[GOVERNANCE MANUAL]
INTRODUCTION

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

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

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

1.1 The name of this organization shall be the Student Government Association (SGA). SGA shall be subject to the final authority of the Messiah College Administration and Board of Trustees.

1.2 SGA shall consist of the Student Body President’s Cabinet, Student Senate, Student Review Board, Diplomatic Corps of Student Representatives to College Committees and Councils, and Leadership Council. Under the oversight of the Student Senate and its members shall be other committees that serve specific functions within SGA. Executive, Chartered, and Recognized organizations shall submit a fall and spring budget to the Student Senate as well as adhere to expressed guidelines listed in Section 8.
1.3 SGA GOVERNANCE STRUCTURE

[Diagram of SGA governance structure]

- Board of Trustees & Administration
- VP of Communication
- VP of Diversity Affairs
- VP of Student Review
- Student Body President
- Student Body Vice President
- VP of Organizations
- VP of Finance
- Diplomatic Corps to College Committees
- Leadership Council
- Student Senate
- All Executive, Chartered, & Recognized Organizations
- Student Review Board
- Student Body Vice President
2 PURPOSE AND OBJECTIVES

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

2.2 To provide consistent direction and unifying principles for the leadership of SGA, the following are cited as the SGA core values: Service, Intellectual Development, Spiritual Development, Leadership Development, Community Life, Resource Management, and Communication. These values shall serve as the SGA Objectives, which the leaders shall seek to uphold in accomplishing the above-stated purpose. See the “Student Government Association Objectives” for further explanations of these values.
3 GOVERNANCE

3.1 BRANCHES OF GOVERNMENT

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

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

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

3.1.2 Legislative Branch: Student Senate

3.1.2.1 Primary Forum Membership
a. Student Body Vice President (Chair, votes only in case of tie)
b. Vice President of Organizations
c. Vice President of Diversity Affairs
d. Vice President of Finance
e. Vice President of Student Review
f. Vice President of Communication
g. President of the Student Activities Board or Designee
h. Chair of the Multicultural Council or Designee
i. Student Body Chaplain or Designee
j. Senior Class Representative from Eyas or Designee
k. Agape Center Designee
l. President of Minds Matter or Designee
m. Student Director of the Pulse or Designee
n. Admissions Student Representative (student ambassador appointed by Admissions Office)
o. Athletics Department Student Representative (appointed by Student Athlete Advisory Committee)
p. Commuter Student Representative (appointed by Commuter Services)
q. Residence Life Student Representative (appointed by Residence Life)
r. Sexuality and Gender Education Representative (appointed by Sexuality and Gender Education leadership)
s. Sustainability Student Representative (appointed by Office of Sustainability)
t. Any number (not to exceed 27) of independent Student Senators who have received at least 50 petitioned signatures, completed the application form as provided by the Chair, and been approved by the Executive Cabinet
u. Student Body President (non-voting)
v. SGA Advisor (non-voting)
w. Any independent Messiah College student who wishes to voice his/her opinions or concerns (optional, non-voting; Student Senate may vote in advance for a closed meeting by two-thirds majority if desired)

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

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

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

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

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

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

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

3.1.3 Judicial Branch: Student Review Board (SRB)

3.1.3.1 Membership
a. Vice President of Student Review (Chair, votes only in case of tie)
b. Board Member from first-year class
c. Board Member from sophomore class
d. Board Member from junior class
e. Board Member from senior class
f. Two Board Members from any class
b. Serve as the Housing Appeals Board in consultation with the Assistant Director of Residence Life for Housing.
c. Deliberate and determine means of disciplining, educating, and restoring students who have committed infractions.
d. Serve on the Extended Forum of Student Senate to review and approve legislation including, but not limited to, proposed alterations of the SGA Governance Manual.
f. Serve as the Parking Appeals Board and hear cases involving individual student cases involving large amounts of parking citations and student appeals to parking citations or traffic code violations.

3.2 STUDENT SENATE COMMITTEES

3.2.1 Education Committee

3.2.1.1 Membership (at least five and no more than eight, including the Chair)
   a. one member of the Executive Cabinet as Chair (appointed by the Student Body Vice President)
   b. a maximum of seven independent Student Senators
   c. as space allows, representatives from other interested organizations willing to commit at least one full academic year of attendance and participation

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

3.2.2 Finance and Organizations Committee

3.2.2.1 Membership (at least five and no more than eight, including the Chairs)
   a. Vice President of Finance (Co-Chair)
   b. Vice President of Organizations (Co-Chair)
   c. a maximum of six independent Student Senators
   d. as space allows, representatives from other interested organizations willing to commit at least one full academic year of attendance and participation
3.2.2.2 Functions
   a. Assess and address student concerns about educational costs including tuition, room, board, and miscellaneous expenses.
   b. Annually review SGA financial guidelines and policies.
   c. Fulfill all responsibilities in assessing, reviewing, and approving student organizations as outlined in Section 8.
   d. Meet at the beginning of each semester to review organizational budget requests and submit a comprehensive balanced budget proposal to the Student Senate for approval by majority vote.
   e. Prepare and submit a rationale of proposed changes in the Student Activities Fee (SAF) for review by the Student Senate prior to the end of the fall semester. The SAF may only be changed once within a four-year span.
   f. Collect and evaluate all requests made for capital purchases and submit a proposal conveying the approximate cost and priority of each expenditure to the Student Senate for approval by majority vote prior to the end of the spring semester.

3.3.1 Operations Committee

3.3.1.1 Membership (at least five and no more than eight, including the Chair)
   a. one member of the Executive Cabinet as Chair (appointed by the Student Body Vice President)
   b. a maximum of seven independent Student Senators
   c. as space allows, representatives from other interested organizations willing to commit at least one full academic year of attendance and participation

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

3.4.1 Social Concerns Committee

3.4.1.1 Membership (at least five and no more than eight, including the Chair)
   a. one member of the Executive Cabinet as Chair (appointed by the Student Body Vice President)
   b. a maximum of seven independent Student Senators
   c. as space allows, representatives from other interested organizations willing to commit at least one full academic year of attendance and participation
3.4.1.2 Functions
   a. Assess and address student concerns about social needs and co-curricular programs.
   b. Recommend changes and improvements to the administration in regard to residence life, athletics, counseling and health services, sustainability, other co-curricular programs and policies, or on-campus social dynamics.

3.3. ADDITIONAL COUNCILS AND COMMITTEES

3.3.1 Leadership Council

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

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

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

3.3.2 Election Committee

3.3.2.1 Membership (at least five and no more than eight, including the Chair)
a. one independent Student Senator as Chair (appointed by the Student Body Vice President)
b. three additional independent Student Senators (appointed by the Student Body Vice President)
c. three additional students not otherwise involved with SGA (appointed by the Election Committee Chair)
d. Student Body Vice President (to oversee and advise)

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

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

3.3.3 Professional Development Grant Committee

3.3.3.1 Membership while Academic Year is in Session
a. Staff Designee from Career and Professional Development Center (Co-Chair)
b. Vice President of Communication (Co-Chair)
c. Vice President of Finance
d. Vice President of Diversity Affairs
e. one academic faculty member

3.3.3.2 Membership while Academic Year in not in Session
a. Staff Designee from Career and Professional Development Center (Chair)
b. Student Body President
c. SGA Advisor

3.3.3.3 Functions
a. Review applications for the SGA Professional Development Grant
b. Award the SGA Professional Development Grant (see Section 9.8)
3.3.4 **Student Leadership Development Committee**

3.3.4.1 Membership (at least five and no more than eight, including the Chairs)
   a. Student Body Vice President (Co-Chair)
   b. Vice President of Organizations (Co-Chair)
   c. Student Body President
   d. one independent Student Senator (appointed by the Student Body Vice President)
   e. up to three additional students who may or may not be otherwise involved with SGA
   f. SGA Advisor

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

3.3.5 **Review Committee**

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

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

3.3.5.3 Functions
   a. Form as needed to evaluate the performance of any SGA officer who has reportedly neglected their duties and/or violated their obligations as an SGA officer (except for Student Senate attendance infractions, which will be handled individually by the Student Body Vice President).
   b. Meet with the officer in question, the individual making the report, and at least two other individuals with whom the officer has worked prior to reaching a decision.
   c. Either dismiss the case or choose to place the officer on probation for one month. If improvements have not been made to the satisfaction of the Review Committee at the end of this probationary period, it will be recommended to Student Senate that the officer be removed from office by 2/3 majority vote.
4 RESPONSIBILITIES OF SGA OFFICERS *

4.1 STUDENT BODY PRESIDENT’S CABINET (EXECUTIVE CABINET)

4.1.1 Student Body President

a. Provide leadership, unity, and vision to the Student Government Association.

b. Act as the principal student representative before Messiah College administration, trustees, faculty, and surrounding community through service on college committees, written correspondence, and personal contact.

c. Act as the principal student representative on behalf of Messiah College administration, trustees, faculty, and surrounding community to students through clear communication and accessibility.

d. Plan and chair meetings of the Executive Cabinet, Leadership Council, and Diplomatic Corps of Student Representatives to College Committees.

e. Facilitate the production of regular status reports from Cabinet members.

f. Ensure that the provisions of the SGA Governance Manual are properly implemented and upheld.

g. Work with the SGA Advisor in planning and implementing training activities for the Executive Cabinet and Leadership Council.

h. Work with the Student Body Vice President to provide leadership and oversight to Student Senate meetings and Student Senate Committee operations.

i. Address campus issues and present proposals to Student Senate as desired. The approval of Student Senate is necessary for proposals to be considered representative of the student body.

j. Sign or veto all Student Senate legislation within five days of passage. If vetoed, a written rationale for the veto must be immediately presented to the Student Senate; the veto may be overridden by a two-thirds majority vote.

k. Implement approved Senate legislation or direct it to the intended audience.

l. Call and chair Governance Review Council to consider changes to the SGA Governance Manual as prescribed in Section 10.

m. Work with the Student Body Vice President to approve or deny petitions to amend the Governance Manual, as described in Section 10.

n. Coordinate the nomination and appointment of Student Representatives to College Committees during the spring semester transition period, following election to office.

o. Serve on the Review Committee and Student Leadership Development Committee when necessary.

p. Ensure that the capital purchases approved by Student Senate are made over the summer (as the budget allows) in collaboration with the outgoing Vice

* Individuals holding the titles listed in this section are defined as “SGA Officers” and are subject to evaluation by the Review Committee should they not fulfill their prescribed responsibilities or satisfactorily represent the values of SGA and/or Messiah College (as described in Section 2).
President of Finance and SGA Advisor.
q. Serve as a student representative on College Council and Academic Council.
r. Meet weekly with and submit regular status reports to the SGA Advisor.
s. Meet at least monthly with each member of the Executive Cabinet and Leadership Council.
t. Meet regularly with the College President and Dean of Students.
u. Compile a written end-of-year report, including individual reports from each member of the Leadership Council that summarizes the year and offers suggestions for the future to submit to the incoming Student Body President, the SGA Advisor, the College President and the Dean of Students.
v. Facilitate training of all incoming Executive Cabinet members.
w. Attend leadership training and development sessions including the fall Leadership Retreat.
x. Serve as a summer work study for SGA and the Office of Student Involvement & Leadership Programs, if possible.

