

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.

Table of Contents

Section 1: Name and Structure	3
Section 2: Purpose and Objectives	5
Section 3: Governance	6
Section 4: Responsibilities of SGA Officers	15
Section 5: Election Policies and Procedures	22
Section 6: Resignation/Removal from Office and Filling of Vacancies	27
Section 7: Student Representatives on College Committees and Councils	30
Section 8: Executive Organizations	32
Section 9: Chartered Organizations	35
Section 10: Financial Policy	41
Section 11: Changes to Governance Manual	56

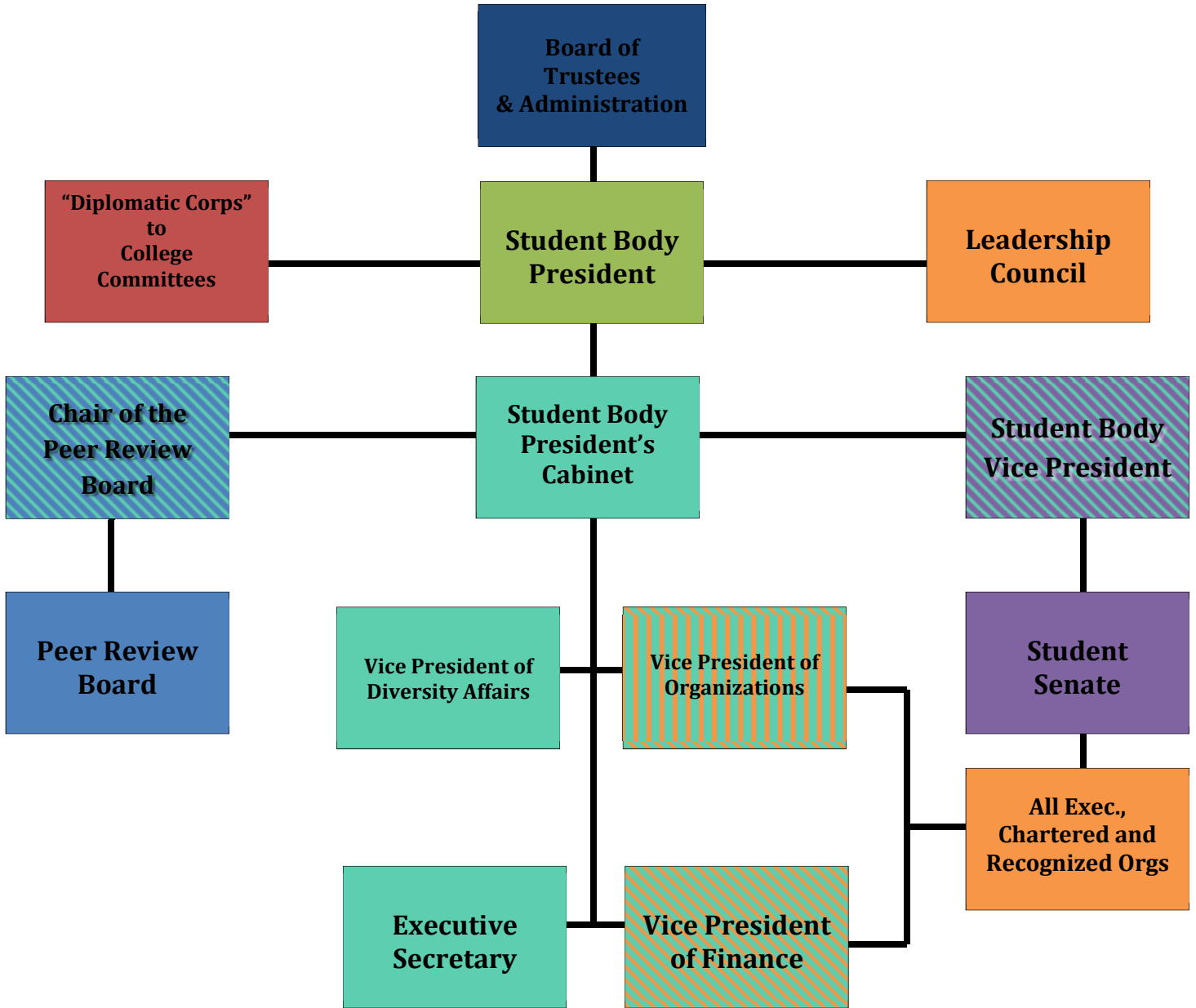
Appendices

Appendix A: Job Descriptions for Non-Officer SGA Positions	57
Appendix B: An Introduction to Student Senate Resolutions	82
Appendix C: Commitment to the Student Leadership Retreat	86
Appendix D: The SGA Professional Development Grant Program	87

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, Peer Review Board, College Committees Representatives, Leadership Council, and Multicultural Council. Under the oversight of the Student Senate, and its members, shall be other committees that serve specific functions within SGA. Executive and Chartered Organizations shall submit a fall and spring budget to the Student Senate as well as adhere to expressed guidelines listed in Section 8 and Section 9, respectively; and Recognized Organizations shall adhere to the expressed guidelines in Section 10.

1.3 “Who’s responsible to whom?” A Responsibility Diagram from the College’s Perspective



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 Legislative Branch: Student Senate [administrative update 5/25/2014]

3.1.1.1 Membership

- a. Student Body Vice President, Chair
- b. Vice President of Finance
- c. Vice President of Diversity Affairs
- d. Vice President of Organizations
- e. Chair of Peer Review Board
- f. Student Body President
- g. SGA Executive Secretary
- h. SGA Advisor
- i. One representative from each chartered club or organization
- j. Any individual who has received 50 petitioned signatures and completed the application form provided by the Vice President (Chair)
- k. Any student may also attend meetings of the Student Senate to voice his/her opinions and concerns (unless Senate votes two-thirds majority for a closed meeting)
- l. Student Body Chaplain

3.1.1.2 Voting

- a. All members of Student Senate, including those sent as proxy, will have regular voting rights except for
 - i. Student Body President
 - ii. Chair of the Peer Review Board
 - iii. SGA Advisor
 - iv. Any non-member student guest
- b. The Student Body Vice President (Chair) shall only vote to break a tie

3.1.1.3 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 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 organizations for Trial and Chartered Status.
- k. Suspend Chartered Organizations that are not adhering to standards and responsibilities of such status as outlined in Section 9.
- 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.

3.1.1.4 Structure and Responsibilities of Student Senate Committees

3.1.1.4.1 Academic Affairs Committee

3.1.1.4.1.1 Membership

- a. Six/Seven Representatives, one of which serves as Chair
- b. Vice President of Diversity Affairs
- c. Each class should be represented on the committee, if possible.

3.1.1.4.1.2 Functions

- a. Assess and address student concerns about academic policies and curricula.
- b. Recommend to the Administration changes and improvements in regard to:
 - i. Curricular concerns
 - ii. Course registration matters
 - iii. Faculty issues
 - iv. External programs: internships, career development, overseas programs
 - v. Library issues
 - vi. Other academic programs and policies

3.1.1.4.2 Communications Committee

3.1.1.4.2.1 Membership

- a. Six/Seven Representatives, one of which serves as Chair
- b. SGA Executive Secretary
- c. Each class should be represented on the committee, if possible.

3.1.1.4.2.2 Functions

- a. Promote awareness of the Student Senate and Student Senate activities.
- b. Serve as public relations officials for SGA.

3.1.1.4.3 Finance and Organizations Committee

3.1.1.4.3.1 Membership

- a. Five/Six Representatives, one of which serves as Chair
- b. Vice President of Finance
- c. Vice President of Organizations
- d. Each class should be represented on the committee, if possible.

3.1.1.4.3.2 Functions

- a. Assess and respond to student concerns about educational costs including tuition, room, board, and miscellaneous expenses.
- b. Establish SGA financial guidelines or policies and perform an annual review of the Section 10. Changes to Section 10 must be approved by a majority vote of the Governance Review Council.
- c. Meet at the beginning of each semester to review organizations' budget requests and submit a comprehensive balanced budget proposal to the Student Senate for approval by a majority vote. Follow the budgeting procedure contained in the Section 10.
- d. Determine the amount of funding that will be allocated to organizations in the Developmental Stage of the charter process.
- e. Evaluate the Student Activities Fee and submit a proposal substantiating any fee changes to the Student Senate for majority vote approval prior to the end of the November. Communicate this to the College Finance Committee.
- f. Evaluate all SGA paid positions and recommend changes in the wage or hours of available work to the Student Senate for approval by majority vote.
- g. Accept and evaluate all requests made by Organizations for "capital purchases" and submit an overage 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.
- h. Evaluate potential Organizations and approve them for Developmental Status in the charter process when they have sufficiently met the qualifications in Section 9, II and III.
- i. Review organizations for trial and chartered status and recommend their approval to the Student Senate.
- j. Review chartered organizations petitioning for exemption from 25-member rule at the end of each year.

3.1.1.4.4 Physical Needs Committee

3.1.1.4.4.1 Membership

- a. Chair of Peer Review Board
- b. Six/Seven Representatives, one of which serves as Chair
- c. Each class should be represented on the committee, if possible.

3.1.1.4.4.2 Functions

- a. Assess and address student concerns about the condition and quality of physical facilities and equipment.
- b. Recommend to the Administration changes and improvements in regard to:
 - i. Housing/academic space and equipment needs
 - ii. Concerns about dining facilities and quality
 - iii. Parking needs and conditions
 - iv. Information technology issues
 - v. Disability services
 - vi. Other campus maintenance and safety concerns (i.e., lights, lawn care, snow removal).

3.1.1.4.5 Social Concerns Committee

3.1.1.4.5.1 Membership

- a. Six/Seven Representatives, one of which serves as Chair
- b. Student Body President
- c. Each class should be represented on the committee, if possible.

3.1.1.4.5.2 Function

- a. Assess and address student concerns about social needs and co-curricular programs.
- b. Recommend to the Administration changes and improvements in regard to:
 - i. Residence life issues
 - ii. Athletic concerns
 - iii. Concerns with counseling and health services
 - iv. Environmental concerns
 - v. Other co-curricular program and policy issues, concerns about on-campus social dynamics and interaction.

3.1.2 **Executive Branch: Student Body President's Cabinet** [administrative update 5/25/2014]

3.1.2.1 **Membership**

- a. Student Body President, Chair
- b. Student Body Vice President
- c. Vice President of Finance
- d. Vice President of Diversity Affairs
- e. Vice President of Organizations
- f. Chair of Peer Review Board

- g. SGA Executive Secretary
- h. SGA Advisor (non-voting)

3.1.2.2 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. Recommend for approval to the Student Senate students to serve on the College Committees and Councils.
- e. Annually review the SGA Governance Manual to ensure that it is accurate and up-to-date. Suggest changes to the Student Body President for approval as needed.
- f. Nominate students to serve on the Parking Appeal Panel

3.1.3 Judicial Branch: Peer Review Board (PRB) [administrative update 5/25/2014]

3.1.3.1 Membership

- a. Chair
- b. Six Representatives from the First, Sophomore, Junior, and Senior classes.
- c. PRB Secretary (non-voting)
- d. 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 on an as-needed basis in consultation with the Director of Housing.
- c. Deliberate and determine means of disciplining, educating, and restoring students who have committed infractions.
- d. Rule on the legitimacy of any SGA action in light of the SGA Governance Manual.

3.1.3.3 Application Review Committee

3.1.3.3.1 Membership

- a. Current Chair of the Peer Review Board
- b. One additional SGA Cabinet representative, appointed by the Student Body President
- c. SGA Advisor (Co-Advisor, non-voting, not mandatory)
- d. Associate Dean of Students (Co-Advisor, non-voting, not mandatory)

3.1.3.3.2 Function

Approve applicants desiring to run for Chair or a Class Representative of the Peer Review Board based on established standards of integrity and character.

3.2 ADVISORY COUNCILS

3.2.1 Leadership Council [administrative update 5/25/2014]

3.2.1.1 Membership

- a. Student Body President, Chair
- b. Chair of the Multicultural Council
- c. Student Body Chaplain
- d. One representative in a Director position (or other designee) from Agape Center
- e. President of Student Activities Board
- f. Pulse Student Manager
- g. Chair of Eyas
- h. SGA Executive Secretary
- i. SILP Director (attendance is optional)

3.2.1.2 Functions

- a. Foster communication between SGA officers and 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.

3.2.1.3 Meeting Times

Leadership council will meet at least two times per year. The first meeting shall take place within the first two weeks of the academic year and the second within the last three weeks of the academic year

3.2.2 Multicultural Council (see also *Charter of the Multicultural Council*) [administrative update 5/25/2014]

3.2.2.1 Membership

- a. Chair of the Multicultural Council
- b. Associate Dean of Multicultural Programs, Advisor
- c. President and one liaison of each organization of the council, as designated by the process in 3.2.2.3 and 3.2.2.4

3.2.2.2 Organization Membership

Every recognized organization on the Messiah College campus may fill out one application per semester for the Multicultural Council. Each completed and accepted application will be valid for six (6) consecutive academic semesters. Upon acceptance, an organization will begin its three-year term the following

semester. All applications must be submitted before the last two weeks of the semester. Any applications received afterward will be processed the following semester. Renewal applications must be submitted and approved during the organization's last semester in order to begin its next three-year term sequentially.

3.2.2.3 Application Review Committee

3.2.2.3.1 Membership:

The Application Review Committee membership will be that of the current Multicultural Council.

3.2.2.3.2 Functions

- a. Make certain that each application is complete
- b. Remove and follow-up on any application that indicates no desire to take part in the Multicultural Council
- c. Reject any application of an organization that is not qualified to be on the Multicultural Council based on the application
- d. Accept all applications that qualify
- e. Conduct interviews with organization representative(s)

3.2.3 Eyas (Student Alumni Council) (see also *Charter of Eyas*) [administrative update 5/25/2014]

3.2.3.1 Membership

- a. Chair of Eyas
- b. Historian
- c. Senior Class President
- d. Senior Vice President
- e. Junior Class President
- f. Sophomore Class President
- g. General Members
- h. Advisor (Assistant Director of the Office of Alumni and Parent Relations)

3.2.3.2 Functions

- a. The mission of Eyas is to create and enhance relations within each class throughout the college and between students and alumni so that the Messiah Community can overflow with humble pride.
- b. Under the direction of the Office of Alumni and Parent Relations, plan and carry out activities designed to fulfill the mission of Eyas and one or more of its four pillars:
 - i. Facilitate student and alumni interaction
 - ii. Enhance school spirit
 - iii. Build class identity

- iv. Establish legacy and tradition
- c. Comply with SGA directives pertaining to budgeting, updating, and membership.

3.2.3.3 Member Responsibilities

All members are recommended by a faculty member and required to go through an interview process with the advisor and chair of Eyas. Afterwards, these requirements are to be followed:

1. Attend weekly meetings and all required events
2. Remain in good standing with academic and disciplinary requirements.
3. Serve as student ambassador at Presidential, Alumni, and donor events.
4. Assign one member from Eyas to serve as a voting member of Student Senate.

3.2.4 Ministry Leadership Team (Chaplain Team) (see also *Charter of the Chaplain Team*) [administrative update 5/25/2014]

3.2.4.1 Membership

- a. Student Body Chaplain, Chair
- b. Student Chaplain for Worship Ministries
- c. Student Chaplain for Discipleship Ministries
- d. Student Chaplain for Prayer Ministries
- e. Student Chaplain for Preaching Ministries
- f. Student Chaplain for Shepherding Ministries
- g. College Ministries Advisor

3.2.4.2 Functions

- a. Work with College Ministries to provide driven and purposeful ministry outlets to students.
- b. Work to plan effective and meaningful elective/alternate chapels to address needs of students on campus.
- c. To supervise various ministry teams in order to strengthen those ministries.

