approval or veto within two days of passage.
- d. Provide orientation and training activities for Student Senate members.
- e. Provide leadership and vision for Student Senate Committees, ensuring they are efficient and productive, and meet regularly with the Senate Committee Chairs to offer support and suggestions.
- f. Serve as the Election Coordinator; advise and oversee the performance of the Student Senate Election Committee and serve as an advisor to its members.
- g. Collaborate with the Student Body President to approve or deny petitions to amend the Governance Manual, as described in [Section 10](#).
- h. Serve as co-chair of the Student Leadership Development Committee.
- i. Chair the Review Committee when necessary.
- j. Form special committees as needed to address specific issues.
- k. Fulfill all presidential responsibility and power in the President's absence or upon the President's request or resignation.
- l. Meet regularly with the Student Body President, SGA Advisor, and Dean of Students.
- m. Serve as a student representative on the Community of Educators Senate.
- n. Prepare a written end-of-year report in the spring for the incoming Student Body Vice President and the outgoing Student Body President, including each of the proposals passed by the Student Senate and approved by the President.
- o. Facilitate the training of the incoming Student Body Vice President.
- p. Attend leadership training and development sessions.

4.1.3 Vice President of Organizations

- a. Serve as an active member of the Student Body President's Cabinet and Student Senate by reliably and consistently attending and participating in all required Cabinet and Student Senate meetings or other events.
- b. Serve as the student liaison between the Student Body President's Cabinet and all student organizations.
- c. Promote student involvement including, but not limited to, involvement with student organizations.
- d. Oversee organizations to ensure that each is acting in accordance with the expectations and guidelines as outlined in the Governance Manual primarily through required monthly reports.
- e. Lead workshops for student organization presidents at the beginning of each semester to inform them of pertinent SGA policies, procedures, and expectations.
- f. Assist organizations desiring to gain Recognized, Chartered, or Executive status in collaboration with the SGA Advisor.
- g. Ensure the transition of organization operations from year to year by monitoring and recording changes in club leadership and maintaining organization transition binders based on the previous year's monthly reports.
- h. Encourage organizations to collaborate when sponsoring events for the entire student body, and help plan and organize such events as necessary.
- i. Meet with organization presidents and/or attend organization meetings to offer help and support as necessary.
- j. Serve as necessary on Student Senate Committees.
- k. Serve as a student representative on the Co-Curricular Education Committee.
- l. Meet regularly with the Student Body President and SGA Advisor.
- m. Prepare a written end-of-year report in the spring for the incoming Vice President of Organizations and the outgoing Student Body President.
- n. Facilitate the training of the incoming Vice President of Organizations.
- o. Attend leadership training and development sessions such as the Leadership Retreat.

4.1.4 Vice President of Diversity Affairs

- a. Serve as an active member of the Student Body President's Cabinet and Student Senate by reliably and consistently attending and participating in all required Cabinet and Student Senate meetings or other events.
- b. Serve as chief SGA officer and advisor on student diversity. Diversity may manifest in the following forms (see Messiah College's Diversity Strategic Plan for further clarity):
 - i. Multicultural
 - ii. Intercultural
 - iii. Religious and Spiritual
 - iv. Racial
 - v. Gender
 - vi. Sexual Orientation

- vii. Physical and Mental Ability
- c. Collaborate with clubs, organizations, and special interest groups on campus to promote awareness of diversity topics.
- d. Serve as necessary on Student Senate Committees.
- e. Serve as an SGA representative on the SGA Grant Committee.
- f. Serve as student representative on the Martin Luther King Jr. Day Committee, Micah Committee, Diversity Committee, and Gender Concerns Committee.
- g. Meet regularly with the Student Body President and SGA Advisor.
- h. Meet with the Assistant Director of Multicultural Programs, Special Assistant to the President and Provost for Diversity Affairs, and Chair of Multicultural Council as necessary.
- i. Serve as a member of Multicultural Council.
- j. Collaborate with the Chair of Multicultural Council to develop diversity-focused educational programming, coordinate and execute the welcome event for first-year students in August and the Martin Luther King Jr. Student Celebration in January, and recruit for the election process.
- k. Prepare a written end-of-year report in the spring for the incoming Vice President of Diversity Affairs and the outgoing Student Body President.
- l. Facilitate the training of the incoming Vice President of Diversity Affairs.
- m. Attend leadership training and development sessions such as the Leadership Retreat.

4.1.5 Vice President of Finance

- a. Serve as an active member of the Student Body President's Cabinet and Student Senate by reliably and consistently attending and participating in all required Cabinet and Student Senate meetings or other events.
- b. Serve as the chief financial officer of SGA.
- c. Initiate and implement the budgeting process in fall and spring semesters as outlined in the Governance Manual.
- d. Lead workshops for organization treasurers at the beginning of each semester to inform them of SGA budgeting and financial policies and procedures.
- e. Oversee the dispersal of the Student Activities Fee according to the semester budgets approved by Student Senate.
- f. Regularly communicate with and support club and organization treasurers throughout the year and as necessary.
- g. Serve as the Treasurer for the Student Body President's Cabinet, Student Senate, and Student Review Board.
- h. Ensure that the capital purchases approved by Student Senate are made over the summer as the budget allows in collaboration with the incoming Student Body President and SGA Advisor.
- i. Arrange an annual audit of all SGA accounts for the SGA Advisor.
- j. Serve as necessary on Student Senate Committees.
- k. Serve as a member of the SGA Grant Committee.
- l. Serve as a student representative on the College Council.

- m. Meet regularly with the Student Body President and SGA Advisor.
- n. Prepare a written end-of-year report in the spring for the incoming Vice President of Finance and the outgoing Student Body President.
- o. Facilitate the training of the incoming Vice President of Finance.
- p. Attend leadership training and development sessions such as the Leadership Retreat.

4.1.6 Vice President of Student Review

- a. Serve as an active member of the Student Body President's Cabinet and Student Senate by reliably and consistently attending and participating in all required Cabinet and Student Senate meetings or other events.
- b. Provide leadership, unity, and vision for the Student Review Board.
- c. Receive appeals from and schedule meetings for students whose disciplinary cases can be heard by the Student Review Board and perform necessary follow-up with students after their hearing.
- d. Moderate meetings of the Student Review Board, voting only in the case of a tie.
- e. Appoint a non-voting Executive Secretary to serve on the Student Review Board.
- f. Approve Student Review Board applicants with the assistance of the Student Body President and Student Review Board and SGA Advisors if necessary.
- g. Serve as necessary on Student Senate Committees.
- h. Screen all SGA officer candidates with regard to academic, disciplinary, and chapel probations.
- i. Serve as a member of the Review Committee when necessary.
- j. Meet regularly with the Student Body President and the Student Review Board and SGA Advisors.
- k. Serve as a student representative on the Community Standards Committee and College Review Board.
- l. Understand the College's rules, regulations, and disciplinary processes.
- m. Prepare a written end-of-year report in the spring for the incoming Vice President of Student Review and outgoing Student Body President.
- n. Facilitate the training of the incoming Vice President of Student Review.
- o. Attend leadership training and development sessions such as the Leadership Retreat.

4.1.7 Vice President of Communication

- a. Serve as an active member of the Student Body President's Cabinet and Student Senate by reliably and consistently attending and participating in all required Cabinet and Student Senate meetings or other events.
- b. Serve as the Director of Communication for the Student Body President's Cabinet and Student Senate.
- c. Oversee all SGA electronic media, including, but not limited to, SGA social media and email accounts and the SGA website.
- d. Record, distribute and post minutes from meetings of the Student Body

- President's Cabinet, Student Senate, and Leadership Council.
- e. Perform other administrative duties as needed, including, but not limited to, ensuring that adequate office supplies are available in the SGA offices, proofreading SGA documents set for distribution, and submitting room, catering, and mass email requests.
 - f. Regularly update the SGA bulletin board to inform students of SGA proceedings and initiatives.
 - g. Coordinate SGA's presence at the annual Opportunities Fair.
 - h. Serve as co-chair of the Student Leadership Development Committee.
 - i. Oversee and lead interviews for the Hostetter Grant.
 - j. Serve as a student representative on the Community Standards Committee and College Review Board.
 - k. Meet regularly with the Student Body President and SGA Advisor.
 - l. Prepare a written end of year report in the spring for the incoming Vice President of Communication and the outgoing Student Body President.
 - m. Facilitate the training of the incoming Vice President of Communication.
 - n. Attend leadership training and development sessions such as the Leadership Retreat.

4.2 STUDENT SENATE

4.2.1 Chair of the Student Senate

See [Section 4.1.2](#) "Student Body Vice President"

4.2.2 Independent Student Senators

- a. Constitute the principal membership of the Primary Forum of Student Senate.
- b. Serve dutifully on one of the four Student Senate Committees unless granted special exemption by the Student Body Vice President.
- b. Represent the views and concerns of the student body, identifying student needs and bringing them to specific committees or the Student Senate.
- c. Present issues and proposals to the Student Senate for discussion and action.
- d. Communicate information about SGA business and larger campus issues and proceedings to fellow students.
- e. Attend committee and Student Senate meetings regularly, promptly, and prepared to address the items of business on the agenda.

4.2.3 Student Senate Committee Chairs

- a. Provide leadership, unity, and purpose to the committees.
- b. Plan and chair regular meetings of the committees; meet regularly with committee members.
- c. Determine committee agendas and conduct committee business.
- d. Meet regularly with the Student Body Vice President to discuss committee business and functions.
- e. Ensure that each Representative on the committees has a project or issue to research and resolve.

- f. Serve as members of the Review Committee when necessary.
- g. Prepare end-of-year reports in the spring summarizing each committee's major activities and accomplishments, and make recommendations on issues and activities for the subsequent year's committees. Submit the reports to the former and new Student Body Vice Presidents.

4.2.4 Chair of the Election Committee

- a. Provide leadership, unity, and purpose to the Election Committee.
- b. Recruit students to run for Student Body President and Student Body Vice President.
- c. Oversee, coordinate, and advertise the election for Student Body President and Student Body Vice President as described in [Section 5](#).
- d. Ensure that all election procedures delineated in [Section 5](#) are followed, including that all candidates meet the specified qualifications and complete the appropriate materials required for candidacy.
- e. Oversee election campaigning and enforce campaign rules as needed.
- f. Ensure that proper voting procedures are followed as outlined in [Section 5](#).
- g. Tally votes within 24 hours of the voting deadline, contact the candidates with the results, and announce the results through social media, mass email, and any other appropriate outlets.
- h. File a permanent voting record in the SGA archives and subsequently destroy voting materials within a two-week period.

4.3 MEMBERS OF THE STUDENT REVIEW BOARD

4.3.1 Chair of the Student Review Board

See [Section 4.1.6](#) "Vice President of Student Review"

4.3.2 Board Members

- a. Attend all meetings of the Student Review Board and participate in Student Review Board proceedings.
- b. Understand the rules, regulations, and disciplinary processes of the College.
- c. Understand the SGA Governance Manual to rule on the legitimacy of any SGA action.
- d. Serve on the Extended Forum of Student Senate, voting to approve legislation including but not limited to Governance Review Council proposals and spring and fall SGA budgets.

Note: A full list of non-officer positions can be found in [Appendix A](#).

5 ELECTION/HIRING/APPOINTMENT POLICIES AND PROCEDURES ^B

^B The SGA Advisor retains final decision-making authority on exceptions and cases of ambiguity in this section.

5.1 UNIVERSAL QUALIFICATIONS AND RESTRICTIONS

5.1.1 Any student seeking to hold SGA office must be a current undergraduate student enrolled at Messiah College.

5.1.2 No SGA officer or any officer of an SGA Executive, Chartered, or Recognized organization may be on disciplinary, academic or chapel probation at any time during their term in office. If a student on probation desires to serve in a position during the subsequent academic year, when the student will no longer be on probation, they may petition the Extended Forum of Student Senate to allow them to participate in the election or hiring process and take office following transition activities. This exception must be approved by a two-thirds majority vote of the Student Senate.

5.2 STUDENT BODY PRESIDENT AND STUDENT BODY VICE PRESIDENT

5.2.1 Any eligible student in at least their second semester at Messiah College interested in the position of Student Body President shall select another eligible student in at least their second semester at Messiah College who shall run for Student Body Vice President on the same ballot as the presidential candidate, or vice versa.

5.2.2 The Student Body President and Student Body Vice President shall be elected by a vote of the general student body population. The candidate pair receiving the most votes wins. In the event of a tie, a run-off election shall be held within a week after the original election between the pairs included in the tie.

5.2.3 At the outset of the spring semester in early February, the Chair of the Election Committee (see Section [4.2.4](#)) shall announce the availability of Candidate Cards containing biographical and institutional questions, as furnished by the Election Committee and Executive Cabinet. Any student desiring to run for Student Body President or Student Body Vice President shall submit their completed Candidate Card along with a petition bearing the signatures of 200 current students endorsing their candidacy. Note that an endorsement is not equivalent to a vote, and students may endorse the petitions of as many candidates as they see fit.

5.2.4 Elections for Student Body President and Student Body Vice President shall be held in the spring semester before the first week in March has elapsed. Voting will be preceded by a set period of time, as announced and enforced by the

Election Committee, during which candidates may openly campaign on campus. Failure to follow campaign timelines and regulations as set forth by the Election Committee may result in penalties or disqualification from the election, as determined by the Election Committee and Executive Cabinet.

5.2.5 Following the election, the Student Body President-elect and Student Body Vice President-elect will be presented to the Primary Forum of Student Senate for confirmation by a two-thirds majority vote. The Student Senate is not voting on specific support for this candidate pair, but rather affirming their legitimacy as candidates and certifying that fair and proper election procedures were followed. Candidates of the election with voting rights in the Student Senate will be expected to abstain from this vote.

5.2.6 Following confirmation, the Student Body President-elect and Student Body Vice President-elect shall serve on the Cabinet Nominations panel (see Section [5.3.2](#)). They shall also shadow the outgoing Student Body President and Student Body Vice President for the remainder of the spring semester.

5.2.7 The Student Body President-elect and Student Body Vice President-elect become the new Student Body President and Student Body Vice President at the conclusion of Commencement ceremonies in May.

5.3 NON-ELECTED EXECUTIVE CABINET ROLES

5.3.1 At the same time that Candidate Cards are released for the roles of the Student Body President and Student Body Vice President, the Chair of the Election Committee shall also distribute applications for students interested in applying to serve as the Vice President of Organizations, Vice President of Diversity Affairs, Vice President of Finance, Vice President of Student Review, or Vice President of Communication. These applications will be constructed with the aid of the current Student Body President's Cabinet and contain questions specific to each role. Any student running for Student Body President or Student Body Vice President may also submit an application for another Cabinet position, but must rescind the application if elected. Applications will be submitted to the Chair of the Election Committee by the due date stated on the application, which shall be no later than the final day of the election for Student Body President and Student Body Vice President.

5.3.2 For the role of Vice President of Diversity Affairs, all applicants must obtain recommendations from both the Assistant Director of Multicultural Programs and the Special Advisor to the President and Provost for Diversity Affairs supporting their candidacy for the role, and submit these two letters along with their application. The recommending individuals may write in support of as many candidates for the position as they see fit.

- 5.3.3 For the role of Vice President of Student Review, all applicants must obtain recommendations from both the Associate Dean of Students and the current Student Review Board supporting their candidacy for the role, and submit these two letters along with their application. The recommending individuals may write in support of as many candidates for the position as they see fit.
- 5.3.4 No more than two days after the election for Student Body President and Student Body Vice President, the Cabinet Nominations Panel shall receive from the Chair of the Election Committee all applications for the five remaining Executive Cabinet roles. The Panel shall consist of the Student Body President-elect, the Student Body Vice President-elect, and the SGA Advisor.
- 5.3.5 The current Student Body President shall serve as an advisor to the Panel, and may participate in all Cabinet interviews, provided that they are not applying for the position. Their attendance is not mandatory, but preferred. The current Student Body President shall be the first alternate for any of the three official Panel members.
- 5.3.6 The outgoing occupant of a Cabinet position shall serve as an advisor to the Panel for applicants to their particular position, and may participate in all interviews for that position, provided that they are not applying for the position. Their attendance is not mandatory, but preferred.
- 5.3.7 The Panel shall review each application and interview selected candidates for their respective positions. After completing all interviews, the Panel shall deliberate and come to a unanimous decision in selecting their nominees to present to the Student Senate for approval.
- 5.3.8 The Panel must receive recommendations from both the current Student Body President for all positions and the outgoing occupant for each particular position before reaching their unanimous decision. If the panel decides to go against the recommendation of either the current Student Body President or the outgoing occupant of the position, they must provide their rationale in writing to both parties before presenting their selections to the Student Senate for approval.
- 5.3.9 Following clearance of any college probations, the Primary Forum of Student Senate shall vote individually on each nominee before the second week in April has elapsed. The nominee must receive a two-thirds majority vote in order to officially assume the role. If the Student Senate does not approve the nominee by a two-thirds majority, the current Student Body President may either 1) exercise veto power and overturn the Senate's decision, thus officially instating the nominee or 2) ask that the Panel reconvene to select another nominee.
- 5.3.10 After Senate approval, the incoming Cabinet members shall shadow the outgoing occupant of their position for the remainder of the spring semester.

5.3.11 Incoming Cabinet members officially take office at the conclusion of Commencement ceremonies in May.

5.4 INDEPENDENT STUDENT SENATORS

5.4.1 Any current undergraduate student enrolled at Messiah College is eligible to apply for membership on the Student Senate. Students may apply to the Student Senate at any point during the academic year, though the Student Body Vice President should intentionally advertise the opportunity at the outset of both the fall and spring semesters.

5.4.2 The application process shall include the completion of a Candidate Card containing biographical and institutional questions, as furnished and made available by the Student Body Vice President. Interested individuals shall submit their completed Candidate Card along with a petition bearing the signatures of 75 current students endorsing their aptitude for the position. Interested individuals may also request the committees on which they would prefer to serve at this time.

5.4.3 Upon receiving a completed application and petition, the Executive Cabinet shall review the application and ensure that the interested individual is not currently on any form of institutional probation. The Cabinet shall then review the requested committee placements to determine if space is available. If there is an opening, they shall inform the candidate of their approved appointment, start date, and committee placement. If there is no opening available on any of the requested committees, the Cabinet should reach out to the individual and discuss other possible committee placements, at which time the applicant may choose to either accept the alternative placement or withdraw their application materials.

5.4.4 All Cabinet-approved independent Student Senators shall remain members of the Student Senate until withdrawal or graduation from Messiah College, except in cases of removal as outlined in [Section 6](#).

5.5 STUDENT REVIEW BOARD MEMBERS

5.5.1 Any current undergraduate student enrolled at Messiah College is eligible to apply for membership on the Student Review Board. Members shall be elected by a vote of the general student body population. Elections for the Student Review Board shall be held in the fall semester before the third week of September has elapsed. In the event of a tie, a run-off election shall be held within a week after the original election between the candidates included in the tie.