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

4.1.3 **Vice President of Organizations**

a. Serve as an active member of the Student Body President’s Cabinet and Student Senate by reliably and consistently attending and participating in all required Cabinet and Student Senate meetings or other events.

b. Serve as the student liaison between the Student Body President’s Cabinet and all student organizations.

c. Promote student involvement including, but not limited to, involvement with student organizations.

d. Oversee organizations to ensure that each is acting in accordance with the expectations and guidelines as outlined in the Governance Manual primarily through required monthly reports.

e. Lead workshops for student organization presidents at the beginning of each semester to inform them of pertinent SGA policies, procedures, and expectations.

f. Assist organizations desiring to gain Recognized, Chartered, or Executive status in collaboration with the SGA Advisor.

g. Ensure the transition of organization operations from year to year by monitoring and recording changes in club leadership and maintaining organization transition binders based on the previous year’s monthly reports.

h. Encourage organizations to collaborate when sponsoring events for the entire student body, and help plan and organize such events as necessary.

i. Meet with organization presidents and/or attend organization meetings to offer help and support as necessary.

j. Serve as necessary on Student Senate Committees.

k. Serve as a student representative on the Co-Curricular Education Committee.

l. Meet regularly with the Student Body President and SGA Advisor.

m. Prepare a written end-of-year report in the spring for the incoming Vice President of Organizations and the outgoing Student Body President.

n. Facilitate the training of the incoming Vice President of Organizations.

o. Attend leadership training and development sessions such as the Leadership Retreat.

4.1.4 **Vice President of Diversity Affairs**

a. Serve as an active member of the Student Body President’s Cabinet and Student Senate by reliably and consistently attending and participating in all required Cabinet and Student Senate meetings or other events.

b. Serve as chief SGA officer and advisor on student diversity. Diversity may manifest in the following forms (see Messiah College’s Diversity Strategic Plan for further clarity):

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

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

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

4.1.7 Vice President of Communication
a. Serve as an active member of the Student Body President’s Cabinet and Student Senate by reliably and consistently attending and participating in all required Cabinet and Student Senate meetings or other events.
b. Serve as the Director of Communication for the Student Body President’s Cabinet and Student Senate.
c. Oversee all SGA electronic media, including, but not limited to, SGA social media and email accounts and the SGA website.
d. Record, distribute and post minutes from meetings of the Student Body President’s Cabinet, Student Senate, and Leadership Council.
e. Perform other administrative duties as needed, including, but not limited to, ensuring that adequate office supplies are available in the SGA offices, proofreading SGA documents set for distribution, and submitting room, catering, and mass email requests.
f. Regularly update the SGA bulletin board to inform students of SGA proceedings and initiatives.
g. Coordinate SGA’s presence at the annual Opportunities Fair.
h. Serve as co-chair of the Student Leadership Development Committee.
i. Serve as co-chair of the SGA Grant Committee.
j. Serve as a student representative on the Community Standards Committee and College Review Board.
k. Meet regularly with the Student Body President and SGA Advisor.
l. Prepare a written end of year report in the spring for the incoming Vice President of Communication and the outgoing Student Body President.
m. Facilitate the training of the incoming Vice President of Communication.
n. Attend leadership training and development sessions such as the Leadership Retreat.

4.2 STUDENT SENATE

4.2.1 Chair of the Student Senate

See Section 4.1.2 “Student Body Vice President”

4.2.2 Independent Student Senators

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

4.2.3 Student Senate Committee Chairs

a. Provide leadership, unity, and purpose to the committees.
b. Plan and chair regular meetings of the committees; meet regularly with committee members.
c. Work with the Vice Presidents serving on the respective committees to determine committee agendas and conduct committee business.
d. Meet regularly with the Student Body Vice President to discuss committee business and functions.

e. Ensure that each Representative on the committees has a project or issue to research and resolve.

f. Serve as members of the Review Committee when necessary.

g. Prepare end-of-year reports in the spring summarizing each committee’s major activities and accomplishments, and make recommendations on issues and activities for the subsequent year’s committees. Submit the reports to the former and new Student Body Vice Presidents.

4.3 MEMBERS OF THE STUDENT REVIEW BOARD

4.3.1 Chair of the Student Review Board

See Section 4.1.3 “Vice President of Student Review”

4.3.2 Board Members

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

Note: A full list of non-officer positions can be found in Appendix A.
5 ELECTION POLICIES AND PROCEDURES

5.1 OFFICE QUALIFICATIONS AND RESTRICTIONS

5.1.1 Free of Probation
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, Experience and Duration of Office Requirements [amended by Governance Review Council 9/26/2016]

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.

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

5.2 CANDIDACY

5.2.1 Student Body President's Cabinet [amended by Governance Review Council 9/29/2016]

5.2.1.1 Any eligible student interested in the position of Student Body President shall select another eligible student who shall run for Student Body Vice President on the same ballot as the presidential candidate or vice versa. The Student Body President and Vice President shall be elected by the general student body population.

5.2.1.2 Any eligible student desiring to run for Student Body President or Student Body Vice President shall submit to the Election Coordinator (see 5.3.1) 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.

5.2.1.3 All other members of the Student Body President’s Cabinet shall be nominated through the process outlined in Section 5.4.1 and brought before Student Senate for approval via a two-thirds vote.
5.2.2 **Student Senate** [amended by Governance Review Council 10/5/2017]

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 three (3) absences within a semester will result in dormancy and relinquishment of all voting privileges. Two (2) consecutive semesters of dormancy will result in removal of Senate membership.

d. Failure to abide by this policy for a total of three (3) absences within a semester will place Senators in dormancy status for that semester.

e. Senators must follow the procedures listed in Section 5.2.2.1 in order to return to active voting status for the consequent semesters.

f. Failure to follow the stated procedures will result in removal of Senate membership. Students may reapply for membership following procedures listed in Section.

5.2.3 **Student Review Board** [amended by Governance Review Council 9/29/2016]

Any student desiring to run for Student Review Board Representative or representative positions shall submit to the Election Coordinator a petition bearing the signatures of 75 members of their respective electorates (see 5.4.2). Candidates must also submit a Candidate Card bearing answers to biographical and institutional questions furnished by the Election Coordinator and sitting Vice President of Student Review.

5.2.4 **Other Leaders within SGA**

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

5.3 **ELECTIONS COORDINATOR** [amended by Governance Review Council 10/5/2017]

5.3.1 **Definition**

The Senate Election Committee Chair shall serve in this position with oversight and advisement from the Student Body Vice President. If the Senate Election Committee chair decides to run for elected office, the Student Body Vice President shall name another Chair for the Senate Election Committee not running for office to serve in this capacity.
5.3.2 Responsibilities
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 5.2.
e. Oversee election campaigns.
f. Ensure that the voting procedures outlined in Section 5.4 are followed.
g. Tally votes within a day of the completion of elections, posting election results as soon as the candidates have been contacted, and submitting winners’ names to the Pulse.
h. Destroy voting materials after a two-week period.
i. File a permanent voting record in the SGA Office.
j. Recruit students to run for President and Vice President.

5.4 ELECTIONS PROCEDURES

5.4.1 Student Body President’s Cabinet [amended by Governance Review Council 9/29/2016]

5.4.1.1 Elections for the positions of Student Body President and Vice President shall be held in the spring semester before the first week of March has elapsed.

5.4.1.2 For the Student Body President and Vice President positions, the candidates receiving the most votes wins.

5.4.1.3 In the event of a tie, a run-off election shall be held within a week after the election in which the tie resulted between the candidates that received the same number of votes.

5.4.1.4 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 Vice President of Student Review (see also Section 5.4.2), Vice President of Diversity Affairs, Vice President of Finance, Vice President of Organizations and Vice President of Communication. These applications will be constructed with the aid of the current Student Body President’s Cabinet and contain questions specific to each role. Any student running for Student Body President or 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 final day of the election for Student Body President and Vice President. Other positions on the Student Body President’s Cabinet shall be nominated to Student Senate for approval no later than the first week of April.
5.4.1.5 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 Vice President of Student Review, Vice President of Diversity Affairs, Vice President of Finance, Vice President of Organizations and Vice President of Communication. The Panel shall consist of the:
   a. Student Body President-elect (Chair)
   b. Student Body Vice President-elect
   c. The SGA advisor

5.4.1.6 The Cabinet Nominations Panel must receive recommendations from the current Student Body President for all positions and the current Cabinet member of a particular position being selected before reaching their unanimous decision. If the Panel decides to go against either or both recommendations, they must provide their rationale in writing to either the current Student Body President or Cabinet member before presenting their selections to Student Senate for approval.

5.4.1.6.1 The current Student Body President shall serve as an advisor to the Panel and can participate in all Cabinet interviews, given he/she is not applying for another Cabinet position. His/her attendance is not mandatory, but preferred. The Student Body President shall be the first alternate for any of the three required Panel members listed in Section 5.4.1.5.

5.4.1.6.2 The current Cabinet member of the position being selected shall serve as an advisor to the Panel for applicants to their particular position and may participate in interviews of candidates for that position, given he/she is not applying for another Cabinet position. His/her attendance is not mandatory, but preferred.