3.3 SPECIAL COMMITTEES AND BOARDS

3.3.1 Review Committee [administrative update 5/25/2014]

3.3.1.1 Membership

- a. Student Body Vice President, Chair
- b. Student Body President
- c. Chair of Peer Review Board

- d. Student Senate Committee Chairs
- e. SGA Advisor

3.3.1.2 Functions

- a. Evaluate the performance of any SGA officer (any of those listed in Section 4) who has reportedly neglected his/her duties or, in some other way, violated his/her obligations as an SGA officer (except for Student Senate attendance infractions as listed in [Section 5.2.2.1, Letter C](#), which will be handled by the Student Body Vice President individually).
- 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 making a decision.
- c. Dismiss the case or place the officer on probation for one month. If, at the end of the probationary period, improvements have not been made to the committee's satisfaction, it will be recommended to the Student Senate that the officer be removed from office.
- d. If any member of the Review Committee is the individual in question, he/she will not serve on the committee in that case.

3.3.2 Parking Appeals Panel [administrative update 5/25/2014]

3.3.2.1 Membership

- a. Three to five students selected via the process described in [Section 5.4.2.3](#).
- b. Designated Safety Officer, Advisor

3.3.2.2 Functions

The Parking Appeal Panel will serve as a subcommittee to the Peer Review Board to hear second-appeal cases of parking code infractions.

4 RESPONSIBILITIES OF SGA OFFICERS¹

4.1 MEMBERS OF THE STUDENT BODY PRESIDENT'S CABINET

4.1.1 Student Body President [administrative update 5/25/2014]

- a. Serve as the leader of the student body and provide unity and purpose for the Student Government Association.
- b. Act as the principal representative of the student body before the administration, trustees, faculty, and the surrounding community through service on college committees, correspondence, and personal contact.
- c. Plan and chair meetings of the Student Body President's Cabinet, Leadership Council and College Committee Representatives.
- d. Ensure that the provisions of the SGA Governance Manual are properly implemented and upheld.
- e. Coordinate the nomination and appointment of student representatives to College Committees and Councils during the spring semester transition period (following his or her election to office).
- f. Serve as a student representative on the College Council.
- g. Meet regularly with the SGA Advisor.
- h. Meet regularly with each member of the Student Body President's Cabinet, Leadership Council and Student Manager of the South Side Café.
- i. 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.
- j. Address campus issues and present proposals to the floor of the Student Senate. The Senate's approval is necessary for the proposals to be considered representative of the student body.
- k. Work with the SGA Advisor in the planning and implementation of training activities for the Leadership Council and Student Body President's Cabinet.
- l. Regularly attend meetings of the Student Senate.
- m. Work with the Student Body Vice President to select Representatives to serve as SGA Committee Chairs. The recommendations must be approved by a two-thirds majority vote of the Student Senate.
- n. Sign or veto all Senate legislation within five days of their passage. If vetoed, a written rationale for the veto must be immediately presented to the Senate; the veto may be overridden by a two-thirds majority vote.
- o. Implement all approved Senate legislation or direct them to their intended audience.
- p. Collaborate with the Student Body Vice President to approve or deny petitions to amend the Governance Manual, as described in [Section 12](#).

¹ Individuals holding the titles listed in this section are defined as "SGA Officers" and subject to evaluation by the Review Committee should they not fulfill their proscribed responsibilities (as described in [Section 3.3.1.2](#)), or manifest the values of SGA and/or Messiah College (as described in [Section 2](#)).

- q. Call and chair Governance Review Council consisting of all SGA Officers to consider changes to the SGA Governance Manual as specified in [Section 12](#).
- r. Serve on the Review Committee when necessary.
- s. Serve on the SGA Social Concerns Committee. Assist chairs of the committee in developing agendas and conducting committee business.
- t. Serve on the Peer Review Board Applicant Committee.
- u. Attend leadership training and development sessions such as the Leadership Retreat (see [Appendix C](#)).

4.1.2 Student Body Vice President [administrative update 5/25/2014]

- a. Plan and moderate all meetings of the Student Senate, voting only in the case of a tie. Ensure that the Student Body President receives all passed proposals for approval or veto within two days of passage.
- b. Work with the Student Body President in providing leadership, unity, and purpose for the Student Government.
- c. Serve as the Election Coordinator; perform all duties specified in Section 5, IV of the SGA Governance Manual related to election proceedings.
- d. Serve as a member of the Student Body President's Cabinet and Student Senate. Attendance is mandatory.
- e. Provide orientation and training activities for the Senate members.
- f. Work with the Student Body President to appoint Representatives to committees and select one from each committee to serve as chair. The recommendations must be approved by a two-thirds majority vote of the Student Senate.
- g. Ensure that SGA Committees operate efficiently and productively. Meet regularly with the SGA Committee Chairs to offer support and suggestions.
- h. Work with the Vice President of Diversity Affairs to recruit potential candidates to represent multicultural and international organizations on campus.
- i. Form special committees as needed to address specific issues.
- j. Serve as a student representative on the Community of Educators (C.O.E. Senate).
- k. Prepare an end-of-year report in the spring for the new Student Body Vice President and the outgoing Student Body President. Include each of the proposals passed by the Student Senate and approved by the President.
- l. Maintain consistent and reliable attendance.
- m. Fulfill all presidential responsibility and power in the President's absence or upon the President's request or resignation.
- n. Chair the Review Committee when necessary.
- o. Collaborate with the Student Body President to approve or deny petitions to amend the Governance Manual, as described in [Section 12](#).
- p. Attend leadership training and development sessions such as the Leadership Retreat (see [Appendix C](#)).

- 4.1.3 Chair of the Peer Review Board** [Governance Review Council 12/11/14]
- a. Provide leadership, unity, and purpose to the Peer Review Board.
 - b. Moderate meetings of the Peer Review Board, voting only in the case of a tie.
 - c. Understand the rules, regulations, and disciplinary processes of the College.
 - d. Perform necessary follow-up with students who have been sent before the Peer Review Board.
 - e. Assist Associate Dean of Students / Residence Life by serving as a student conduct officer as needed.
 - f. Serve as a member of the Student Body President's Cabinet.
 - g. Serve as a student representative on Community Standards Committee.
 - h. Meet regularly with the Peer Review Board Advisor.
 - i. Serve on the SGA Physical Needs Committee. Assist chairs of the committee in developing agendas and conducting committee business.
 - j. Appoint a non-voting Executive Secretary to serve on the Peer Review Board.
 - k. Call meetings of the Peer Review Board Applicant Review Committee.
 - l. Approve all SGA officer candidates with regard to Academic, Disciplinary, and Chapel Probations.
 - m. Prepare a written end-of-year report in the spring for the new Chairmen and outgoing Student Body President.
 - n. Serve as a member of the Review Committee when necessary.
 - o. Attend leadership training and development sessions such as the Leadership Retreat (see [Appendix C](#)).
 - p. Attend Student Conduct Training.
- 4.1.4 Vice President of Diversity Affairs** [administrative update 5/25/2014]
- a. 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 more clarity):
 - i. Multicultural
 - ii. Intercultural
 - iii. Religious and Spiritual
 - iv. Racial
 - v. Gender
 - vi. Sexual Orientation
 - b. Connect with special interest groups on campus to promote awareness of issues on campus.
 - c. Serve as a SGA representative on the SGA Grant Committee, as described in [Appendix D](#).
 - d. Serve as a student representative on the Diversity Committee.
 - e. Serve as student representative on the Martin Luther King Jr. Committee

- f. Find a student representative for committees that branch from Diversity Committee. Those student representatives will report to the VP of Diversity Affairs, who shall then report to the Student Body President.
- g. Continue to develop other means of educating the community about campus and world issues.
- h. Serve as a member of the Student Body President's Cabinet and Student Senate. Attendance is mandatory.
- i. Serve on the SGA Academic Affairs Committee. Assist the chairs of the committees in developing agendas and conducting committee business.
- j. Collaborate with the Director of Multicultural Council to coordinate and recruit for the election process.
- k. Attend leadership training and development sessions such as the Leadership Retreat (see [Appendix C](#)).
- l. Meet biweekly with the Director of Multicultural Programs, the Special Assistant to the President and Provost of Diversity Affairs, and the Chair of Multicultural Council.
- m. Serve as a member of Multicultural Council
- n. Work with the Chair of Multicultural Council to coordinate and execute the welcome event for first year students in August and the MLK Jr. Student Celebration in January.
- o. Prepare an end-of-year report in the spring for the new Vice President of Diversity Affairs and the outgoing Student Body President.

4.1.5 Vice President of Finance [administrative update 5/25/2014]

- a. Serve as the chief financial officer of SGA.
- b. Serve as a student representative on the College Council.
- c. Serve as a member of the Student Body President's Cabinet and Student Senate. Attendance is mandatory.
- d. Initiate and implement the budgeting process in fall and spring semesters according to the established guidelines of Section 10.
- e. Lead a workshop for the organization treasurers at the beginning of the fall and spring semesters to inform them of SGA budgeting and financial policies and procedures.
- f. Continue to communicate SGA financial information to organization treasurers throughout the year.
- g. Oversee the dispersal of SGA Student Activities Fee according to the semester budgets approved by the Student Senate.
- h. Maintain an accurate system of bookkeeping for all general SGA accounts.
- i. Ensure that the capital purchases approved by the Student Senate in the mid-fall are made over the summer as the budget allows.
- j. Serve on the SGA Finance and Organizations Committee. Assist the chair of the committee in developing agendas and conducting committee business.
- k. Arrange an annual audit of all SGA accounts for the SGA Advisor.

- l. Prepare an end-of-year report in the spring for the new Vice President of Finance and the outgoing Student Body President.
- m. Attend leadership training and development sessions such as the Leadership Retreat (see [Appendix C](#)).
- n. Serve as a member of the SGA Grant Committee, as described in [Appendix D](#).

4.1.6 Vice President of Organizations [administrative update 5/25/2014]

- a. Serve as the chief manager of organizations.
- b. Serve as a member of the Student Body President's Cabinet and Student Senate. Attendance is mandatory.
- c. Lead a workshop for Chartered Organization presidents at the beginning of the fall semester to inform them of pertinent SGA policies, procedures, and expectations.
- d. Continue to communicate pertinent information to Chartered Organization presidents throughout the year.
- e. Oversee organizations to ensure that each organization is acting in a consistent manner with SGA policies, procedures, and expectations.
- f. Schedule one on one meeting with organization presidents and /or attend organization meetings to offer help and support when needed.
- g. Encourage organizations to work together when sponsoring events for the entire student body, and take the initiative to plan and organize such events.
- h. Continually monitor, record, and evaluate the progress and growth of all organizations.
- i. Ensure that the organizations continue to fulfill their responsibilities as stated in Section 9,III and IV. Place organizations that do not meet their stated obligations on probation or recommend their suspension to the Student Senate.
- j. Serve as a student representative on Co-curricular Education (if unable to serve then another cabinet member must serve as a replacement for the Vice President of Organizations).
- k. Serve on the SGA Finance and Organizations Committee; assist the chair in developing agendas and conducting committee business.
- l. Provide for a steady end-of-year transition for all organizations by having each organization hold elections before the second week of April.
- m. Serve on the Finance and Organizations Committee and provide communication between the Finance and Organizations Committees regarding financial issues of SGA organizations and other issues pertaining to the work of both committees.
- n. Prepare an end-of-year report in the spring for the new Vice President of Organizations and the outgoing Student Body President.
- o. Attend leadership training and development sessions such as the Leadership Retreat (see [Appendix C](#)).

- 4.1.7 Executive Secretary** [administrative update 5/25/2014]
- a. Serve as public relations officer of SGA.
 - b. Serve as a member of the Student Body President's Cabinet and Student Senate. Attendance is mandatory.
 - c. Oversee all SGA electronic media, including but not limited to the SGA web page and e-mail account.
 - d. Record, distribute and post minutes from meetings of the Student Body President's Cabinet, Student Senate, and Leadership Council.
 - e. Perform other secretarial duties as needed, including, but not limited to, ensuring that adequate office supplies are available in the SGA offices.
 - f. Regularly update the SGA bulletin board to inform students of SGA proceedings and initiatives.
 - g. Represent SGA at the annual Opportunities Fair and Carnival of Clubs.
 - h. Prepare an end of year report in the spring for the Executive Secretary and the outgoing Student Body President.
 - i. Serve on Communications Committee and help provide leadership.
 - j. Attend leadership training and development sessions such as the Leadership Retreat (see [Appendix C](#)).
 - k. Serve as a member of the SGA Grant Committee, as described in [Appendix D](#).

4.2 MEMBERS OF STUDENT SENATE

4.2.1 Chair of the Student Senate

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

4.2.2 Student Senators [administrative update 5/25/2014]

- a. Constitute the principal membership of Student Senate
- b. Serve as members of SGA Committees and as Committee Chairpersons as needed. Executive Organization Representatives, Student Body President's Cabinet members and petitioned individuals are required to serve on committees but chartered organization representatives have the option of serving on SGA committees.
- c. Represent the views and concerns of the residents from each respective residence hall and students living off-campus; identify student needs and bring them to specific committees or to the Student Senate.
- d. Present issues and proposals to the Student Senate for discussion and action.
- e. Communicate to students, information about SGA business and proceedings and larger campus issues.
- f. When applicable, attend committee and Student Senate meetings regularly, promptly, and prepared to address the meetings' items of business.

4.2.3 Student Senate Committee Chairs

- a. Must be in at least their second semester at Messiah College at the time of their appointment and must plan to hold the position for the duration of the academic year.
- b. Provide leadership, unity, and purpose to the committees.
- c. Plan and chair regular meetings of the committees; meet regularly with committee members.
- d. Work with the Vice Presidents serving on the respective committees to determine committee agendas and conduct committee business.
- e. Meet regularly with the Student Body Vice President to discuss committee business and functions.
- f. Ensure that each Representative on the committees has a project or issue to research and resolve.
- g. Serve as members of the Review Committee when necessary.
- h. 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.

4.3 MEMBERS OF THE PEER REVIEW BOARD

4.3.1 Chair of the Peer Review Board [administrative update 5/25/2014]

See [Section 4.1.3](#) "Chair of the Peer Review Board"

4.3.2 Representatives to the Peer Review Board

- a. Attend all meetings of the Peer Review Board and participate in Peer 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. Attend Governance Review as voting members.

Note: A full list of non-officer positions can be found in Appendix A.

5 ELECTION POLICIES AND PROCEDURES

5.1 OFFICE QUALIFICATIONS AND RESTRICTIONS

5.1.1 **Free of Probation** [administrative update 5/25/2014]

No SGA officer or any officer of SGA Executive, Chartered, or Recognized Organizations may be on disciplinary, academic, or chapel probation at any time during his/her term of 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, he/she may petition the Student Senate to allow him/her to participate in the election and take office following transition activities. This exception must be approved by a two-thirds majority vote of the Senate.

5.1.2 **Seniority and Experience** [administrative update 5/25/2014]

5.1.2.1 **Leadership Council**

All members of the SGA Leadership Council must be in at least their second semester at Messiah College at the time of their election/appointment and must plan to hold office for the duration of the academic year.

5.1.2.2 **Peer Review Board**

Any student wishing to run for the position of Chair of the Peer Review Board must have at least one prior semester of service with the Peer Review Board, and must plan to hold office for the duration of the academic year.

5.1.2.3 **Student Senate**

All students wishing to serve as a Student Senate Committee Chair must be in at least their second semester at Messiah College at the time of their nomination and intend to serve for the duration of the academic year.

5.2 ELECTORATES

5.2.1 **Student Body President's Cabinet and Peer Review Board** [amended by Governance Review Council 10/02/2014]

The Student Body President and Vice President shall run on the same ticket and shall be elected by the general student body population. All other members of the Student Body President's Cabinet shall be nominated through the process outlined in [Section 5.4.2.2](#) and brought before Student Senate for approval via a two-thirds vote.