- 5.5.2 With the support of the Executive Cabinet and the Associate Dean of Students, the Vice President of Student Review shall coordinate all logistics for the Student Review Board elections, including to encourage individuals from all classes to apply, to collect applications, and to announce voting times and procedures to the general student body population.
- 5.5.3 The application process for an individual to place their name on the ballot shall include the completion of a Candidate Card containing biographical and institutional questions, as furnished and made available by the Vice President of Student Review. Interested individuals shall submit their completed Candidate Card along with a petition bearing the signatures of 75 current students endorsing their aptitude for the position.
- 5.5.4 The highest vote-earners from each the first-year, sophomore, junior, and senior classes shall be declared winners. The next two highest overall vote-earners shall also be declared winners.
- 5.5.5 If a class does not run any candidates to serve on their behalf as required by [Section 3.1.3.1](#), the next overall highest vote-earner will be declared a winner, and so forth until the membership of six Board Members is reached.
- 5.5.6 Student Review Board Members assume office immediately following their election. Subsequent training shall be facilitated by the Vice President of Student Review in conjunction with the Associate Dean of Students. The Vice President of Student Review should also appoint a Secretary of the Student Review Board at this time, through any process that they deem appropriate, to take minutes at hearings, distribute them afterwards, and provide clerical support to the Vice President of Student Review.

5.6 LEADERSHIP COUNCIL AND OTHER LEADERS WITHIN SGA

- 5.6.1 Members of the SGA Leadership Council (as identified in [Section 3.3.1.1](#)) must be in at least their second semester at Messiah College at the time of their election or appointment. All Leadership Council members shall be appointed according to the governance of their respective organizations, and should be appointed no later than the second week of April so as to allow sufficient time for training and shadowing the outgoing occupant of their position. Incoming Leadership Council members officially take office at the conclusion of Commencement ceremonies in May.
- 5.6.2 All other leaders within SGA shall be elected or appointed according to the respective governance documents or charters of their organization.

6 RESIGNATION OR REMOVAL FROM OFFICE AND FILLING OF VACANCIES PROCEDURES ^c

^c The SGA Advisor retains final decision-making authority on exceptions and cases of ambiguity in this section.

6.1 RESIGNATION/WITHDRAWAL/DORMANCY

6.1.1 Resignation Process

Any SGA officer who feels that they can no longer fulfill their responsibilities shall submit a written resignation to the Student Body President, or the Student Body Vice President in the case of an independent Student Senator. In the event that the Student Body President chooses to resign, they shall submit their resignation to the Student Body Vice President and the SGA Advisor.

6.1.2 Withdrawal of Independent Student Senators

Independent Student Senators wishing to formally withdraw their Senate membership must notify the Student Body Vice President in writing. If a withdrawn Senator later wishes to reapply for Senate membership, the Student Body Vice President shall decide whether or not they must reapply with a new Candidate Card and set of signatures.

6.1.3 Dormancy of Independent Student Senators

If an independent Student Senator foresees that they will be unable to meet the requirements of their role for an upcoming semester, they may formally declare dormancy by submitting to the Student Body Vice President, in writing, a form that includes their declaration of dormancy, reason for the declaration, and anticipated date of return to service. Senators may remain in dormancy for up to one semester. If they remain inactive beyond this timeframe, they will automatically be removed from Senate membership. If a removed Senator later wishes to reapply for Senate membership, they must meet with the Student Body Vice President to discuss the possibility of their return to service. The Student Body Vice President shall decide whether or not the removed Senator will be allowed to reapply for membership.

6.2 REMOVAL FROM OFFICE

6.2.1 Automatic Removal: College Probation

Any SGA officer or any officer of an SGA Executive, Chartered, or Recognized organization who is placed on disciplinary, academic, or chapel probation at any time during their term of office must automatically step down from their position immediately following notification of probation from Messiah College. The resulting vacancy should be filled expediently according to each organization's outlined procedure.

6.2.2 Process Removal: Filing with the Review Committee

6.2.2.1 Phase 1

If any individual believes that an SGA officer has neglected their duties or has, in some other way, violated their obligations as an SGA officer, that individual shall first seek to personally address the situation with the officer in question.

6.2.2.2 Phase 2

If the concerned individual is not content with the results of the meeting from Phase 1, they shall speak to the Student Body President (or Student Body Vice President if the President is the officer in question or the concerned individual) about the situation and the two shall seek to resolve the situation.

6.2.2.3 Phase 3

If the concerned individual is still not content, they shall file a written report with the SGA Review Committee. The Review Committee shall follow the procedures outlined in [Section 3.3.5](#) in handling the matter.

6.3 FILLING OF VACANCIES

6.3.1 Executive Cabinet Positions

6.3.1.1 Student Body President

In the event that the office of Student Body President becomes vacant, the Student Body Vice President shall assume the role of President, and the Chair of the Election Committee (see [Section 4.2.4](#)) shall collect Candidate Cards and hold a special election among the student body to fill the role of Student Body Vice President. See [Section 6.3.1.6](#) for exceptions.

6.3.1.2 Student Body Vice President

In the event that the office of Student Body Vice President becomes vacant, the Student Body President shall serve as acting moderator of the Student Senate until the new Student Body Vice President is elected. The Chair of the Election Committee shall collect Candidate Cards and hold a special election among the student body to fill the role of Student Body Vice President. See [Section 6.3.1.6](#) for exceptions.

6.3.1.3 Vice President of Student Review

In the event that the office of Vice President of Student Review becomes vacant, the Student Body President shall consult the Student Review Board Advisor in appointing a current Board Member to the position, preferably on the basis of seniority.

6.3.1.4 Other Non-Elected Executive Cabinet Roles

In the event that there is a vacancy in the office of Vice President of Diversity Affairs, Vice President of Organizations, Vice President of Finance or Vice President of Communication, the Chair of the Election Committee shall distribute applications for the position no more than two days after the vacancy occurs. The Executive Cabinet shall collect and review all applications and nominate an applicant for approval by a two-thirds vote of the Primary Forum of Student Senate. The Executive Cabinet shall also conduct interviews of applicants, when logistically possible. If the Student Senate does not approve the nominee by a two-thirds majority, the current Student Body President may either 1) exercise veto power and overturn the Senate's decision, thus officially instating the nominee or 2) reconvene the Executive Cabinet to select another nominee. See [Section 6.3.1.7](#) for exceptions.

6.3.1.5 Uncontested Special Elections

If a candidate runs or applies for a position on the Executive Cabinet with no opposition, they must receive approval by a two-thirds majority of the Primary Forum of Student Senate before assuming office.

6.3.1.6 Spring Semester Vacancies of the Presidency or Vice Presidency

No special elections for the current year shall be conducted within three weeks of the SGA general election or at any later time in the spring semester. In the event that a vacancy occurs in the office of either Student Body President or Student Body Vice President during this time, responsibilities will be divided among other members of the Executive Cabinet at the discretion of the President or acting President. Once elected through the SGA general election, the incoming Student Body President and/or Student Body Vice President may also assist in Cabinet duties if desired by the current President or acting President, though they may not officially assume office until the conclusion of Commencement ceremonies in May.

6.3.1.7 Spring Semester Vacancies of Non-Elected Executive Cabinet Roles

No special appointments in the offices of Vice President of Diversity Affairs, Vice President of Organizations, Vice President of Finance or Vice President of Communication for the current year shall be given any time in the spring semester after the SGA general election. In the event that there is a vacancy during this time, the Student Body President may choose to 1) divide responsibilities among other members of the Executive Cabinet or 2) once incoming hires are confirmed for the following year, offer to the incoming occupant of the role the opportunity to take office immediately. The incoming officer is not required to accept this offer. This section does not pertain to the role of Vice President of Student Review.

6.3.2 Independent Student Senators

6.3.2.1 Removed Senators Seeking New Membership

If a removed Senator later wishes to reapply for Senate membership, they must meet with the Student Body Vice President to discuss the possibility of their return to service. The Student Body Vice President shall decide whether or not the removed Senator will be allowed to reapply for membership.

6.3.3 Student Review Board Members

6.3.3.1 Special Elections

Vacancies of any Student Review Board Member position shall be filled by a special election following the same processes as outlined in [Section 5.5](#) no later than three weeks after the beginning of the vacancy.

6.3.3.2 Uncontested Special Elections

If a candidate runs for a position on the Student Review Board with no opposition, they must receive approval by a two-thirds majority of the Primary Forum of Student Senate before assuming office.

7 DIPLOMATIC CORPS OF STUDENT REPRESENTATIVES TO COLLEGE COMMITTEES AND COUNCILS

7.1 INTRODUCTION

7.1.1 Purpose

Certain College Committees and Councils have requested student members in order to provide students direct access to their proceedings and enable students to participate in the decision-making process. The Student Body President shall appoint individuals to these positions with the approval of the Student Senate.

7.2 FORMATION

7.2.1 Candidate Qualifications

- a. No students seeking nomination to the Diplomatic Corps may be on disciplinary, academic or chapel probation at the time of appointment. If a representative is placed on probation while in office, they will be replaced.
- b. Individuals already holding an SGA office should not be appointed to these positions unless specifically designated by the committee charter, required by their job description, requested by committee chairpersons, or in cases where the slot cannot be otherwise filled.

7.2.2 Selection Process

During the spring transition period, the Student Body President-elect shall design an appropriate selection process and consult with his or her Cabinet-elect to present nominations to the Student Senate for a majority approval vote before the end of the academic year.

7.3 OPERATION

7.3.1 Orientation and Oversight

In conjunction with the SGA Advisor, the Student Body President shall organize a training session at the start of the fall semester to prepare representatives for their roles. Throughout the year, he or she should provide oversight to the Corps by continuing to advise and communicate regularly with representatives.

7.3.2 Reports

Student representatives shall submit regular written reports to the Student Body President summarizing committee business and activities. The President shall keep these reports on file and will make them available to all members of the Student Senate. If it is deemed necessary by the Senate members, certain representatives may be called to give an oral report at a meeting of the Senate.

7.4 MID-YEAR CHANGES

7.4.1 Resignations and Removals

- a. Student representatives who find that they can no longer fulfill the duties required of them by SGA and their respective committees shall submit a letter of resignation to the Student Body President.
- b. If a student representative is graduating after the fall semester, they should notify the Student Body President of their forthcoming resignation no later than December 1st.
- c. If a student representative is not satisfactorily performing his or her duties, the removal policies outlined in [Section 6.2](#) shall be followed.

7.4.2 Filling of Vacancies

In the event of a vacancy, a new representative should be appointed by the Student Body President and approved by the Student Senate within three weeks.

8 STUDENT ORGANIZATIONS

8.1 INTRODUCTION

8.1.1 Student Organization Definition

An SGA student organization is a defined group of students unified by a common pursuit of a particular passion or interest and committed to developing as individuals and leaders.

8.1.2 Student Organization Mission Statement

The mission of student organizations is to provide opportunities for student involvement and pursuit of interests that build relationships and encourage leadership development. To accomplish this mission, SGA will cultivate a hospitable environment, dedicate our collective resources, and facilitate student advocacy for the advancement of student organizations.

8.1.3 Types of Student Organizations

SGA defines three (3) tiers of student organizations—Recognized, Chartered and Executive—each increasing in responsibilities and privileges while maintaining those gained from previous levels:

- a. Recognized organizations receive SGA support and are advertised as an official Messiah College student organization.
- b. Chartered organizations receive funding from the Student Activities Fee and participate in the Student Senate.
- c. Executive organizations serve on the Student Body President's Leadership Council, have the potential for paid leadership positions, and attend the Office of Student Involvement & Leadership Programs annual Student Leadership Retreat.

In addition, the expected level of involvement and activity increases with each tier of organization in accordance with the Leadership Agreement produced by the Office of Student Involvement & Leadership Programs. These three tiers of organizations are defined in detail in the following governance.

8.1.4 Characteristics of All Student Organizations

All SGA student organizations shall be characterized by:

- a. Consistency and alignment with the mission and values of Messiah College, SGA, and the Office of Student Involvement & Leadership Programs, all of which sponsor Recognized, Chartered, and Executive organization activities.
- b. Consistency and alignment with the mission and values of Messiah College, SGA, and the Office of Student Involvement & Leadership Programs, all of which sponsor Recognized, Chartered, and Executive organization activities.
- c. Consistency and alignment with the SGA student organization mission statement found in [Section 8.1.2](#).

- d. Adherence to both SGA governance and organization-specific governing documents regarding club operations and financial policy.
- e. Service as a vibrant outlet for student involvement and leadership, holding regular meetings and positively contributing to the Messiah College community as determined by the following governance and the Vice President of Organizations.
- f. Inclusive membership policies open to all Messiah College students, with the exceptions of gender-specific Club Sports teams and national honors societies with specific GPA requirements.

8.1.5 Limits on Student Organizations

To ensure financial stability, provide quality programming to all students and encourage excellence in organizational operations, the following limits will be placed on the numbers of student organizations:

- 8.1.5.1 Recognized organizations shall be limited only by the capacity of SGA and the Office of Student Involvement & Leadership Programs to thoughtfully and thoroughly support all organizations in a professional and impactful way.
- 8.1.5.2 Chartered organizations shall be limited based on a formula. There shall be one (1) Chartered organization for every 60 students. The Chartered organization cap equals the total number of enrolled students divided by current Chartered Organization Ratio (which is 60). In the case of a decimal, the number always rounds up. No organizations may receive a charter unless space within that cap exists.
 - 8.1.5.2.1 In the event the cap falls below the existing number of Chartered organizations, no organizations shall lose their charter while maintaining compliance with all SGA policies and procedures as outlined below. In this circumstance, no new organizations may receive a charter until available space is made below the new cap number.
 - 8.1.5.2.2 Discipline-specific honors societies shall receive limited entry to the Chartered organization level, especially if a Chartered organization with a similar focus or discipline is already operating.

8.1.6 Dissolving Process

If an organization no longer wishes to maintain any status, they must request a meeting with the Vice President of Organizations by October or March to determine the proper process, in regards to transferring of equipment, purchases, funds, etc. in compliance with both SGA policies and Messiah College policies.

8.2 RECOGNIZED ORGANIZATIONS

8.2.1 Recognition Process

8.2.1.1 Any student(s) in an established or yet-to-be-established unrecognized student organization can request a meeting with the Vice President of Organizations to discuss the recognition process. If a meeting occurs, the Vice President of Organizations will ensure the interested student(s) know the recognition process as outlined below. Additional detail is available in the Student Handbook.

8.2.1.2 Eligibility Requirements

To be eligible for official recognition, applying student organizations must meet the following criteria:

- a. Clearly demonstrate alignment with Messiah College's mission, identity, values, educational outcomes, and Community Covenant. The Vice President of Organizations and SGA Advisor shall primarily use these standards to assess the petitioning organization's stated mission, goals, and objectives.
- b. Demonstrate novelty and originality in the involvement opportunity offered to the Messiah College community.
- c. Provide evidence for ample student interest in the organization through a petition containing fifteen current student signatures.
- d. Develop a plan for continued organization funding from one of four sources:
 - i. SGA allocations (only possible for Chartered and Executive organizations—see [Section 9.3](#)).
 - ii. Organizational fundraising efforts in adherence with College fundraising guidelines.
 - iii. Funds from College departments in cooperation with and/or sponsorship of organizational activities.
 - iv. Indirect tax-deductible donations by means of a gift restricted to the program of a cooperating departmental program existing within the College's operating budget.
- e. Secure the support of a full-time Messiah College employee to serve as an organizational advisor.
- f. Receive written support from College departments with similar foci, goals, or objectives as current or prospective organizations for recognition.
 - i. Student organizations that exist primarily for the purpose of Christian fellowship, teaching, worship, and/or theological exploration are required to submit a letter of recommendation from the College Ministries pastoral staff.
 - ii. Student organizations that exist primarily for the purpose of athletic competition against non-Messiah College students are required to submit a letter of recommendation from the Athletic Department.
 - iii. Student organizations that exist primarily for the purpose of community service, missions, or support of external non-profit organizations (i.e. fundraising, campus chapters, etc.) are required to

submit a letter of recommendation from the Agapé Center for Service and Learning staff.

8.2.1.3 Application for Recognition

To start a new organization, students will obtain and complete an application for recognition from the Office of Student Involvement & Leadership Programs. This application will include:

- a. Basic organizational information and classification
- b. Demonstration of fulfilling eligibility requirements listed in [Section 8.2.1.2](#)
- c. Written support from proposed advisor and other Messiah College employees/departments as outlined in [Section 8.2.1.2](#)
- d. A proposed organizational constitution and by-laws
- e. Names and roles of proposed organizational student leadership
- f. List of potential organization activities or events

8.2.1.3.1 Applying organizations will submit their completed application for review by the SGA Advisor and Vice President of Organizations. These two individuals will complete an initial screening to determine whether or not the applying organization meets all eligibility criteria and has completed their application. If initially approved, the application will then be subject to review by the Cocurricular Education Council.

8.2.1.3.2 The application will be reviewed and subsequently approved or denied by the Cocurricular Education Council based upon the established criteria. The Cocurricular Education Council reviews organization applications once a semester, normally at their November and March meetings.

8.2.1.4 If an application is denied at any point in this process, applying student organizations must wait until the following semester to reapply for recognition.

8.2.1.5 If an application is approved by the Cocurricular Education Council, the student organization shall immediately be recognized and subsequently receive the responsibilities and privileges afforded all recognized student organizations. The Vice President of Organizations shall provide an extra outlet of support for the duration of the semester during which an organization becomes Recognized.

8.2.2 Requirements/Responsibilities

All Recognized organizations must fulfill the following requirements and responsibilities:

- a. Adhere to the Characteristics of all Student Organizations ([Section 8.1.4](#))
- b. Regularly and consistently communicate with the Vice President of Organizations as necessary.

- c. Provide a report each month on organization operations in a format to be determined by the Vice President of Organizations.
- d. Submit any proposed organization-specific governance changes to the Vice President of Organizations and SGA Advisor for review and approval by the Finance & Organizations Committee.
- e. Annually renew recognition with the Office of Student Involvement & Leadership Programs.
- f. Adhere to policies in [Appendix C](#) for Recognized organizations.

8.2.3 Privileges

All Recognized organizations are eligible to receive the following privileges:

- a. Recognition and advertisement as an official Messiah College organization.
- b. Time and support of the Student Body President's Cabinet through the Vice President of Organizations for programming, event planning, and event implementation.
- c. An official Messiah College account number to safely store any organizational funds and approval for fundraising (student organizations are not permitted to have off-campus bank accounts).
- d. Certification to advertise on campus through print and electronic media outlets and to use the Messiah College name, mascot (name and image), word mark, and letterhead.
- e. Ability to reserve classroom space and other College-owned property for organizational events or activities.
- f. Access to a Messiah College email address and printing account.
- g. Invitations to informational Opportunity Fairs for current and/or prospective students.

8.2.4 Loss of Recognition

If, at any point, a Recognized organization fails to maintain eligibility for or meet established expectations for being a Recognized organization, they may be placed on a semester-long probation period by a two-thirds majority vote of the Finance & Organizations Committee. After this period ends, the committee will determine whether or not the organization has changed to comply to outlined standards, and will vote whether or not to restore full recognized status, which also requires a two-thirds majority. Failure to renew recognition annually with the Office of Student Involvement & Leadership Programs results in the immediate loss of recognized status. Any student organization with an established partnership with off-campus organizations or donors must communicate changes in club status with the Office of Development.