5.4.1.7 The Cabinet Nominations Panel will review each application and interview selected candidates for their respective positions within the timeframe described above. After completing all interviews, 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. Any candidate interested in the positions of Vice President of Diversity Affairs or Vice President of Student Review shall also obtain recommendations from respective parties as outlined below.
   a. For the position of Vice President of Diversity Affairs, all applicants must obtain a recommendation from the Assistant Director of Multicultural Programs and the Special Advisor to the President and Provost on Diversity Affairs supporting an individual to fill this role. These offices can recommend multiple students for the position if appropriate for them to do so.
b. For the position of Vice President of Student Review all applicants must obtain a recommendation from the Associate Dean of Students and current Student Review Board supporting an individual to fill this role (see also Section 5.1.2.2). This office can recommend multiple students for the position if appropriate for them to do so.

5.4.1.8 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) asks that the Cabinet Nominations Panel reconvene to select another nominee.

5.4.1.9 After Senate’s approval, 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 Student Review Board [amended by Governance Review Council 9/29/2016]

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

5.4.2.2 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, the highest non-elected vote-earners each from the sophomore, junior, and senior classes shall be declared alternates.

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

5.4.2.4 Representatives and Student Review Board officers shall take office immediately following their election.

5.4.3 Leadership Council

5.4.3.1 All Leadership Council members shall be appointed by order of their organization’s governance. This selection process should be completed by the second week of April.
5.4.3.2 All Leadership Council officers shall take office following transition activities in late April or early May.
6 RESIGNATION/REMOVAL FROM OFFICE AND FILLING OF VACANCIES

6.1 RESIGNATION

6.1.1 Resignation Process
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. In the event that the President shall choose to resign, he/she shall submit his/her resignation to the Student Body Vice President.

6.2 REMOVAL FROM OFFICE

6.2.1 Probation
Any SGA officer or any officer of an SGA Executive, Chartered, or Recognized organization who is placed on disciplinary, academic, or chapel probation at any time during 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 expeditiously according to each organization’s outlined procedure. (See also “Office Qualifications and Restrictions,” Section 5.1.)

6.2.2 Review Process

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 3.2.4 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 9/29/2016]

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 Vice President of Student Review
In the event that the office of Vice President of Student Review becomes vacant, the Student Body President shall consult the Student Review Board Advisor in appointing 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 Vice President of Communication, 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 and Appointments
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 three 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 Student Review Board, which in the event their vacancy duties will be assigned to a current member of the Board).

6.3.2 Student Senators

6.3.2.1 Chartered Organizations and Executive Organizations

6.3.2.1.1 Chartered and Executive organizations must select one specific member of their organization’s leadership team to consistently serve as the SGA representative at all required Senate meetings. Organizations must notify the Chair of the Student Senate of their representative by the second week of each semester. The SGA representative is expected to attend all required Senate meetings, except for the Budget Approval Senate, at which either the President or Treasurer must represent the organization.

6.3.2.1.2 If an organization’s SGA representative will be absent from a Senate meeting, they are required to select a proxy. They must notify the Chair of the Student Senate of their proxy before 24 hours of the meeting in order to receive approval.

6.3.2.1.3 Only approved SGA representatives and proxies can represent organizations at Student Senate meetings. Non-approved representatives will not be marked as present in the organization’s attendance records and will not be granted voting privileges.

6.3.2.1.4 In extreme circumstances proxy and attendance will be handled by the Chair of the Student Senate on a case by case basis.

6.3.2.2 Petitioned Individuals

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

6.3.2.2.2 Petitioned individuals will remain an independent Senator until graduation, probation, withdrawal, or removal. Senators in dormancy status will still have membership, although temporarily inactive.
6.3.2.2.3 Dormancy [amended by Governance Review 10/5/2017]

6.3.2.2.3.1 Independent senators wishing to formally declare dormancy must complete the "Dormancy/Withdrawal Form" and return it to the Student Body Vice President before the date of new senators’ induction. This completed form will include the following details:
   a. Name
   b. Year
   c. Declaration of Dormancy or Withdrawal
   d. Reason for dormancy or withdrawal
   e. Anticipated date of return to active status duties (if declaring dormancy status)

6.3.2.2.3.2 Senators may remain in dormancy status for up to one semester. If the student is inactive beyond this timeframe, they will automatically be removed from Senate membership. A Senator returning to active status duties does not need to reapply.

6.3.2.2.3.3 If inactive Senators have not formally declared dormancy before the stated deadline in Section 6.3.2.2.3.1, they will be removed from Senate membership. These students must meet with the Student Body Vice President to discuss further possibilities of return to service. The Student Body Vice President will decide whether these students must reapply as Student Senator.

6.3.2.2.4 Withdrawal [amended by Governance Review Council 10/5/2017]

6.3.2.2.4.1 Independent senators wishing to formally withdraw their Senate membership must complete the "Dormancy/Withdrawal Form" and return it to the Student Body Vice President before the date of new senators’ induction.

6.3.2.2.3.3 If inactive Senators have not formally declared withdrawal before the stated deadline in Section 6.3.2.2.3.1, they will be removed from Senate membership. These students must meet with the Student Body Vice President to discuss further possibilities of return to service. The Student Body Vice President will decide whether these students must reapply as Student Senator.

6.3.2.2.5 Removal [amended by Governance Review Council 10/5/2017]

6.3.2.2.5.1 Independent Senators may be removed from Senate membership in the situation of academic probation, chapel probation, failure to follow dormancy/withdrawal procedures in Section 6.3.2.2.3 and Section 6.3.2.2.4.
6.3.2.2.5.2 Independent Senators who have been removed from Senate membership seeking to regain membership must meet with the Student Body Vice President, who will decide whether reapplying as a Student Senator will be required.

6.3.3 Student Review Board Representatives [amended by Governance Review Council 9/29/2016]

6.3.3.1 Special Elections
Vacancies of any Student 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 Student Review Board no later than three weeks after the beginning of the vacancy.

6.3.4 Executive, Chartered and Recognized Organizations
Vacancies of any Executive, Chartered, or Recognized organization position shall be filled expediently according to each organization’s outlined procedure.
7 DIPLOMATIC CORPS OF STUDENT REPRESENTATIVES TO COLLEGE COMMITTEES AND COUNCILS

7.1 INTRODUCTION

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

7.2 FORMATION

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

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

7.3 OPERATION

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

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

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

7.4.2 Filling of Vacancies
In the event of a vacancy, a new representative should be appointed by the Student Body President and approved by the Student Senate within three weeks.
8   STUDENT ORGANIZATIONS

8.1   INTRODUCTION

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

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

8.1.3   Types of Student Organizations
SGA defines three (3) tiers of student organizations—Recognized, Chartered and
Executive—each increasing in responsibilities and privileges while maintaining
those gained from previous levels:
   a. Recognized organizations receive SGA support and are advertised as an official
      Messiah College student organization.
   b. Chartered organizations receive funding from the Student Activities Fee and
      participate in the Student Senate.
   c. Executive organizations serve on the Student Body President’s Leadership
      Council, have the potential for paid leadership positions, and attend the Office
      of Student Involvement & Leadership Programs annual Student Leadership
      Retreat.
In addition, the expected level of involvement and activity increases with each tier
of organization in accordance with the Leadership Agreement produced by the
Office of Student Involvement & Leadership Programs. These three tiers of
organizations are defined in detail in the following governance.

8.1.4   Characteristics of All Student Organizations
All SGA student organizations shall be characterized by:
   a. Consistency and alignment with the mission and values of Messiah College,
      SGA, and the Office of Student Involvement & Leadership Programs, all of
      which sponsor Recognized, Chartered, and Executive organization activities.
   b. Consistency and alignment with the mission and values of Messiah College,
      SGA, and the Office of Student Involvement & Leadership Programs, all of
      which sponsor Recognized, Chartered, and Executive organization activities.
   c. Consistency and alignment with the SGA student organization mission
      statement found in Section 8.1.2.
d. Adherence to both SGA governance and organization-specific governing documents regarding club operations and financial policy.

e. Service as a vibrant outlet for student involvement and leadership, holding regular meetings and positively contributing to the Messiah College community as determined by the following governance and the Vice President of Organizations.

f. Inclusive membership policies open to all Messiah College students, with the exceptions of gender-specific Club Sports teams and national honors societies with specific GPA requirements.

8.1.5 Limits on Student Organizations [amended by Governance Review Council 10/26/17]

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

8.1.5.1 Recognized organizations shall be limited only by the capacity of SGA and the Office of Student Involvement & Leadership Programs to thoughtfully and thoroughly support all organizations in a professional and impactful way.

8.1.5.2 Chartered organizations shall be limited based on a formula. There shall be one (1) Chartered organization for every 60 students. The Chartered organization cap equals the total number of enrolled students divided by current Chartered Organization Ratio (which is 60). In the case of a decimal, the number always rounds up. No organizations may receive a charter unless space within that cap exists.

8.1.5.2.1 In the event the cap falls below the existing number of Chartered organizations, no organizations shall lose their charter while maintaining compliance with all SGA policies and procedures as outlined below. In this circumstance, no new organizations may receive a charter until available space is made below the new cap number.

8.1.5.2.2 Discipline-specific honors societies shall receive limited entry to the Chartered organization level, especially if a Chartered organization with a similar focus or discipline is already operating.