5.2.2 **Student Senate** [administrative update 5/25/2014]

5.2.2.1 Students wishing to serve in Student Senate need to abide by following procedures and policies:

- a. Fill out an application packet, which includes application questions and a petition of 50 signatures of current Messiah College students.
- b. Not be on Academic/Disciplinary/Chapel Probation.
- c. Abide by the attendance policy, which mandates attendance at all Senate meetings. Failure to abide by this policy for a total of 3 absences within a semester will result in dormancy and relinquishment of all voting privileges. Two consecutive semesters of dormancy will result in removal of Senate membership.

5.2.2.2 All members will remain members of Student Senate until withdrawal or graduation from Messiah College

5.2.3 Other Leaders within SGA [administrative update 5/25/2014]

All other SGA leaders shall be elected or appointed as specified in their respective governance documents/charters.

5.3 ELECTIONS COORDINATOR

5.3.1 Definition [administrative update 5/25/2014]

The Student Body Vice President shall serve in this position unless he/she is running for an SGA position. If he/she is running for a position, then the Student Body President shall name another member of the Student Body President's Cabinet not running for office to serve in this capacity.

5.3.2 Responsibilities [administrative update 5/25/2014]

- a. Oversee, coordinate, and advertise all elections.
- b. Ensure that all election procedures delineated in Section 5 are followed.
- c. Ensure that all candidates for SGA officer positions meet the qualifications for office specified in [Section 5.1](#).
- d. Ensure that all candidates for SGA officer positions complete the nomination activities specified in Section 5.5.
- e. Oversee election campaigns.
- f. Ensure that the voting procedures outlined in Section 5, VII, are followed.

5.4 ELECTIONS PROCEDURES

5.4.1 Time of Elections [amended by Governance Review Council 10/02/2014]

5.4.1.1 Student Body President's Cabinet

Elections for the position of Student Body President's Cabinet and Vice President shall be held in the spring semester before the first week of April last week of March has elapsed. Other positions on the Student Body President's Cabinet shall be nominated to Student Senate for approval no later than the

second week of April. The other new members of the Leadership Council should also be appointed by the second week of April.

5.4.1.2 Peer Review Board

Elections for Peer Review Board Representatives shall be held in the fall semester before the third week of the semester has elapsed.

5.4.1.3 Parking Appeals Panel

At the beginning of every academic year, the Student Body President's Cabinet and the Chair of the Peer Review Board will be responsible for distributing applications for the Parking Appeals Panel.

5.4.2 Nominations, Petitions and Applications [amended by Governance Review Council 10/02/2014]

5.4.2.1 Student Body President

5.4.2.1.1 Any student interested in the position of Student Body President must select another student who will run for Student Body Vice President on the same ballot as the presidential candidate.

5.4.2.1.2 Any student desiring to run for Student Body President or Student Body Vice President shall submit to the Election Coordinator a petition bearing the signatures of 150 students and a "candidate card" bearing answers to biographical and institutional questions furnished by the Election Coordinator and Student Body President's Cabinet.

5.4.2.2 Student Body President's Cabinet

5.4.2.2.1 At the same time Candidate Cards are released for the Offices of the Student Body President and Vice President, the Elections Coordinator will also distribute an application for students interested in the Chair of the Peer Review Board (see also [Section 5.4.2.3](#)), Vice President of Diversity Affairs, Vice President of Finance, Vice President of Organizations and Executive Secretary. 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 Vice President may also submit an application for another Cabinet position, but must rescind the application if elected to the Office of Student Body President or Vice President. Applications will be submitted to the Elections Coordinator by the due date stated on the application, no later than the last week of March.

5.4.2.2.2 No more than two days after the election of the Student Body President and Vice President, the Cabinet Nominations Panel shall receive from the Elections Coordinator all applications for the positions of Chair of the Peer Review Board,

Vice President of Diversity Affairs, Vice President of Finance, Vice President of Organizations and Executive Secretary. The Panel shall consist of the:

- a. Student Body President-elect
- b. Student Body Vice President-elect
- c. Current Student Body President
- d. Current Cabinet member of the position being selected
- e. The SGA advisor

In the event that a Cabinet Nomination Panel member fills any of the two positions above, the Elections Coordinator shall fill the position or select a Student Senate Committee Chair to fill the position, as logistically feasible, so that the total number of Panelists is always five.

5.4.2.2.3 The Cabinet Nominations Panel will review each application and interview each candidate for the respective position within the timeframe described above. After the interview and all application materials have been collected, the Panel will deliberate and come to a unanimous decision in selecting their nominee, whose name will be presented to Student Senate within the timeframe described above. The Panel may also obtain recommendations from respective parties as outlined below. Although nomination of the position should not be solely based on this endorsement, it may influence the decision of the Panelists:

- a. For the position of Vice President of Diversity Affairs, the Cabinet Nominations Panel must obtain a recommendation(s) from the Office of Multicultural Programs supporting an individual to fill this role.
- b. For the position of Chair of the Peer Review Board, the Cabinet Nominations Panel must obtain a recommendation(s) from the Associate Dean of Students and current Peer Review Board supporting an individual to fill this role (see also [Section 5.4.2.3](#))

5.4.2.2.4 Student Senate shall vote on each Cabinet Nominations Panel nominee within the timeframe described above. The nominee must receive a two-thirds majority vote by Student Senate to officially assume the role. In the event that Student Senate does not approve the Cabinet Nominations Panel's nomination by a two-thirds vote, the current Student Body President 1) reserves veto-privileges and may overturn Senate's decision, thus officially instating the nominee; or 2) ask that the Cabinet Nominations Panel reconvene to select another nominee.

5.4.2.3 Peer Review Board

5.4.2.3.1 Any student desiring to run for Peer Review Board Representative or representative positions shall submit to the Election Coordinator a petition bearing the signatures of 75 members of their respective electorates. Commuter or satellite housing students need to obtain 10 signatures from

commuter/satellite students and 65 petition signatures from the general student body in order to run for office. Candidates must also submit a "candidate card" bearing answers to biographical and institutional questions furnished by the Election Coordinator and sitting Chair of the Peer Review Board.

- 5.4.2.3.2 Students wishing to run for Chair of Peer Review Board or one of the Class Peer Review Board Representative positions must receive a nomination in the form of a statement of approval from the current Chair of the Peer Review Board or Peer Review Board Applicant Committee according to established standards of integrity and character. The Chair has the authority to approve but not deny a candidate. All questionable candidates must be referred to the Peer Review Board Applicant Committee, which must either approve or deny all candidates reviewed. A rejected applicant may appeal his/her denial to the Student Senate where a two-thirds majority vote is needed to override the Peer Review Board Applicant Committee's decision and allow the applicant to run for Peer Review Board.

5.4.2.4 Parking Appeals Panel

Students will submit their applications to Chair of the PRB who, with the assistance from the Student Body President's Cabinet, will select the 10 most qualified students for this position and submit the 10 applications to the advisor of the Panel via the Director of Safety. The Chair of the PRB will also notify applicants of the progress of the application once this decision has been made.

The advisor of the Panel and the Assistant Director of Security will then select their top candidates until all positions (ranging from 3 to 5 in total) are filled. The advisor and Assistant Director of Security may also personally nominate a maximum of 2 alternates.

The nominees must then appear before senate for approval by a majority vote.

5.4.3 Campaigns for Positions on the Peer Review Board and Student Body President's Cabinet [administrative update 5/25/2014]

- 5.4.3.1 All candidates may campaign for office as soon as their petitions and candidate cards have been received and confirmed by the Election Coordinator. Candidates are expected to campaign in a Christian manner.

- 5.4.3.2 All campaign materials must be removed within two days of the posting of official election results.

- 5.4.3.3 All campaign actions are subject to the review of the Election Coordinator.

5.4.3.4 No SGA officer may publicly campaign for or otherwise endorse any other candidate.

5.4.4 Voting Procedures [administrative update 5/25/2014]

5.4.4.1 The names of all candidates for any given position shall appear on the same ballot in alphabetical order.

5.4.4.2 Elections shall be advertised and held in an appropriate public setting for at least four hours on at least two consecutive days or online for a minimum of two days.

5.4.4.3 All students shall vote for up to four Peer Review Board Representatives.

5.4.4 Winners and Alternatives [administrative update 5/25/2014]

5.4.4.1 For the elected Student Body President's Cabinet positions, the candidate receiving the most votes wins.

5.4.4.2 For Peer Review Board Representatives, the highest vote-earner each from the First-year, sophomore, Junior, and senior classes shall be declared winners. The next two highest overall vote-earners shall be declared winners. If the membership requirements are not met, then Representatives shall be elected the following fall during Freshman Class elections. The highest non-elected vote-earners each from the sophomore, Junior, and senior classes shall be declared alternates.

5.4.4.3 In the event of a tie, a run-off election shall be held within a week after the election in which the tie resulted.

5.4.4.4 The Election Coordinator shall be responsible for the just tallying of votes within a day of the completion of elections and for posting the results as soon as the candidates have been contacted. The names of the winners should also be submitted to the Pulse.

5.4.4.5 All voting materials shall be destroyed after a two-week period; a permanent record shall be filed by the Election Coordinator in the SGA Office.

5.4 TRANSITION

5.4.1 Student Body President's Cabinet [administrative update 5/25/2014]

There shall be a transition period of approximately three weeks following the election for Student Body President's Cabinet positions during which newly

elected officers shall work with their predecessors in preparing to assume their respective roles. Newly elected Student Body President's Cabinet members shall take office immediately following the Commencement Ceremony in May.

- 5.4.2 Leadership Council and Peer Review Board** [administrative update 5/25/2014]
All Leadership Council officers shall take office following transition activities in late April or early May. Representatives and Peer Review Board officers shall take office immediately following their election.

6 RESIGNATION/REMOVAL FROM OFFICE AND FILLING OF VACANCIES

6.1 RESIGNATION

6.1.1 Resignation Process [administrative update 5/25/2014]

Any SGA officer who feels that he/she can no longer fulfill his/her responsibilities shall submit a written resignation to the Student Body President. The President shall submit his/her resignation to the Student Body Vice President.

6.2 REMOVAL FROM OFFICE

6.2.1 Probation [administrative update 5/25/2014]

Any SGA officer or any officer of an SGA Executive, Chartered, or Recognized Organizations who is placed on disciplinary, academic, or chapel probation at any time during his/her term of office must step down from his/her position immediately following notification of probation from Messiah College. The resulting vacancy should be filled expediently according to each organization's outlined procedure. (See also ["Office Qualifications and Restrictions," Section 5.1.](#))

6.2.2 Review Process [administrative update 5/25/2014]

6.2.2.1 Phase 1

If any individual believes that an SGA officer has neglected his/her duties or has, in some other way, violated his/her 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, he/she 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, he/she shall file a written report with the SGA Review Committee chaired by the Student Body Vice President. The Review Committee shall follow the procedures outlined in [Section 3.3.1](#) in handling the matter.

6.3 FILLING OF VACANCIES

6.3.1 Special Elections and the Student Body President's Cabinet Positions

[amended by Governance Review Council 10/02/2014]

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 Elections Coordinator (as outlined in Section 5.3) shall collect Candidate Cards and hold a general election among the student body to fill the role of Student Body Vice President.

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 Elections Coordinator (as outlined in Section 5.3) shall collect Candidate Cards and hold a general election among the student body to fill the role of Student Body Vice President.

6.3.1.3 Chair of the Peer Review Board

In the event that the office of Chair of the Peer Review Board becomes vacant, the Student Body President shall consult the Peer Review Board Advisor in appointing one of the Senior Class Representatives to fill the position.

6.3.1.4 Other Cabinet Positions

In the event that there is a vacancy in the office of Vice President of Diversity Affairs, Vice President of Finance, Vice President of Organizations or Executive Secretary, the Elections Coordinator shall distribute applications for the position no more than two days after the vacancy occurs. The Student Body President's Cabinet shall collect and review all applications and nominate an applicant for approval by a two-thirds vote in Student Senate. The Student Body President's Cabinet shall also conduct interviews of applicants, when logistically possible. In the event that a nominee does not receive a two-thirds vote of confidence in Student Senate, the Student Body President 1) reserves veto-privileges and may overturn Senate's decision, thus officially instating the nominee, or 2) ask that the Student Body President's Cabinet reconvene to select another nominee.

6.3.1.5 Uncontested Special Elections

In lieu of elections, uncontested candidates must receive a vote of confidence from a two-thirds majority of the Student Senate no later than three weeks after the beginning of the vacancy.

6.3.1.6 Spring Semester Elections

In the event a vacancy occurs and an election takes place at the beginning of the Spring Semester (or in a manner that the candidate would assume office at the beginning of the Spring Semester) then the newly elected officer will also serve for the following academic year.

6.3.1.7 Restrictions

No special elections for the current year will be conducted after spring break or within 3 weeks of SGA general elections. Responsibilities will be divided amongst the Cabinet members at the discretion of the President or acting President (excluding the Chair of Peer Review Board, which in the event their vacancy duties will be assigned to a current member of the Board).

6.3.2 Student Senators [administrative update 5/25/2014]

6.3.2.1 Chartered Organizations and Executive Organizations

6.3.2.1.1 Chartered and Executive Organizations or clubs are required to submit a name of a representative to the Student Body Vice President by the second week of each semester.

6.3.2.1.2 If a representative of a specific club is going to be absent from a Senate meeting, they are required to send a proxy (in accordance with the Senate attendance policy in [Section 5.2.2.1](#)).

6.3.2.2 Petitioned Individuals

6.3.2.2.1 Individual students who submit a petition and character card for membership to Senate may not send a proxy to fill an absence.

6.3.2.2.2 Petitioned individuals will remain a Senator until graduation, declaration of dormancy (i.e. for study abroad) or probation.

6.3.3 Peer Review Board Representatives [administrative update 5/25/2014]

6.3.3.1 Special Elections

Vacancies of any Peer Review Board Representative position for which there is no alternate shall be filled by a special election, no later than three weeks after the beginning of the vacancy.

6.3.3.2 Uncontested Special Elections

In lieu of elections, uncontested candidates for these positions must receive a vote of confidence from a two-thirds majority of the Peer Review Board no later than three weeks after the beginning of the vacancy.

6.3.4 Executive, Chartered and Recognized Organizations [administrative update 5/25/2014]

Vacancies of any Executive, Chartered, or Recognized Organization position shall be filled expediently according to each organization's outlined procedure.

7 STUDENT REPRESENTATIVES ON COLLEGE COMMITTEES AND COUNCILS

7.1 INTRODUCTION

7.1.1 **Purpose** [administrative update 5/25/2014]

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 QUALIFICATIONS AND RESTRICTIONS

7.2.1 **Probation Free** [administrative update 5/25/2014]

No students seeking appointment to College Committees and Councils may be on disciplinary, academic, chapel probation at the time of appointment or at any time during the term of office. If this occurs, representatives will be replaced.

7.2.2 **SGA Officers** [administrative update 5/25/2014]

SGA officers shall only be considered for representation on College Committees and Councils for the following reasons:

- a. The College or SGA governance structure calls for specific officers to sit on designated committees or councils.
- b. Not all the available spaces have been filled after the selection process is complete.
- c. College administration, faculty, or staff has the option to recommend an individual to a college committee or council.

7.3 APPLICATION AND SELECTION PROCESS [administrative update 5/25/2014]

7.3.1 **Timing** [administrative update 5/25/2014]

This process shall take place in the end of the spring semester during the spring transition period.

7.3.2 **Appointments** [administrative update 5/25/2014]

The President-elect shall design an appropriate selection process for Representatives on College Committees. The Cabinet-elect shall serve as the selection committee and nominate Representatives to Student Senate for approval by a majority vote by the end of the spring semester.