8.2.4.1 Dissolving of Recognized Organization

If an organization no longer wishes to maintain any club status refer to [Section 8.1.6](#) for guidance.

8.2.4.2 Dissolving of Chartered Organization
If an organization no longer wishes to maintain any club status refer to [Section 8.1.6](#) for guidance.

8.2.4.3 Dissolving of Executive Organization
If an organization no longer wishes to maintain any club status refer to [Section 8.1.6](#) for guidance.

8.3 CHARTERED ORGANIZATIONS

8.3.1 Chartering Process

8.3.1.1 Any Recognized organization President can request a meeting with the Vice President of Organizations to discuss the chartering process. If a meeting occurs, the Vice President of Organizations will ensure the interested organization knows the chartering process as outlined below.

8.3.1.2 Eligibility Requirements

To be eligible for chartering, applying student organizations must meet the following criteria:

- a. Continued fulfillment of the Recognized organization criteria, found in [Section 8.2.1.2](#).
- b. Maintaining recognized status for at least one year.
- c. Written evidence of regular meetings held at least monthly and a significant level of student interest as determined by the Vice President of Organizations.
- d. Consistent, strong student leadership, including an active organizational student leader dedicated to the organization's financial well-being (e.g. a treasurer).
- e. Evidence of excellence as a Recognized organization.

8.3.1.3 Chartering requires an initial application submitted to the Finance & Organizations Committee containing documentation of current club leadership, a petition of thirty current undergraduate student signatures in support of the club, a letter of recommendation from the club advisor, and any other additional recommendations as required in [Section 8.2.1.2](#). This initial application requires a majority vote from the Finance & Organizations to continue the chartering process. Initial applications are due by October 1 during the fall semester and by March 1 during the spring semester.

8.3.1.3.1 If initially approved, an organization has one month from notification to submit additional materials provided by the Vice President of Organizations for review by the Finance & Organizations Committee. These materials include written demonstration of the organization's fulfillment of the eligibility requirements listed in [Section 8.3.1.2](#), updated governing organization documents, including the

organization constitution, and written information on organizational purpose, goals, objectives, and proposed activities.

- 8.3.1.3.2 After the organization has submitted these additional materials, the Finance & Organizations Committee shall decide whether or not to recommend the organization for approval by the Student Senate. This recommendation requires a majority vote. If not approved, the organization shall retain its recognized status and will be eligible to reapply for chartering one year after their denial.
- 8.3.1.3.3 If circumstances warrant an immediate decision, the Vice President of Organizations, with the approval of the Student Body President and Student Body Vice President, can waive any of the above requirements and accelerate the chartering process for an organization for approval by a two-thirds majority vote of the Student Senate.
- 8.3.1.4 After approval by the Finance & Organizations Committee, an organization with developmental status may receive an SGA charter with a two-thirds majority vote of the Student Senate. To propose a vote, the organization must demonstrate their ability to continue meeting the requirements stated above, as well as evidence of consistent membership and responsible handling of finances. Failure to receive a charter through the Student Senate automatically results in the discontinuation of the chartering process. If not approved, the organization shall retain its recognized status and will be eligible to reapply for chartering one year after their denial. If approved, the SGA charter shall take effect immediately except for any SGA-budgeted funds, which would need to be requested and approved during the following semester.

8.3.2 Requirements/Responsibilities

All Chartered organizations must fulfill the requirements and responsibilities of Recognized organizations listed in [Section 8.2.2](#) and the following requirements and responsibilities. If overlap or contradictions exist between these two lists, the requirements and responsibilities listed below supersede those in [Section 8.2.2](#).

- a. Completely comply with all SGA financial policies, including wise usage of SGA funds without material variances from budgeted funding amounts.
- b. Attend mandatory Student Senate meetings through a selected organization representative. If the delegated representative cannot attend, a proxy must attend in their place.
- c. Submit any organization-specific governance changes to the Vice President of Organizations for SGA records.
- d. Hold regular meetings, events, or activities at least once a month and maintain sufficient student membership, consisting of those who regularly attend these events.
- e. Submit monthly reports to the Vice President of Organizations in a detailed and timely manner and a format determined by the Vice President of Organizations.

- f. Report any changes in student leadership or advisors to the Vice President of Organizations and the Office of Student Involvement & Leadership Programs. All new leaders selected for a new academic year should be in place and communicated by the second week of April of the academic year before their terms in office.
- g. Annually renew charter with the Office of Student Involvement & Leadership Programs.
- h. Adhere to policies in [Appendix C](#) for Chartered organizations.

8.3.3 Privileges

All Chartered organizations are eligible to receive the following privileges, in addition to those granted to all Recognized organizations in [Section 8.2.3](#):

- a. Eligibility for a budget funded by the SGA Student Activities Fee (process outlined in [Section 9.3](#)), greatly enhancing the organization's capacity to provide quality events on campus.
- b. Additional support from the Student Body President's Cabinet, particularly through the Vice President of Organizations and Vice President of Finance.
- c. Ability to provide input into important SGA and College-wide decisions and create real change from original ideas through the Student Senate.

8.3.4 Loss of Charter

All Chartered organizations are subject to review by the Finance & Organizations Committee. If, by a majority vote, the Committee determines the organization is not meeting the expectations outlined in [Section 8.3.2](#) or acts contrary to Messiah College or SGA purposes or policies, the following steps shall be taken:

8.3.4.1 Probation

If the Finance & Organizations Committee determines an organization has not complied with SGA policies, they shall be issued a warning and placed on probation for two (2) months. During this stage, the Finance & Organizations Committee shall offer recommendations for improvement and monitor the organization's activity.

8.3.4.1.1 After two months, the Finance & Organizations Committee shall ascertain whether the recommendations made have been satisfactorily fulfilled and either restore the organization to full chartered status or make a recommendation to the Student Senate for suspension. Either decision requires a majority vote.

8.3.4.1.2 If an organization has been disciplined for financial negligence according to the guidelines laid out in SGA Financial Policy, the Vice President of Finance may recommend financial probation. In this case, a year of financial probation shall serve as a substitute for the probation period outlined above if approved by a majority of the Finance & Organizations Committee. The Vice President of Finance should refer the matter to the Finance & Organizations Committee, who, in consultation with the Vice President of Finance, shall decide whether to

- recommend suspension of the organization to the Student Senate after the year-long probation.
- 8.3.4.2 **Suspension**
Suspending an organization requires a two-thirds majority vote of the Student Senate. If a two-thirds majority vote is not obtained, the organization will return to full chartered status. If suspended, an organization shall remain suspended for a minimum of one full semester, not to exceed two full semesters. During this period, the organization's activity shall be monitored closely by the Finance & Organizations Committee.
- 8.3.4.2.1 A suspended organization shall receive only provisional SGA funds of an amount to be determined jointly by the Vice President of Organizations and the Vice President of Finance in consultation with the Finance and Organization Committee.
- 8.3.4.2.2 Following this period of suspension, the organization shall return to the Student Senate for possible reinstatement. The Senate shall take into consideration the recommendation of the Finance & Organizations Committee for either reinstatement or revocation of the SGA charter. A two-thirds majority vote of the Student Senate is needed for reinstatement of a charter. If a two-thirds majority is not obtained, SGA will revoke the organization's charter and relegate the organization to recognized status. The organization can apply for chartered status again after one year of relegation.
- 8.3.4.3 If an organization no longer wishes to maintain chartered status, they can appeal to the Finance & Organizations Committee to return to recognized status. Such a voluntary transition would only require a majority vote of the Finance & Organizations Committee and would go into effect the following semester if approved.

8.4 EXECUTIVE ORGANIZATIONS

8.4.1 Achieving Executive Status [amended by Governance Review Council 2/16/2017]

- 8.4.1.1 Any Chartered organization President can request a meeting with the Vice President of Organizations and Student Body President to discuss the process for achieving executive organization status. If a meeting occurs, these individuals will ensure the interested organization knows the process for becoming an executive organization as outlined below.

8.4.1.2 Eligibility Requirements

To be eligible for achieving executive status, applying student organizations must meet the following criteria:

- a. Continued fulfillment of the Recognized organization criteria, found in [Section 8.2.1.2](#), and the Chartered organization criteria, found in [Section 8.3.1.2](#).
- b. Maintaining chartered status for at least five consecutive years.
- c. Demonstration of a broad organizational focus and impact (i.e. organization does not have a niche audience, but has a wide influence on campus)
- d. Desire from the general student population for the increased presence of the organization's mission, services, and programming on campus.
- e. Clear and strong partnership or collaboration with a preexisting Messiah College department, organization, or office, especially in the form of a dedicated and compensated advisor.
- f. Demonstration that organizational strategic operations and values extend to embed and encompass the SGA purpose and seven main objectives stated in [Section 2](#), including leadership development, and the Messiah College mission statement.
- g. According to precedent, most executive organizations have developed from a coalition of organizations with similar goals and visions or directly out of the Student Body President's Cabinet.
- h. Show Satisfactory or Superior performance in Evaluations per [Appendix C](#) for Chartered organizations.

8.4.1.3 Application Process

8.4.1.3.1 If a Chartered organization wishes to achieve executive status and meets the previously stated requirements and definitions, then the organization's leadership shall express such a desire in a formal notification to the Vice President for Organizations before fall break. The Vice President of Organizations shall meet with the organization's leadership and explain the processes and expectations herein and advise the leadership on potential next steps.

8.4.1.3.2 After meeting initially with the Vice President of Organizations within the timeframe allowed, the organization's leadership shall develop a proposal explaining why they believe they qualify for executive status. This proposal will be submitted to the Vice President of Organizations no later than the start of Thanksgiving Break. Proposals submitted after this date shall not be considered until the following fall semester.

8.4.1.3.3 The Vice President of Organizations shall in turn circulate the proposal to the following groups: Leadership Council, the Student Body President's Cabinet and the Finance & Organizations Committee. Each group will receive a "blind" application, meaning that they shall not be notified of the recommendations made by either of the other two groups. This action shall be taken no later than Christmas Break. Upon receiving a proposal within the appropriate time frame mentioned above, each group shall evaluate the proposal based on the criteria

above in [Section 8.4.1.2](#) and develop a recommendation for Student Senate (either recommend approval or recommend denial). These recommendations should be completed no later than the Friday of the second full week in February.

8.4.1.3.4 Any organizations seeking executive status that have received at least two positive recommendation from any of the three groups identified in [8.4.1.3.3](#) will present their application to Student Senate no later than Spring Break. If two or more groups recommend that the application be denied, then the application will be considered null. In this case, the organization submitting the proposal may be eligible to apply for executive status the following year.

8.4.1.3.5 If the organization does receive the necessary recommendations, Student Senate will receive the following documents:

- a. The organization's application for executive status
- b. Leadership Council's Recommendation
- c. The Student Body President's Cabinet's recommendation
- d. The Finance & Organizations Committee's recommendation

Student Senate will decide via a vote whether to approve or deny the application. This vote should be informed by the recommendations made above, but does not need to abide by any one particular recommendation. A two-thirds majority vote is required to pass the proposal.

8.4.1.3.6 If the application is denied by Student Senate (see [8.4.1.3.5](#)), the organization will continue functioning as a Chartered organization and may be eligible to apply for executive status the following academic year. No appeals process may be followed in the current year.

8.4.1.3.7 Should an organization receive the Student Senate's approval, the organization shall officially begin full executive organization status the following fall semester with invitations to the Leadership Retreat as available. Immediately following Student Senate approval, an organization representative must meet monthly with the Vice President of Organizations till the end of the academic year to ensure the organization transitions smoothly. The organization chief executive shall also serve on Leadership Council and collaborate with the Student Body President for the rest of that academic year.

8.4.2 Requirements/Responsibilities

All executive organizations must fulfill the requirements and responsibilities of Recognized organizations listed in [Section 8.2.2](#), those of Chartered organizations listed in [Section 8.3.2](#) and the following requirements and responsibilities. If overlap or contradictions exist between these three lists, the requirements and responsibilities listed below supersede those in [Section 8.2.2](#) and [Section 8.3.2](#).

8.4.2.1 Because of executive organization activities' far-reaching nature, the chief officer of each executive organization serves as a member of Leadership Council in order

- to foster awareness and support among the leaders of SGA. For more details, see [Section 3.2.1](#).
- 8.4.2.2 The chief officer of each executive organization is required to present to the Student Senate once each semester.
- 8.4.2.2.1 Recommended Topics for Fall
- An overview of the mission statement
 - The organization's contribution to campus and the College's educational objectives
 - A summary of the year's goals
 - Plans to implement those goals (as available by this point in the year)
- 8.4.2.2.2 Recommended Topics for Spring
- Update on progress towards goals or changes to goals with justification
 - Major accomplishments in the fall
 - Major plans for spring, all relating back to the organization's individual mission statement
- 8.4.2.3 Executive organizations must also send a representative to each Student Senate meeting, at which attendance and participation are mandatory.
- 8.4.2.4 An executive organization must have an established relationship with a Messiah College department or office, and their advisor must have their advisory role included in their official Messiah College job description.
- 8.4.2.5 An executive organization must exhibit increased loyalty to SGA and Messiah College as a whole.
- 8.4.2.6 Executive organizations must annually renew executive status with the Office of Student Involvement & Leadership Programs.
- 8.4.3 Privileges**
- All executive organizations are eligible to receive the following privileges, in addition to those granted to all Recognized organizations in [Section 8.2.3](#) and those granted to all Chartered organizations in [Section 8.3.3](#).
- 8.4.3.1 While first and foremost responsibilities, the opportunities listed in [Section 8.4.2](#) also serve as opportunities to collaborate with other student leaders, create increased campus awareness of organization operations, and receive increased support from an advisor, all of which are also privileges afforded to executive organizations.
- 8.4.3.2 Executive organizations are eligible to financially compensate their student leaders to offset the opportunity costs of dedicating time and energy to serving

- the student body. Executive organizations are eligible to apply for, but not guaranteed, SGA-paid leadership positions.
- 8.4.3.2.1 Organizations may apply for paid positions in their original proposal to the Finance & Organizations Committee as they pursue executive status. In order to deter financial motives for applying for executive status, executive organizations shall only be permitted to request up to three paid positions upon initial instatement as an executive organization. After one year as an executive organization, the organization may apply for additional paid positions through the regular governance review process.
 - 8.4.3.2.2 Requests for paid positions shall be evaluated based on availability of SGA resources, campus impact, organizational need and impact, and organizational fiscal responsibility and stewardship, and must be approved by the Governance Review Council (see [Section 10](#)). For more information on SGA wages and paid positions, see [Section 9.2](#).
 - 8.4.3.3 Certain executive organizations may wish to apply for a fixed percentage of the budget in order to guarantee a relatively consistent budget. Executive organizations are eligible for, but not guaranteed, a fixed percentage of the Student Activities Fees available. In order to deter financial motives for applying for executive status, only organizations that have held executive status for a year or more shall be permitted to apply for a fixed percentage of the incoming Student Activities Fees.
 - 8.4.3.3.1 Applications for a fixed percentage shall be submitted to the Finance & Organizations Committee any point during the semester and shall be processed through the regular governance structure. A fixed percentage shall only take effect at the beginning of the next semester of budgeting. Requests for fixed percentages shall be evaluated based on availability of SGA resources, campus impact, organizational need and impact, and organizational fiscal responsibility and stewardship. For more information on fixed percentages, see [Section 9.3.3.1](#).
 - 8.4.3.3.2 If an executive organization has not yet secured or elects not to secure a fixed percentage they are to receive SGA funding for their budgets in the same manner as Chartered organizations—on a line-by-line basis pending the approval of the Vice President of Finance as stipulated in [Section 9.3.1](#).
 - 8.4.3.4 Executive organizations are eligible to carry over their budget of Student Activities Fees from fall to spring semester (See [Section 9.3.3.1](#)).
 - 8.4.3.5 Core executive organization leaders receive invitations to the annual Leadership Retreat, sponsored by the Office of Student Involvement & Leadership Programs.

8.4.3.6 Core executive organization leadership positions also meet the qualifications to serve as an experience for the [Experiential Learning Initiative \(ELI\)](#). Student leaders shall work with their organization's advisor to fulfill this requirement.

8.4.4 Loss of Executive Status

All executive organizations are subject to review by the Finance & Organizations Committee by the recommendation of the Student Body President. If the committee determines the organization is not meeting the expectations outlined in [Section 8.4.2](#) or acts contrary to Messiah College or SGA purposes or policies, the following steps shall be taken:

8.4.4.1 Probation

If the Finance & Organizations Committee determines an organization has not complied with SGA policies by a two-thirds majority vote, they shall be issued a warning and placed on probation for two (2) months. During this stage, the Finance & Organizations Committee shall offer recommendations for improvement and monitor the organization's activity. The Student Body President can override executive organization probation.

8.4.4.1.1 After two (2) months, the Finance & Organizations Committee shall ascertain whether the recommendations made have been satisfactorily fulfilled and either restore the organization to full executive status or make a recommendation to the Student Senate for suspension, which also requires a two-thirds majority vote.

8.4.4.1.2 If an organization has been disciplined for financial negligence according to the guidelines laid out in SGA Financial Policy, the Vice President of Finance may recommend financial probation. In this case, a year of financial probation shall serve as a substitute for the probation period outlined above if approved by a two-thirds majority of the Finance & Organizations Committee. The Vice President of Finance should refer the matter to the Finance & Organizations Committee, who, in consultation with the Vice President of Finance, shall decide whether to recommend suspension of the organization to the Student Senate after the year-long probation.

8.4.4.2 Suspension

Suspending an organization requires a two-thirds majority vote of the Student Senate. If a two-thirds majority vote is not obtained, the organization will return to full executive status. If suspended, an organization shall remain suspended for a minimum of one full semester, not to exceed two full semesters. During this period, the organization's activity shall be monitored closely by the Finance & Organizations Committee.

8.4.4.2.1 A suspended organization shall receive only provisional SGA funds of an amount to be determined jointly by the Vice President of Organizations and the Vice

President of Finance in consultation with the Finance and Organization Committee and shall not receive funding for paid student leadership positions.

- 8.4.4.2.2 Following this period of suspension, the organization shall return to the Student Senate for possible reinstatement. The Senate shall take into consideration the recommendation of the Finance & Organizations Committee for either reinstatement or revocation of the SGA charter. A two-thirds majority vote of the Student Senate is needed for reinstatement of executive status. If a two-thirds majority is not obtained, SGA will revoke the organization's executive status and relegate the organization to chartered status. The organization can apply for executive status again after three years of relegation.
- 8.4.4.3 If an organization no longer wishes to maintain executive status, they can appeal to the Finance & Organizations Committee to return to chartered status. Such a voluntary transition would only require a majority vote of the Finance & Organizations Committee and would go into effect the semester following approval if approved.

9 FINANCIAL POLICY

9.1 STUDENT ACTIVITIES FEE

9.1.1 Each semester, the Student Government Association will collect a Student Activities Fee (SAF) from each student, which will appear on his or her tuition bill.

9.1.2 Philosophy of Student Activities Fee

The Student Activities Fee (SAF) is paid by every member of the student body and shall therefore be used to serve the student body. The SAF shall be used to support clubs and organizations on campus that foster student interests; provide extracurricular activities; and promote leadership, personal, and spiritual development. When able, the SAF should be used conservatively in order to benefit as many students as possible.