8.1.6 Dissolving Process

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

8.2.1 Recognition Process

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

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

a. Clearly demonstrate alignment with Messiah College’s mission, identity, values, educational outcomes, and Community Covenant. The Vice President of Organizations and SGA Advisor shall primarily use these standards to assess the petitioning organization’s stated mission, goals, and objectives.

b. Demonstrate novelty and originality in the involvement opportunity offered to the Messiah College community.

c. Provide evidence for ample student interest in the organization through a petition containing fifteen current student signatures.

d. Develop a plan for continued organization funding from one of four sources:
   i. SGA allocations (only possible for Chartered and Executive organizations—see Section 9.3).
   ii. Organizational fundraising efforts in adherence with College fundraising guidelines.
   iii. Funds from College departments in cooperation with and/or sponsorship of organizational activities.
   iv. Indirect tax-deductible donations by means of a gift restricted to the program of a cooperating departmental program existing within the College’s operating budget.

e. Secure the support of a full-time Messiah College employee to serve as an organizational advisor.

f. Receive written support from College departments with similar foci, goals, or objectives as current or prospective organizations for recognition.
   i. Student organizations that exist primarily for the purpose of Christian fellowship, teaching, worship, and/or theological exploration are required to submit a letter of recommendation from the College Ministries pastoral staff.
   ii. Student organizations that exist primarily for the purpose of athletic competition against non-Messiah College students are required to submit a letter of recommendation from the Athletic Department.
   iii. Student organizations that exist primarily for the purpose of community service, missions, or support of external non-profit organizations (i.e. fundraising, campus chapters, etc.) are required to...
submit a letter of recommendation from the Agapé Center for Service and Learning staff.

8.2.1.3 Application for Recognition
To start a new organization, students will obtain and complete an application for recognition from the Office of Student Involvement & Leadership Programs. This application will include:
   a. Basic organizational information and classification
   b. Demonstration of fulfilling eligibility requirements listed in Section 8.2.1.2
   c. Written support from proposed advisor and other Messiah College employees/departments as outlined in Section 8.2.1.2
   d. A proposed organizational constitution and by-laws
   e. Names and roles of proposed organizational student leadership
   f. List of potential organization activities or events

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

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

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

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

8.2.2 Requirements/Responsibilities
All Recognized organizations must fulfill the following requirements and responsibilities:
   a. Adhere to the Characteristics of all Student Organizations (Section 8.1.4)
   b. Regularly and consistently communicate with the Vice President of Organizations as necessary.
c. Provide a report each month on organization operations in a format to be determined by the Vice President of Organizations.

d. Submit any proposed organization-specific governance changes to the Vice President of Organizations and SGA Advisor for review and approval by the Finance & Organizations Committee.

e. Annually renew recognition with the Office of Student Involvement & Leadership Programs.

f. Adhere to policies in Appendix C for Recognized organizations.

8.2.3 Privileges
All Recognized organizations are eligible to receive the following privileges:

a. Recognition and advertisement as an official Messiah College organization.

b. Time and support of the Student Body President’s Cabinet through the Vice President of Organizations for programming, event planning, and event implementation.

c. An official Messiah College account number to safely store any organizational funds and approval for fundraising (student organizations are not permitted to have off-campus bank accounts).

d. Certification to advertise on campus through print and electronic media outlets and to use the Messiah College name, mascot (name and image), word mark, and letterhead.

e. Ability to reserve classroom space and other College-owned property for organizational events or activities.

f. Access to a Messiah College email address and printing account.

g. Invitations to informational Opportunity Fairs for current and/or prospective students.

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

8.2.4.1 Dissolving of Recognized Organization
If an organization no longer wishes to maintain any club status refer to Section 8.1.6 for guidance.
8.2.4.2 Dissolving of Chartered Organization
If an organization no longer wishes to maintain any club status refer to Section 8.1.6 for guidance.

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

8.3 CHARTERED ORGANIZATIONS

8.3.1 Chartering Process

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

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

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

8.3.1.3.1 If initially approved, an organization has one month from notification to submit additional materials provided by the Vice President of Organizations for review by the Finance & Organizations Committee. These materials include written demonstration of the organization's fulfillment of the eligibility requirements listed in Section 8.3.1.2, updated governing organization documents, including the
organization constitution, and written information on organizational purpose, goals, objectives, and proposed activities.

8.3.1.3.2 After the organization has submitted these additional materials, the Finance & Organizations Committee shall decide whether or not to recommend the organization for approval by the Student Senate. This recommendation requires a majority vote. If not approved, the organization shall retain its recognized status and will be eligible to reapply for chartering one year after their denial.

8.3.1.3.3 If circumstances warrant an immediate decision, the Vice President of Organizations, with the approval of the Student Body President and Student Body Vice President, can waive any of the above requirements and accelerate the chartering process for an organization for approval by a two-thirds majority vote of the Student Senate.

8.3.1.4 After approval by the Finance & Organizations Committee, an organization with developmental status may receive an SGA charter with a two-thirds majority vote of the Student Senate. To propose a vote, the organization must demonstrate their ability to continue meeting the requirements stated above, as well as evidence of consistent membership and responsible handling of finances. Failure to receive a charter through the Student Senate automatically results in the discontinuation of the chartering process. If not approved, the organization shall retain its recognized status and will be eligible to reapply for chartering one year after their denial. If approved, the SGA charter shall take effect immediately except for any SGA-budgeted funds, which would need to be requested and approved during the following semester.

8.3.2 Requirements/Responsibilities
All Chartered organizations must fulfill the requirements and responsibilities of Recognized organizations listed in Section 8.2.2 and the following requirements and responsibilities. If overlap or contradictions exist between these two lists, the requirements and responsibilities listed below supersede those in Section 8.2.2.

a. Completely comply with all SGA financial policies, including wise usage of SGA funds without material variances from budgeted funding amounts.

b. Attend mandatory Student Senate meetings through a selected organization representative. If the delegated representative cannot attend, a proxy must attend in their place.

c. Submit any organization-specific governance changes to the Vice President of Organizations for SGA records.

d. Hold regular meetings, events, or activities at least once a month and maintain sufficient student membership, consisting of those who regularly attend these events.

e. Submit monthly reports to the Vice President of Organizations in a detailed and timely manner and a format determined by the Vice President of Organizations.
f. Report any changes in student leadership or advisors to the Vice President of Organizations and the Office of Student Involvement & Leadership Programs. All new leaders selected for a new academic year should be in place and communicated by the second week of April of the academic year before their terms in office.
g. Annually renew charter with the Office of Student Involvement & Leadership Programs.
h. Adhere to policies in Appendix C for Chartered organizations.

8.3.3 Privileges
All Chartered organizations are eligible to receive the following privileges, in addition to those granted to all Recognized organizations in Section 8.2.3:

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

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

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

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

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

8.3.4.2 Suspension

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

8.3.4.2.1 A suspended organization shall receive only provisional SGA funds of an amount to be determined jointly by the Vice President of Organizations and the Vice President of Finance in consultation with the Finance and Organization Committee.

8.3.4.2.2 Following this period of suspension, the organization shall return to the Student Senate for possible reinstatement. The Senate shall take into consideration the recommendation of the Finance & Organizations Committee for either reinstatement or revocation of the SGA charter. A two-thirds majority vote of the Student Senate is needed for reinstatement of a charter. If a two-thirds majority is not obtained, SGA will revoke the organization’s charter and relegate the organization to recognized status. The organization can apply for chartered status again after one year of relegation.

8.3.4.3 If an organization no longer wishes to maintain chartered status, they can appeal to the Finance & Organizations Committee to return to recognized status. Such a voluntary transition would only require a majority vote of the Finance & Organizations Committee and would go into effect the following semester if approved.

8.4 EXECUTIVE ORGANIZATIONS

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

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

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

a. Continued fulfillment of the Recognized organization criteria, found in Section 8.2.1.2, and the Chartered organization criteria, found in Section 8.3.1.2.

b. Maintaining chartered status for at least five consecutive years.

c. Demonstration of a broad organizational focus and impact (i.e. organization does not have a niche audience, but has a wide influence on campus)

d. Desire from the general student population for the increased presence of the organization’s mission, services, and programming on campus.

e. Clear and strong partnership or collaboration with a preexisting Messiah College department, organization, or office, especially in the form of a dedicated and compensated advisor.

f. Demonstration that organizational strategic operations and values extend to embed and encompass the SGA purpose and seven main objectives stated in Section 2, including leadership development, and the Messiah College mission statement.

g. According to precedent, most executive organizations have developed from a coalition of organizations with similar goals and visions or directly out of the Student Body President’s Cabinet.

h. Show Satisfactory or Superior performance in Evaluations per Appendix C for Charted organizations.

8.4.1.3 Application Process

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

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

8.4.1.3.3 The Vice President of Organizations shall in turn circulate the proposal to the following groups: Leadership Council, the Student Body President’s Cabinet and the Finance & Organizations Committee. Each group will receive a “blind” application, meaning that they shall not be notified of the recommendations made by either of the other two groups. This action shall be taken no later than Christmas Break. Upon receiving a proposal within the appropriate time frame mentioned above, each group shall evaluate the proposal based on the criteria
above in Section 8.4.1.2 and develop a recommendation for Student Senate (either recommend approval or recommend denial). These recommendations should be completed no later than the Friday of the second full week in February.

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

8.4.1.3.5 If the organization does receive the necessary recommendations, Student Senate will receive the following documents:
   a. The organization’s application for executive status
   b. Leadership Council’s Recommendation
   c. The Student Body President’s Cabinet’s recommendation
   d. The Finance & Organizations Committee’s recommendation
   Student Senate will decide via a vote whether to approve or deny the application. This vote should be informed by the recommendations made above, but does not need to abide by any one particular recommendation. A two-thirds majority vote is required to pass the proposal.

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

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

8.4.2 Requirements/Responsibilities
All executive organizations must fulfill the requirements and responsibilities of Recognized organizations listed in Section 8.2.2, those of Chartered organizations listed in Section 8.3.2, and the following requirements and responsibilities. If overlap or contradictions exist between these three lists, the requirements and responsibilities listed below supersede those in Section 8.2.2 and Section 8.3.2.

8.4.2.1 Because of executive organization activities’ far-reaching nature, the chief officer of each executive organization serves as a member of Leadership Council in order
to foster awareness and support among the leaders of SGA. For more details, see Section 3.2.1.

8.4.2.2 The chief officer of each executive organization is required to present to the Student Senate once each semester.

8.4.2.2.1 Recommended Topics for Fall
a. An overview of the mission statement
b. The organization’s contribution to campus and the College’s educational objectives
c. A summary of the year’s goals
d. Plans to implement those goals (as available by this point in the year)

8.4.2.2.2 Recommended Topics for Spring
a. Update on progress towards goals or changes to goals with justification
b. Major accomplishments in the fall
c. Major plans for spring, all relating back to the organization’s individual mission statement

8.4.2.3 Executive organizations must also send a representative to each Student Senate meeting, at which attendance and participation are mandatory.