7.3.3 Other Responsibilities of the Student Body President [administrative update 5/25/2014]

The Student Body President shall oversee the student representatives on the committees and councils, and shall communicate regularly with them. He or she will also plan an orientation meeting with the SGA Advisor in the beginning of the fall semester to prepare the representatives for their roles.

7.3.4 Reports [administrative update 5/25/2014]

The student representatives shall submit regular committee reports to the Student Body President summarizing committee business and activities. The President shall keep these reports on file and shall 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 RESIGNATION/REMOVAL FROM OFFICE AND FILLING OF VACANCIES

7.4.1 Resignation/Removal from Office [administrative update 5/25/2014]

7.4.1.1 Resignation

Student representatives who find they can no longer fulfill the duties required of them by their committee shall submit a letter of resignation to the Student Body President.

7.4.1.2 Removal from Office

If a student representative is not satisfactorily performing his/her duties, the removal procedures in Section 6, II shall be followed.

7.4.2 Filling of Vacancies [administrative update 5/25/2014]

The Student Body President shall appoint a student to a vacant office of a College Committee Representative within three weeks of its vacation; Student Senate shall also approve the appointment within this time frame.

8 EXECUTIVE ORGANIZATIONS

8.1 An Organization shall be classified as an Executive Organization if and only if said Organization has satisfied all procedures of becoming an Executive Organization from that of a Chartered as stipulated below in [Section 8.1.1](#). Furthermore, an Organization is an Executive Organization if and only if its strategic operations and values extend to embed and encompass all of that of the SGA purpose and objectives. Such an extensive scope of operations necessitates the demonstration of reaching a critical mass of the desires of the student population as well as of serving the needs of said student population. Whereas Chartered and Recognized Organizations frequently provide services tailored to certain specific interests and/or activities of a limited scope of the student population, Executive Organizations meet campus-wide needs for all of SGA and its corresponding constituents.

8.2 BECOMING AN EXECUTIVE ORGANIZATIONS

8.2.1 **Process** [administrative update 5/25/2014]

8.2.1.1 Requirements

In addition to fulfilling the definition above in [Section 8.1](#), all organizations seeking to become Executive Organizations must be chartered for at least 5 years. All organizations in the process of becoming Executive Organizations must uphold the requirements stated in the Governance Manual under [Section 9](#).

8.2.1.2 Step 1

If an organization or club wishes to be an Executive organization and meets the previously stated requirements, then the organization should present a proposal to the Finance and Organizations committee explaining why they would like to be moved to an executive organization.

8.2.1.3 Step 2

The committee will take a vote of whether or not the proposal should be brought to the Student Senate. It must have a 2/3-majority vote by the committee.

8.2.1.4 Step 3

An organization is moved from a Chartered organization to an Executive organization by the organization bringing their proposal to Senate. It must have a two-thirds' majority vote of Senate.

8.3 FIXED AND NON-FIXED PERCENTAGE ORGANIZATIONS

8.3.1 Differentiating between fixed and non-fixed percentage organizations [amended by Governance Review Council 10/02/2014]

8.3.1.1 Fixed Percentage Organizations

Fixed Percentage Executive Organizations are Executive Organizations who have satisfied the requirements stipulated in [Section 8.1](#) above, but also receive a defined proportion of the incoming Student Activities Fee after deductions of SGA mandated wages as stipulated in [Section 10.2.2](#). The following organizations are Fixed Percentage Executive Organizations:

- a. Student Activities Board
- b. Agape Center
- c. Pulse
- d. Multicultural Council
- e. Eyas
- f. Student Chaplain Team

8.3.1.2 Non-Fixed Percentage Organizations

Non-Fixed Percentage Executive Organizations are Executive Organizations who have satisfied the requirements stipulated in [Section 8.1](#) above but DO NOT receive a defined proportion of the incoming Student Activities Fee after deductions of SGA mandated wages as stipulated in [Section 10.2.2](#). Non-Fixed Percentage Executive Organizations are to receive SGA funding for their budgets in the same manner as Chartered Organizations—on a line-by-line and/or case-by-case basis pending the approval of the SGA VP of Finance as stipulated in [Section 10.3.1](#). There are currently no Non-Fixed Percentage Executive Organizations.

8.4 LEADERSHIP COUNCIL

8.4.1 Rationale [administrative update 5/25/2014]

Because of the far-reaching nature of Executive Organization services and activities, the chief officer of each Executive Organization serves as a member of the SGA Leadership Council in order to foster awareness and support among the leaders of SGA.

8.4.2 Responsibilities [administrative update 5/25/2014]

8.4.2.1 Student Senate Reports

The chief officer of each Executive Organization is required to present to the Student Senate one presentation each semester -- in the Fall as a featured weekly guest speaker; in the Spring on one day when all Executive Organizations provide progress updates in 5-10-minute presentations each.

8.4.2.1.1 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; allotted finances; plans to implement those goals (as available by this point in the year).

8.4.2.1.2 Recommended Topics for Spring

Update on progress towards goals or changes to goals with justification; major accomplishments in Fall; recap of funds spent; major plans for Spring – all relating back to the Organization's individual mission statement.

8.5 EXECUTIVE ORGANIZATIONS' GOVERNANCE

8.5.1 **Governance** [administrative update 5/25/2014]

Executive Organizations are governed by their own governance documents that specify the organizations' purposes, leadership positions, and other guidelines.

9 CHARTERED ORGANIZATIONS

9.1 The Student Senate shall grant charters to groups and organizations to provide common leadership to campus groups. By becoming a Chartered Organization, a group affirms the common purpose of SGA and serves the student body by offering particular services and leadership opportunities. Chartered Organizations benefit by becoming readily able to receive SGA funding as well as gaining a better knowledge of the overall operations and proceedings of SGA governance.

9.2 Standards for Organizations Seeking to Enter the Chartering Process:

- a. The functions of each organization can challenge participants and can involve reasonable risks by taking the necessary precautions, but they shall not include excessively dangerous activity or activity that encourages overly aggressive behavior.
- b. Organizations that are committed to furthering the educational process outside of the classroom by focusing on a particular academic major are always encouraged, but the organization's purpose shall be carefully examined by the Finance and Organizations Committee if there is already one or more existing organizations from that particular major.
- c. Each organization shall have a valid purpose that emphasizes the opportunities and benefits that will come with belonging to their respective organization.
- d. The purpose of each organization shall be consistent with the mission statement of Messiah College.
- e. Club sports, which are best defined as inter-collegiate teams representing Messiah in sport or athletic-related activities, shall be permitted to apply for and become Chartered Organizations, although they may also be considered part of the Athletics Department. Club sports may receive the services, benefits, and funding applicable to Chartered Organizations; such teams may also receive funding from the Athletics Department. Any funding received from the Athletics Department will be deducted from the per-semester amount funded by the Student Government Association. (See Section 10 III. B. 3. for more details concerning budgeting issues)
- f. Organizations must previously or concurrently register with the Student Involvement and Leadership Programs (SILP). All organizations registered with the SILP office are eligible to apply for an SGA charter at any time.

9.3 **Process:** The process by which a group obtains charter as an SGA Chartered Organization shall occur in two stages.

9.3.1 **Stage 1: Developmental Status and Recognized Organizations** [administrative update 5/25/2014]

- 9.3.1.1** An organization is a Recognized Organization and granted Developmental Status by a majority vote of the SGA Finance and Organizations Committee, based on the following requirements:
- a. A petition of students pledged to active membership must be submitted to the Vice President of Organizations.
 - b. A basic rationale statement which outlines the purpose, goals, objectives, and program (proposed activities) of the group and which is consistent with expressed objectives and philosophy of SGA.
 - c. A completed SGA charter application identifying club officers and a faculty advisor, which must be signed by the Vice President of Organizations
 - d. The organization's student leadership is to meet the SGA leadership's standards of performance, including, learning SGA general procedures, holding meetings at least once a month and becoming familiar with, and abiding by, SGA budget requirements.
 - e. The organization shall satisfy the standards set forth in [Section 9.2](#).
- 9.3.1.2** Upon being granted Developmental Status, a Recognized Organization shall be eligible for \$30 per month until granted a charter, when they are able to submit a budget.
- 9.3.1.3** A Recognized Organization with Developmental Status shall be supervised by the Vice President of Organizations
- 9.3.1.4** An organization with Developmental Status shall be required to submit Monthly Reports to the Vice President of Organizations in a detailed and timely manner.
- 9.3.1.5** An organization shall retain its Developmental Status until the full-charter application time for that year, when they will be either approved or denied a charter.
- 9.3.1.6** The organization must write and submit a constitution which shall include the following: name, purpose, governing structures (i.e. duties of officers), procedure for the election of officers, removal of officers, filling of vacancies, selection of a faculty advisor, and amendment of the constitution. This must be submitted before the organization can be considered for Developmental Status.
- 9.3.1.7** The organization shall be reviewed by the Vice President of Organizations, in consultation with the Finance and Organizations Committee and either be recommended to the Student Senate for a charter or be withdrawn from Developmental Status.
- 9.3.1.8** If the organization does not receive approval from the Finance and Organizations Committee to move into Chartered Status, Developmental Status

will be revoked and the process will be discontinued. An organization would still be eligible to apply to reenter the Chartering Process in the future.

9.3.1.9 If circumstances warrant such action, the Student Senate may waive any of the above requirements by a two-thirds majority vote.

9.3.2 **Stage 2: Chartering** [administrative update 5/25/2014]

9.3.2.1 An organization with Developmental Status is granted an SGA Charter by a two-thirds majority vote of the Student Senate, based on the organization's ability to continue meeting the requirements stated above, as well as evidence of continued membership support and growth and responsible handling of finances.

9.3.2.2 Failure to receive a charter through Student Senate automatically results in the revocation of Developmental Status and discontinuation of the Chartering Process. Groups are always eligible to apply to reenter the Chartering process in the future.

9.3.2.3 An organization shall retain its SGA Charter as long as it fulfills the responsibilities of a Chartered Organization, as outlined in [Section 9.2](#).

9.4 **Responsibilities of Chartered Organizations**

- a. Chartered Organizations shall adhere to the purpose, goals, objectives, and programs stated in the organization's constitution and rationale, all of which are consistent with SGA Objectives.
- b. Chartered Organizations shall be required to submit monthly reports to the Vice President of Organizations in a detailed and timely manner or else face immediate probation and therefore subject to the stipulations regarding probation as outlined in [Section 9.5](#).
- c. Minor changes to an organization's constitution, (such as a change in an officer's title) must be approved by the Finance and Organization's Committee.
- d. Major changes to an organization's constitution, (such as change of purpose, procedures, objectives, etc.), must be approved by the Student Senate by majority vote.
- e. Each year, new officers must be elected and an advisor selected before the second week of April. Anytime new officers/advisors are elected/appointed, the organization must inform Student Involvement and Leadership Programs (SILP) and the Vice President of Organizations.
- f. Maintain sufficient membership, support, and growth. Members are students who regularly attend meetings/events/activities of that particular organization.

- g. Chartered Organizations shall remain active in a manner that is consistent with their respective constitution and purpose in addition to holding general meetings at least once a month.
- h. Renew its registration each year with Student Involvement and Leadership Programs (SILP).
- i. Chartered Organizations must fulfill the responsibilities outlined by the Finance and Organizations Committee below, which the Committee will take into consideration during budgeting.
 - i. How often does the club/organization meet to engage in club activities?
 - ii. How well does the club/organization impact and involve the overall student body of Messiah College?
 - iii. How well does the club/organization involve the off-campus community?
 - iv. How well does the club/organization fulfill its mission and constitution along with the overall purpose of SGA?
 - v. Financial responsibility and use of SGA funds.
 - vi. Responsibility and communication to SGA.
- j. Chartered organizations shall appoint one representative to Student Senate to appear on a weekly basis throughout each semester. In the event that this representative cannot appear for a meeting, a proxy must be sent.

9.5 Probation/Suspension and Transferal of Chartered Organizations

[administrative update 5/25/2014]

9.5.1 Any SGA Chartered Organization that does not adhere to the qualifications or responsibilities of such status shall be subject to review by the Finance and Organizations Committee. If it is the majority decision of this Committee that the organization is not following their own constitutional guidelines, is not meeting the requirements of a Chartered Organization as outlined in [Section 9.4](#), or is acting contrary to the expressed objectives and philosophy of SGA or Messiah College, the following steps shall be taken:

9.5.1.2 Stage 1: Probation

- a. After being issued a warning and recommendations for improvement, the organization shall have two months in which to comply. During this stage, the Finance and Organizations Committee shall monitor the organization's activity.
- b. At the end of two months, the Finance and 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.
- c. If an organization has been disciplined for financial negligence according to the guidelines laid out in the SGA Financial Policy, and has failed to finish

its two months of probation in good standing, the Vice President of Finance may recommend suspension of the organization. In this case, a year of financial probation shall serve as a substitute for the probation period outlined above. The Vice President of Finance should refer the matter to the Finance and Organizations Committee, who, in consultation with the Vice President of Finance, shall decide whether to recommend suspension of the organization to the Student Senate.

9.5.1.3 Stage 2: Suspension

- a. Suspension of 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.
- b. 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.
- c. During this stage, the organization's activity shall be monitored closely by the Finance and Organizations Committee.
- d. An organization shall remain in suspension for a minimum of one full semester, not to exceed two full semesters.
- e. 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 and Organizations Committee for either reinstatement or revocation of the SGA charter.
- f. A two-thirds majority vote of the Student Senate is needed for reinstatement of a charter. If a two-thirds majority is not obtained, the organization's charter will be revoked. The organization will still be eligible to apply to reenter the Chartering Process in the future.

9.5.1.4 Alternative to Stages 1 and 2: Transferring Chartered Organizations to Recognized Organization/Developmental Status

- a. If the organization in question has a valid purpose and is willing to heighten its pursuit of that purpose, then the Finance and Organizations Committee can recommend to the Student Senate that this particular organization be transferred to Recognized Organization status.
- b. This process would require a majority vote of the Finance and Organizations Committee followed by a two-thirds majority vote of the Student Senate.
- c. After being transferred to Developmental Status, the organization in question would be monitored by the Finance and Organizations Committee for a period of two months to determine if the organization's purpose is being pursued in a sufficient manner for Recognized Organizations. After this two-month period, the organization would be eligible to reapply for a

charter only when the Finance and Organizations Committee was satisfied with the organization's efforts to pursue its purpose.

10 FINANCIAL POLICY

10.1 STUDENT ACTIVITIES FEE [administrative update 7/12/2014]

10.1.1 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.

10.1.2 Review of the SAF: Each year, the SGA Finance and Organizations Committee should evaluate the Student Activities Fee 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.