9.1.3 Review of the Student Activities Fee

Every four years, the SGA Finance & Organizations Committee should evaluate the SAF and submit a proposal substantiating any fee changes to the Student Senate for majority vote approval prior to the end of November. This information should be communicated to the College Finance Committee after Student Senate has passed. The SAF shall not be changed more than once every four years.

9.2 WAGES

9.2.1 Philosophy of SGA Wages

Wages should be viewed as compensation from the student body for services rendered by their officials and student leaders. This compensation is intended to offset the opportunity costs of dedicating time and energy to serving the student body.

9.2.2 Determination of Wages

SGA positions and hourly wages are based on individual and corporate responsibility as determined by the Payroll Office.

9.2.3 SGA Work-Study Hourly Wage Breakdown [executive amendment 1/15/2017]

	Hours per Week	Hours per Semester	Base Wage per Hour	Total per Semester
<i>Student Body President's Cabinet (7)</i>				\$11,736.00
Student Body President	18	270	\$8.15	\$2,200.50
Student Body Vice President	18	270	\$8.15	\$2,200.50
VP of Finance	15	225	\$8.15	\$1,833.75
VP of Organizations	13	195	\$8.15	\$1,589.25
VP of Diversity Affairs	12	180	\$8.15	\$1,467.00
Student Review Board Chair	10	150	\$8.15	\$1,222.50
Vice President of Communication	10	150	\$8.15	\$1,222.50
<i>Student Ministries (8)</i>				\$6,403.50
Student Body Chaplain	10	150	\$8.00	\$1,200.00
Preaching Chaplain	5	75	\$7.85	\$588.75
Prayer Chaplain	5	75	\$7.85	\$588.75
Discipleship Chaplain	5	75	\$7.85	\$588.75
Worship Chaplain	5	75	\$7.85	\$588.75
Director of World Christian Fellowship	10	150	\$8.00	\$1,200.00
WCF Events Coordinator	7	105	\$7.85	\$824.25
WCF Chapel Coordinator	7	105	\$7.85	\$824.25
<i>Agapé Center (9)</i>				\$8,787.75
Treasurer of the Agapé Center Student Organization	10	150	\$7.85	\$1,177.50
Director of HRA	10	150	\$8.00	\$1,200.00
HRA Agency Coordinator	5	75	\$7.85	\$588.75
HRA Events Coordinator	5	75	\$7.85	\$588.75
Director of Service Trips	10	150	\$8.00	\$1,200.00
Service Trips Agency Coordinator	7	105	\$7.85	\$824.25
Service Trips Leader Coordinator	7	105	\$7.85	\$824.25
Service Trips Participant Coordinator	7	105	\$7.85	\$824.25
Director of Outreach	13	195	\$8.00	\$1,560.00
<i>Student Activities Board (12)</i>				\$9,236.25
SAB President	18	270	\$8.00	\$1,800.00
SAB Vice President	5	75	\$8.00	\$600.00
SAB Lost Films Executive	5	75	\$7.85	\$588.75
SAB Treasurer	5	75	\$7.85	\$588.75
SAB Marketing Executive	5	75	\$7.85	\$588.75
SAB Graphic Design Executive	5	75	\$7.85	\$588.75
SAB Special Activities Executive	5	75	\$7.85	\$588.75
SAB Student Talent Executive	5	75	\$7.85	\$588.75
SAB Cultural Engagement Executive	5	75	\$7.85	\$588.75
SAB B-Sides Executive	5	75	\$7.85	\$588.75

SAB Excursions Executive	5	75	\$7.85	\$588.75
SAB Concerts Executive	5	75	\$7.85	\$588.75
Multicultural Council (7)				\$4,374.75
Chair, Multicultural Council	8	120	\$8.00	\$960.00
Treasurer of Multicultural Council	4	60	\$7.85	\$471.00
BSU Chair	5	75	\$7.85	\$588.75
ASU Chair	5	75	\$7.85	\$588.75
ASA Chair	5	75	\$7.85	\$588.75
LAL Chair	5	75	\$7.85	\$588.75
ISA/MuKappa Chair	5	75	\$7.85	\$588.75
The Pulse (20)				\$18,696.00
Student Director	10	150	\$8.00	\$1,200.00
Business Manager	8	150	\$7.85	\$942.00
Social Media Manager	10	150	\$7.85	\$1,177.50
Web Manager	8	120	\$7.85	\$942.00
Magazine Design Manager	10	120	\$7.85	\$1,177.50
Design Manager	10	120	\$7.85	\$1,177.50
Design Assistant	6	90	\$7.70	\$693.00
Design Assistant	6	90	\$7.70	\$693.00
Design Assistant	6	90	\$7.70	\$693.00
Assistant to Student Director	8	150	\$7.85	\$924.00
Editor-in-Chief	10	150	\$7.85	\$1,177.50
Student Life Editor	6	90	\$7.70	\$693.00
Sports Editor	6	90	\$7.70	\$693.00
Online Editor	8	90	\$7.70	\$924.00
Culture Editor	6	120	\$7.70	\$693.00
Radio Manager	10	150	\$7.85	\$1,177.50
Music Manager	6	120	\$7.70	\$693.00
Audio-Visual Manager	10	150	\$7.85	\$1,177.50
Audio-Visual Assistant 1	8	90	\$7.70	\$924.00
Audio-Visual Assistant 2	8	90	\$7.70	\$924.00
Eyas (2)				\$1,386.00
Senior Class Representative	6	90	\$7.70	\$693.00
Junior Class Representative	6	90	\$7.70	\$693.00
Minds Matter (3)				\$2,373.00
President	8	120	\$8.00	\$960.00
Vice President of Events	6	90	\$7.85	\$706.50
Vice President of Media	6	90	\$7.85	\$706.50
Summer Compensation (1)				
Student Body President (fall disbursement)	13.5	90	\$7.85	\$706.50
Student Body President (spring disbursement)	13.5	90	\$7.85	\$706.50
Total per semester				\$63,699.75

9.2.4 Hours/Hourly-Wage Evaluation

Each year the SGA Finance & Organizations Committee must evaluate all SGA hourly positions and levels of compensation. They must recommend any changes in policies through Governance Review for approval by majority vote as stated in the SGA Governance Manual.

9.2.5 Hourly Pay Accountability for SGA Officers

All SGA officers must record their hours, which will also be recorded by the SGA Vice President of Finance. If an SGA officer is ever found reporting a false number of hours worked, the Student Body President will ask for his or her resignation immediately.

9.2.6 Summer Work-Study Positions

Any Executive Organization seeking to sponsor a summer work-study position must file an appeal to the Vice President of Finance, Student Body President, and SGA Advisor for approval. If approved, the portions of these positions funded by SGA shall be funded from the SGA wages account.

9.3 BUDGETING**9.3.1 Time Table for Each Semester**

- a. The Vice President of Finance and Vice President of Organizations will hold a workshop with the presidents and treasurers of the various SGA organizations in order to inform them of SGA financial policies and procedures. At this workshop, all organizations will be informed that their fall budget shall include J-term expenses, no exceptions. This meeting will occur no later than the end of the first week of classes.
- b. The budgets from the various organizations will be due to the Vice President of Finance no later than the Monday of the third week of classes.
- c. The Finance & Organizations Committee will review all organizations' budgets, make the appropriate adjustments, and balance the entire SGA budget (see [Section 9.3.4.1](#) for details).
- d. The completed budget must be submitted to the Student Senate for approval. Student Senate will be given access to the individual budgets for each organization for review prior to the submission of the completed budget to Student Senate. This will occur no later than two weeks after budgets are handed in from organizations.
- e. Once Senate has approved the budget, the Student Body Vice President will send the Senate-approved budget to the Student Body President, who will approve or veto it in compliance with [Section 4.1.1.j](#).
- f. After presidential approval of the budget, the Vice President of Finance will inform each SGA organization of the amount of money it has been allocated for the semester.
- g. The Vice President of Finance and Vice President of Organizations will hold a workshop with the presidents and treasurers of the various SGA

organizations in order to inform them of SGA financial policies and procedures. At this workshop, all organizations will be informed that their fall budget shall include J-Term expenses, no exceptions. This meeting will occur no later than the end of the first week of classes.

- h. The budgets from the various organizations will be due to the Vice President of Finance no later than the Monday of the third week of classes.
- i. The Finance & Organizations Committee will review all organizations' budgets, make the appropriate adjustments, and balance the entire SGA budget (see [Section 9.3.4.1](#) for details).
 - i. If the Finance & Organizations Committee is not able to be organized in time for budgeting, this responsibility will fall to the Vice President of Finance and Vice President of Organizations in coordination with the SGA advisor.

9.3.2 Guidelines for Budgeting of SGA Organizations

These guidelines shall be followed by the Finance & Organizations Committee to ensure fair and equal budgeting for expenses that help achieve organizations missions and purposes. These guidelines will also serve as the basis for decision-making unless there are insufficient funds for allocations for all requests. [Section 9.3.2.1](#) shall contain non-negotiable budgeting instructions, whereas the [Section 9.3.2.2](#) will serve as budgeting objectives, which will be subject to the discretion of the Finance and Organization Committee. If the Finance and Organization Committee cannot meet the requests of all organizations it is their responsibility to cut budgets where it is necessary. These are not the only expenses SGA will fund.

9.3.2.1 Non-Negotiable Budgeting Instructions [Executive Amendment 09/20/2017]

9.3.2.1.1 Travel

- a. Travel using a Messiah College car (one to five people) will be budgeted \$0.56 per mile.
- b. Travel using a Messiah College minivan or 15-passenger van (eight to 15 people) will be budgeted \$0.81 per mile per 15-passenger van needed.
- c. Travel using a personal vehicle will be budgeted according to a smaller rate set by the Vice President of Finance at the beginning of the semester. This rate will not exceed the rate reimbursed for college vehicles. Evidence that an attempt was made to reserve a college vehicle is necessary to receive reimbursement.
- d. Travel by flight will be funded up to 50 percent per student not to exceed \$115 per student. A hard copy of online or travel agent research must be turned in with the budget to receive any funding for flights and that price will also be used for reimbursement purposes.
- e. SGA may fund hotels and accommodations up to 50 percent per room per night.

9.3.2.1.2 Speaker and Guest Gifts and Pay

- a. Students will not be compensated for speaking, leading or taking part in organization events outside of the SGA work-study positions, but may be compensated if hired for professional services, which would have been hired out. In the case of a student-hire:
 - i. There must be a contract with the student, which is signed by the Club Advisor, the Club President, and the Vice President of Finance before an agreement can be set with the individual.
 - ii. SGA is not financially responsible for any agreements put forth without the approval of the Vice President of Finance (as well as the Club Advisor and Club President).
 - iii. The club must be able to support the claim that the individual is qualified to work in place of the hired professional.
 - iv. The club must be able to justify the hiring of a professional for the event in question.
- b. Non-student employees of the college may be compensated up to \$30.00 with a gift or for their travel.
- c. Other guests may be compensated with pay as determined by the club advisor.
- d. Non-student employees of the college may be compensated up to \$200.00 with a gift or for their travel.

9.3.2.1.3 Fundraising for Chartered Organizations

- a. Chartered organizations are permitted to fundraise in order to generate revenue to offset any club expenses. Any start-up costs related to fundraising must be funded through a short-term loan from SGA. Any money borrowed must be paid back within one month of the fundraising event's completion, no interest charged. Any club that fails to repay the short-term loan will be subject to review by the Finance & Organizations Committee.
- b. In order to receive a loan, a formal request must be submitted to the Vice President of Finance at least two weeks before the funds are needed to be used by the organization.
- c. Revenues that exceed the borrowed amount of SGA money should be noted in the monthly report as well as reported to the Vice President of Finance so that these funds will not be collected at the end of the semester and may be rolled-over to the next semester to be used for any of the organization's future initiatives.
- d. If organizations have rollover funds from previous semesters' fundraisers or donations, these funds must be used for new fundraiser start-up costs instead of an SGA loan. In the event that the rollover funds are less than the needed amount for a particular fundraiser, the club is eligible to receive an SGA loan for the difference between the club's rollover funds and the amount needed for the fundraiser.

- 9.3.2.1.4 Refreshments
- a. Food or drink for organizations' general meetings will not be funded. General meetings are those for officers and/or members involving normal business.
 - b. Food or drink that a normal student would otherwise pay for his- or her-self (as in, when a student is traveling to or present at an organizations' event) will not be funded.
 - c. Refreshments being provided for a club-sponsored event that is open to all members and/or the general student body may be funded.
- 9.3.2.1.5 Registration Fees [amended by Governance Review Council 10/26/2017]
- a. SGA may fund 50 percent of organizations' related registration fees per student (if a registration fee includes food then funding for the registration will still be funded at 50 percent).
- 9.3.2.1.6 Conferences [amended by Governance Review Council 10/26/2017]
- a. Travel, accommodations, and registration for conferences will be funded according to [Section 9.3.2.1.1](#) and [Section 9.3.2.1.5](#).
 - b. The total amount of SGA funds that may be allotted to a club for conferences will not exceed \$1,500 and may not be greater than 50 percent of total club budget.
 - c. Along with their budget proposal, organizations must submit a plan to cover the remaining costs of the conferences in order for SGA to approve partial funding of their conferences. Club members are encouraged to apply for the [SGA Professional Development Grant](#), seek sponsorship from academic and student affairs departments, or fundraise.
- 9.3.2.1.7 Equipment
- a. Any equipment (technology, books, cameras, etc.) purchased with Student Activity Fee funds belongs to SGA. This equipment can be maintained in the possession of the club for as long as it is needed for club functions. If at any point, the club ceases to function, the equipment must be returned to SGA.
 - b. SGA will not provide additional funds to replace equipment that has been lost or stolen.
- 9.3.2.1.8 Special Interest Housing
- a. SGA may fund Chartered organization activities in a higher amount if there is more interest in the club because of club members living at a house.
 - b. SGA will not fund expenses related to living in a special interest houses like toilet paper, food, cleaning supplies and non-club activities.
- 9.3.2.1.9 SGA Wages
- Only SGA Executive Organizations may request funding for student wages. Student Activities Fees shall only be used for wages when pre-approved by the Governance Review Council and added to the wages table in [Section 9.2.2](#). No club or organization shall regularly and consistently compensate a student

through Student Activities Fees appropriated to clubs and organizations through the standard biannual budgeting process. Unless included in the wages table, Student Activities Fees shall only be used to compensate students working during the academic year and excludes summer employment (except for Student Body President), unless otherwise vetted through the surplus and capital purchase process outlined in [Section 9.5](#) and [9.2.6](#). One-time reimbursements for a particular task or project shall not be categorized as regular and consistent compensation and shall be permitted in the regular budgeting process as outlined in [9.3.2.1.1](#).

9.3.2.2 Other Decision-Making Criteria for Student Organization Budgeting

The following items must be completed by each organization's President and/or Treasurer in order to receive a budget for the current academic semester. If an item cannot be performed by the organization's President and/or Treasurer, a proxy representative must be approved by the Vice President of Finance or the Vice President of Organizations at least 24 hours in advance. The responsibilities of each organization are as follows:

- a. Attend a budgeting workshop held by the Vice President of Finance and Vice President of Organizations.
- b. Submit a semester budget to the Finance & Organizations Committee.
- c. Submit a fall budget reconciliation after the conclusion of each semester (pertains to spring budgeting only).
- d. Attend an individual budget meeting with the Vice President of Finance and Vice President of Organizations.
- e. Attend the budget approval Senate meeting and vote on the proposed balanced budget.

The following topics will be taken into consideration during the budgeting process and may influence the overall allocation that the Finance & Organizations Committee approves as outlined in Appendix C (Performance Evaluations) and Section 8.

- a. How often does the club/organization meet to engage in club activities?
- b. How well does the club/organization impact the overall student body of Messiah College?
- c. How well does the club/organization involve the off-campus community?
- d. How well does the club/organization fulfill its mission and constitution along with the overall purpose of SGA?
- e. How financially responsible is the club/organization?
- f. How well does the club/organization communicate with SGA?

9.3.3 Procedures for Budgeting [amended by Governance Review Council 10/26/2017]

9.3.3.1 Fixed Costs

There are several fixed costs in the budget that are to be funded from a percentage of incoming Student Activities Fees. These fixed percentages will be taken out of Student Activities Fees after SGA wages have been deducted. The

following executive organizations (also known as fixed percentage organizations) are allowed to voluntarily budget less than their fixed percentage and return the remainder of their allotted funds to SGA. (These returned funds shall be used to fund non-executive Chartered organizations.)

- a. The SGA wages are a fixed cost in the SGA budget. The total amount to be budgeted is found in [Section 9.2.3](#).
- b. \$3,000.00 per semester will be allocated to the SGA Professional Development Grant Program (see [Section 9.8](#)). Any surplus or deficit from the fall semester grant money shall transfer to the spring program. Grant money shall not transfer between academic years.
- c. \$4,000.00 per semester will be allotted to the Office of Student Involvement & Leadership Program to support leadership development opportunities for students, including the annual Student Leadership Retreat and the end-of-year Student Leader Recognition and Appreciation Ceremony.
- d. Commuter Services will receive 5.0 percent of only those incoming Student Activities Fees paid by commuter students. Any balance, including a negative one, will roll over from the fall semester to the spring semester.
- e. \$1,000 per semester will be allotted to provide for two student leaders—preferably the incoming SGA Student Body President and the incoming Vice President for Diversity Affairs (should one or both SGA cabinet members be unable to attend, the offer will extend to the incoming chair of the Multicultural Council)—to participate in the Returning to the Roots of Civil Rights bus tour operated by The Common Ground Project and supported by Messiah College each summer.
- f. Student Activities Board (SAB) will receive 28.5 percent of incoming Student Activities Fees. Any balance, including a negative one, will roll over from the fall semester to the spring semester.
- g. Agapé Center (AC) will receive 13.7 percent of incoming Student Activity Fees. Any balance, including a negative one, will roll over from the fall semester to the spring semester.
- h. The Pulse will receive 10.8 percent of the incoming Student Activities Fee. The Pulse will roll over any balance including a negative balance from the fall semester to the spring semester. This percentage includes yearbooks for seniors, which will be mailed to all seniors at no charge (first years, sophomores and juniors can purchase it for a fee).
- i. Multicultural Council (MCC) will receive 6.5 percent of the incoming Student Activities Fee. Any balance, including a negative one, will roll over from the fall semester to the spring semester.
- j. Eyas (the student-alumni council) will receive 5.0 percent of the incoming Student Activities fee. Any balance, including a negative one, will roll over from the fall semester to the spring semester.

- k. Student Ministries will receive 3.4 percent of the incoming Student Activities fee. Any balance, including a negative one, will roll over from the fall semester to the spring semester.
- l. Minds Matter will receive 1.55 percent of the incoming Student Activities fee. Any balance, including a negative one, will roll over from the fall semester to the spring semester.