8.4.2.4 An executive organization must have an established relationship with a Messiah College department or office, and their advisor must have their advisory role included in their official Messiah College job description.

8.4.2.5 An executive organization must exhibit increased loyalty to SGA and Messiah College as a whole.

8.4.2.6 Executive organizations must annually renew executive status with the Office of Student Involvement & Leadership Programs.

8.4.3 Privileges
All executive organizations are eligible to receive the following privileges, in addition to those granted to all Recognized organizations in Section 8.2.3 and those granted to all Charter organizations in Section 8.3.3.

8.4.3.1 While first and foremost responsibilities, the opportunities listed in Section 8.4.2 also serve as opportunities to collaborate with other student leaders, create increased campus awareness of organization operations, and receive increased support from an advisor, all of which are also privileges afforded to executive organizations.

8.4.3.2 Executive organizations are eligible to financially compensate their student leaders to offset the opportunity costs of dedicating time and energy to serving
the student body. Executive organizations are eligible to apply for, but not guaranteed, SGA-paid leadership positions.

8.4.3.2.1 Organizations may apply for paid positions in their original proposal to the Finance & Organizations Committee as they pursue executive status. In order to deter financial motives for applying for executive status, executive organizations shall only be permitted to request up to three paid positions upon initial instatement as an executive organization. After one year as an executive organization, the organization may apply for additional paid positions through the regular governance review process.

8.4.3.2.2 Requests for paid positions shall be evaluated based on availability of SGA resources, campus impact, organizational need and impact, and organizational fiscal responsibility and stewardship, and must be approved by the Governance Review Council (see Section 10). For more information on SGA wages and paid positions, see Section 9.2.

8.4.3.3 Certain executive organizations may wish to apply for a fixed percentage of the budget in order to guarantee a relatively consistent budget. Executive organizations are eligible for, but not guaranteed, a fixed percentage of the Student Activities Fees available. In order to deter financial motives for applying for executive status, only organizations that have held executive status for a year or more shall be permitted to apply for a fixed percentage of the incoming Student Activities Fees.

8.4.3.3.1 Applications for a fixed percentage shall be submitted to the Finance & Organizations Committee any point during the semester and shall be processed through the regular governance structure. A fixed percentage shall only take effect at the beginning of the next semester of budgeting. Requests for fixed percentages shall be evaluated based on availability of SGA resources, campus impact, organizational need and impact, and organizational fiscal responsibility and stewardship. For more information on fixed percentages, see Section 9.3.3.1.

8.4.3.3.2 If an executive organization has not yet secured or elects not to secure a fixed percentage they are to receive SGA funding for their budgets in the same manner as Chartered organizations—on a line-by-line basis pending the approval of the Vice President of Finance as stipulated in Section 9.3.1.

8.4.3.4 Executive organizations are eligible to carry over their budget of Student Activities Fees from fall to spring semester (See Section 9.3.3.1).

8.4.3.5 Core executive organization leaders receive invitations to the annual Leadership Retreat, sponsored by the Office of Student Involvement & Leadership Programs.
8.4.3.6 Core executive organization leadership positions also meet the qualifications to serve as an experience for the Experiential Learning Initiative (ELI). Student leaders shall work with their organization’s advisor to fulfill this requirement.

8.4.4 Loss of Executive Status

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

8.4.4.1 Probation

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

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

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

8.4.4.2 Suspension

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

8.4.4.2.1 A suspended organization shall receive only provisional SGA funds of an amount to be determined jointly by the Vice President of Organizations and the Vice
President of Finance in consultation with the Finance and Organization Committee and shall not receive funding for paid student leadership positions.

8.4.4.2.2 Following this period of suspension, the organization shall return to the Student Senate for possible reinstatement. The Senate shall take into consideration the recommendation of the Finance & Organizations Committee for either reinstatement or revocation of the SGA charter. A two-thirds majority vote of the Student Senate is needed for reinstatement of executive status. If a two-thirds majority is not obtained, SGA will revoke the organization’s executive status and relegate the organization to chartered status. The organization can apply for executive status again after three years of relegation.

8.4.4.3 If an organization no longer wishes to maintain executive status, they can appeal to the Finance & Organizations Committee to return to chartered status. Such a voluntary transition would only require a majority vote of the Finance & Organizations Committee and would go into effect the semester following approval if approved.
9 FINANCIAL POLICY

9.1 STUDENT ACTIVITIES FEE

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

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

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

9.2 WAGES

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

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

9.2.3 SGA Work-Study Hourly Wage Breakdown [executive amendment 1/15/2017]
<table>
<thead>
<tr>
<th>Position</th>
<th>Hours per Week</th>
<th>Hours per Semester</th>
<th>Base Wage per Hour</th>
<th>Total per Semester</th>
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<tr>
<td>Student Body President</td>
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<tr>
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<tr>
<td>Discipleship Chaplain</td>
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<tr>
<td>Worship Chaplain</td>
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<tr>
<td>WCF Chapel Coordinator</td>
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<td>$588.75</td>
</tr>
<tr>
<td>SAB Treasurer</td>
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9.2.4 **Hours/Hourly-Wage Evaluation**

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

9.2.5 **Hourly Pay Accountability for SGA Officers**

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

9.2.6 **Summer Work-Study Positions**

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

9.3 **BUDGETING**

9.3.1 **Time Table for Each Semester**

a. The Vice President of Finance and Vice President of Organizations will hold a workshop with the presidents and treasurers of the various SGA organizations in order to inform them of SGA financial policies and procedures. At this workshop, all organizations will be informed that their fall budget shall include J-term expenses, no exceptions. This meeting will occur no later than the end of the first week of classes.

b. The budgets from the various organizations will be due to the Vice President of Finance no later than the Monday of the third week of classes.

c. The Finance & Organizations Committee will review all organizations’ budgets, make the appropriate adjustments, and balance the entire SGA budget (see Section 9.3.4.1 for details).

d. The completed budget must be submitted to the Student Senate for approval. Student Senate will be given access to the individual budgets for each organization for review prior to the submission of the completed budget to Student Senate. This will occur no later than two weeks after budgets are handed in from organizations.

e. Once Senate has approved the budget, the Student Body Vice President will send the Senate-approved budget to the Student Body President, who will approve or veto it in compliance with Section 4.1.1j.

f. After presidential approval of the budget, the Vice President of Finance will inform each SGA organization of the amount of money it has been allocated for the semester.

g. The Vice President of Finance and Vice President of Organizations will hold a workshop with the presidents and treasurers of the various SGA
organizations in order to inform them of SGA financial policies and procedures. At this workshop, all organizations will be informed that their fall budget shall include J-Term expenses, no exceptions. This meeting will occur no later than the end of the first week of classes.

h. The budgets from the various organizations will be due to the Vice President of Finance no later than the Monday of the third week of classes.

i. The Finance & Organizations Committee will review all organizations’ budgets, make the appropriate adjustments, and balance the entire SGA budget (see Section 9.3.4.1 for details).

   i. If the Finance & Organizations Committee is not able to be organized in time for budgeting, this responsibility will fall to the Vice President of Finance and Vice President of Organizations in coordination with the SGA advisor.

9.3.2 Guidelines for Budgeting of SGA Organizations

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

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

9.3.2.1.1 Travel

   a. Travel using a Messiah College car (one to five people) will be budgeted $0.56 per mile.

   b. Travel using a Messiah College minivan or 15-passenger van (eight to 15 people) will be budgeted $0.81 per mile per 15-passenger van needed.

   c. Travel using a personal vehicle will be budgeted according to a smaller rate set by the Vice President of Finance at the beginning of the semester. This rate will not exceed the rate reimbursed for college vehicles. Evidence that an attempt was made to reserve a college vehicle is necessary to receive reimbursement.

   d. Travel by flight will be funded up to 50 percent per student not to exceed $115 per student. A hard copy of online or travel agent research must be turned in with the budget to receive any funding for flights and that price will also be used for reimbursement purposes.

   e. SGA may fund hotels and accommodations up to 50 percent per room per night.
9.3.2.1.2 Speaker and Guest Gifts and Pay
   a. Students will not be compensated for speaking, leading or taking part in organization events outside of the SGA work-study positions, but may be compensated if hired for professional services, which would have been hired out. In the case of a student-hire:
      i. There must be a contract with the student, which is signed by the Club Advisor, the Club President, and the Vice President of Finance before an agreement can be set with the individual.
      ii. SGA is not financially responsible for any agreements put forth without the approval of the Vice President of Finance (as well as the Club Advisor and Club President).
      iii. The club must be able to support the claim that the individual is qualified to work in place of the hired professional.
      iv. The club must be able to justify the hiring of a professional for the event in question.
   b. Non-student employees of the college may be compensated up to $30.00 with a gift or for their travel.
   c. Other guests may be compensated with pay as determined by the club advisor.
   d. Non-student employees of the college may be compensated up to $200.00 with a gift or for their travel.

9.3.2.1.3 Fundraising for Chartered Organizations
   a. Chartered organizations are permitted to generate revenue to offset any club expenses. Any start-up costs related to fundraising must be funded through a short-term loan from SGA. Any money borrowed must be paid back within one month of the fundraising event's completion, no interest charged. Any club that fails to repay the short-term loan will be subject to review by the Finance & Organizations Committee.
   b. In order to receive a loan, a formal request must be submitted to the Vice President of Finance at least two weeks before the funds are needed to be used by the organization.
   c. Revenues that exceed the borrowed amount of SGA money should be noted in the monthly report as well as reported to the Vice President of Finance so that these funds will not be collected at the end of the semester and may be rolled-over to the next semester to be used for any of the organization's future initiatives.
   d. If organizations have rollover funds from previous semesters' fundraisers or donations, these funds must be used for new fundraiser start-up costs instead of an SGA loan. In the event that the rollover funds are less than the needed amount for a particular fundraiser, the club is eligible to receive an SGA loan for the difference between the club’s rollover funds and the amount needed for the fundraiser.
9.3.2.1.4 Refreshments
   a. Food or drink for organizations’ general meetings will not be funded. General meetings are those for officers and/or members involving normal business.
   b. Food or drink that a normal student would otherwise pay for his- or her-self (as in, when a student is traveling to or present at an organizations’ event) will not be funded.
   c. Refreshments being provided for a club-sponsored event that is open to all members and/or the general student body may be funded.