10.2 WAGES

10.2.1 Determination of Wages [administrative update 7/12/2014]

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

10.2.2 SGA Work-Study Hourly Wage Breakdown [amended by Governance Review 3/12/2015]

Position	Hours per Week	Total Hours Available per Semester	Base Wage per Hour	Total Available Pay per Semester
<i>Student Body President's Cabinet</i>				
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
Peer Review Board Chair	10	150	\$ 8.15	\$ 1,222.50
Executive Secretary	10	150	\$ 8.15	\$ 1,222.50
<i>Student Chaplain Team</i>				
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

Agape Center				
Treasurer of the Agape 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 WCF	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
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
Student Activities Board (SAB)				
SAB President	15	225	\$ 8.00	\$ 1,800.00
SAB Treasurer	8	120	\$ 7.85	\$ 942.00
Multicultural Council				
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 (Messiah College Media Hub)				
Student Director	10	150	\$ 8.00	\$ 1,200.00
Business Manager	10	150	\$ 7.85	\$ 1,177.50
Social Media Manager	10	150	\$ 7.85	\$ 1,177.50
Web Manager	8	120	\$ 7.85	\$ 942.00
Executive Design Manager	8	120	\$ 7.85	\$ 942.00
Design Manager	8	120	\$ 7.85	\$ 942.00
Design Assistant - Clarion Layout	6	90	\$ 7.70	\$ 693.00
Design Assistant - Swinging Bridge Layout 1	6	90	\$ 7.70	\$ 693.00
Design Assistant - Swinging Bridge Layout 2	6	90	\$ 7.70	\$ 693.00
Assistant to Student Director	10	150	\$ 7.85	\$ 1,177.50
Editor-in-Chief	10	150	\$ 7.85	\$ 1,177.50
Breaking News Editor	6	90	\$ 7.70	\$ 693.00
Sports Editor	6	90	\$ 7.70	\$ 693.00

Online Editor	6	90	\$ 7.70	\$ 693.00
Arts and Entertainment Editor	6	120	\$ 7.70	\$ 693.00
Radio Station Manager	10	150	\$ 7.85	\$ 1,177.50
Radio Station Music Manager	8	120	\$ 7.70	\$ 924.00
Audio-Visual Manager	10	150	\$ 7.85	\$ 1,177.50
Audio-Visual Assistant 1	6	90	\$ 7.70	\$ 693.00
Audio-Visual Assistant 2	6	90	\$ 7.70	\$ 693.00
<i>Eyas (Student-Alumni Council)</i>				
Chair, Eyas	10	150	\$ 8.00	\$ 1,200.00
Total				\$ 54,873.00

10.2.3 Hours/Hourly-Wage Evaluation [administrative update 7/12/2014]

Each year the SGA Finance and 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.

10.2.4 Hourly Pay Accountability for SGA Officers [administrative update 7/12/2014]

All SGA officers must record their hours, which will also be recorded by the SGA VP 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.

10.3 BUDGETING

10.3.1 Time Table for Each Semester [administrative update 7/12/2014]

- a. The SGA VP of Finance and VP of Organizations will hold a workshop with the presidents and treasurers of the various SGA organizations in order to inform them of SGA 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 VP of Finance no later than the Monday of the third week of classes.
- c. The SGA Finance and Organizations Committee will review all organizations' budgets, make the appropriate adjustments, and balance the entire SGA budget (see [Section 10.3.4.1](#) for details).
- d. The completed budget must be submitted to the Student Senate for approval. The 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, Letter n.](#)
- f. After presidential approval of the budget, the VP of Finance will inform each SGA organization of the amount of money it has been allocated for the semester.

10.3.2 Guidelines for Budgeting of SGA Organizations [administrative update 7/12/2014]

These guidelines shall be followed by the Finance and 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 10.3.2.1](#) shall contain non-negotiable budgeting instructions, whereas the [Section 10.3.2.2](#) will serve as budgeting objectives, which will be subject to the discretion of the Finance & Organization Committee. If the Finance & 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.

10.3.2.1 Non-Negotiable Budgeting Instructions

10.3.2.1.1 Travel

- a. Travel using a Messiah College car (one to five people) will be budgeted \$0.55 per mile.
- b. Travel using a Messiah College minivan or 15-passenger van (eight to 15 people) will be budgeted \$0.79 per mile per 15-passenger van needed.
- c. Travel using a personal vehicle will be budgeted according to a smaller rate set by the VP 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% 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% per room per night.

10.3.2.1.2 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 VP 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 VP 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 that they require.

10.3.2.1.3 Fundraising

- a. Chartered clubs are permitted to borrow short-term loans from SGA to be used for the start-up costs related to fundraising. Any money borrowed must be paid back within one month of the fundraising event's completion, no interest charged. The Finance and Organizations Committee has the discretion to approve or deny any loans in the budgeting meetings. Any club that fails to repay the short-term loan will be subject to review by the Finance and Organizations Committee.
- b. Revenues that exceed the borrowed amount of SGA money should be noted in the monthly report as well as reported to the VP 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.
- c. If clubs 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.

10.3.2.1.4 Refreshments

- a. Refreshments 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 herself (as in, when a student is traveling to or present at an organizations' event) will not be funded.

10.3.2.1.5 Registration Fees (non-club sports)

- a. SGA may fund 50% of organizations' related registration fees per student (if a registration fee includes food then funding for the registration will still be funded at 50%).

10.3.2.1.6 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.

10.3.2.1.7 Special Interest Housing

- a. SGA may fund chartered club 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.

10.3.2.2 Other Decision-Making Criteria for Budgeting

The following topics will be taken into consideration during the budgeting process and may influence the overall allocation that the Finance and Organizations Committee approves.

- 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 well is the club/organizations financially responsible?
- f. How well does the club/organization communicate with SGA?

10.3.3 Procedures for Budgeting [amended by Governance Review Council 03/12/2015]

10.3.3.1 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 10.2.2](#).

- b. No more than \$2,500.00 per semester will be allocated to the SGA Professional Development Grant Program (see [Appendix D](#)).
- c. Student Activities Board (SAB) will receive 29.0% of incoming Student Activities Fees. Any balance, including a negative one, will roll over from the Fall semester to the Spring semester.
- d. Agape Center (AC) will receive 15.5% of incoming Student Activity Fees. Any balance, including a negative one, will roll over from the Fall semester to the Spring Semester.
- e. The Pulse will receive 11.5% 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).
- f. Multicultural Council (MCC) will receive 5.6% of the incoming Student Activities Fee. Any balance, including a negative one, will roll over from the Fall semester to the Spring semester.
- g. Eyas (the student-alumni council) will receive 5.8% of the incoming Student Activities fee. Any balance, including a negative one, will roll over from the Fall semester to the Spring semester.
- h. The Student Chaplain Team will receive 2.1% of the incoming Student Activities fee. Any balance, including a negative one, will roll over from the Fall semester to the Spring semester.

10.3.3.2 Club Sports

Each Club Sport's budget will be reviewed along with all other clubs and organizations (as described in [Section 10.3.3.3](#)), but no more than \$6,000.00 per academic year can be received by any single Club Sport through SGA's budget. However, if a club sport has a "feeder" team, it may receive up to an additional \$3,500 per academic year provided that it is only spent 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. Clubs sports may apply to the Finance and 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 10.3.2.1](#), fees for referees, and registration or tournament fees.

10.3.3.3 All Other Clubs and Executive Organizations

The remainder of the Executive and Chartered organizations shall be allocated specific amounts determined by the Finance and Organizations Committee each semester.

10.3.4 Budget Senate-Approval Scenarios [administrative update 7/12/2014]

10.3.4.1 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:

10.3.4.1.1 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/totaled. 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 VP of Finance.

10.3.4.1.2 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.

10.3.4.2 Surplus (Positive Budget)

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

10.3.4.2.1 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 10.7](#)). 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 10.7](#)); 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 10.5](#).

10.3.4.2.2 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 10.3.4.2.1](#).

10.4 **CONTRACTS** [administrative update 7/12/2014]

- 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 10.3.2.1.2](#).

10.5 **SURPLUS AND CAPITAL PURCHASES**

10.5.1 **Procedures** [administrative update 7/12/2014]

In the event that surplus funds remain after the Fall semester, the Finance and 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 VP 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 10.5.3](#)).

10.5.2 **Receiving Capital Funds** [administrative update 7/12/2014]

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.

10.5.3 **Budgeting and Purchasing Procedures for Capital Funds** [administrative update 7/12/2014]

At the end, or as close to the end as possible, of the fiscal year, the VP 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 10.7](#) 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 VP 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 VP 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 VP 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.

10.5.4 Excess Funds in the SGA Capital Purchase Account [administrative update 7/12/2014]

- a. In the event that there are still funds left in the Capital Purchase Account after all approved items have been purchased, the VP 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 VP of Finance. Requests for such use of this account must be submitted to the SGA VP of Finance, discussed with the SGA Finance and Organization Committee as needed, and approved by a majority vote of the Student Senate.

10.6 NEGATIVE BALANCES IN SGA ACCOUNTS

10.6.1 Approval for Negative Balances [administrative update 7/12/2014]

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 VP of Finance.

10.6.2 Unapproved Negative Balances [administrative update 7/12/2014]

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

- a. When an unapproved negative account balance occurs, the VP 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 and Organizations Committee unless they receive a special waiver stating otherwise from the Finance and 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 and Organizations Committee and the VP 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 and Organizations Committee in consultation with the VP 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 and Organizations Committee within the first 4 weeks of the fall semester to have probation waived. If the Finance and 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 10.6.2, Letter 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 VP of Finance and the Finance and 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.

10.7 CONTINGENCY FUND

10.7.1 Context and Procedures [administrative update 7/12/2014]

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 \$2000 by unspent Student Activities Fees at the end of the fiscal year as described in [Section 10.5.3](#). The distribution of these funds for emergency purposes will be determined at the discretion of the VP of Finance and the Finance and Organizations Committee.

10.7.2 Use of the Contingency Fund [administrative update 7/12/2014]

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 and Organizations Committee for a 2/3 vote for approval.

11 CHANGES TO THE GOVERNANCE MANUAL

11.1 GOVERNANCE REVIEW PROPOSALS [administrative update 7/12/2014]

Any member-in-good-standing of the Student Government Association—which includes Peer Review Board, Parking Appeals Panel, Student Body President's Cabinet and Student Senate, 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 President and Vice President reserve the right to approve or disapprove a proposal before any further discussion occurs.

11.2 GOVERNANCE REVIEW COUNCIL [administrative update 7/12/2014]

Upon review and acceptance of any and all proposals by the President and 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 SGA Officers as defined in [Section 4](#). 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 two weeks 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 Manua by the Student Body President, the Vice President shall convene and chair the meeting.

11.3 APPROVAL OF GOVERNANCE REVIEW COUNCIL PROPOSALS [administrative update 7/12/2014]

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 defined as 50-percent of all SGA Officers eligible to vote, including members of Student Senate, Student Body President's Cabinet and Peer Review Board.

APPENDIX A: JOB DESCRIPTIONS FOR SGA NON-OFFICER POSITIONS

The following positions receive wages from SGA, but are not considered Student Government Association Officers.

AGAPE CENTER

- I. Responsibilities of the Director of Outreach Teams
 - a. Oversee the planning and implementation of all Outreach Teams services and activities.
 - b. Acts as student representative for Outreach Represent the Outreach Teams in public engagements, Agape Center meetings and other meetings involving college administration as called upon to attend.
 - c. Serve as a member of the SGA Leadership Council, meeting once a semester or as deemed necessary by the Council or by the Student Body President.
 - d. Oversee vehicle reservations which include signing forms and working closely with receptionist to ensure that vehicles are reserved appropriately and in a timely fashion.
 - e. Work with other Coordinators in assisting with major events held throughout the semester (ex: Hunger and Homelessness Awareness Week, Migrant Educational Retreat, etc).
 - f. Provide leadership in facilitating Outreach Teams Coordinator meetings.
 - g. Plan and Coordinate annual Urban Promise weekend held each fall semester. This will include coordinating housing for students, recruiting student hosts, recruit student volunteers, and planning the overall weekend schedule and programming with the Camden Fellowship House contact.
 - h. Prepare a written end-of-year report in the spring for the new Director of Outreach Teams and the outgoing Student Body President.
 - i. Participate fully as a member of Outreach Team.
 - j. Work with other groups on campus to build relationships through events held, joint partnerships, and other engagements.
 - k. Facilitate the creation of a team covenant with Outreach Teams Coordinators and maintain energy throughout the year to fulfill it.
 - l. Provide leadership through close communication with advisor to determine the vision and direction for Outreach Teams both on campus and in our community.
 - m. Meet on a weekly one-on-one basis with advisor (Local Community Service Director).
 - n. Attend and participate in bi-weekly small-group meetings with Coordinators and advisor.
 - o. Complete required reports for SGA and for the Agape Center in a timely fashion.

- p. Oversee Outreach Teams Budget and work closely with Coordinators, Agape Treasurer and SGA in terms of adequately funding the programs available through Outreach.
 - q. Attend and provide assistance as requested by the Agape Center or SGA with general recruitment and informational events held throughout the semester, such as the Opportunities Fair, Fall Recruiting Event: Ice Cream Social, and Spring Recruitment Event: Cookies, Cocoa & Community Service.
 - r. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.
- II. Responsibilities of the Director of Service Trips
- a. Oversee the planning and implementation of all Service Trips services and activities. Work with Coordinators to assist in planning Fall, J-term, and Spring Break Service Trips.
 - b. Represent the Service Trips in public engagements, Agape Center meetings, and other meetings involving college administration as called upon to attend.
 - c. Serve as a member of the SGA Leadership Council, meeting once a semester, or as deemed necessary by the Council or by the Student Body President.
 - d. Facilitate Service Trips meetings, meet with the Advisor and other Agape Directors bi-weekly, and meet with Service Trips Coordinators weekly.
 - e. Provide leadership through close communication with the Advisor to determine the vision and direction for Service Trips, both on campus and in our community.
 - f. Complete required reports for SGA and for the Agape Center in a timely fashion.
 - g. Oversee Service Trips budget and work closely with Coordinators, Agape Treasurer and SGA in terms of adequately funding the programs available through Service Trips.
 - h. Oversee vehicle reservations which include signing forms and working closely with receptionist to insure that vehicles are reserved appropriately and in a timely fashion.
 - i. Work with other groups on campus to build relationships through events held, joint partnerships, and other engagements.
 - j. Facilitate the creation of a team covenant with Service Trips and maintain energy throughout the year to fulfill it.
 - k. Prepare a written end-of-year report in the spring for the new Director of Service Trips and the outgoing Student Body President.
 - l. Participate fully as a member of Service Trips.
 - m. Attend and provide assistance as requested by the Agape Center or SGA with general recruitment and informational events held throughout the semester, such as the Opportunities Fair, Fall Recruiting Event: Ice Cream Social, Spring Recruitment Event: Cookies, Cocoa & Community Service.
 - n. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.
- III. Responsibilities of the Service Trips Agency Coordinator

- a. Develop and maintain agency files, updating as necessary.
 - b. Contact agencies and establish self as agency contact person.
 - c. Remain in contact with the agencies throughout the year.
 - d. Follow up with Agencies after each trip getting detailed feedback on trips.
 - e. For each break, provide the service trips staff with a detailed list of potential agencies.
 - f. Compile evaluative comments from participants and leaders to add to agency files.
 - g. Coordinate the trip experience with each agency.
 - h. Provide each leader with appropriate agency information (contact information, description, etc.).
 - i. Regularly gather assessment from Community Partners to improve programming.
 - j. Collaborate with faculty members, Resident Life, and other organizations on-campus and within the Agape Center when appropriate.
 - k. Participate in mandatory Agape Center trainings and events.
 - l. Keep detailed records of volunteers, participation, events, etc.
 - m. Meet weekly with Service Trips Teams.
 - n. Meet regularly with supervisor(s) to update them on progress.
 - o. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.
- IV. Responsibilities of the Service Trips Leader Coordinator
- a. The leader coordinator is in charge of recruiting team leaders for each trip.
 - b. Revising, editing, and distributing a leadership manual for Fall, J-Term, and Spring Break service projects.
 - c. Organizing leader meetings before and after Fall, J-Term, and Spring break.
 - d. Planning and leading a leadership retreat in the spring for the Spring Break trip leaders prior to trips leaving.
 - e. Organizing leader meeting after Spring Break trips.
 - f. Keeping in constant contact with the leaders to provide answers to any questions that they may have.
 - g. Regularly gather assessment for Team Leaders to improve programming.
 - h. Collaborate with faculty members, Resident life, and other organizations on-campus and within the Agape Center when appropriate.
 - i. Participate in mandatory Agape Center trainings and events.
 - j. Keep detailed records of volunteers, participation, events, etc.
 - k. Meets weekly with Service Trips Teams.
 - l. Meets regularly with supervisor(s) to update them on progress.
 - m. Attend leadership training and sessions such as Leadership Summit and leadership chapels.
- V. Responsibilities of the Service Trips Participant Coordinator
- a. Handle all correspondence between the leadership staff and potential, current, or past participants.
 - b. Publicity: Run all ST publicity for participant events.