9.3.3.2 Club Sports

Each Club Sport's budget will be reviewed along with all other clubs and organizations (as described in [Section 9.3.3.3](#)). If a club sport has a "feeder" team, it may receive up to \$3,500 per academic year in separate funds to be spent solely on that feeder team. SGA will not fund tournaments, championships, or bracket play that the team does not mention at the time of budgeting. Other Club Sports financial policies include:

- a. Club Sports are best defined as intercollegiate teams representing Messiah College in sport or athletic-related activity.
- b. Feeder teams are best defined as teams that exist specifically for the development of players in their respective Club Sports. Players may not play simultaneously on the feeder team and the primary team. Teams with an NCAA equivalent at Messiah College typically will not receive funding for a feeder team. Club Sports may apply to the Finance & Organizations Committee for an exception to the feeder team parameters.
- c. Club Sports will only be allocated funds to pay for travel costs as outlined in [Section 9.3.2.1](#), fees for referees, and registration or tournament fees.

9.3.3.3 All Other Clubs and Executive Organizations

The remainder of the Executive and Chartered organizations shall be allocated specific amounts per 9.3.1.

9.3.4 Budget Senate-Approval Scenarios

9.3.4.1 Deficit (Negative Balance)

In the event that a semester budget cannot be adequately balanced without fundamentally harming the core mission and purposes of the budget-requesting organizations (e.g., having to cut into an event that is mission-critical to an organization's existence), the following options *are recommended* (not required) to the Senate in order to pass the budget in a balanced state:

9.3.4.1.1 Proportional Cuts

Unless otherwise modified by a vote, all non-fixed-percentage organizations shall be subjected to a percentage cut as it relates to the remaining budget deficit. These organizations shall have their currently approved amounts *collectively* summed/totalled. Then each *individual* organization's currently approved amount will be divided by the aforementioned sum to obtain an individual percentage. This percentage shall then be multiplied by the

remaining deficit to result in the individual amounts that shall be cut from each of these organizations. The cuts shall be properly accounted for by the organizations' leadership in direct consultation with the Vice President of Finance.

9.3.4.1.2 Individual Cuts

If a semester budget is brought to Senate for approval in a negatively unbalanced state (i.e. a deficit, NOT a surplus), the Senate can deliberate and vote (by majority) on individual budget cuts to any non-fixed-percentage organization's budget until the budget is brought to a state of balance or surplus.

9.3.4.2 Surplus (Positive Balance)

In the event that a budgeting process ends in a surplus, the following options are recommended to the Finance & Organizations Committee, Vice President of Finance and Student Senate:

9.3.4.2.1 Contingency Fund

Student Senate can approve the budget as is, and the surplus shall be allocated in full to the SGA Contingency Fund (as described in [Section 9.7](#)). This particular portion of the Contingency Fund shall be utilized in the same manner as the normal balance of the Contingency Fund (as described in [Section 9.7](#)); however, any unused portion of the surplus in the Contingency Fund at the end of the given semester shall be transferred into the Capital Purchases account in the same manner as unused funds from semester budgets for student clubs and organizations in accordance with [Section 9.5](#).

9.3.4.2.2 Organization Requests

Organizations can ask for additional funds for their budgets, subject to approval by a majority vote of the Senate. Any surplus funds remaining that are not claimed shall be subject to the guidelines in [Section 9.3.4.2.1](#).

9.4 CONTRACTS

- a. Contracts cannot be established for an SGA club or organization by anyone but the club advisor.
- b. Contracts for student employment, outside of established work-study positions, must be approved as stated in [Section 9.3.2.1.2](#).

9.5 END OF SEMESTER PROCEDURES

9.5.1 Budget Reconciliations

After the end of each academic semester, the Vice President of Finance will review each club's budget reconciliation and determine which of the following caused the amount of leftover funds:

- a. Unused Student Activities Fee that the organization was approved for at the beginning of the semester.
- b. Earned revenue that the organization received from fundraising, etc.
- c. A combination of the above.

9.5.2 Unused Student Activities Fee

Any amount that is considered to be unused SGA Student Activity Fees (i.e. unearned) will be taken out of the club account. If the funds are leftover from the fall semester, they will be redistributed in the spring semester with the new spring SAF. If the funds are leftover from the spring semester, they will be transfer to the Capital Purchases account and be used as outlined in [Section 9.6](#).

9.5.3 Earned Revenue

Any amount that is considered to be earned revenue, completed through the process outlined in [Section 9.3.2.1.3](#), shall remain in the organization's account and roll forward to the next semester.

9.6 SURPLUS AND CAPITAL PURCHASES

9.6.1 Procedures

In the event that surplus funds remain after the fall semester, the Finance & Organizations Committee shall notify each organization in early spring that they can request capital purchase items. Requests must be submitted in writing and include a description of the item, why it is needed, and the cost. Additionally, requests from college-wide departments and offices may be accepted for review. These requests will be reviewed, approved, and prioritized by the Student Senate Finance and Organization Committee. The prioritized list should be presented to the Student Senate for their approval by majority vote in the month of April. The Vice President of Finance will contact appropriate parties regarding the approved capital purchases. The purchases will then be executed in order of prioritization as funds allow (see [Section 9.5.3](#)).

9.6.2 Receiving Capital Funds

The following criteria for capital purchases will provide the guidelines for qualified capital purchases.

- a. The item(s) requested must provide foreseeably long-term benefits to the organization or student body.
- b. Any equipment (technology, books, cameras, etc.) purchased with Capital Funds belongs to SGA. This equipment can be maintained in the possession of the club for as long as it is needed for club functions. If at any point the club ceases to function, the equipment must be returned to SGA.

9.6.3 Budgeting and Purchasing Procedures for Capital Funds

At the end, or as close to the end as possible, of the fiscal year, the Vice President of Finance should transfer any unused funds first into the SGA Contingency Fund

to bring its total to two thousand dollars, as described in [Section 9.7](#). The remaining funds shall be placed into the SGA Capital Purchase account, with the exception of any funds that have been approved to be carried over for individual clubs or organization accounts. Once the Vice President of Finance has established the final balance of the SGA Capital Purchase Account, he/she will be able to determine which of the approved capital purchase requests will be purchased according to the availability of funds. The Vice President of Finance may exercise any of the following options to initiate the purchase of these items:

- a. Have some way of contacting the leaders of the organizations/departments so that they may initiate the purchase themselves.
- b. Have the leaders of the organizations/departments leave specific instructions for initiating the purchase of their item during the summer. For example, detailed specifications for a computer may be given to the Vice President of Finance so that he/she may contact ITS with the order.
- c. The leaders of the organizations/departments may wait until they return in the fall to initiate the purchase of the item.

9.6.4 Excess Funds in the SGA Capital Purchase Account

- a. In the event that there are still funds left in the Capital Purchase Account after all approved items have been purchased, the Vice President of Finance should assess this issue and determine the cause of the excess funds. The SGA Finance Committee should then determine if any action is necessary.
- b. Money remaining in the Capital Purchase account during the school year may be used for capital purchases during the year, and for other purposes as deemed necessary by the Vice President of Finance. Requests for such use of this account must be submitted to the Vice President of Finance, discussed with the SGA Finance and Organization Committee as needed, and approved by a majority vote of the Student Senate.

9.7 NEGATIVE BALANCES IN SGA ACCOUNTS

9.7.1 Approval for Negative Balances

Negative balances in the accounts of SGA organizations are to be avoided as much as possible. The only time accounts may have a negative balance is during the time between the start of the semester and the final presidential approval of the budget. Exceptions may be made during the semester in the event of an upcoming fundraiser or other extenuating circumstances. These exceptions are at the discretion of the Vice President of Finance.

9.7.2 Unapproved Negative Balances

Organizations that incur unapproved negative account balances shall be disciplined according to the following progression:

- a. When an unapproved negative account balance occurs, the Vice President of Finance shall send a written warning to the organization president and treasurer. The warning shall include any appropriate details about the

negative balances, as well as a description of the remaining discipline procedures.

- b. If the unapproved negative balance occurs between fall and spring semester budgeting, the organization shall have until spring budgeting to restore the account to at least a zero balance. If the balance has not been restored by spring budgeting, the organization in question will not be eligible to submit a spring budget request to the Finance & Organizations Committee unless they receive a special waiver stating otherwise from the Finance & Organizations Committee.
- c. If the unapproved negative balance occurs after spring budgeting, the organization shall have until the end of the semester to restore the account to at least a zero balance. If an organization carries a negative balance at the end of the spring semester, it will be placed on financial probation for both semesters of the subsequent school year. This probation shall occur as such:
 - i. During probation, the organization may submit a budget, but only for, at most, 50 percent of the average of the organization's previous two semesters' approved budgets.
 - ii. The organization, under supervision of the Finance & Organizations Committee and the Vice President of Finance, must work to eliminate the negative balance as soon as possible. This cannot be done by seeking the funds during the fall or spring budgeting process or by one member of the organization paying the entire sum out of pocket for the mistakes of the collective whole. Determining ways of paying back the negative balance should be discussed with the Finance & Organizations Committee in consultation with the Vice President of Finance.
 - iii. If the organization does not have a negative balance at the end of the probation period, probation will be dropped and the organization will be considered in good financial standing.
 - iv. An organization that is placed on probation may petition the Finance & Organizations Committee within the first four (4) weeks of the fall semester to have probation waived. If the Finance & Organizations Committee approves, they must take the issue to the Student Senate. A two-thirds majority vote of the Student Senate will be required for waiving probation. If, however, after waiver of probation the organization incurs a negative balance at the end of the fall semester, the organization shall again fall within the parameters of [Section 9.6.2.d](#) in regards to financial negligence.
- d. If an organization has a negative balance at the end of its probation period, it will be deemed financially negligent. The Vice President of Finance and the Finance & Organizations Committee should examine the situation closely and recommend a course of action to the Student Senate, which must approve any further action against an organization.

9.8 CONTINGENCY FUND

9.8.1 Context and Procedures

The Contingency Fund was established to provide a buffer for SGA in the event of financial emergencies incurred by student organizations. The Contingency Fund will be replenished to \$2,000 by unspent Student Activities Fees at the end of the fiscal year as described in [Section 9.5.3](#). The distribution of these funds for emergency purposes will be determined at the discretion of the Vice President of Finance and the Finance & Organizations Committee.

9.8.2 Use of the Contingency Fund

In the event that the Contingency Fund would need to be accessed, a formal proposal will be drafted by the requesting organization explaining why funds are needed and the total cost. The proposal will be submitted to the Vice President of Finance for review who will in turn present it to the Student Body President's Cabinet for consultation before appearing before the Finance & Organizations Committee for a 2/3 vote for approval.

9.9 SGA PROFESSIONAL DEVELOPMENT GRANT [amended by Governance Review Council 10/26/2017]

9.9.1 Objective

The purpose of the SGA Professional Development Grant is to support students in furthering their professional outlook and success for a post-graduation transition. SGA will help students through partially funding the expenses of conferences, so that students can put to practice the information they have learned and to also have the opportunity to network with other students and professionals. Because conferences may be expensive for students, SGA seeks to help relieve students of some of their financial burdens in order to allow students to gain understanding and experience of the professional world, thus preventing financial issues for attending the conference. The conference being attended by the student must relate to his/her major and/or future professional goals. **Please note that this grant is not intended for experiences that relate to faith development or discerning career choices, job fairs, and conducting research. Presenting at conferences is an acceptable use of development funds.**

9.9.2 Application Requirements [amended by Governance Review Council 02/16/2017]

Student applicants must meet the following criteria:

- a. Minimum of sophomore status and good academic standing.
- b. Conference must relate to an identified major or future career plans.

- c. Submission of a statement of purpose explaining the purpose of the attendance and how the candidate hopes to benefit. It must also include how the Messiah College community can benefit from the student's attendance. The student must describe what they hope to bring back and share with classmates and/or professors.
- d. Letter of recommendation from a supporting mentor.
- e. All applications materials should be submitted no later than three weeks before the scheduled conference.
- f. Completion of a brief online training session, created by the Career and Professional Development Center.
- g. Proof of attendance (i.e. conference receipt) is necessary for reimbursement. Any of the student's presentation material must also be submitted.
- h. All applications must be submitted prior to attending the conference. Requests for reimbursements submitted after the conference has been attended will not be approved.

9.9.3 Amount of Grants

- a. Grants shall be awarded in amounts up to or equal to three hundred dollars or the total amount of expenses, whichever is lower.
- b. The total dollar amount of grants given in a single school year shall not exceed \$6,000.00, with \$3,000.00 allotted to each semester. Any surplus or deficit from the fall semester grant money shall transfer to the spring program. Grant money shall not transfer between academic years.
- c. Grant recipients shall receive funding in the form of a reimbursement after attending the conference. Proper attendance and expense documentation is required to provide reimbursement.
- d. Failure to attend the conference or show proof of attendance will result in the return of the granted amount back to SGA.

9.9.4 Grant Awarding Procedure [amended by Governance Review Council 9/29/2016]

The SGA Professional Development Grant shall be awarded as follows:

- a. The applicant shall complete the application form provided by the Vice President of Communication and/or Career and Professional Development Center.
- b. The applicant shall then email the signed application in PDF format to the Vice President of Communication, who shall then verify that the application has been properly filled out and submit it to the SGA Professional Development Grant Committee.
 - i. The Committee shall be co-chaired by the Vice President of Communication and a staff member from the Career and Professional Development Center.
 - ii. The rest of the committee shall consist of the Vice President of Diversity Affairs, the Vice President of Finance, and an academic faculty member.

- c. Preference will be given to following applicants:
 - i. Presenters at a conference
 - ii. Active participants in the conference such as being a part of the conference committee
 - iii. Attendees of a conference clearly connected to professional discipline or future career goal
- d. The Vice President of Finance shall approve the proposed cost for the conference based on the completed cost worksheet in the application. Upon approval, a committee member shall communicate with the grant recipient and appropriate departments the timeframe in which funds will be transferred.
- e. A copy of the transfer form shall be given to the student so that they may present it to the department chair as verification that they have received the grant.
- f. Grant recipients shall receive funding in the form of a reimbursement after attending the conference. Proper attendance and expense documentation is required to provide reimbursement.
- g. Final amount of funding awarded will ultimately be based on the discretion of the SGA Grant Development Committee.

9.9.5 Program Changes

The SGA Development Grant Committee will be responsible for reviewing the program and recommending any changes to the Student Senate. Any changes to the program guidelines must be approved by a majority vote of the Student Senate and through Governance Review Council if necessary.

9.9.6 Application

The Vice President of Communication is responsible for maintaining an updated application and communicating changes with the Career and Professional Development Center, with whom SGA will partner in approving grants.

9.9.7 Summer Application and Approval Procedures [amended by Governance Review Council 9/29/2016]

Any applications for use of Professional Development Grant funds received over the summer will be considered using the same process outlined above with the following exceptions:

- a. The application committee outlined in [3.2.2.1](#) will be replaced by the committee outlined in [3.2.2.2](#)
- b. The Student Body President will fulfill the duties of the Vice President of Finance and the Vice President of Communications described in 9.8.4 and 9.8.6.
- c. A separate application, which will reflect these changes, will be made available to students in the summer.

10 CHANGES TO THE GOVERNANCE MANUAL

10.1 GOVERNANCE REVIEW PROPOSALS

Any member-in-good-standing of the Student Government Association—which includes Student Body President’s Cabinet, Student Senate, Student Review Board and Leadership Council, etc.—may propose changes to the SGA Governance Manual. Proposals may be submitted at any time throughout the academic year to the Student Body President or Student Body Vice President to petition an addition to, modification of, or removal of a section of the Governance Manual. The Student Body President and Student Body Vice President reserve the right to approve or disapprove a proposal before further discussion occurs.

10.2 GOVERNANCE REVIEW COUNCIL

Upon review and acceptance of any and all proposals by the Student Body President and Student Body Vice President, the President shall convene and chair a meeting of the Governance Review Council at which all President- and Vice-President-approved proposals will be presented. The Governance Review Council will consist of all members of the Extended Forum. This special meeting can be held before the convening of, immediately after adjournment of, or in place of a regular Senate meeting. The President shall give the Governance Review Council at least a two-week notice before convening the session. Special accommodations to Governance Review Council include:

- a. At the end of each semester, in the event that there are any outstanding proposals, the President, who serves as chair, may convene the Governance Review Council to participate in a conclusive Governance Review at which all President- and Vice-President-approved proposals will be presented.
- b. In any scenario regarding a proposed modification to the Governance Manual by the Student Body President, the Vice President shall convene and chair the meeting.

10.3 APPROVAL OF GOVERNANCE REVIEW COUNCIL PROPOSALS

Proposed changes are brought to the floor of Governance Review Council for discussion, and a two-thirds majority of all members of the Governance Review Council *in attendance* must vote to approve the changes. Quorum for Governance Review Council is strictly enforced as at least 50% of the Extended Forum.

APPENDIX A: RESPONSIBILITIES OF NON-OFFICER POSITIONS RECEIVING WAGES FROM SGA

A.1 STUDENT ACTIVITIES BOARD

A.1.1 President of the Student Activities Board

- a. Oversee the planning and implementation of all Student Activities Board services and activities.
- b. Represent the Student Activities Board before the Student Senate and the College Administration.
- c. Serve as a member of the SGA Leadership Council, meeting once a semester, or as deemed necessary by the Council or the Student Body President.
- d. Prepare a written end-of-year report in the spring for the new President of the Student Activities Board and the outgoing Student Body President.
- e. Attend leadership training and development sessions such as Leadership Retreat and leadership chapels.

A.1.2 Vice President of the Student Activities Board

- a. Serve concurrently in another SAB Executive position.
- b. Assist the SAB President in the implementation of the portions of the Student Activities Board related to engagement with popular culture, administration of logistical tasks, and reconciliation of culture and faith, specifically the following portions of the SAB mission: to provide a medium for students to actively engage in popular culture and to challenge students to reconcile popular culture and their relationship with God and develop cultural discernment skills.
- c. Assist the SAB Advisor & the SAB President with training of the Student Activities Board Executives, including August training week and ongoing assistance with mission engagement around events throughout the academic year.
- d. Assist the President in forging strategic partnerships with key campus offices and personnel, including academic departments, Student Affairs, Student Involvement & Leadership Programs, College Ministries, Residence Life, and other educators.
- e. Assist the President in administrative duties, including but not limited to:
 - i. Monthly scheduling of executives to work the Student Involvement and Leadership Programs desk
 - ii. Completing and sending monthly reports to SGA
 - iii. Serving as a supervisor for several events that the Student Activities Board executives hold
 - iv. Meeting regularly with the President and SAB Advisor, as well as one-on-one meetings with other Executives as requested
- f. Assist other Executive members as needed on a professional and personal basis.

- g. Fervently represent the interests of all Messiah student demographics.

A.1.3 Treasurer of the Student Activities Board

- a. Maintain an accurate system of bookkeeping, preparing a budget for each semester, in consultation with the SGA Vice President of Finance and the Leadership Council.
- b. Maintain an electronic record of any and all financial transactions on the SAB M-Drive.
- c. Present an end-of-semester report to the President of the Student Activities Board.
- d. Communicate in a timely fashion to ensure that all bills submitted to the Treasurer are turned in to the appropriate party.
- e. Perform timely reimbursements for members for expenses they incurred that are expenditures of the Student Activities Board.
- f. Meet once per semester with each Executive to discuss their current spending and preparation for the upcoming semester.
- g. Meet monthly with the President and discuss SAB's overall performance in regard to the budget.
- h. Maintain value-driven purchasing and stewardship of the Student Activities Fee.
- i. Check and update executives' monthly expense reports with the Treasurer's own records.
- j. Reconcile the Treasurer's records to the online records on Banner.