9.3.2.1.5 Registration Fees [amended by Governance Review Council 10/26/2017]
   a. SGA may fund 50 percent of organizations’ related registration fees per student (if a registration fee includes food then funding for the registration will still be funded at 50 percent).

9.3.2.1.6 Conferences [amended by Governance Review Council 10/26/2017]
   a. Travel, accommodations, and registration for conferences will be funded according to Section 9.3.2.1.1 and Section 9.3.2.1.5.
   b. The total amount of SGA funds that may be allotted to a club for conferences will not exceed $1,500 and may not be greater than 50 percent of total club budget.
   c. Along with their budget proposal, organizations must submit a plan to cover the remaining costs of the conferences in order for SGA to approve partial funding of their conferences. Club members are encouraged to apply for the SGA Professional Development Grant, seek sponsorship from academic and student affairs departments, or fundraise.

9.3.2.1.7 Equipment
   a. Any equipment (technology, books, cameras, etc.) purchased with Student Activity Fee funds belongs to SGA. This equipment can be maintained in the possession of the club for as long as it is needed for club functions. If at any point, the club ceases to function, the equipment must be returned to SGA.
   b. SGA will not provide additional funds to replace equipment that has been lost or stolen.

9.3.2.1.8 Special Interest Housing
   a. SGA may fund Chartered organization activities in a higher amount if there is more interest in the club because of club members living at a house.
   b. SGA will not fund expenses related to living in a special interest houses like toilet paper, food, cleaning supplies and non-club activities.

9.3.2.1.9 SGA Wages
   Only SGA Executive Organizations may request funding for student wages. Student Activities Fees shall only be used for wages when pre-approved by the Governance Review Council and added to the wages table in Section 9.2.2. No club or organization shall regularly and consistently compensate a student
through Student Activities Fees appropriated to clubs and organizations through the standard biannual budgeting process. Unless included in the wages table, Student Activities Fees shall only be used to compensate students working during the academic year and excludes summer employment (except for Student Body President), unless otherwise vetted through the surplus and capital purchase process outlined in Section 9.5 and 9.2.6. One-time reimbursements for a particular task or project shall not be categorized as regular and consistent compensation and shall be permitted in the regular budgeting process as outlined in 9.3.2.1.1.

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

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

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

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

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

9.3.3.1 Fixed Costs
There are several fixed costs in the budget that are to be funded from a percentage of incoming Student Activities Fees. These fixed percentages will be taken out of Student Activities Fees after SGA wages have been deducted. The
following executive organizations (also known as fixed percentage organizations) are allowed to voluntarily budget less than their fixed percentage and return the remainder of their allotted funds to SGA. (These returned funds shall be used to fund non-executive Chartered organizations.)

a. The SGA wages are a fixed cost in the SGA budget. The total amount to be budgeted is found in Section 9.2.3.

b. $3,000.00 per semester will be allocated to the SGA Professional Development Grant Program (see Section 9.8). Any surplus or deficit from the fall semester grant money shall transfer to the spring program. Grant money shall not transfer between academic years.

c. $4,000.00 per semester will be allotted to the Office of Student Involvement & Leadership Program to support leadership development opportunities for students, including the annual Student Leadership Retreat and the end-of-year Student Leader Recognition and Appreciation Ceremony.

d. Commuter Services will receive 5.0 percent of only those incoming Student Activities Fees paid by commuter students. Any balance, including a negative one, will roll over from the fall semester to the spring semester.

e. $1,000 per semester will be allotted to provide for two student leaders—preferably the incoming SGA Student Body President and the incoming Vice President for Diversity Affairs (should one or both SGA cabinet members be unable to attend, the offer will extend to the incoming chair of the Multicultural Council)—to participate in the Returning to the Roots of Civil Rights bus tour operated by The Common Ground Project and supported by Messiah College each summer.

f. Student Activities Board (SAB) will receive 28.5 percent of incoming Student Activities Fees. Any balance, including a negative one, will roll over from the fall semester to the spring semester.

g. Agapé Center (AC) will receive 13.7 percent of incoming Student Activity Fees. Any balance, including a negative one, will roll over from the fall semester to the spring semester.

h. The Pulse will receive 10.8 percent of the incoming Student Activities Fee. The Pulse will roll over any balance including a negative balance from the fall semester to the spring semester. This percentage includes yearbooks for seniors, which will be mailed to all seniors at no charge (first years, sophomores and juniors can purchase it for a fee).

i. Multicultural Council (MCC) will receive 6.5 percent of the incoming Student Activities Fee. Any balance, including a negative one, will roll over from the fall semester to the spring semester.

j. Eyas (the student-alumni council) will receive 5.0 percent of the incoming Student Activities fee. Any balance, including a negative one, will roll over from the fall semester to the spring semester.
k. Student Ministries will receive 3.4 percent of the incoming Student Activities fee. Any balance, including a negative one, will roll over from the fall semester to the spring semester.

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

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

a. Club Sports are best defined as intercollegiate teams representing Messiah College in sport or athletic-related activity.

b. Feeder teams are best defined as teams that exist specifically for the development of players in their respective Club Sports. Players may not play simultaneously on the feeder team and the primary team. Teams with an NCAA equivalent at Messiah College typically will not receive funding for a feeder team. Club Sports may apply to the Finance & Organizations Committee for an exception to the feeder team parameters.

c. Club Sports will only be allocated funds to pay for travel costs as outlined in Section 9.3.2.1, fees for referees, and registration or tournament fees.

9.3.3.3 All Other Clubs and Executive Organizations
The remainder of the Executive and Chartered organizations shall be allocated specific amounts per 9.3.1.

9.3.4 Budget Senate-Approval Scenarios

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

9.3.4.1.1 Proportional Cuts
Unless otherwise modified by a vote, all non-fixed-percentage organizations shall be subjected to a percentage cut as it relates to the remaining budget deficit. These organizations shall have their currently approved amounts collectively summed/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 Vice President of Finance.

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

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

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

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

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

9.5 END OF SEMESTER PROCEDURES

9.5.1 Budget Reconciliations
After the end of each academic semester, the Vice President of Finance will review each club’s budget reconciliation and determine which of the following caused the amount of leftover funds:
a. Unused Student Activities Fee that the organization was approved for at the beginning of the semester.
b. Earned revenue that the organization received from fundraising, etc.
c. A combination of the above.

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

9.5.3 Earned Revenue
Any amount that is considered to be earned revenue, completed through the process outlined in Section 9.3.2.1.3, shall remain in the organization’s account and roll forward to the next semester.

9.6 SURPLUS AND CAPITAL PURCHASES

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

9.6.2 Receiving Capital Funds
The following criteria for capital purchases will provide the guidelines for qualified capital purchases.

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

9.6.3 Budgeting and Purchasing Procedures for Capital Funds
At the end, or as close to the end as possible, of the fiscal year, the Vice President of Finance should transfer any unused funds first into the SGA Contingency Fund
to bring its total to two thousand dollars, as described in Section 9.7. The remaining funds shall be placed into the SGA Capital Purchase account, with the exception of any funds that have been approved to be carried over for individual clubs or organization accounts. Once the Vice President of Finance has established the final balance of the SGA Capital Purchase Account, he/she will be able to determine which of the approved capital purchase requests will be purchased according to the availability of funds. The Vice President of Finance may exercise any of the following options to initiate the purchase of these items:

a. Have some way of contacting the leaders of the organizations/departments so that they may initiate the purchase themselves.

b. Have the leaders of the organizations/departments leave specific instructions for initiating the purchase of their item during the summer. For example, detailed specifications for a computer may be given to the Vice President of Finance so that he/she may contact ITS with the order.

c. The leaders of the organizations/departments may wait until they return in the fall to initiate the purchase of the item.

9.6.4 Excess Funds in the SGA Capital Purchase Account

a. In the event that there are still funds left in the Capital Purchase Account after all approved items have been purchased, the Vice President of Finance should assess this issue and determine the cause of the excess funds. The SGA Finance Committee should then determine if any action is necessary.

b. Money remaining in the Capital Purchase account during the school year may be used for capital purchases during the year, and for other purposes as deemed necessary by the Vice President of Finance. Requests for such use of this account must be submitted to the Vice President of Finance, discussed with the SGA Finance and Organization Committee as needed, and approved by a majority vote of the Student Senate.

9.7 NEGATIVE BALANCES IN SGA ACCOUNTS

9.7.1 Approval for Negative Balances

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

9.7.2 Unapproved Negative Balances

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

a. When an unapproved negative account balance occurs, the Vice President of Finance shall send a written warning to the organization president and treasurer. The warning shall include any appropriate details about the
negative balances, as well as a description of the remaining discipline procedures.

b. If the unapproved negative balance occurs between fall and spring semester budgeting, the organization shall have until spring budgeting to restore the account to at least a zero balance. If the balance has not been restored by spring budgeting, the organization in question will not be eligible to submit a spring budget request to the Finance & Organizations Committee unless they receive a special waiver stating otherwise from the Finance & Organizations Committee.

c. If the unapproved negative balance occurs after spring budgeting, the organization shall have until the end of the semester to restore the account to at least a zero balance. If an organization carries a negative balance at the end of the spring semester, it will be placed on financial probation for both semesters of the subsequent school year. This probation shall occur as such:

i. During probation, the organization may submit a budget, but only for, at most, 50 percent of the average of the organization’s previous two semesters' approved budgets.

ii. The organization, under supervision of the Finance & Organizations Committee and the Vice President of Finance, must work to eliminate the negative balance as soon as possible. This cannot be done by seeking the funds during the fall or spring budgeting process or by one member of the organization paying the entire sum out of pocket for the mistakes of the collective whole. Determining ways of paying back the negative balance should be discussed with the Finance & Organizations Committee in consultation with the Vice President of Finance.