- c. Responsible for updating and distributing applications, and setting application deadlines.
 - d. Respond to participant phone calls and e-mails promptly and professionally.
 - e. Keep track of participant placement on the various trips and any additions or subtractions made to the roster(s).
 - f. Organize participant meeting before Fall, J-Term, and Spring Break.
 - g. Organize participant meeting after Fall, J-Term, and Spring Break. (Meeting after Spring Break may be an alternate chapel.)
 - h. Regularly gather assessment from volunteers to improve programming.
 - i. Collaborate with faculty members, Resident Life, and other organizations on-campus and within the Agape Center when appropriate.
 - j. Participate in mandatory Agape Center trainings and events.
 - k. Keep detailed records of volunteers, participation, events, etc.
 - l. Meets weekly with Service Trips Teams.
 - m. Meets regularly with supervisor(s) to update them on progress.
 - n. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.
- VI. Responsibilities of the Director of World Christian Fellowship
- a. Direct the planning and implementation of all World Christian Fellowship ministries and activities in cooperation with other leaders.
 - b. Provide leadership through close communication with advisor to determine the vision and direction for WCF both on campus and in our community.
 - c. Serve as a member of the SGA Leadership Council, meeting once a semester, or as deemed necessary by the Council or by the Student Body President.
 - d. Work with other groups on campus to build relationships through events held, joint partnerships, and other engagements.
 - e. Provide leadership in facilitating WCF meetings and meet regularly with WCF coordinators.
 - f. Complete required reports for SGA and for the Agape Center in a timely fashion.
 - g. Oversee WCF Budget and work closely with Coordinators, Agape Treasurer and SGA in terms of adequately funding the programs available through WCF. Meet regularly with Treasurer to ensure good communication about the budget.
 - h. Act as student representative for WCF in public engagements, Agape Center meetings and other meetings involving college administration as called upon to attend.
 - i. Work with other Coordinators in assisting with major events held throughout the semester (ex: Canoe-a-thon, Mission Awareness Week, Salt & Light Chapels, Library Sale, etc). Meet with coordinators regularly to make sure that they are on top of details of each event.
 - j. Provide information for the Agape Center about WCF, such as Annual Report information. Ensure fact sheets are done in a timely manner, and create and send out surveys to gauge how WCF events were received.

- k. Prepare a written end-of-year report in the spring for the new Director of World Christian Fellowship and the outgoing Student Body President.
 - l. Attend and provide assistance as requested by the Agape Center or SGA with general recruitment and informational events held throughout the semester such as the Opportunities Fair, Fall Recruiting Event: Ice Cream Social, and Spring Recruitment Event: Cookies, Cocoa & Community Service.
 - m. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.
- VII. Responsibilities of the WCF Chapel Coordinator
- a. Organize and plan Salt & Light elective chapels.
 - i. Work with Directors in Agape Center to decide direction for chapels and how to include multiple viewpoints.
 - ii. Collaborate with both on and off-campus partners and organizations to bring in a diverse array of speakers and events.
 - iii. Lead the worship team for chapels, recruiting members and organizing rehearsals.
 - b. Help out with other events that WCF is putting on.
 - c. Attend regular weekly WCF Executive Council meetings.
 - d. Prepare a budget each semester for the following year.
 - e. Recruit and train a replacement in the fall for the following two semesters.
 - f. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.
- VIII. Responsibilities of the WCF Mission Awareness Week Coordinator
- a. Facilitate Mission Awareness Week in the fall:
 - i. Set dates with Program Manager and College Min in spring.
 - ii. Send "Save the Dates" to mission reps in spring.
 - iii. Invite mission representatives that Messiah College has an active partnership with to MAW.
 - iv. Reserve location for tables (LSU) for the event and other rooms for alternate chapels.
 - v. Work closely with MAW co-coordinator and MAW Committee to plan and execute Mission Awareness Week.
 - vi. Purchase gift cards for meal tickets, and organize on-campus accommodations for reps.
 - vii. Plan events throughout MAW for international gatherings, collaborating with MISP.
 - b. Recruit a co-coordinator that will assist in the planning of MAW and will take over the following year.
 - c. Recruit and chair a MAW Committee that gives wide student representation (Collab, MISP, etc) of 5-8 members who will be able to communicate with 2-3 reps/members.
 - d. Collaborate with College Ministries to plan regular chapels during MAW.
 - e. Prepare a budget each semester to include in the WCF budget (including supplies and costs for MAW).

- f. Meet with supervisor and WCF Director regularly to ensure the success of the event.
 - g. Attend all WCF meetings.
 - h. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.
- IX. Responsibilities of the WCF Publicity Coordinator
- a. Organize the Canoe-a-thon in the Fall Semester, working with Bob Barrett and Adventure Programs to set up date:
 - i. Work on prep, planning and training sessions prior to event.
 - ii. Work with necessary organizations on campus to publicize and plan the event.
 - iii. Work closely with Bob Barrett and Adventure Programs to ensure the event is safe, monitored and fun.
 - b. Assist with planning and organization of Mission Awareness Week (MAW).
 - c. Organize the Ten Thousand Villages sale in the Fall Semester with Human Rights Awareness (HRA).
 - d. Help to organize the 30 Hour Famine in the Spring Semester.
 - e. Work with other coordinators in WCF to help publicize events (Salt & Light, MAW, etc).
 - f. Prepare a budget each semester to include in the WCF budget.
 - g. Attend regular weekly WCF Executive Council meetings.
 - h. Recruit and train a replacement in the fall for the following two semesters.
 - i. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.
- X. Responsibilities of the Director of Human Rights Awareness
- a. Set goals for the academic year and complete corresponding programming.
 - b. Provide leadership through close communication with advisor to determine the vision and direction for Human Rights Awareness both on campus and in our community.
 - c. Serve as member of the SGA Leadership Council, meeting once a semester, or as deemed necessary by the Council or by the Student Body President.
 - d. Work with other groups on campus (and departments/majors) to build relationships through events held, joint partnerships, and other engagements.
 - e. Provide leadership in facilitating Human Rights Awareness Council meetings
 - f. Represent Human Rights Awareness in public engagements, Agape Center meetings, Student Senate and other meetings involving college administration as called upon to attend.
 - g. Meet on a bi-weekly one-on-one basis with supervisor, meet bi-weekly with supervisor and other Agape Directors, and attend and participate in bi-weekly small-group meetings with Coordinators.
 - h. Complete required reports for SGA and for the Agape Center in a timely fashion.

- i. Oversee Human Rights Awareness budget and work closely with Coordinators and SGA in terms of adequately funding the projects of Human Rights Awareness.
- j. Attend and provide assistance as requested by the Agape Center or SGA with general recruitment and informational events held throughout the semester, such as the Opportunities Fair, Ice Cream Social, Cookies, Cocoa, and Community Service, and Service Learning Opportunities Days.
- k. Attend Agape Center trainings, both in fall and spring.
- l. Attend weekly Human Rights Awareness campus meetings and provide guidance to coordinators as necessary.
- m. Meet monthly with coordinators to discuss the activities of the previous month and their goals for the future.
- n. Provide additional guidance and assistance to coordinators with event/speaker/fundraiser planning as necessary.
- o. Plan and co-coordinate annual Human Rights Awareness Week/Hunger and Homelessness Week held each fall. (This includes the following tasks: Participate and co-chair committee with Hunger and Homelessness Outreach Coordinator on committee for the week, including outside student representatives; Work collaboratively with other groups on campus to bring awareness of Human Rights issues to the campus for the week; Secure speakers and plan other educational events to bring awareness of Human Rights issues to the campus for the week; Coordinate speakers' accommodations and schedules; Work with Human Rights Awareness coordinators and members to advertise the events of the week.
- p. Work closely with other human rights-related groups on campus (IJM, Invisible Children, etc). (This may include meeting at least once a month with HRA groups/directors, resource these groups, giving them guidance in publicity, planning and advice, and coordinating schedules so as to have events that are spread out and done with quality.
- q. Facilitate the creation of a team covenant with Human Rights Awareness Coordinators and maintain energy throughout the year to fulfill it.
- r. Oversee event planning which includes signing forms and working closely with campus events, college ministries, conference services and student programs to ensure that permission is received for alternate chapels, vehicle reservations and other events in a timely fashion.
- s. Work with other Directors and Coordinators of the Agape Center in assisting with major events held throughout the semester.
- t. Participate fully as a member of Human Rights Awareness.
- u. Stay informed on current events and be informed on social injustices around the world.
- v. Work towards living a life that promotes social justice.
- w. Prepare a written end-of-year report in the spring for the new Director of Human Rights Awareness and the outgoing Student Body President.

- x. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.
- XI. Responsibilities of the HRA Agency Coordinator
 - a. Work with HRA Director and Agency Coordinator closely.
 - i. Meet weekly with HRA team.
 - ii. Meet as needed with supervisor.
 - iii. Meet with Director and Agency Coordinator as needed.
 - iv. Meet with charter orgs (IJM, Invisible Children, etc.) as needed for planning.
 - b. Work with parent organizations (FH, IJM, World Vision, etc) to develop goals and areas of importance for the academic year.
 - i. Stay in regular communication with each agency contact by phone and/or e-mail.
 - ii. Plan out the semester events early on, creating a schedule of which chapels will occur at which time.
 - iii. Work with charter orgs to figure out their plan for each semester.
 - c. Work with Events Coordinator to coordinate the planning of events.
 - d. Recruit and organize volunteers for HRA events.
 - i. Recruit volunteers– primarily at Ice Cream Social (fall) and Cookies, Cocoa, & Community Service (spring), and through additional means if necessary.
 - e. Oversee segment of HRA budget.
 - i. Budget for programming based on previous semesters.
 - ii. Monitor expenses throughout semester.
 - iii. Exhibit good stewardship by spending all money allocated wisely.
 - f. Represent Human Rights Awareness in public engagements, Agape Center meetings, Student Senate and other meetings involving college administration as called upon to attend.
 - g. Collaborate with faculty members, Resident Life, and other organizations on-campus and within the Agape Center when appropriate.
 - h. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.
- XII. Responsibilities of the HRA Events Coordinator
 - a. Work with HRA Director and Agency Coordinator closely.
 - i. Meet weekly with HRA team.
 - ii. Meet as needed with supervisor.
 - iii. Meet with Director and Agency Coordinator as needed
 - iv. Meet with charter orgs (IJM, Invisible Children, etc.) as needed for planning.
 - b. Focus for this position will involve the preparation, organization, and logistical planning of HRA events.
 - i. Plan HRA events by filling out appropriate forms and necessary. This includes, but not limited to:

1. Making necessary reservations for rooms and facilities on campus
 2. Preparing and getting approved necessary permissions for events and chapels (includes work with Campus Events, College Ministries and other campus departments)
 3. Preparing publicity and advertising which includes the creation of posters, the sending out of mass emails, hanging and displaying of posters, marquees and other advertising materials (may include radio, TV ad, etc coordination)
 4. Assuring all other necessary logistics are taken care of such as the reservation of vehicles, the coordination of volunteers and the overall coordination of logistical elements of any given event.
- ii. Work toward, in partnership with other HRA leadership, to creating sustainable, successful, well-attended, well-publicized events that may be in the form of chapels, awareness Senates or panels, fundraisers, activism opportunities, or small group organized discussions/Bible studies.
- c. Recruit and organize volunteers for HRA events.
 - i. Recruit volunteers– primarily at Ice Cream Social (fall) and Cookies, Cocoa, & Community Service (spring), and through additional means if necessary.
 - d. Recruit and organize volunteers for HRA events.
 - i. Recruit volunteers– primarily at Ice Cream Social (fall) and Cookies, Cocoa, & Community Service (spring), and through additional means if necessary.
 - e. Oversee segment of HRA budget.
 - i. Budget for programming based on previous semesters.
 - ii. Monitor expenses throughout semester.
 - iii. Exhibit good stewardship by spending all money allocated wisely.
 - f. Regularly gather assessment from volunteers and partner organizations to improve programming.
 - g. Collaborate with faculty members, Resident Life, and other organizations on-campus and within the Agape Center when appropriate.
 - h. Attend leadership training and development sessions such as Leadership Summits and leadership chapels.
- XIII. Responsibilities of the Treasurer of the Agape Center’s Student Organizations
- a. Work closely with the Director of Outreach Teams, the Director of Service Trips, the Director of World Christian Fellowship, and the Director of Human Rights Awareness to facilitate all aspects of their budgeting.
 - b. Maintain financial records for each of the Agape Center Student Organizations.
 - c. Serve as the contact person for all SGA budget-related questions and all financial matters between Student Senate, the SGA Vice President of Finance,

- the SGA Vice President of Organizations and each of the Agape Center organizations.
- d. Represent the Agape Center before the Student Senate and the College Administration.
 - e. Update expense worksheets and maintain receipts and other documents supporting organizational expenses.
 - f. Train and regularly maintain contact with the Student Directors to update them on their budgeting status and to provide support.
 - g. Maintain integrated and standardized budgeting procedures covering each of the aforementioned Agape Center Student Organizations.
 - h. Manage budget transfers and reimbursements for each of the Agape Student Organizations throughout the semester.
 - i. Prepare a written end-of-year transition report and assist with the training of the new Treasurer of Agape Center Student Organizations.
 - j. Participate in Agape Center training and development activities.
 - k. Meet with Advisor of a regular basis.
 - l. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.

MULTICULTURAL COUNCIL

- I. Responsibilities of the Chair of Multicultural Council
 - a. Coordinate and conduct biweekly Multicultural Council meetings
 - b. Meet biweekly with the Vice President of Diversity Affairs to provide updates on the campus climate.
 - c. Ensure that council members uphold their positions
 - d. Ensure accountability among club charters and the SGA governance manual and other policies Send out and collect all applications for organizations desiring to be a part of the Multicultural Council
 - e. Assemble and collect all end-of-the-year-reports
 - f. Continue to develop other means of educating the community about campus and world issues.
 - g. Serve as student representative on the Micah Committee
 - h. Serve as student representative on the MLK Planning Committee
 - i. Attend leadership training and development sessions including the Leadership Retreat and the Multicultural Student Leadership Retreat
 - j. Monitor and assess the campus climate
 - k. Organize and execute the first year welcome party and MLK Student Celebration.
 - l. Work with the treasurer to write and submit a budget for the Multicultural Council and student organizations within the Office of Multicultural Programs
- II. Responsibilities of Vice Chairperson
 - a. Conduct meetings in the absence of Chairperson
 - b. Participate in regular meetings with advisor and Chairperson

- c. Assume the responsibilities of the chairperson if the position of Vice-President of Diversity Affairs becomes vacant
 - d. Assemble an end-of-the-year report
- III. Responsibilities of Senate Representative
 - a. Present any and all Multicultural Council proposals to the Student Senate
 - b. Be an active and voting member of the Student Senate
 - c. Provide Student Senate updates for the Multicultural Council
 - d. Assemble an end-of-the-year report
- IV. Responsibilities of Treasurer
 - a. Work with Chairperson to create and submit a budget for the Council.
 - b. Write monthly reports and submit one copy to the Chairperson.
 - c. Work with the Vice President of Finance for all account activity.
 - d. Collect and record any receipts.
 - e. Assemble an end-of-the-year report.
 - f. Participate in Multicultural Council training and development activities.
 - g. Maintain consistent and reliable attendance.
 - h. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.
- V. Responsibilities of Secretary
 - a. Keep track of individual and organizational attendance
 - b. Take minutes of every meeting and send them to all council members
 - c. Ensure that the necessary office supplies are available in the Multicultural Council office
 - d. Provide secretarial support for all officers as needed
 - e. Keep track of event paper-work for the council
 - f. Assemble an end-of-the-year report
- VI. Responsibilities of Representatives
 - a. Bring relevant issues, conflicts, concerns, and needs of their organization members to the meetings for discussion:
 - b. Attend meetings
 - c. Give organization updates

STUDENT CHAPLAIN TEAM

- I. Responsibilities of the Student Body Chaplain
 - a. Promote spiritual growth within the student body by envisioning and orchestrating initiatives that meet the spiritual needs of the students.
 - b. Oversee the work for the Student Chaplain for Discipleship Ministries, the Student Chaplain for Prayer Ministries, the Preaching Chaplain for Worship Ministries.
 - c. Intentionally work and collaborate with other ministries on campus.
 - d. Meet weekly with the Ministry Leadership Team and College Ministries.
 - e. Provide oversight for the planning and implementation of Kairos in coordination with the Student Chaplain for Worship Ministries and the Office of College Ministries.