A.1.4 Cultural Engagement Executive

- a. Assist the President in the implementation of the portions of the Student Activities Board mission related to engagement with popular culture, demographic diversity, contemporary issues, and reconciliation with faith and popular culture.
- b. Serve as the chief educational officer of the Student Activities Board on matters related to cultural engagement and integration of Christian faith and principles into activities and creative expressions for the student body.
- c. Collaboratively lead educational programming related to the Student Activities Board mission on the integration of popular culture and contemporary issues.
- d. Meet regularly with the President to discuss the planning of educational material.
- e. Lead conversation on the intersectionality of popular culture and contemporary social issues during meetings.
- f. Provide support, challenge, and conversational space to individuals and campus as they interact with the events and programming of the Student Activities Board.
- g. Fervently represent the interests of all Messiah student demographics.
- h. Maintain consistent and reliable attendance.

A.1.5 Lost Films Executive

- a. Organize and chair a committee that shall serve to assist in the showing of movies and collection of money.
- b. Plan movies to be shown on Friday and Saturday nights as well as Sunday afternoons (at the Executive's discretion).
- c. Train associate members for duties they will be performing.
- d. Select and reserve facilities for movies.
- e. Coordinate Alternate Chapels that occur in connection with movies shown, as deemed appropriate.
- f. Handle money as the procedures of the business office require.
- g. Work with the SAB Advisor and Director of Student Involvement and Leadership Programs in the selection process for the movies.
- h. Fervently represent the interests of all Messiah student demographics.

A.1.6 B-Sides Executive

- a. Organize a monthly concert series.
- b. Schedule a band for each month and make arrangements with conference services no later than 2 weeks ahead of time.
- c. Keep on budget.
- d. Communicate with the Marketing Executive and pass along information that the band provides to the Marketing Executive.
- e. Ensure that all acts are in good taste and not in conflict with the ideals of the Messiah College Community Covenant.
- f. Fervently represent the interests of all Messiah student demographics.

A.1.7 Student Talent Executive

- a. Organize a monthly Coffeehouse showcase of student performers that have completed an audition for acceptance in the showcase.
- b. Organize, structure, and maintain a committee to work on managing the stage, technical, dining services, and audition aspects of Coffeehouse.
- c. Ensure that all acts are in good taste and uphold the ideals of both the Messiah College Community Covenant and the Philosophy of Co-Curricular Engagement with Popular Culture.
- d. Ensure that no discrimination is allowed to affect the outcome of the auditions, unless such discrimination is advertised ahead of time (i.e. themed or "specialty" shows).
- e. Ensure constant and consistent professionalism when interacting with members of the Messiah College Dining Services.
- f. Fervently represent the interests of all Messiah College student demographics.
- g. Facilitate any other student talent programming deemed appropriate for the position.

A.1.8 Concerts Executive

- a. Head a committee that will assist in the running of concerts.

- b. Book concerts as far in advance as possible. Dates for concerts shall be set in consultation with the SAB Advisor, the President of SAB, and the Director of Campus Events and Conference Services.
- c. Ensure that the Executive Council approves of all band choices.
- d. Make necessary arrangements for artists as detailed in their contracts, including dressing room arrangements and food arrangements.
- e. Communicate regularly with the publicity team for concerts and help oversee the publicity process for concerts. Address publicity concerns with the artists.
- f. Communicate to the Treasurer of SAB about the details of payment and money that will be needed,
- g. Ensure that all acts are in good taste and uphold the ideals of both the Messiah College Community Covenant and the Philosophy of Co-curricular Engagement with Popular Culture.
- h. Fervently represent the interests of all Messiah Student demographics.

A.1.9 Dances Executive

- a. Coordinate dances and formals.
- b. Organize a committee to assist in dance duties.
- c. Choose dates, locations, and DJs for dances.
- d. Ensure that Student DJs are aware of and fully follow the Student DJ Contract.
- e. Facilitate the Student DJ Committee. This includes training the student DJs under the Student Activities Board.
- f. Ensure that the music that is played is consistent with the Messiah College Dance policy.
- g. Review the music the student DJs submit in their set lists.
- h. Update the "Do Not Play List" throughout the year.
- i. Fervently represent the interests of all Messiah student demographics.

A.1.10 Excursions Executive

- a. Coordinate all SAB sponsored off-campus field trips not including off-campus dances and special activities.
- b. Organize a committee to assist in the planning and implementation of these events.
- c. Choose dates and times for events that do not conflict with other college sponsored events, when at all possible.
- d. Ensure that no excursions conflict with the ideals of the Messiah College Community Covenant or the mission of SAB.
- e. Fervently represent the interests of all Messiah student demographics.

A.1.11 Special Activities Executive

- a. Coordinate all special events, including but not limited to the Family Fun Fair, Spring Shabing, and Quest.
- b. Organize a committee to suggest events and assist in the execution of those events.

- c. Schedule events and plan those events within the procedures specified by Conference Services.
- d. Hold several events each semester, making an effort to schedule events at times where there are not a large number of other events occurring.
- e. Fervently represent the interests of all Messiah student demographics.

A.1.12 Graphic Design Executive

- a. Design marketing elements for the Student Activities Board.
- b. Organize a committee responsible for design feedback.
- c. Design all Student Activities Board promotional material, as requested by the Marketing Executive in a timely manner.
- d. Work on a monthly calendar alongside the Marketing Executive.
- e. Fervently represent the interests of all Messiah student demographics.

A.1.13 Marketing Executive

- a. Market events for the Student Activities Board
- b. Update and maintain the Student Activities Board website and all other web-based communications and social media.
- c. Inform and update The Pulse and SAB Master Calendar of upcoming events.
- d. Organize a committee responsible for assisting in poster and promotional item distribution and photography and videography material for SAB.
- e. Publicize all Student Activities Board events as informed of in a timely manner.
- f. Maintain the SAB bulletin boards.
- g. Stay up-to-date on the making of t-shirts for sale or giveaways, purchasing of banners to be displayed at events, and selection of stationary for the Student Activities Board.
- h. Fervently represent the interests of all Messiah student demographics.

A.2 MULTICULTURAL COUNCIL

A.2.1 Chair of the Multicultural Council

- a. Direct all MCC operations towards holistic fulfillment of the MCC mission and vision of FACE: Family, Advocacy, Celebration, Education.
- b. Lead planning for Open Councils.
- c. Lead all biweekly core meetings, council meetings, and cabinet meetings.
- d. Meet monthly with the SGA VP of Diversity Affairs, the Special Assistant to the President & Provost for Diversity Affairs, each cabinet member, and each club president.
- e. Serve monthly as the MCC representative to the Leadership Council.
- f. Serve on M.L.K. Day Planning Committee.
- g. Serve weekly as the MCC representative to the Student Senate.
- h. Ensure accountability among clubs.
- i. Develop educational programs and events for the Messiah community on multicultural and global issues.

- j. Provide management and support for each cabinet member and president as they fulfill their duties.
- k. Ensure that the mission of MCC and vision of FACE are fulfilled throughout the semester.
- l. Help plan MCC trainings and retreats.
- m. Work with the MCC treasurer to write and submit a semester budget.
- n. Work with the treasurer and advisor to approve club budgets.
- o. Create and communicate vision to the MCC serving body.
- p. Work at least two hours per week in MCC office.
- q. Attend all MCC events.
- r. Attend leadership training and development sessions, including the leadership retreat and the multicultural student leadership retreat.
- s. Organize and execute MCC activities for the New Student Social.
- t. Organize and execute activities for the multicultural orientation, including the multicultural coffeehouse.
- u. Attend club events as possible.

A.2.3 Treasurer of the Multicultural Council

- a. Work with the Chair to create and submit a budget for MCC.
- b. Work with the Chair and Advisor to approve club budgets.
- c. Write monthly reports and submit one copy to the Chair.
- d. Work with the Vice President of Finance for all account activity.
- e. Collect and record any receipts.
- f. Maintain ongoing communication with the Chair and Advisor.
- g. Assemble an end-of-the-year budget report.
- h. Participate in Multicultural Council training and development activities throughout the year.
- i. Maintain consistent and reliable attendance.
- j. Set up monthly one-on-one meetings with club treasurers.

A.2.2 President of a Multicultural Council Club (5)

- a. Represent organization on council and other venues if needed.
- b. Have a global understanding of organization's missions, themes, and goals.
- c. Lead programs and events.
- d. Lead heritage month programming.
- e. Attend biweekly Multicultural Council core meetings.
- f. Maintain ongoing communication with advisor.
- g. Maintain ongoing communication with chair.
- h. Effectively serve and lead organization.
- i. Maintain regular office hours.

A.3 STUDENT MINISTRIES

~ currently restructuring ~

A.4 THE AGAPÉ CENTER FOR SERVICE AND LEARNING**A.4.1 Local Service Director**

- a. Oversee the planning and implementation of all Outreach Team activities.
- b. Provide leadership through close communication with Advisor to determine vision and direction for Outreach Teams on campus and in our community.
- c. Provide leadership in facilitating Outreach Team Coordinator meetings.
- d. Meet one-on-one bi-weekly with Advisor.
- e. Attend and participate in bi-weekly group meetings with Coordinators.
- f. Meet on a bi-weekly basis with supervisor and other Agapé Directors.
- g. Complete required reports for SGA and Agapé in a timely fashion.
- h. Oversee Outreach Team budgets and work closely with Coordinators, the Agapé Treasurer and SGA to adequately fund the programs available through Outreach.
- i. Attend and provide assistance as requested by the Agapé Center or SGA with general recruitment and informational events held throughout the semester.
- j. Act as a student representative for Outreach Teams in public engagements, Agapé Center meetings, and other meetings involving college administration as called upon to attend.
- k. Work with other groups on campus to build relationships through events held, joint partnerships, and other engagements.
- l. Oversee vehicle reservations, working closely with the receptionist to ensure that vehicles are reserved appropriately and in a timely fashion for both Outreach and church events.
- m. Work with other Coordinators in assisting with major events held throughout the semester, such as Social Justice Week.
- n. Meet regularly with supervisor to update them on progress.
- o. Develop and work toward goals that align with the vision, purpose, and objectives of Service Teams.
- p. Develop and implement goals for personal professional development.
- q. Participate in mandatory Agapé Center trainings.
- r. Fill out Event Reports, Fact Sheets, and Program Fact Sheets.

A.4.2 Director of Service Trips

- a. Provide leadership through close communication with Advisor to determine vision and direction for Service Trips on campus and in our community.
- b. Provide leadership in facilitating weekly Service Trips meetings.
- c. Facilitate the creation of a team covenant with Service Trips and maintain team energy throughout the year to fulfill it.
- d. Prepare a written end-of-year report in the spring for the new Director of Service Trips and the outgoing Student Body President.
- e. Meet one-on-one weekly with supervisor.
- f. Complete required reports for SGA and Agapé in a timely fashion.

- g. Oversee Service Trip budgets and work closely with Coordinators, Agapé Treasurer and SGA to adequately fund the programs available through Service Trips.
- h. Attend and provide assistance, as requested by Agapé or SGA, with general recruitment and informational events held throughout the semester.
- i. Act as the student representative for Service Trips in public engagements, Agapé Center meetings, and other meetings involving college administration as called upon to attend.
- j. Work with other groups on campus to build relationships through events held, joint partnerships, and other engagements.
- k. Oversee vehicle reservations, signing forms and working closely with the College receptionist to ensure that vehicles are reserved appropriately and in a timely fashion.
- l. Oversee publicity for Service Trips & participant events, communicating effectively with College Press.
- m. Work with Coordinators to assist in planning Fall, J-term, and Spring Break Service Trips.
- n. Participate in mandatory Agapé Center trainings.
- o. Fill out Educational Plans and Fact Sheets as needed.
- p. Design and implement assessment of service trip programs.
- q. Assist with front office coverage as needed.
- r. Perform other duties as prescribed by Agapé Center supervisor.

A.4.3 Service Trips Agency Coordinator

- a. Serve as the primary contact for agencies that Service Trips works with, keeping regular contact with them.
- b. Provide the service trips staff with a list of potential agencies for each break. This entails working with long-term partners that Service Trips uses each year, partners Service Trips has worked with in the past, and new partners that connect with different needs and desires of volunteers.
- c. Gather information from each agency regarding the logistics of the trip.
- d. Based on the aforementioned Agency Form, develop "Information Packets," which include the agency's contact information, trip description, itinerary, directions, etc. for each service trip.
- e. Work with the Service Trips Director and Agapé Treasurer to develop a budget for each service trip and ensure timely payment to the agencies.
- f. Follow up with agencies after each trip, getting detailed feedback related to goals, content, and reflection. Compile evaluative comments from participants and leaders to add to agency files and give appropriate feedback to agencies for their development.
- g. Develop and maintain agency files, updating regularly.
- h. Meet weekly with Service Trips Team.
- i. Participate in mandatory Agapé Center trainings.
- j. Fill out Educational Plans and Fact Sheets.
- k. Assist with front office coverage as needed.

- l. Perform other duties as prescribed by Agapé Center supervisor.

A.4.4 Service Trips Participant Coordinator

- a. Work with the Service Trips Director to update Service Trip applications.
- b. Facilitate recruiting, interviewing, placing and communicating with team leaders, participants and drivers for each service trip.
- c. Revise, edit, and distribute leadership manual for service trip team leaders.
- d. Organize and lead team meetings before Fall, J-Term, and Spring Break.
- e. Maintain regular contact with participants to provide answers to questions.
- f. Verify leaders and participants have submitted trip deposits and paperwork (i.e. emergency contact; health information, etc.) prior to trip departure.
- g. Gather participant medical and emergency contact information for risk-management purposes.
- h. Regularly gather information and assessment from leaders & participants to improve programming.
- i. Work with Director on team trainings, team debrief, and team-building.
- j. Collaborate with the Agapé Center Office Assistant to update the Agapé Center website with upcoming domestic service trip opportunities.
- k. Collect photos and stories from Service Trip participants and upload them to the various social media platforms.
- l. Develop and work toward goals that align with the vision, purpose, and objectives of Service Trips.
- m. Meet weekly with Service Trip Teams.
- n. Participate in mandatory Agapé Center trainings.
- o. Fill out Educational Plans and Fact Sheets.
- p. Assist with front office coverage as needed.
- q. Perform other duties as prescribed by Agapé Center supervisor.

A.4.5 Director of Human Rights Awareness

- a. Set goals for the academic year and implement corresponding programming.
- b. Provide leadership through close communication with advisor and coordinators to determine vision and direction for HRA on campus.
- c. Collaborate with other groups on campus to build relationships through events, partnerships, and other engagements.
- d. Work with leaders in the Collaboratory, College Ministries, Residence Life and academic departments where there are possibilities for collaboration.
- e. Work closely with HRA chapter groups including Invisible Children, International Justice Mission and the SoJo House to hold events.
- f. Provide leadership in facilitating HRA weekly team meetings.
- g. Meet on a bi-weekly one-on-one basis with supervisor.
- h. Meet bi-weekly with supervisor and other Agapé directors.
- i. Complete required reports for SGA in a timely fashion.
- j. Complete required reports for the Agape Center in a timely fashion.
- k. Oversee the HRA budget and work closely with supervisor, coordinators, Agapé Treasurer and SGA to adequately fund programs through HRA.

- l. Meet regularly with Agapé Treasurer to ensure budget communication.
- m. Attend and provide assistance as requested by the Agape Center or SGA with general recruitment and informational events held throughout the semester.
- n. Oversee the activities of coordinators for student interests.
- o. Secure speakers and plan other educational events to bring Awareness of Human Rights issues to campus.
- p. Coordinate speaker accommodations and schedules.
- q. Work with the Events Coordinator with event planning in a timely fashion.
- r. Act as a student representative for Human Rights Awareness in public engagements, Agape Center meetings, and other meetings involving college administration as called upon to attend.
- s. Develop and work toward goals that align with the vision, purpose, and objectives of HRA.
- t. Participate in mandatory Agape Center trainings.
- u. Fill out Educational Plans and Fact Sheets.

A.4.6 Human Rights Awareness Education Coordinator

- a. Work closely with HRA Director and Events Coordinator.
- b. Meet as needed with supervisor and weekly with HRA team.
- c. Meet with chartered organizations bi-weekly early in the semester and monthly afterwards.
- d. Serve as primary contact for partner to develop goals and areas of importance for the academic year.
- e. Stay in regular communication with each agency.
- f. Plan out the semester events with the Director and Events Coordinator early on, creating a schedule of what events and chapels will occur at which time.
- g. Work with chartered organizations on their plan for each semester.
- h. Recruit and organize volunteers for HRA events.
- i. Work with HRA Director to set HRA's budget for each semester.
- j. Work with on-campus groups to figure out upcoming financial needs.
- k. Regularly gather assessment from volunteers and partner organizations to improve programming.
- l. Collaborate with faculty members, Residence Life and other organizations on campus and within the Agapé Center when appropriate.
- m. Participate in mandatory Agapé Center trainings.
- n. Think of creative and outside-the-box ways to increase student body knowledge of human rights issues.
- o. Fill out Educational Plans and Fact Sheets.

A.4.7 Human Rights Awareness Events Coordinator

- a. Work closely with the HRA Director and Agency Coordinator.
- b. Meet weekly with HRA team and as needed with supervisor.
- c. Meet with the Agency Coordinator to plan events.
- d. Plan HRA events by making necessary reservations for rooms and facilities, preparing and getting necessary permissions for events and chapels,

advertising through posters and mass emails, facilitating logistics and coordinating volunteers.

- e. Work toward creating sustainable, successful, well-attended and well-publicized events in the form of chapels, forums, panels, fundraisers, activism opportunities, or small group organized discussions.
- f. Recruit and organize volunteers for HRA events.
- g. Work with the Director to set HRA's budget each semester.
- h. Regularly gather assessment from volunteers and partner organizations.
- i. Collaborate with faculty members, Residence Life, the Collaboratory, and other groups on campus when appropriate.
- j. Participate in mandatory Agapé Center trainings.
- k. Keep detailed records of volunteer participation in events.
- l. Fill out Educational Plans and Fact Sheets.

A.4.8 Human Rights Awareness Social Media Coordinator

- a. Work with HRA Director and Agency Coordinator closely.
- b. Meet weekly with HRA team and as needed with the supervisor, Director, Agency Coordinator and chartered organizations.
- c. Create social media posts to promote events and current social issues.
- d. Monitor social media traffic and work towards boosting influence.
- e. Stay abreast of current events.
- f. Work with Education and Events Coordinators in event planning.
- g. Attend and assist all HRA events and leadership development sessions.