iii. If the organization does not have a negative balance at the end of the probation period, probation will be dropped and the organization will be considered in good financial standing.

iv. An organization that is placed on probation may petition the Finance & Organizations Committee within the first four (4) weeks of the fall semester to have probation waived. If the Finance & Organizations Committee approves, they must take the issue to the Student Senate. A two-thirds majority vote of the Student Senate will be required for waiving probation. If, however, after waiver of probation the organization incurs a negative balance at the end of the fall semester, the organization shall again fall within the parameters of Section 9.6.2.d in regards to financial negligence.

d. If an organization has a negative balance at the end of its probation period, it will be deemed financially negligent. The Vice President of Finance and the Finance & Organizations Committee should examine the situation closely and recommend a course of action to the Student Senate, which must approve any further action against an organization.
9.8 CONTINGENCY FUND

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

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

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

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

9.9.2 Application Requirements [amended by Governance Review Council 02/16/2017]
Student applicants must meet the following criteria:

a. Minimum of sophomore status and good academic standing.
b. Conference must relate to an identified major or future career plans.
c. Submission of a statement of purpose explaining the purpose of the attendance and how the candidate hopes to benefit. It must also include how the Messiah College community can benefit from the student’s attendance. The student must describe what they hope to bring back and share with classmates and/or professors.

d. Letter of recommendation from a supporting mentor.

e. All applications materials should be submitted no later than three weeks before the scheduled conference.

f. Completion of a brief online training session, created by the Career and Professional Development Center.

g. Proof of attendance (i.e. conference receipt) is necessary for reimbursement. Any of the student’s presentation material must also be submitted.

h. All applications must be submitted prior to attending the conference. Requests for reimbursements submitted after the conference has been attended will not be approved.

9.9.3 Amount of Grants

a. Grants shall be awarded in amounts up to or equal to three hundred dollars or the total amount of expenses, whichever is lower.

b. The total dollar amount of grants given in a single school year shall not exceed $6,000.00, with $3,000.00 allotted to each semester. Any surplus or deficit from the fall semester grant money shall transfer to the spring program. Grant money shall not transfer between academic years.

c. Grant recipients shall receive funding in the form of a reimbursement after attending the conference. Proper attendance and expense documentation is required to provide reimbursement.

d. Failure to attend the conference or show proof of attendance will result in the return of the granted amount back to SGA.

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

The SGA Professional Development Grant shall be awarded as follows:

a. The applicant shall complete the application form provided by the Vice President of Communication and/or Career and Professional Development Center.

b. The applicant shall then email the signed application in PDF format to the Vice President of Communication, who shall then verify that the application has been properly filled out and submit it to the SGA Professional Development Grant Committee.

   i. The Committee shall be co-chaired by the Vice President of Communication and a staff member from the Career and Professional Development Center.

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

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

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

9.9.7 Summer Application and Approval Procedures [amended by Governance Review Council 9/29/2016]
Any applications for use of Professional Development Grant funds received over the summer will be considered using the same process outlined above with the following exceptions:
a. The application committee outlined in 3.2.2.1 will be replaced by the committee outlined in 3.2.2.2
b. The Student Body President will fulfill the duties of the Vice President of Finance and the Vice President of Communications described in 9.8.4 and 9.8.6.
c. A separate application, which will reflect these changes, will be made available to students in the summer.
10  CHANGES TO THE GOVERNANCE MANUAL

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

10.2  GOVERNANCE REVIEW COUNCIL
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-week's notice before convening the session. Special accommodations to Governance Review Council include:

a. At the end of each semester, in the event that there are any outstanding proposals, the President, who serves as chair, may convene the Governance Review Council to participate in a conclusive Governance Review at which all President- and Vice-President–approved proposals will be presented.

b. In any scenario regarding a proposed modification to the Governance Manual by the Student Body President, the Vice President shall convene and chair the meeting.

10.3  APPROVAL OF GOVERNANCE REVIEW COUNCIL PROPOSALS
Proposed changes are brought to the floor of Governance Review Council for discussion, and a two-thirds majority of all members of the Governance Review Council in attendance must vote to approve the changes. Quorum for Governance Review Council is defined as 50 percent of all SGA Officers eligible to vote, including members of Student Senate, Student Body President's Cabinet and Student Review Board.
APPENDIX A: RESPONSIBILITIES OF NON-OFFICER
POSITIONS RECEIVING WAGES FROM SGA

a. Responsibilities of the Director of Outreach Teams

i. Oversee the planning and implementation of all Outreach Teams services and activities.

ii. Acts as student representative for the Outreach Teams in public engagements, Agapé Center meetings and other meetings involving college administration as called upon to attend.

iii. 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.

iv. Oversee vehicle reservations which include signing forms and working closely with receptionist to ensure that vehicles are reserved appropriately and in a timely fashion.

v. Work with other Coordinators in assisting with major events held throughout the semester (ex: Hunger and Homelessness Awareness Week, Migrant Educational Retreat, etc).

vi. Provide leadership in facilitating Outreach Teams Coordinator meetings.

vii. 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.

viii. Prepare a written end-of-year report in the spring for the new Director of Outreach Teams and the outgoing Student Body President.

ix. Participate fully as a member of Outreach Team.

x. Work with other groups on campus to build relationships through events held, joint partnerships, and other engagements.

xi. Facilitate the creation of a team covenant with Outreach Teams Coordinators and maintain energy throughout the year to fulfill it.

xii. Provide leadership through close communication with advisor to determine the vision and direction for Outreach Teams both on campus and in our community.

xiii. Meet on a weekly one-on-one basis with advisor (Local Community Service Director).

xiv. Attend and participate in bi-weekly small-group meetings with Coordinators and advisor.

xv. Complete required reports for SGA and for the Agapé Center in a timely fashion.

xvi. Oversee Outreach Teams Budget and work closely with Coordinators, Agapé Treasurer and SGA in terms of adequately funding the programs available through Outreach.
xvii. Attend and provide assistance as requested by the Agapé 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.

xviii. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.

b. Responsibilities of the Director of Service Trips
   i. Oversee the planning and implementation of all Service Trips services and activities. Work with Coordinators to assist in planning Fall Break, J-Term Break, and Spring Break Service Trips.
   ii. Represent the Service Trips in public engagements, Agapé Center meetings, and other meetings involving college administration as called upon to attend.
   iii. 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.
   iv. Facilitate Service Trips meetings, meet with the Advisor and other Agapé Directors bi-weekly, and meet with Service Trips Coordinators weekly.
   v. Provide leadership through close communication with the Advisor to determine the vision and direction for Service Trips, both on campus and in our community.
   vi. Complete required reports for SGA and for the Agapé Center in a timely fashion.
   vii. Oversee Service Trips budget and work closely with Coordinators, Agapé Treasurer and SGA in terms of adequately funding the programs available through Service Trips.
   viii. Oversee vehicle reservations which include signing forms and working closely with receptionist to insure that vehicles are reserved appropriately and in a timely fashion.
   ix. Work with other groups on campus to build relationships through events held, joint partnerships, and other engagements.
   x. Facilitate the creation of a team covenant with Service Trips and maintain energy throughout the year to fulfill it.
   xi. Prepare a written end-of-year report in the spring for the new Director of Service Trips and the outgoing Student Body President.
   xii. Participate fully as a member of Service Trips.
   xiii. Attend and provide assistance as requested by the Agapé 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.
   xiv. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.
c. Responsibilities of the Service Trips Agency Coordinator
   i. Develop and maintain agency files, updating as necessary.
   ii. Contact agencies and establish self as agency contact person.
   iii. Remain in contact with the agencies throughout the year.
   iv. Follow up with Agencies after each trip getting detailed feedback on trips.
   v. For each break, provide the service trips staff with a detailed list of potential agencies.
   vi. Compile evaluative comments from participants and leaders to add to agency files.
   vii. Coordinate the trip experience with each agency.
   viii. Provide each leader with appropriate agency information (contact information, description, etc.).
   ix. Regularly gather assessment from Community Partners to improve programming.
   x. Collaborate with faculty members, Resident Life, and other organizations on-campus and within the Agapé Center when appropriate.
   xi. Participate in mandatory Agapé Center trainings and events.
   xii. Keep detailed records of volunteers, participation, events, etc.
   xiii. Meet weekly with Service Trips Teams.
   xiv. Meet regularly with supervisor(s) to update them on progress.
   xv. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.

d. Responsibilities of the Service Trips Leader Coordinator
   i. The leader coordinator is in charge of recruiting team leaders for each trip.
   ii. Revising, editing, and distributing a leadership manual for Fall Break, J-Term Break, and Spring Break service projects.
   iii. Organizing leader meetings before and after Fall Break, J-Term Break, and Spring Break.
   iv. Planning and leading a leadership retreat in the spring for the Spring Break trip leaders prior to trips leaving.
   v. Organizing leader meeting after Spring Break trips.
   vi. Keeping in constant contact with the leaders to provide answers to any questions that they may have.
   vii. Regularly gather assessment for Team Leaders to improve programming.
   viii. Collaborate with faculty members, Resident life, and other organizations on-campus and within the Agapé Center when appropriate.
   ix. Participate in mandatory Agapé Center trainings and events.
   x. Keep detailed records of volunteers, participation, events, etc.
   xi. Meets weekly with Service Trips Teams.
   xii. Meets regularly with supervisor(s) to update them on progress.
xiii. Attend leadership training and sessions such as Leadership Summit and leadership chapels.

e. Responsibilities of the Service Trips Participant Coordinator
   i. Handle all correspondence between the leadership staff and potential, current, or past participants.
   ii. Publicity: Run all ST publicity for participant events.
   iii. Responsible for updating and distributing applications, and setting application deadlines.
   iv. Respond to participant phone calls and e-mails promptly and professionally.
   v. Keep track of participant placement on the various trips and any additions or subtractions made to the roster(s).
   vi. Organize participant meeting before Fall Break, J-Term Break, and Spring Break.
   vii. Organize participant meeting after Fall Break, J-Term Break, and Spring Break. (Meeting after Spring Break may be an alternate chapel.)
   viii. Regularly gather assessment from volunteers to improve programming.
   ix. Collaborate with faculty members, Resident Life, and other organizations on-campus and within the Agapé Center when appropriate.
   x. Participate in mandatory Agapé Center trainings and events.
   xi. Keep detailed records of volunteers, participation, events, etc.
   xii. Meets weekly with Service Trips Teams.
   xiii. Meets regularly with supervisor(s) to update them on progress.
   xiv. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.