- f. Serve as the delegate for the Chaplain team to Student Senate and Leadership Council unless another designee must be appointed in certain instances.
 - g. Preach regularly in Kairos.
 - h. Serve as a liaison between the student body and the Office of College Ministries and communicate this responsibility to the student body.
 - i. Serve as an active member of the Worship Community.
 - j. Prepare an end-of-year report in the spring for the new Student Body Chaplain and the outgoing Student Body President.
 - k. Uphold the standards of the community covenant through living a life of integrity, as well as model personal spiritual growth.
 - l. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.
- II. Responsibilities of the Discipleship Chaplain
- a. Serve as the chief administrative leader for the student-led small group and discipleship program on campus (Koinonia).
 - b. Oversee the Koinonia Core Team and mentor team members.
 - c. Meet weekly with the Koinonia Core Team and College Ministries advisor.
 - d. Serve as an active and contributing member of the Student Chaplain Team by attending weekly meetings and providing input and support.
 - e. Uphold the standards of the Community Covenant through living a life of integrity and modeling personal spiritual growth.
 - f. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.
- III. Responsibilities of the Prayer Chaplain
- a. Provide leadership for a Prayer Ministry or Team on campus according to their gifting and call. Ministries organized by Prayer Chaplains include but are not limited to prayer services and vigils, 24/7 prayer weeks, a prayer walking network, and student prayer chain and weekly meetings with a prayer team to intercede for requests that are sent in.
 - b. Maintain the Prayer Chapel and publicize this ministry to the campus.
 - c. Serve as an active and contributing member of the Student Chaplain Team by attending weekly personal spiritual growth.
 - d. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.
- IV. Responsibilities of the Preaching Chaplain
- a. Preach regularly in Kairos chapels.
 - b. Serve as an active and contributing member of the Student Chaplain Team by attending weekly meetings and providing input and support.
 - c. Uphold the standards of the Community Covenant through living a life of integrity and modeling personal spiritual growth.
 - d. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.
- V. Responsibilities of the Worship Chaplain

- a. Lead the worship team for Kairos chapels. This includes recruiting and leading a worship team, overseeing the technical arrangements for chapel (especially submitting ED requests, communicating with the tech crew and supervising Powerpoint creating and projection), working with the speaker to plan a meaningful worship set that supports the message and implementing music or drama as appropriate.
- b. Coordinate other worship-related Student Chaplain Team events as needed.
- c. Serve as an active member of the Messiah Worship Community (including meeting regularly with the Minister of Worship).
- d. Serve as an active and contributing member of the Student Chaplain Team by attending weekly meetings and providing input and support.
- e. Uphold the standards of the Community Covenant through living a life of integrity and modeling personal spiritual growth.
- f. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.

STUDENT ACTIVITIES BOARD

- I. Responsibilities of the President of 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 by the Student Body President.
 - d. Prepare a written end-of-year report in the spring for the new President of Student Activities Board and the outgoing Student Body President.
 - e. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.

PULSE (Messiah College Media Hub) [administrative update 02/12/15]

- I. Responsibilities of the Pulse Student Manager
 - 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 at 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 also 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. Conduct End of Year Reports and participates in advanced planning for the Pulse.
 - m. Plan Pulse beginning of the year orientation and training of new officers.
- II. Responsibilities of the Pulse Web Manager
- a. Serve on Pulse leadership board, attending managerial meetings and contributing ideas and offering feedback and criticism to Pulse projects and direction
 - b. Develop an integrated web for the Pulse
 - c. Develop and maintain a central website for the Pulse
 - d. 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.
 - e. Post audio-visual content on website that will enhance and extend the content disseminated through other venues.
 - f. Receive email notifications of new comments on websites; review comments and mark as “approved” or “unapproved” as necessary (some comments, such as spam, may need to be deleted)
 - g. Keep website designer on track and serve as the primary liaison between designer and Pulse
 - h. Update information on website when necessary
 - i. Use WordPress to make edits to the website when necessary
 - j. Continually look for new technology that the Pulse can develop and incorporate into new projects
 - k. Conduct end of the semester assessments of website with advisor and student director and complete a transition binder detailing information for incoming manager
 - l. In conjunction with faculty advisor and Business manager, read any contract that the Pulse signs relating to web.
- III. Design Executive Manager

- a. Serve on Pulse leadership board, attending managerial meetings and contributing ideas and offering feedback and criticism to Pulse projects and direction
- b. Create graphics for Pulse publications, brochures, advertising material or other projects in a timely manner (decided in advance), using Adobe InDesign, Illustrator, and Photoshop and demonstrating a good understanding of layout design and typography
- c. Read/examine print newspapers and magazines regularly for layout ideas and new ways of presenting information
- d. Set up consistent feedback system for Pulse staff to evaluate work and offer suggestions
- e. Conduct end of the semester assessments of the Design team with advisor and student director and complete a transition binder detailing information for incoming manager
- f. Decide on a yearbook publisher and aid in the signing of a yearly yearbook contract.
- g. Gather photos in collaboration with the Pulse Audio/Visual team and other campus organizations for insertion in the yearbook
- h. In collaboration with the Business team, solicit the sale of yearbook advertisements.
- i. Lead the yearbook design effort, creating schedules and ladders to submit pages according to the contract signed with the publisher.
- j. Recruit and manage volunteer graphics team that creates material for print version of newspaper and yearbook

IV. Design Manager

- a. Create graphics for Pulse publications, brochures, advertising material or other projects in a timely manner (decided in advance), using Adobe InDesign, Illustrator, and Photoshop and demonstrating a good understanding of layout design and typography
- b. Read/examine print newspapers and magazines regularly for layout ideas and new ways of presenting information
- c. Set up consistent feedback system for Pulse staff to evaluate work and offer suggestions
- d. Gather each issue's content (text, imagery, ads, graphics) and prepare it for insertion into the newspaper layout. This may include resizing images, changing color imagery to grayscale, etc.
- e. Design and layout newspaper, creating an excellent product as determined by Pulse Editor-in-Chief, Pulse Student Manager and Design Team
- f. Direct Design team and assign work among manager and assistants
- g. Set up consistent feedback system for Pulse staff to evaluate work and offer suggestions
- h. Communicate to the Audio/Visual manager the issue's photo needs
- i. Aid in recruiting a volunteer design team

- j. Conduct end of the semester assessments of the Design team with advisor and student director and complete a transition binder detailing information for incoming manager
- V. Responsibilities of the Pulse Design Assistant
- a. Create graphics for Pulse publications, brochures, advertising material or other projects in a timely manner (decided in advance), using Adobe InDesign, Illustrator, and Photoshop and photography, and demonstrating a good understanding of layout design and typography and imagery
 - b. Read/examine print newspapers, magazines, and photography resources regularly for layout and photography ideas and new ways of presenting information
 - c. Work with Design manager to gather each content (text, imagery, ads, graphics) and prepare it for insertion into the layout. This may include resizing images, changing color imagery to grayscale, as well as using a DSLR camera to create imagery, etc.
 - d. Design and layout newspaper, creating an excellent product as determined by Pulse Editor-in-Chief, Pulse Student Manager and Design Team
 - e. Work with Audio-Visual Manager to occasionally assist in shooting events and collaborating on various projects
 - f. Report to Design Manager and Audio-Visual Manager for other responsibilities
- VI. Responsibilities of the Pulse Editor-in-Chief
- a. Serve on Pulse leadership board, attending managerial meetings and contributing ideas and offering feedback and criticism to Pulse projects and direction
 - b. Oversee print and online production process of newspaper: develop schedule of publication, establish content deadlines, ensure sufficient and appropriate content is generated, oversee the copyediting of all articles, and ensure content is published in a timely manner to web
 - c. 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 newspaper distribution on printing days; responsible for ensuring all newspapers are distributed
 - j. In consultation with advisor, make decisions regarding potentially inflammable or controversial article, letter, or opinion piece,
 - k. Maintain and upkeep newspaper archive

- l. Conduct end of the semester assessments of the newspaper with advisor and student director and complete a transition binder detailing information for incoming editor
- VII. Responsibilities of the Pulse Arts and Entertainment Editor
- a. Work and meet with Editor-in-Chief, Pulse Social Media and Pulse Web Manager, and 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. Generate ideas for appropriate graphics that can be used to creatively convey information and stories and assign them to members of Design team or graphics volunteers
 - d. Follow four to five student media sites closely for alternative ideas and methods to tell stories and utilize them
 - e. Copyedit stories when directed by Editor-in-Chief
 - f. Gather appropriate images for section; send to layout email/DropBox/server
 - g. Serve as resource for writers when needed
 - h. Help distribute copies of newspaper on distribution day
 - i. Write liner cards for the PulseFM radio station, summarizing key articles after each issue of *The Swinging Bridge* is published.
 - j. Record aforementioned liner cards for re-usable audio files to be played on the PulseFM radio station.
 - k. Be present with the rest of the editorial staff for at least two hours on the night 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.
- VIII. Responsibilities of the Pulse Online New Editor
- a. Work and meet with 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 Agape Center, the Epicenter 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 to 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 via email/DropBox/server
 - f. Serve as resource for writers when needed
 - g. Help distribute copies of newspaper on distribution day
 - h. Write liner cards for the PulseFM radio station, summarizing key articles after each issue of *The Swinging Bridge* is published.

- i. Record aforementioned liner cards for re-usable audio files to be played on the PulseFM radio station.
 - j. Be present with the rest of the editorial staff for at least two hours on the night 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.
- IX. Responsibilities of the Pulse Opinions Editor
- a. Work and meet with Editor-in-Chief, Pulse Social Media and Pulse Web Manager, and Station Manager regularly to provide cross-platform content
 - b. Work with Audio/Visual team to ensure that “mug shots” are taken of each writer and available on Pulse drive for Design team
 - c. Generate ideas for appropriate graphics that can be used to creatively convey opinions and assign them to members of Design team or graphics volunteers
 - d. In conjunction with editor-in-chief/student director write staff editorials, providing Pulse perspective on relevant issues
 - e. Read editorials, op-eds and columns on a weekly basis, studying voice and tone and passing these examples onto writers when possible to provide examples for their work
 - f. Copyedit stories when directed by Editor-in-Chief
 - g. Gather appropriate images for section; send to layout via email and/or website.
 - h. Serve as resource for writers when needed
 - i. Help distribute copies of newspaper on distribution day.
 - j. Write liner cards for the PulseFM radio station, summarizing key articles after each issue of *The Swinging Bridge* is published.
 - k. Record aforementioned liner cards for re-usable audio files to be played on the PulseFM radio station.
 - l. Be present with the rest of the editorial staff for at least two hours on the night 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.
- X. Responsibilities of the Pulse Business Manager
- a. Serve on Pulse leadership board, attending managerial meetings and contributing ideas and offering feedback and criticism to Pulse projects and direction
 - 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 insure that advertising sales are in accordance with college protocols and planning
 - i. In consultation with the Faculty Advisor, student director and SGA, create and manage the Pulse Budget as a whole
 - j. Insure the equitable distribution of revenues generated through advertising packages.
 - 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 Faculty Advisor and others to produce grant proposals that will enhance student media on campus.
 - m. In conjunction with faculty advisor and appropriate manager, read any contract that the Pulse signs
 - n. Conduct end of the semester assessments of the newspaper 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 of the department heads to lay out marketing plan, and develop a situational analysis that discovers what the student bodies needs are.
 - q. Assist managers with advertising for the projects they need pushed to the student body.
- XI. Responsibilities of the Pulse Business Assistant
- a. Work with the Business Manager to develop a business strategy for raising funds across the various media platforms.
 - b. Communicate with potential advertisers to understand their needs and offer information about potential advertising through the media lab.
 - c. Learn Creative Suites' Adobe Photoshop, Illustrator and InDesign to work with Design team to create print ads for businesses
 - d. Learn radio station recording to work with Station team to create radio ads for businesses
 - e. Develop sales packages for ads across the various platforms and the web to maximize revenue.
 - f. Solicit ads from various clients and organizations (on and off campus)
 - g. Assist with collecting payment from advertisers and sending proof of advertisements to them
 - h. Report to Business Manager for other responsibilities
 - i. Be responsible for appointing, enforcing, and monitoring the Swinging Bridge circulation around campus to keep track of readership, assess demographics, and ensure an appropriate amount of newspapers are available for students

- j. Analyze the results of monitoring to successfully determine market segments and work with the editor in chief for enhanced production in the newspaper
- XII. Responsibilities of the Pulse Audio-Visual Manager
- a. Serve on Pulse leadership board, attending managerial meetings and contributing ideas and offering feedback and criticism to Pulse projects and direction
 - b. Recruit and manage a team of photographers, videographers, and others that will produce all audio visual content for the Pulse website, newspaper, 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 (either online or on server) of all pictures taken during the school year, properly recording the photographer to ensure individual is credited
 - e. Responsible for any final editing and retouching of photos before final submission to Design team
 - f. Ultimately responsible to ensure that the necessary photos are captured and submitted for publication
 - g. Possesses strong management, organizational and communication skills, in addition to creative and technical skills in the area of photography
 - h. Knowledgeable of file formats and resolution
 - i. Maintains online inventory of electronics the Pulse owns and to whom they are currently distributed (iPads, cameras, recorders etc)
 - j. Shoots events not covered by Audio/Visual Assistant and volunteer staff
 - k. Conduct end of the semester assessment of audio/visual team with advisor and student director and complete a transition binder detailing information for incoming manager
 - l. In conjunction with faculty advisor and appropriate manager, read any contract that the Pulse signs pertaining to field
- XIII. Responsibilities of the Pulse Audio-Visual Assistant
- a. Assist with maintaining photo inventory (either online or on server) of all pictures taken during the school year
 - b. Responsible for any final editing and retouching of photos before final submission to Design team
 - c. Keeps a record of which staff photographer shot which photos in order to give proper credit
 - d. Knowledgeable of file formats and resolution
 - e. Assists with Maintaining online inventory of electronics the Pulse owns and to whom they are currently distributed (iPads, cameras, recorders etc)
 - f. Shoots events as delegated by Audio/Visual Manager
- XIV. Responsibilities of the Pulse Breaking News Editor
- a. Lead a team of practicum students, communicating with about breaking news stories and offering guidance about individuals to talk to
 - b. Publish a newspaper story, and/or radio or video report for major events, (noteworthy speakers or bands and crisis) within 24 hours of it