A.4.9 Treasurer for Agapé Center Student Organizations

- a. Work closely with the Local Service Director, the Director of Service Trips and the Director of Human Rights Awareness to create a budget for each organization at the beginning of every semester.
- b. Meet regularly with supervisor.
- c. Train and maintain contact with Student Directors & Outreach Coordinators to update on budgeting status and provide support.
- d. Serve as the primary contact for all SGA budget-related questions.
- e. Serve as the contact for all financial matters between Student Senate, the SGA Vice President of Finance, the SGA Vice President of Organizations and each of the Agapé Center organizations.
- f. Represent the Agapé Center before the Student Senate and Administration.
- g. Maintain integrated and standardized budgeting procedures, covering each of the aforementioned Agapé student organizations.
- h. Manage budget transfers and reimbursements for each of the Agapé student organizations throughout the semester.
- i. Update expense worksheets and maintain receipts supporting expenses.
- j. Prepare a written end-of-year transition report and assist with training of the new Treasurer for Agapé Center Student Organizations.
- k. Participate in Agapé Center training and development activities.
- l. Assist with front office coverage as needed.

- m. Perform other duties as prescribed by Agapé Center supervisor.

A.5 THE PULSE

A.5.1 Student Director of The Pulse

- a. Strategize with the leadership team and the faculty advisor to develop an overall vision and strategy for student media on campus.
- b. Work with the faculty advisor in coordinating student media production.
- c. Identify offices and individuals on campus that can collaborate with The Pulse, generating ideas about how they can partner together, and communicate them to the proper parties.
- d. Have a general sense of what is happening on campus both at the student programs level and also at the administrative level to better ensure that particular events receive coverage and that a healthy relationship with the administration is forged.
- e. Serve as the primary Pulse student liaison to the administration.
- f. Work to ensure excellence in student media production by identifying areas where professional development is necessary and providing training to ensure those needs are met.
- g. Work with the leaders of the audio-visual team, the business team and the web team to ensure that overall web and social media strategies, and business plans are developed while also meeting the needs of individual media teams.
- h. Lead the effort to advertise for, interview and hire executive leadership and team leadership.
- i. Assist editors of individual media teams in embodying a collective vision in their areas of responsibility.
- j. Work with the faculty advisor to assign students who take the media lab for credit from the Communication Department to various media teams.
- k. Act as representative to Student Senate, serve on SGA Leadership Council, and attend Leadership Summits.
- l. Submit monthly reports to SGA as well as End of Year reports and participate in advanced planning for the Pulse.
- m. Plan leadership orientation week at the beginning of the school year and train new officers.
- n. Complete a transition binder detailing information for incoming Director.
- o. Maintain two office hours per week.

A.5.2 Assistant Student Director of The Pulse

- a. Act as the primary liaison between the Student Director and The Pulse team.
- b. Follow up with Pulse team members.
- c. Organize and delegate staff, giveaways, decorations and card swipes for all recruitment and promotional fairs.
- d. Organize volunteer DJs and writers, obtaining ID numbers and other relevant information.

- e. Assist the Student Director in oversight of production of the magazine, which includes timeline, Swinging Bridge Magazine weekly meetings (design, editorial and audio-visual teams), distribution, contact between Student Director and SBM team (staying within the vision), internal point contact and overall functionality of the product.
- f. Collect all passwords of The Pulse entities including social media, G-mail, website logins, etc. at the end of each semester. Update as needed.
- g. Ensure that individuals are keeping the office space clean.
- h. Oversee office hours scheduling and operations, act as primary contact for when staff members cannot make their office hours.
- i. Restock break room and office supplies when needed.
- j. Act as a liaison for the Admissions Office and Co-Chair of the Communication Department to organize Pulse office and radio station tours.
- k. Act as a contact to the Admissions Office regarding Open House days.
- l. Organize poster distribution and update bulletin boards as necessary.
- m. Establish contacts for ITS and College Press at the start of each semester.
- n. Take notes at all Director meetings, send full meeting notes to all managers and send meeting highlights to all staff each week.
- o. Inform, organize, check-in and collect all transition binders from staff at the end of each semester.
- p. Organize and oversee Pulse internal staff events.
- q. Act as the secondary representative for Student Senate when the Student Director cannot attend.
- r. Meet weekly and on an as-needed basis with Student Director.
- s. Assist Student Director in the process of hiring incoming staff.
- t. Report to the Student Director for other responsibilities as assigned
- u. Complete a transition binder detailing information for incoming Director.
- v. Maintain two office hours per week.

A.5.3 Editor-in-Chief

- a. Serve on Pulse leadership board, attending managerial meetings and contributing ideas and offering feedback and criticism to Pulse visions.
- b. Oversee print and online production process of Swinging Bridge Magazine: develop schedule of publication, establish content deadlines, ensure sufficient and appropriate content is generated, oversee the editing of all articles and ensure content is published in a timely manner to design team.
- c. Collaborate with social media manager to promote content on appropriate social media sites when applicable.
- d. Organize and supervise all article writers, communicating story ideas to them and offering feedback with regard to article content and style.
- e. Support section editors in handling any questions, problems, conflict, confusion, etc.
- f. Author and/or co-author articles as able.
- g. Recruit writers throughout the school year and plan appropriate professional development when necessary.

- h. Work with Business Team to establish budget for organization, draw up printing contract with local printer and read relevant contracts.
- i. Coordinate magazine distribution on eve of release date and ensure all magazines are distributed.
- j. In consultation with advisor, make decisions regarding potentially sensitive or controversial articles, letters, or opinion pieces.
- k. Conduct end of the semester assessments of the newspaper with advisor and Student Director and complete a transition binder detailing information for incoming Editor.
- l. Assist Student Director in hiring of new Editor-in-Chief.
- m. Complete a transition binder detailing information for incoming Director.
- n. Maintain two office hours per week.

A.5.4 Culture Editor

- a. Work and meet with the Editor-in-Chief, Social Media and Online Editor and Radio Station Manager regularly to provide cross-platform content.
- b. Talk regularly to members of SAB, the Arts department, Multicultural Council, clubs and organizations putting on events, as well as investigate the latest pop culture trends or phenomena circulating through the student body to use this information in stories.
- c. Work with design team to generate ideas for appropriate graphics that can be used to creatively convey information and stories.
- d. Follow four or five student media sites closely for alternative ideas and methods to tell stories and utilize them.
- e. Copyedit stories submitted by volunteer writers.
- f. Gather appropriate images for section; send to layout, work with A/V team to secure images for stories.
- g. Serve as a resource for writers when needed.
- h. Help distribute copies of magazine on distribution day.
- i. Suggest and write liner cards for Pulse Radio summarizing key articles after each issue of The Swinging Bridge is published if requested.
- j. Take part in editing proofs of the magazine before it is sent to the publisher in order to oversee layout, help with final edits of articles, and assure accuracy of attribution for photos, articles, and other content.
- k. Recruit and maintain a staff of writers who will follow guidelines and deadlines laid out for them.
- l. Complete a transition binder detailing information for incoming staff member.
- m. Maintain one office hour per week.

A.5.5 Student Life Editor

- a. Work and meet with the Editor-in-Chief, Social Media and Online Editor and Radio Station Manager regularly to provide cross-platform content.
- b. Talk regularly to members of the college administration including Student Affairs, Residence Life, Dining Services, Facilities, Operations, ITS, the Agapé

Center and other offices pertaining to students and student clubs and organizations, as well as investigate any relationship between current events and students to use this information in stories.

- c. Follow four or five student media sites closely for alternative ideas and methods to tell stories and utilize them.
- d. Copyedit stories submitted by volunteer writers.
- e. Gather appropriate images for section; send to layout, work with A/V team to secure images for stories.
- f. Serve as a resource for writers when needed.
- g. Help distribute copies of magazine on distribution day.
- h. Suggest and write liner cards for the radio station, summarizing key articles after each issue of Swinging Bridge Magazine is published if requested.
- i. Take part in editing proofs of the magazine before it is sent to the publisher in order to oversee layout, help with final edits of articles, and assure accuracy of attribution for photos, articles, and other content.
- j. Recruit and maintain a staff of writers who will follow guidelines and deadlines laid out for them.
- k. Complete a transition binder detailing information for incoming staff member.
- l. Maintain one office hour per week.

A.5.6 Sports Editor

- a. Work and meet with Editor-in-Chief, Social Media, Online Editor and Station Manager regularly to provide cross-platform content.
- b. Be familiar with the Messiah sports: players, roster changes, schedules, sports jargon, team history, etc.
- c. Consult regularly with Messiah College Athletic Communications Director for story ideas and make contacts with coaches.
- d. Recruit and maintain a staff of writers who will follow guidelines and deadlines laid out for them.
- e. Gather appropriate images for section; send to layout, work with A/V team to secure images for stories.
- f. Help distribute copies of the magazine on distribution day.
- g. Suggest and write liner cards for the radio station, summarizing key articles after each issue of The Swinging Bridge is published if requested.
- h. Take part in editing proofs of the magazine before the newspaper is sent to the publisher in order to oversee layout, help with final edits of articles, and assure accuracy of attribution for photos, articles, and other content.
- i. Complete a transition binder detailing information for incoming staff member.
- j. Maintain one office hour per week.

A.5.7 Online News Editor

- a. Work and meet with the Editor-in-Chief, Social Media and Pulse Web Manager and Station Manager regularly to provide cross-platform content.

- b. Talk regularly to members of the college administration including Student Affairs, Residence Life, Dining Services, Facilities, Operations, ITS, the Agapé Center and other offices pertaining to students and student clubs and organizations, as well as investigate any relationship between current events and student to use this information in stories.
- c. Follow four or five student media sites closely for alternative ideas and methods to tell stories and utilize them.
- d. Copyedit stories when directed by Editor-in-Chief.
- e. Gather appropriate images for section; send to layout.
- f. Serve as resource for writers when needed.
- g. Help distribute copies of magazine on distribution day.
- h. Suggest and write liner cards for the radio station, summarizing key articles after each issue of Swinging Bridge Magazine is published if requested.
- i. Take part in editing proofs of magazine before it is sent to the publisher in order to oversee layout, help with final edits of articles, and assure accuracy of attribution for photos, articles, and other content.
- j. Recruit and maintain a staff of writers who will follow guidelines and deadlines laid out for them.
- k. Maintain one office hour per week.
- l. Lead a team of practicum students, communicating with them about breaking news stories and offering guidance about individuals to talk to.
- m. Publish a newspaper story, and/or radio or video report for major events, (noteworthy speakers or bands and crisis) within 24 hours of its occurrence.
- n. In the event of a crisis that affects internet coverage, this individual will be responsible for disseminating that message through the radio station.
- o. Complete a transition binder detailing information for incoming staff member.
- p. Maintain one office hour per week.

A.5.8 Design Manager

- a. Serve on the leadership board, attending managerial meetings, contributing ideas and offering feedback and critique of Pulse projects and direction.
- b. Direct design team and delegate work to team of assistants.
- c. Set up a consistent feedback system for Pulse staff to evaluate work and offer suggestions.
- d. Create graphics for Swinging Bridge Magazine, brochures, advertising material or other projects in a timely manner using Adobe InDesign, Illustrator, and Photoshop.
- e. Demonstrate a good understanding of layout design and typography.
- f. Facilitate meetings with design staff and other departments to collaborate and to improve skills and knowledge as a designer.
- g. Work with A/V staff and content editors to gather content (text, photographs, ads, graphics) and prepare it for the layout design. This may include collaborating with other departments across campus, sorting content, photo editing, etc.

- h. Design and layout Swinging Bridge Magazine and the Clarion Yearbook, creating excellent work.
- i. Learn to more effectively communicate information to campus in engaging ways by studying cutting edge design through the review of other publications and media platforms.
- j. Communicate to Student Director photography needs at the beginning of each week.
- k. In conjunction with the Advisor and Business Manager, read contracts pertaining to design team.
- l. Conduct end of the semester assessments of the design team with the Advisor and Student Director and complete a transition binder detailing information for incoming Director.
- m. Assist Student Director in the hiring of new design manager and new design assistants.
- n. Maintain two office hours per week.

A.5.9 Yearbook Manager

- a. Manage and organize the production of the Clarion Yearbook including layout, spread designs, senior portraits, baby ads, advertising, photos, etc.
- b. Set up senior portrait sessions with photographer, advertise sessions via various Pulse outlets.
- c. Create, promote, and manage senior yearbook sign up process.
- d. Create, promote, and manage senior baby ads process.
- e. Communicate and collaborate with design team to design yearbook spreads.
- f. Communicate and collaborate with A/V team to procure and gather photos for yearbook spreads.
- g. Manage and organize the distribution of senior yearbooks.
- h. Design spreads for the Clarion Yearbook and promotional materials throughout the year.
- i. Recruit and maintain a staff of volunteer designers and helpers.
- j. Assist the Student Director in the hiring of new yearbook manager.
- k. Complete a transition binder detailing information for incoming Director.
- l. Maintain two office hours per week.

A.5.10 Design Assistant (3)

- a. Create graphics for Pulse publications (Swinging Bridge Magazine and the Clarion Yearbook), brochures, advertising material or other projects in a timely manner, using Adobe InDesign, Illustrator, and Photoshop.
- b. Demonstrate a good understanding of layout design and typography.
- c. Attend meetings with design staff/managers to collaborate and to improve skills and knowledge as a designer.
- d. Work with design manager/yearbook manager, A/V staff and editors to gather content (text, photographs, ads, graphics) and prepare it for the layout design. This may include collaborating with other departments across campus, sorting content, photo editing, etc.

- e. Design and layout the Swinging Bridge Magazine and the Clarion Yearbook, creating excellent work as determined by Design Manager, Yearbook Manager, Pulse Editor-in-Chief, Pulse Student Director, and Design Team.
- f. Learn to more effectively communicate information to campus in engaging ways by studying cutting-edge design through the review of other publications and media platforms.
- g. Report to Design Manager and Yearbook Manager for other responsibilities.
- h. Complete a transition binder detailing information for incoming staff member.
- i. Maintain one office hour per week.

A.5.11 Business Manager

- a. Serve on the leadership board, attending managerial meetings and contributing ideas and offering feedback and criticism to Pulse vision.
- b. Develop a business strategy for raising funds across the various media platforms.
- c. Communicate with potential advertisers to understand their needs and offer information about potential advertising through the media lab.
- d. Develop sales packages for ads across the various platforms and the web to maximize revenue.
- e. Solicit ads from various clients and organizations (on- and off-campus).
- f. Collect payment from advertisers and send proof of advertisements to them.
- g. Work with executive leadership board to place ads appropriately and in a timely fashion.
- h. Work with the Development Office to ensure that advertising sales are in accordance with college protocols and planning.
- i. In consultation with the Advisor, Student Director and SGA, create and manage the Pulse budget.
- j. Ensure the equitable distribution of revenues generated through advertising packages as well as all income from SGA.
- k. Assign duties to the Business Team Assistant and to student volunteers to ensure the successful generation of revenue.
- l. As required, work with the Advisor and others to produce grant proposals that will enhance student media on campus.
- m. In conjunction with the Advisor and appropriate manager, read any contract that the Pulse signs.
- n. Conduct end-of-semester assessments of the magazine with advisor and student director and complete a transition binder detailing information for incoming editor.
- o. Ensure that advertising and marketing materials are getting to the student body through all of our outlets, poster hanging, social media, and other communication platforms.
- p. Meet regularly with each department head to lay out marketing plan, develop situational analysis that discovers what the student body needs are.

- q. Assist managers with advertising for the projects they need pushed to the student body.
- r. Track all expenses and revenue throughout each semester to report to SGA at end of semester.
- s. Disburse Pulse funds and monitor reimbursements, cash advances and any and all other transactions.
- t. Assist Student Director in the hiring of new Business Manager.
- u. Complete transition binder detailing information for incoming Director.
- v. Maintain two office hours per week.

A.5.12 Web Manager

- a. Serve on the leadership board, attending managerial meetings and contributing ideas and offering feedback and criticism to Pulse visions.
- b. Develop and maintain a central website for the Pulse.
- c. Work to enhance and update websites for individual media entities and maintain appearance and content of student media website and of websites for individual media entities.
- d. Post audio-visual content on website and TV outside of Lottie Nelson Dining Hall that will enhance and extend the content disseminated by other venues.
- e. Make sure TV outside of Lottie Nelson Dining Hall is on and updated, add new content to TV as needed, and communicate with IT about any problems or changes related to TV.
- f. Receive email notifications of new comments on websites; review comments and mark as “approved” or “unapproved” as necessary.
- g. Update information on website when necessary.
- h. Use WordPress to make edits to the website as necessary.
- i. Continually look for new technology that The Pulse can develop and incorporate into new projects.
- j. Conduct end of the semester assessments of website with the Advisor and Student Director and complete a transition binder detailing information.
- k. In conjunction with the Advisor and Business Manager, read any contract that the Pulse signs relating to web.
- l. Post audiovisual content on website that will enhance and extend the content disseminated through other venues.
- m. Keep staff up-to-date on website activity, article comments, possible leads from comments, etc.
- n. Conduct end-of-the-semester assessments of social media sites and website with the Advisor and Student Director and complete a transition binder detailing information for the incoming Director.
- o. In conjunction with Advisor and Business Manager, read any contract that the Pulse signs relating to social media.
- p. Perform biweekly analytics reports and update staff on site traffic.
- q. Assist Student Director in the hiring of a new Web Manager.
- r. Maintain two office hours per week.

A.5.13 Social Media Manager

- a. Serve on the leadership board, attending managerial meetings and contributing ideas and offering feedback and criticism to Pulse visions.
- b. Post audiovisual content on social media platforms that will enhance and extend the content disseminated through other venues.
- c. Post on social media platforms in connection to the website as well as other departments of The Pulse to promote cross promotion.
- d. Receive email notifications of new comments on social media platforms; review notifications and respond as appropriate and necessary.
- e. Keep staff up-to-date on social media posts and activity.
- f. Correct incorrect information on social media sites and website.
- g. Continually look into new ways to engage with the community through social media platforms.
- h. Conduct end-of-the-semester assessments of social media sites and website with the Advisor and Student Director and complete a transition binder detailing information for incoming Director.
- i. In conjunction with Advisor and Business Manager, read any contract that The Pulse signs relating to social media.
- j. Access analytics based on the platform to make a yearly review.
- k. Meet regularly with the Web Manager to facilitate fluid communication and collaboration while creating strategies for the maximization of The Pulse's web presence.
- l. Complete a transition binder detailing information for incoming Director.
- m. Maintain two office hours per week.

A.5.14 Audio/Visual Manager

- a. Serve on the leadership board, attending managerial meetings and contributing ideas and offering feedback and criticism to Pulse visions.
- b. Recruit and manage a team of volunteer photographers and videographers that will assist in producing all audio/visual content for the Pulse website, magazine, social media sites and other entities as needed.
- c. Strategize with Student Director to grow video use in media productions.
- d. Assist with maintaining photo inventory on the Pulse network drive of all pictures taken during the school year, properly recording the name of the photographer to ensure that the respective individual is credited if they were a volunteer.
- e. Edit and retouch photos taken by volunteers if needed.
- f. Ensure that the necessary photos are captured and submitted.
- g. Possess strong management, organizational and communication skills in addition to creative and technical skills in photography and videography.
- h. Remain knowledgeable of file formats and resolution.
- i. Maintain an online inventory of electronics that the Pulse owns and to whom they are currently distributed (iPads, cameras, recorders).
- j. Shoot events not covered by Audio/Visual Assistant or volunteer staff.