- c. In the event of a crisis that affects internet coverage, this individual will be responsible for disseminating that message through the radio station
 - d. Work and meet with Editor-in-Chief, Pulse Social Media and Pulse Web Manager, and Station Manager regularly to provide cross-platform content
 - e. Talk regularly to members of the college administration including Student Affairs, Residence Life, Dining Services, Facilities, Operations, ITS, the Agape Center, the Epicenter 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
 - f. Follow four to five student media sites closely for alternative ideas and methods to tell stories and utilize them
 - g. Copyedit stories when directed by Editor-in-Chief
 - h. Gather appropriate images for section; send to layout via email/DropBox/server
 - i. Serve as resource for writers when needed
 - j. Help distribute copies of newspaper on distribution day
 - k. Write liner cards for the PulseFM radio station, summarizing key articles after each issue of *The Swinging Bridge* is published.
 - l. Record aforementioned liner cards for re-usable audio files to be played on the PulseFM radio station.
 - m. Be present with the rest of the editorial staff for at least two hours on the night 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.
- XV. Responsibilities of the Pulse Sports Editor
- a. Work and meet with Editor-in-Chief, Social Media and Web Manager, 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 Sports Assistant Director of Public Relations for story ideas and to 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 email/DropBox/server
 - f. Help distribute copies of newspaper on distribution day.
 - g. Write liner cards for the PulseFM radio station, summarizing key articles after each issue of *The Swinging Bridge* is published.
 - h. Record aforementioned liner cards for re-usable audio files to be played on the PulseFM radio station.
 - i. Be present with the rest of the editorial staff for at least two hours on the night 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.
- XVI. Responsibilities of the Pulse Social Media Manager

- a. Serve on Pulse leadership board, attending managerial meetings and contributing ideas and offering feedback and criticism to Pulse projects and direction
 - b. Post audiovisual content on website that will enhance and extend the content disseminated through other venues. This includes assisting in the process of submitting Swinging Bridge articles online to the website and acting as an online editor of the Swinging Bridge. The Social Media Manager will attend editorial meetings and facilitate online deadlines for the Swinging Bridge.
 - c. Receive email notifications of new comments on websites; review comments and mark as “approved” or “unapproved” as necessary (some comments, such as spam, may need to be deleted)
 - d. Keep staff up-to-date on website activity, article comments, and possible leads from comments, etc.
 - e. Correct incorrect information on social media sites and website
 - f. Continually look for new technology that the Pulse can develop and incorporate into new projects
 - g. Conduct end of the semester assessments of social media sites and website with advisor and student director and complete a transition binder detailing information for incoming manager
 - h. In conjunction with faculty advisor and Business manager, read any contract that the Pulse signs relating to social media.
 - i. Frequently utilize Google Analytics to examine social media reach and progress throughout the year.
 - j. Meet regularly with the Web Manager to facilitate fluid communication and collaboration while creating strategies for the maximization of the Pulse’s web presence.
- XVII. Responsibilities of the Pulse Web Manager
- a. Serve on Pulse leadership board, attending managerial meetings and contributing ideas and offering feedback and criticism to Pulse projects and direction
 - b. Post audiovisual content on website that will enhance and extend the content disseminated through other venues.
 - c. Receive email notifications of new comments on websites; review comments and mark as “approved” or “unapproved” as necessary (some comments, such as spam, may need to be deleted)
 - d. Keep staff up-to-date on website activity, article comments, possible leads from comments, etc.
 - e. Correct incorrect information on social media sites and website
 - f. Continually look for new technology that the Pulse can develop and incorporate into new projects
 - g. Conduct end of the semester assessments of social media sites and website with advisor and student director and complete a transition binder detailing information for incoming manager

- h. In conjunction with faculty advisor and Business manager, read any contract that the Pulse signs relating to social media
- XVIII. Responsibilities of the Pulse Radio Station Manager
- a. Serve on Pulse leadership board, attending managerial meetings and contributing ideas and offering feedback and criticism to Pulse projects and direction
 - b. Insure the on-air presence of WVMM 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 larger community
 - d. Manage DJs: arrange schedule, create and enforce contract, and train new DJs, etc.
 - e. Create liner cards and ensure that they are up to date.
 - f. Collect and store all Program Logs and collect and give to faculty advisor
 - g. Keep track of music inventory
 - h. Update and manage content for appropriate social media accounts
 - i. Contact Messiah's club/organization leaders regarding WVMM providing music for their events (organize and lead remote broadcasts)
 - j. Stay in contact with other Messiah organizations who wish to have WVMM at their events and plan the schedule
 - k. Update contracts to keep WVMM played in the Union and Lottie.
 - l. Advertise current giveaways (which can include concert tickets, CDs, campus merchandise, etc.) and arrange for DJs to raffle off the prizes.
 - m. Make sure request for ad placement (emails that are sent to the WVMM email account) get forwarded to the appropriate business people.
 - n. Work with Business team to create advertisements for clients as necessary
 - o. In conjunction with faculty advisor and Business manager, read any contract pertaining to the radio station that the Pulse signs
 - p. Conduct end of the semester assessments of the radio station with advisor and student director and complete a transition binder detailing information for incoming manager
- XIX. Responsibilities of the Pulse Radio Assistant Manager
- a. Download and load shows, public service announcements (PSAs) and music to play on the automation throughout the week
 - b. Work with station team to develop goals and vision for campus radio station
 - c. Serve as the primary sports contact for Messiah sports, make sure that soccer, basketball, etc. games broadcast on air and oversee board operations for WVMM remote broadcasts, monitoring for continuity and quality throughout
 - d. Fill in for station manager at meetings and events when necessary
 - e. Ensure that Pulse radio page is updated and accurate; keep Twitter account updated
 - f. Follow 3-5 other student radio stations, looking for fresh, new ways to engage the audience and add to radio experience

- g. Arrange and give station tours when necessary
 - h. Work on marketing and branding station outside of Messiah as directed by the station manager
 - i. Work with Business team to create advertisements for clients as necessary
- XX. Responsibilities of the Pulse Station Music Director
- a. Oversee Music productions for the radio station
 - b. Work with station team to develop goals and vision for campus radio station
 - c. Review and update music library in accordance with station standards
 - d. Report playlist to College Music Journal online; print playlist for studio and send to Station Manager and Social Media and Pulse Web Manager to post on Pulse website
 - e. Return record company phone calls and emails
 - f. Update automation with playlist CDs
 - g. Maintain library of recorded programming to fill air time as necessary.
 - h. Troubleshoot technical problems
 - i. Work with Station Manager to create and build station musical format
 - j. Recruit bands for *Live In The Yellow Room* and manage the various aspects of *Live In The Yellow Room*.
- XXI. Responsibilities of the Assistant Student Director
- a. Organize and plan all recruitment fairs.
 - b. Create and update a master calendar of school and organization-wide events for employee reference.
 - c. Plan and create written evaluations for Pulse related events both on and off campus.
 - d. Manage and oversee the hiring process for both fall and spring semester. Assistant Student Director will work with the student director to schedule the interviews, review the applications, and participate on the Pulse board in making decisions for hires throughout the year.
 - e. Coordinate events, write, and enforce event formularies, and facilitate communication with catering, conference services, and necessary staff members.
 - f. Ensure that individuals are keeping office space clean.
 - g. Give radio station and Pulse office tours
 - h. Organize bulletin boards
 - i. Be the Pulse official representative to College Press and ITS
 - j. Take notes at manager meetings at the request of the Student Director.
 - k. Act as the internal liaison between Pulse departments and enforce disciplinary action policy as necessary.
 - l. Collaborate with the Pulse Student Director and Editor-in-Chief for other responsibilities as assigned.
 - m. Write and edit event evaluations.
 - n. Facilitate process of internal transition binders.

EYAS

- I. Responsibilities of the Eyas Chair
 - a. Set up and manage Eyas meeting and event schedule
 - b. Manage Eyas budget
 - c. Plan and implement all aspects of Eyas events including marketing, event set up and follow up
 - d. Perform research on other institutions regarding Student Alumni Council activities
 - e. Update and maintain website
 - f. Update and maintain social media, actively seeking new content, including Twitter, Facebook and Instagram
 - g. Set goals for Eyas and actively seek to benchmark progress
 - h. Promote the office strategic plan by educating others on our office location and goals
 - i. Seek to serve Advancement Division goals through Eyas; Meet with Department representatives
 - j. Maintain consistent and reliable attendance
 - k. Offer Eyas updates to various groups including the Alumni Council and Board of Trustees
 - l. Assist with office administrative tasks including answering phones, e-mails, and assisting with events
 - m. Other duties as assigned

AUXILIARY POSITIONS

- I. Responsibilities of the Peer Review Board Executive Secretary
 - a. Provide clerical support and assistance to the Chairman of Peer Review Board.
 - b. Record, distribute, and post minutes from meetings of the Peer Review Board as needed.
 - c. Assist the Executive Secretary with communications and public relations for SGA.

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

CONTEXT

The mission of the Messiah College Student Government Association (SGA) 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 amount 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 regards 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 (Physical Needs, Academic Affairs, Communications, Finance and Organizations and 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 on the topic 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,

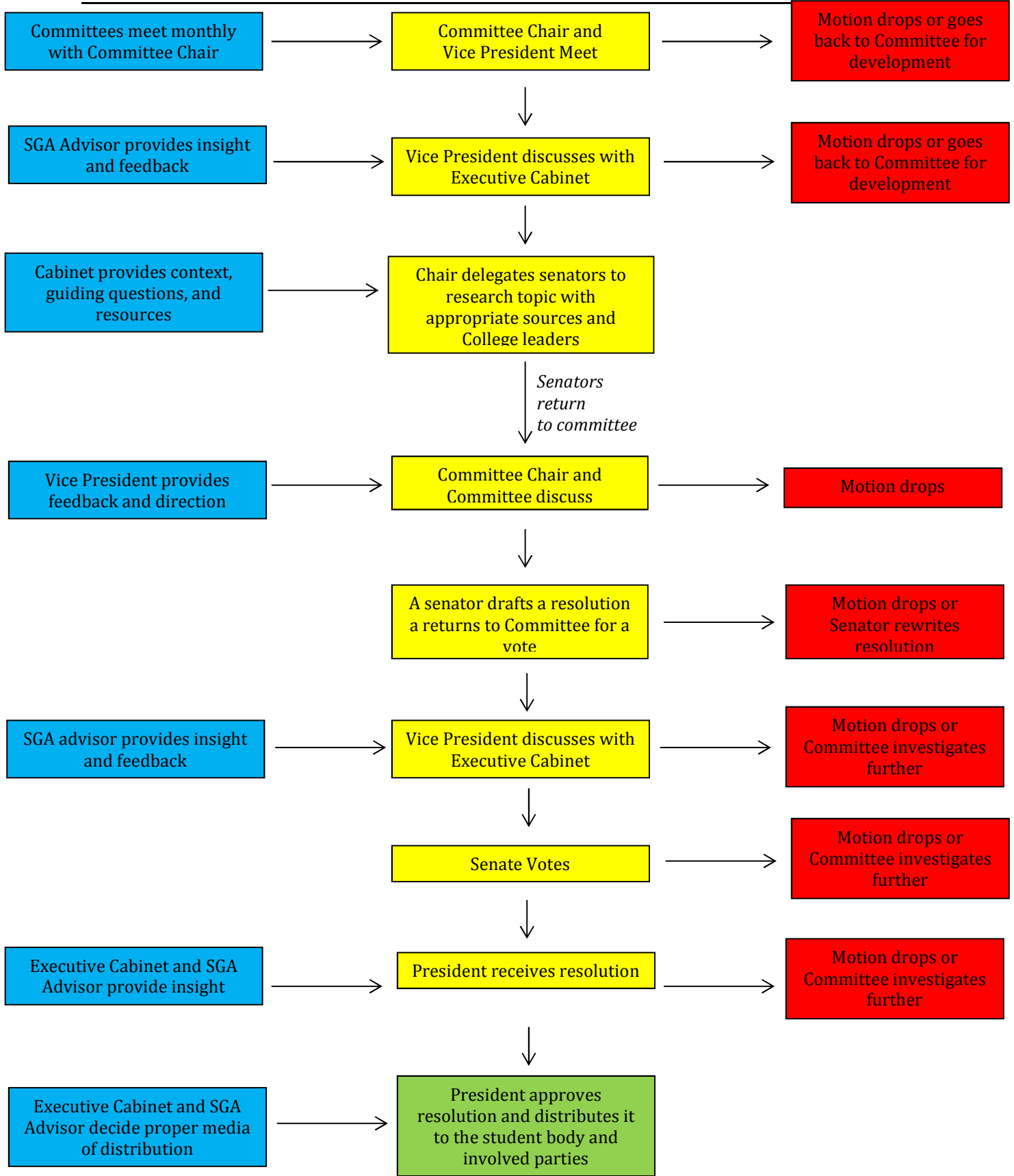
through conversation with the Executive Cabinet and SGA Advisor, decides if Student Senate should vote on the resolution as-is, or send the resolution back to the committee for more research or deeper consideration. If the Vice President and this team find the resolution is reasonably consistent within 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: Commitment to the Student Leadership Retreat

CONTEXT:

In the Fall of 2012, the Student Involvement and Leadership Programs (SILP) Office and the Dean of Students Office held a Student Leadership Retreat. Because of the high cost of the program, the offices asked Student Government for help in the cost, and, because the mission of the retreat benefitted a vast majority of SGA's officers and aligned with the mission of the SGA, SGA granted the retreat \$6000.

RESOLUTION:

Due to the success of the retreat, the Student Body President's Cabinet has resolved to automatically grant the SILP and Dean of Students Office \$6000 every fall semester, which will be written as a budget line in the SGA General budget.

APPENDIX D: THE SGA PROFESSIONAL DEVELOPMENT GRANT

I. OBJECTIVE

- a. 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.**

II. REQUIREMENTS OF APPLICANT

- a. Minimum of sophomore status and with 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.
- 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 Center.
- g. Submission of some form of proof (i.e. conference receipt) that the student was at attendance of the conference and of their presentation if presenting.
- h. Completion of an educational “give-back”, in the form of a blog entry, so that the entire campus community has the potential of learning about the conference.

III. AMOUNT OF GRANTS

- a. All grants will be awarded in an amount up to or equal to fifty percent of the anticipated cost of the conference as detailed in the completed cost worksheet, with a maximum grant of three hundred dollars.
- b. The total dollar amount of grants given in a single school year shall not exceed five thousand dollars, with two thousand five hundred dollars allotted to each semester.
- c. Failure to attend the conference or show proof of attendance will result in the return of the granted amount back to SGA.

IV. PROCEDURE FOR AWARDING A GRANT

- a. The applicant shall complete the application form provided by the SGA Executive Secretary and/or Career Center.
- b. The applicant shall then email the signed application in PDF format to the Executive Secretary, who shall then verify with the Application Committee that the application has been properly filled out, approve the application, and submit it to the Vice President of Finance.
- c. The Application Committee will consist of the Vice President of Diversity Affairs, the Vice President of Finance, a staff member from the Career Center, and an academic faculty member.
- d. Preference will be given to applicants who a) present at a conference; b) are actively involved in the conference such as being a part of the conference committee; c) attend a conference clearly connected to professional discipline or future career goal.
- e. The Vice President of Finance shall approve the proposed cost for the conference based on the completed cost worksheet in the application. Upon approval, he or she shall make a transfer for the amount of the grant, as determined from the parameters outlined in III.A, from the Development Fund program account to the appropriate department account.
- f. 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.
- g. The applicant will undergo a brief online orientation and training prior to attending the conference.

V. "GIVE BACK" COMPONENT

- a. Any student who receives a grant must "give back" to the college community in the form of a blog entry.

VI. CHANGES TO THE PROGRAMS

- a. The Academic Affairs Committee, in conjunction with the Finance and Organizations Committee, will be responsible for reviewing the program and recommending any changes to the Student Senate.
- b. Any changes to the guidelines for the program outlined in this document must be approved by a majority vote of the Student Senate.
- c. Changes in the monetary amount per grant or the total amount to be given out during the year must also be reconciled with any language in the SGA Financial Policy, which references them.

VII. APPLICATION

The SGA Executive Secretary is responsible for maintaining an updated application and communicating changes with the Career Center, with whom SGA will partner in approving grants.