- k. Conduct end-of-the-semester assessment of audio/visual team with the Advisor and Student Director and complete a transition binder detailing information for incoming Director.
- l. In conjunction with Advisor and appropriate manager, read any contract that The Pulse signs pertaining to field coverage.
- m. Assist the Student Director in the hiring of new A/V staff as needed.
- n. Maintain two office hours per week.

A.5.15 Audio/Visual Assistant (2)

- a. Assist with maintaining photo inventory on the Pulse network drive of all pictures taken during the school year.
- b. Edit and retouch photos that were personally taken.
- c. Remain knowledgeable of file formats and resolution.
- d. Assist with maintaining online inventory of electronics The Pulse owns and to whom they are currently distributed (iPads, cameras, recorders).
- e. Shoots events as delegated by Audio/Visual Manager.
- f. Complete a transition binder detailing information for incoming Director.
- g. Maintain one office hour per week.

A.5.16 Radio Manager

- a. Serve on the leadership board, attending managerial meetings and contributing ideas and offering feedback and criticism to Pulse visions.
- b. Ensure on-air presence through monitoring of the station and intervention when necessary.
- c. Create an on- and off-campus promotion strategy to raise awareness of the station and its programming to the larger community.
- d. Manage DJs scheduling, contracts and training.
- e. Manage podcast network: arrange schedule, create and enforce contract, train new talent, producers and editors.
- f. Create liner cards and ensure that they are up-to-date.
- g. Collect and store all Program Logs and collect and give to the Advisor.
- h. Update and manage content for appropriate social media accounts.
- i. Contact Messiah's club/organization leaders regarding the Station providing music for their events (organize and lead remote broadcasts).
- j. Stay in contact with other Messiah organizations who wish to have the Station at their events and plan the schedule.
- k. Advertise current giveaways (which can include concert tickets, CDs, campus merchandise, etc.) and arrange for DJs to raffle off the prizes.
- l. Make sure that requests for ad placement (emails that are sent to the Station email account) get forwarded to the appropriate business people.
- m. Work with the business team to create advertisements for clients as needed.
- n. In conjunction with the Advisor and Business Manager, read any contract pertaining to the radio station that The Pulse signs.

- o. Conduct end-of-the-semester assessments of the radio station with the Advisor and Student Director and complete a transition binder detailing information for incoming Director.
- p. Download and load shows, public service announcements (PSAs) and music to play on automation throughout the week.
- q. Work with station team to develop goals for the campus radio station.
- r. Serve as the primary sports contact for Messiah sports, making sure that soccer, basketball, etc. games are broadcast on air, oversee board operations for remote broadcasts, monitoring for continuity and quality throughout.
- s. Ensure that Pulse radio page and Twitter account is updated and accurate.
- t. Follow three or four other student radio stations looking for fresh, new ways to engage the audience and add to radio experience.
- u. Arrange and give station tours when necessary.
- v. Work on marketing and branding the Station outside of Messiah as directed by the Director.
- w. Work with the business team to create advertisements for clients as needed.
- x. Assist the Student Director in hiring a new Radio Manager.
- y. Maintain two office hours per week.

A.5.17 Radio Music Manager

- a. Oversee music productions for the radio station.
- b. Work with station team to develop goals for the campus radio station.
- c. Review and update music library in accordance with station standards.
- d. Report playlist to NACC charts online, print playlist for studio.
- e. Return record company phone calls and emails.
- f. Update automation and Spotify with playlist tracks.
- g. Maintain library of recorded programming to fill air time as necessary.
- h. Troubleshoot technical problems.
- i. Work with the Radio Manager to create and build station musical platform.
- j. Recruit bands for live performances, liners, and interviews.
- k. Complete a transition binder detailing information for incoming manager.
- l. Assist Student Director in hiring new Music Director.
- m. Maintain two office hours per week.

A.6 EYAS STUDENT ALUMNI COUNCIL

A.6.1 Senior Class Representative

- a. Act as the Eyas liaison to SGA.
- b. Work to recruit and select new senior Eyas members.
- c. Provide membership and Basecamp training for new senior members.
- d. Meet with other representatives weekly to review agenda items.
- e. Lend leadership to the “Last First,” Senior Powderpuff, Homecoming White-Out March, Eggstravaganza, and “We Heart Messiah Week” events.
- f. Lead “team building” exercises at Eyas meetings on a rotational basis.
- g. Meet monthly with the Eyas advisor to debrief on Senior Class Experience.

- h. Assist in organizing class meetings and class events.
- i. Fulfill role as a liaison between alumni and senior students.
- j. Speak at senior class events.
- k. Uphold all other general member duties.

A.6.2 Junior Class Representative

- a. Act as the Eyas liaison to Junior Class Experience.
- b. Work to recruit and select new junior Eyas members.
- c. Provide membership and Basecamp training for new junior members.
- d. Meet with other representatives weekly to review agenda items.
- e. Lend leadership to the “Two S’more Years,” Junior Powderpuff, Mocktails, Eyas Basketball White-Out, Eggstravaganza, and “We Heart Messiah Week” events.
- f. Lead “team building” exercise at Eyas meetings on a rotational basis.
- g. Meet monthly with the Eyas advisor to debrief on Junior Class Experience.
- h. Assist in organizing class meetings and class events.
- i. Fulfill role as a liaison between alumni and junior students.
- j. Speak at junior class events.
- k. Uphold all other general member duties.

A.7 MINDS MATTER

A.7.1 Minds Matter President

- a. Represent Minds Matter before Student Senate and College Administration.
- b. Serve as a member of the Leadership Council, meeting monthly or as deemed necessary by the Council or Student Body President.
- c. Attend weekly club and cabinet meetings, as well as meetings with the club advisor, the VP of Events, and the VP of Media.
- d. Further the mission of Minds Matter by helping the club to accomplish goals and extending the work that it does.
- e. Oversee each event and the culture within the club.
- f. Appropriately handle group conflict, holding up expectations of each leadership team member and working to develop a positive group dynamic.
- g. Plan and attend the leadership retreat and team-building activities
- h. Plan events for each semester
- i. Delegate tasks to the appropriate club members.
- j. Confirm all plans and follow-up to make sure they are being completed.
- k. Communicate with campus resources on new projects to involve MM.

A.7.2 Vice President of Media

- a. Attend the leadership retreat, weekly club and cabinet meetings, and meetings with the club advisor, MM President, and VP of Events.
- b. Help educate others about mental illness by posting articles and advertising services offered by the Engle Center and the Office of Disability Services.
- c. Spread the mission of Minds Matter and educate others on the club’s work.

- d. Direct media team planning of social media campaigns.
- e. Maintain the Facebook, Instagram, Twitter and Snapchat of Minds Matter.
- f. Identify important mental health awareness weeks, campaigning accordingly.
- g. Coordinate with graphic designer to choose the themes and explain event details to design stickers and posters to be ordered 2-3 weeks before event.
- h. Order stickers and posters 10-14 days before an event.
- i. Help design and update the club bulletin board.

A.7.3 Vice President of Events

- a. Attend the leadership retreat, weekly club and cabinet meetings, and meetings with the club advisor, MM President, and VP of Media.
- b. Work closely with the activities and education teams.
- c. Choose dates, reserve rooms and order catering for events.
- d. Work with campus staff to coordinate particular needs for each event.
- e. Send out mass emails to campus and group members about event details.

APPENDIX B: AN INTRODUCTION TO STUDENT SENATE RESOLUTIONS (adopted spring 2013)

CONTEXT

The mission of the Messiah College Student Government Association is to

provide leadership for the student body; to promote spiritual growth; to provide opportunities for students to serve others; to support and recognize quality services and activities; and to represent students before the Administration, Faculty, Board of Trustees, and surrounding community.

SGA firmly believes that student representation to the College is defined by mutual communication, understanding, and advocacy, and that SGA better executes its mission if student leaders act as a “bridge.” In other words, student leaders must represent the College to the students as well as the students to the College.

Over the years, however, an increasing number of students have expressed displeasure with the Student Government Association, and what was previously known as Student Forum. Skeptics claimed that SGA did nothing for the student body, that it existed almost exclusively for financial purposes and that, in their eyes, SGA was a “mouthpiece” for the College to the students.

In order to better portray its legislative functions and to capture the broader student opinion, Student Forum donned a new name, “Student Senate,” and increased its membership by requiring all SGA-funded clubs and organizations to send a representative to the newly titled legislature. While SGA leadership noticed that these changes positively affected the way in which SGA executes its mission, especially in regard to representation, the increase in diversity and numbers in Senate also led to an even stronger expression of the sentiment that SGA, and specifically Student Senate, doesn’t help the students, and ultimately fails in fulfilling its representative mission.

In response to these sentiments, SGA leadership began looking for ways in which the organization could better uphold the above mission statement and provide students more tangible proof of this mission’s execution. Furthermore, since much of the criticism was directed toward Student Senate, Senate’s leadership explored ways in which the “sole representative body” could accurately represent students and make recommendations while, in reality, having no authority within the framework of the College. It was at this time that SGA decided to formalize Student Senate resolutions as an avenue of articulating student voice to the College.

PURPOSE

The purpose of a Student Senate resolution is to provide an officially documented statement to the College on the various issues and concerns within the student body. It promotes Student Senate as the official student voice to the College, and shows students that there in fact exists a venue in which they can be heard, and more importantly, can brainstorm and advance their opinions and ideas. While these statements **are only advisory** in nature, SGA strives to produce a fully-developed and well-informed opinion that brings the students and College closer together, and closer to a possible solution. SGA has no desire to surprise, or otherwise force, unprecedented or ill-informed advisory statements onto the College leaders, but also seeks to maintain its autonomy and preserve its student perspective. By thoroughly researching information and properly vetting through all parties involved, SGA hopes to provide the College and the students with a solution to specific issues and concerns facing both parties that will contribute to the direction of the community and the overall conversation on the issue.

PROCESS

A resolution begins in Student Senate's committees (Education, Finance & Organizations, Operations or Social Concerns). The SGA Governance Manual charges the Student Body Vice President, who chairs Student Senate, with the responsibility of meeting with the chairs of these committees once a month. During these meetings, the Vice President and individual committee chair examine the various topics discussed in that month's committee meetings. Together, the chair and the Vice President decide whether or not an issue is pressing enough on the students or the College to warrant further action by SGA.

When the committee chair and Vice President decide an issue warrants further investigation, the Vice President presents the issue to the Executive Cabinet for feedback and advice. If Cabinet agrees with the chair and Vice Presidents' decision that the issue requires further action, the Chair delegates Student Senators in his or her committee to research the issue with the relevant administrators, faculty, staff, and/or students, hopefully gaining guidance and direction from a variety of reliable and informed sources. At this time, the Cabinet also provides questions and resources to assist and guide the student senators in their research. After gathering information to the full extent of their capabilities, the student senators return to committee, where they decide if the committee should draft a resolution or not.

If the committee decides a resolution should be drafted on a specific topic, the chair delegates someone to draft a resolution, or a "drafter." At this point, the drafter of a resolution may return to additional sources of information within the College to ascertain if his or her options or ideas may or may not be plausible. The drafter may also seek guidance and advice from peers, both within Senate and outside. The draft of the resolution must include a statement of the issue at hand, documentation that the committee has indeed investigated the issue thoroughly with the appropriate parties, and, finally, the resolved advice or recommendation on the issue.

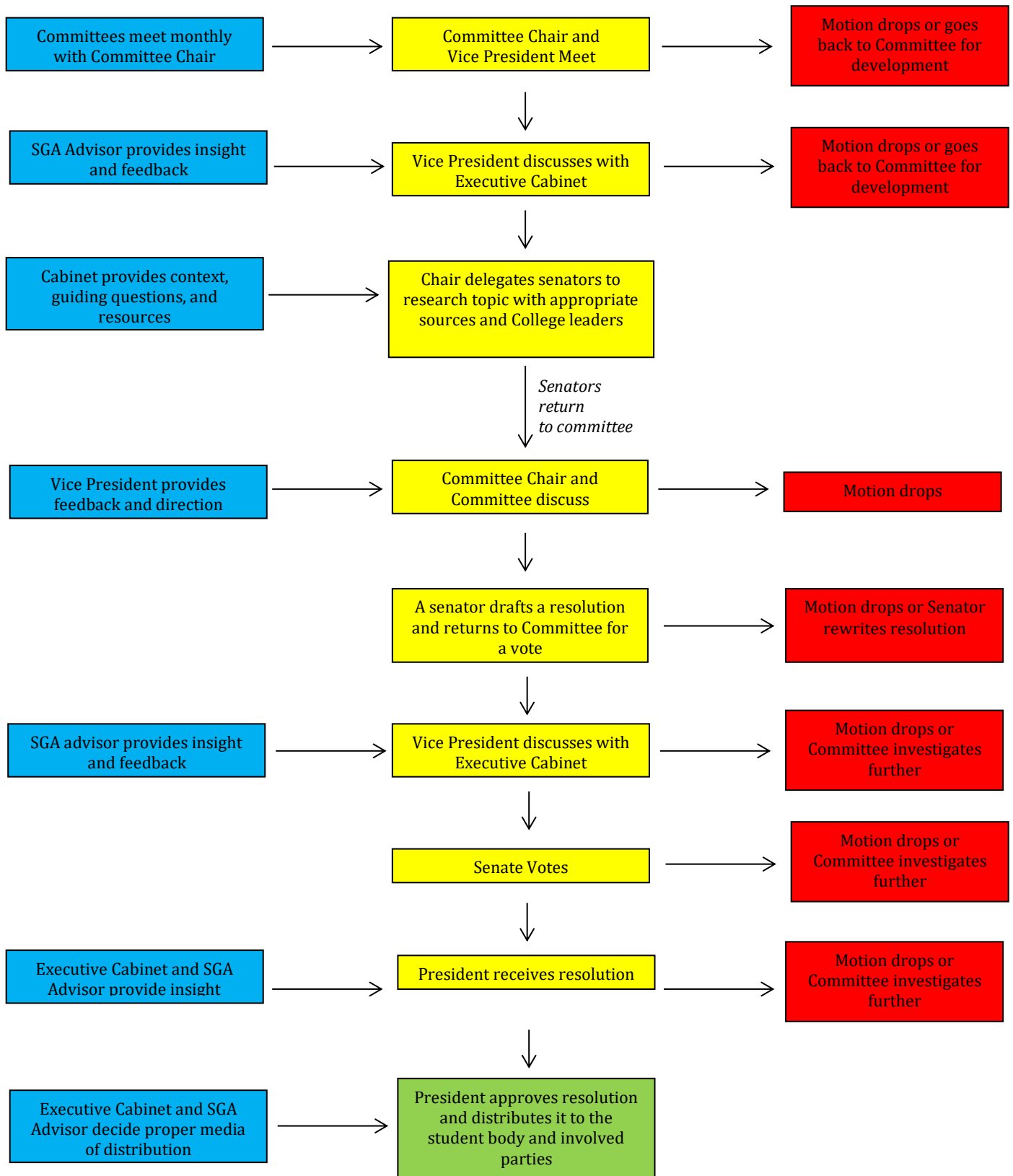
Once the committee has drafted an official resolution, it holds a committee vote. If the committee approves the draft, the Committee Chair brings it to the Vice President, who, through conversation with the Executive Cabinet and SGA Advisor, decides if Student Senate should vote on the resolution as-is, or send the resolution back to the committee for more research or deeper consideration. If the Vice President and this team find the resolution is reasonably consistent within the mission of SGA and the mission of the College and offers viable advice based on sound information, he or she presents it to Student Senate for a vote. If the Student Senate passes the resolution by a majority vote, the Vice President sends it to the Student Body President. The Student body President, after consulting his or her Executive Cabinet, then passes or vetoes the resolution. If the President passes the resolution, he or she then distributes it to the relevant parties, and the student body in a manner deemed appropriate to the situation by the Executive Cabinet (i.e. mass email, Pulse press release, etc.).

CONCLUSION

First and foremost, the resolution process is intended to provide the administration of the College with an understanding of students' experiences and opinions on campus, and to provide a tangible avenue for Student Senate to fulfill its representative mission. Students should view this process as a way to express concerns within a representative democracy. Administrators, faculty, and staff should view the resolution as a request for a thoughtful and proportional response, not as a prescriptive document with the expectation of immediate action.

DIAGRAM

The diagram below depicts the Student Senate Resolution Process.



APPENDIX C: PERFORMANCE EVALUATIONS OF STUDENT ORGANIZATIONS (adopted spring 2018)

CONTEXT & PURPOSE

In accordance with SGA's purpose and objectives, we assert the value inherent in employing a system to clearly and fairly evaluate organizations throughout the academic year. Currently, there does not exist a robust system through which to set goals and evaluate organizations on specific criteria. We believe that the consistent evaluation of organizations will aid in provision of the highest quality programming for all students, and that specifying areas for evaluation and required check-ins throughout the year will help to set a focus and outlook for each organization based upon their unique needs.

These evaluations may affect both budgeting decisions and considerations for moving upward through the three organizational tiers. These evaluations will not serve as the only factor in these decisions, but rather a guide to help both SGA and the organization remain accountable and reliable with respect to the expectations, goals, and guidelines set forth.

REQUIREMENTS & PROCESS

1. Timetable

- a. The Vice President of Organizations shall review the expectations, rubrics, and implications of performance evaluations during the Finance & Organizations Workshop each semester.
- b. Chartered and Executive organizations shall be required to have three meetings during the academic year for progress checks, including 1) a first meeting during their fall budget meeting and 2) a second meeting during their spring budget meeting and 3) a third meeting by mid-April with current and future leadership.
- c. Recognized organizations may choose to participate in these progress checks. While not required, they may be taken into future consideration regarding potential promotion of the organization.

2. Expectations

- a. The Vice President of Organizations shall distribute the evaluation rubric to all organizational leadership members prior to budget meetings, allowing sufficient time for review.
- b. Organizational leadership should enter the meeting prepared with multiple goals, themes, outcomes, and/or events that will be tracked throughout the semester.
- c. The Vice President of Organizations shall send out the completed evaluation from the past meeting prior to the next meeting.

3. Categories of the Evaluation

- a. Fiscal Responsibility: The organization...
 - i. requests an appropriate portion of funding at the start of each semester.
 - ii. effectively stewards their funding.
 - iii. communicates effectively with the Office of Student Involvement and Leadership Programs for questions or changes pertaining to finances.
 - iv. submits their budget, reconciliation, reimbursements, and advances in a timely and accurate manner.
- b. Communication: The organization...
 - i. responds in a timely manner to SGA correspondence (both written and verbal) related to budgeting, performance, reporting, etc.
 - ii. informs SGA of any significant changes to their finances, organizational leadership, planned activities, etc.
- c. Campus Engagement: The organization...
 - i. engages the student body both broadly and deeply.
 - ii. strives for increased participation each semester.
 - iii. maintains the required monthly minimum of events or meetings.
 - iv. cultivates a sense of community among both leadership and membership.
- d. Attendance and Participation: The organization...
 - i. actively participates in all required SGA meetings including Extended Forum meetings of the Student Senate, the Involvement Fair, etc.

4. Grading Criteria

- a. All organizations will be evaluated in each category by the Vice President of Organizations and Vice President of Finance and receive one of the following four marks:
 - i. Superior
 - ii. Satisfactory
 - iii. Needs Improvement
 - iv. Unsatisfactory