f. Responsibilities of the Director of Human Rights Awareness
   i. Set goals for the academic year and complete corresponding programming.
   ii. Provide leadership through close communication with advisor to determine the vision and direction for Human Rights Awareness both on campus and in our community.
   iii. 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.
   iv. Work with other groups on campus (and departments/majors) to build relationships through events held, joint partnerships, and other engagements.
   v. Provide leadership in facilitating Human Rights Awareness Council meetings
   vi. Represent Human Rights Awareness in public engagements, Agapé Center meetings, Student Senate and other meetings involving college administration as called upon to attend.
vii. Meet on a bi-weekly one-on-one basis with supervisor, meet bi-weekly with supervisor and other Agapé Directors, and attend and participate in bi-weekly small-group meetings with Coordinators.

viii. Complete required reports for SGA and for the Agapé Center in a timely fashion.

ix. Oversee Human Rights Awareness budget and work closely with Coordinators and SGA in terms of adequately funding the projects of Human Rights Awareness.

x. Attend and provide assistance as requested by the Agapé 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.

xi. Attend Agapé Center trainings, both in fall and spring.

xii. Attend weekly Human Rights Awareness campus meetings and provide guidance to coordinators as necessary.

xiii. Meet monthly with coordinators to discuss the activities of the previous month and their goals for the future.

xiv. Provide additional guidance and assistance to coordinators with event/speaker/fundraiser planning as necessary.

xv. 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.

xvi. 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.

xvii. Facilitate the creation of a team covenant with Human Rights Awareness Coordinators and maintain energy throughout the year to fulfill it.

xviii. 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.

xix. Work with other Directors and Coordinators of the Agapé Center in assisting with major events held throughout the semester.
xx. Participate fully as a member of Human Rights Awareness.
xxi. Stay informed on current events and be informed on social injustices around the world.
xxii. Work towards living a life that promotes social justice.
xxiii. Prepare a written end-of-year report in the spring for the new Director of Human Rights Awareness and the outgoing Student Body President.
xxiv. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.

g. Responsibilities of the HRA Agency Coordinator
   i. Work with HRA Director and Agency Coordinator closely.
   ii. Meet weekly with HRA team.
   iii. Meet as needed with supervisor.
   iv. Meet with Director and Agency Coordinator as needed.
   v. Meet with charter orgs (IJM, Invisible Children, etc.) as needed for planning.
   vi. Work with parent organizations (FH, IJM, World Vision, etc.) to develop goals and areas of importance for the academic year.
   vii. Stay in regular communication with each agency contact by phone and/or e-mail.
   viii. Plan out the semester events early on, creating a schedule of which chapels will occur at which time.
   ix. Work with charter orgs to figure out their plan for each semester.
   x. Work with Events Coordinator to coordinate the planning of events.
   xi. Recruit and organize volunteers for HRA events.
   xii. Recruit volunteers—primarily at Ice Cream Social (fall) and Cookies, Cocoa, & Community Service (spring), and through additional means if necessary.
   xiii. Oversee segment of HRA budget.
   xiv. Budget for programming based on previous semesters.
   xv. Monitor expenses throughout semester.
   xvi. Exhibit good stewardship by spending all money allocated wisely.
   xvii. Represent Human Rights Awareness in public engagements, Agapé Center meetings, Student Senate and other meetings involving college administration as called upon to attend.
   xviii. Collaborate with faculty members, Resident Life, and other organizations on-campus and within the Agapé Center when appropriate.
   xix. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.

h. Responsibilities of the HRA Events Coordinator
   i. Work with HRA Director and Agency Coordinator closely.
   ii. Meet weekly with HRA team.
   iii. Meet as needed with supervisor.
   iv. Meet with Director and Agency Coordinator as needed
v. Meet with charter orgs (IJM, Invisible Children, etc.) as needed for planning.

vi. Focus for this position will involve the preparation, organization, and logistical planning of HRA events.

vii. Plan HRA events by filling out appropriate forms and necessary. This includes, but not limited to:

viii. Making necessary reservations for rooms and facilities on campus

ix. Preparing and getting approved necessary permissions for events and chapels (includes work with Campus Events, College Ministries and other campus departments)

x. Preparing publicity and advertising which includes the creation of posters, the sending out of mass emails, hanging and displaying of posters, marqueses and other advertising materials (may include radio, TV ad, etc. coordination)

xi. 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.

xii. 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.

xiii. Recruit and organize volunteers for HRA events.

xiv. Recruit volunteers – primarily at Ice Cream Social (fall) and Cookies, Cocoa, & Community Service (spring), and through additional means if necessary.

xv. Oversee segment of HRA budget.

xvi. Budget for programming based on previous semesters.

xvii. Monitor expenses throughout semester.

xviii. Exhibit good stewardship by spending all money allocated wisely.

xix. Regularly gather assessment from volunteers and partner organizations to improve programming.

xx. Collaborate with faculty members, Resident Life, and other organizations on-campus and within the Agapé Center when appropriate.

xxi. Attend leadership training and development sessions such as Leadership Summits and leadership chapels.

i. Responsibilities of the Treasurer of the Agapé Center’s Student Organizations

i. 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.

ii. Maintain financial records for each of the Agapé Center Student Organizations.
iii. 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 Agapé Center organizations.

iv. Represent the Agapé Center before the Student Senate and the College Administration.

v. Update expense worksheets and maintain receipts and other documents supporting organizational expenses.

vi. Train and regularly maintain contact with the Student Directors to update them on their budgeting status and to provide support.

vii. Maintain integrated and standardized budgeting procedures covering each of the aforementioned Agapé Center Student Organizations.

viii. Manage budget transfers and reimbursements for each of the Agapé Student Organizations throughout the semester.

ix. Prepare a written end-of-year transition report and assist with the training of the new Treasurer of Agapé Center Student Organizations.

tax. Participate in Agapé Center training and development activities.

xi. Meet with Advisor of a regular basis.

txii. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.

2. MULTICULTURAL COUNCIL

a. Responsibilities of the Chair of Multicultural Council

i. Coordinate and conduct biweekly Multicultural Council meetings

ii. Meet biweekly with the Vice President of Diversity Affairs to provide updates on the campus climate.

iii. Ensure that council members uphold their positions

iv. 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

v. Assemble and collect all end-of-the-year reports

vi. Continue to develop other means of educating the community about campus and world issues.

vii. Serve as student representative on the Micah Committee

viii. Serve as student representative on the MLK Planning Committee

ix. Attend leadership training and development sessions including the Leadership Retreat and the Multicultural Student Leadership Retreat

x. Monitor and assess the campus climate

xi. Organize and execute the first year welcome party and MLK Student Celebration.

xii. Work with the treasurer to write and submit a budget for the Multicultural Council and student organizations within the Office of Multicultural Programs

b. Responsibilities of Vice Chairperson

i. Conduct meetings in the absence of Chairperson

ii. Participate in regular meetings with advisor and Chairperson
iii. Assume the responsibilities of the chairperson if the position of Vice-President of Diversity Affairs becomes vacant
iv. Assemble an end-of-the-year report
c. Responsibilities of Senate Representative
   i. Present any and all Multicultural Council proposals to the Student Senate
   ii. Be an active and voting member of the Student Senate
   iii. Provide Student Senate updates for the Multicultural Council
   iv. Assemble an end-of-the-year report
d. Responsibilities of Treasurer
   i. Work with Chairperson to create and submit a budget for the Council.
   ii. Write monthly reports and submit one copy to the Chairperson.
   iii. Work with the Vice President of Finance for all account activity.
   iv. Collect and record any receipts.
   v. Assemble an end-of-the-year report.
   vi. Participate in Multicultural Council training and development activities.
   vii. Maintain consistent and reliable attendance.
   viii. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.
e. Responsibilities of Secretary
   i. Keep track of individual and organizational attendance
   ii. Take minutes of every meeting and send them to all council members
   iii. Ensure that the necessary office supplies are available in the Multicultural Council office
   iv. Provide secretarial support for all officers as needed
   v. Keep track of event paper-work for the council
   vi. Assemble an end-of-the-year report
f. Responsibilities of Representatives
   i. Bring relevant issues, conflicts, concerns, and needs of their organization members to the meetings for discussion:
   ii. Attend meetings
   iii. Give organization updates
3. STUDENT MINISTRIES [amended by Governance Review Council 10/26/2017]
a. Responsibilities of the Student Body Chaplain
   i. Promote spiritual growth within the student body by envisioning and orchestrating initiatives that meet the spiritual needs of the students.
   ii. Oversee the work for the Student Chaplain for Discipleship Ministries, the Student Chaplain for Prayer Ministries, the Student Chaplain for Worship Ministries, the Student Chaplain for Preaching Ministries.
   iii. Intentionally work and collaborate with other ministries on campus.
   iv. Meet weekly with the Ministry Leadership Team, the Student Chaplain Team, and College Ministries.
v. Provide oversight for the planning and implementation of Kairos in coordination with the Student Chaplain for Worship Ministries and the Office of College Ministries.

vi. Serve as the delegate for the Student Ministries to Student Senate and Leadership Council unless another designee must be appointed in certain instances.

vii. Preach regularly in Kairos.

viii. Serve as a liaison between the student body and the Office of College Ministries and communicate this responsibility to the student body.

ix. Serve as an active member of the Worship Community.

x. Prepare an end-of-year report in the spring for the new Student Body Chaplain and the outgoing Student Body President.

xi. Uphold the standards of the community covenant through living a life of integrity, as well as model personal spiritual growth.

xii. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.

b. Responsibilities of the Discipleship Chaplain

i. Serve as liaison between Discipleship ministries (Koinonia, Logos and WCF), the Student Chaplain Team, and other relational ministries.

ii. Serve as liaison between MAP and the Koinonia Ministry through regular meetings and communication.

iii. Spearhead initiatives to involve campus men in discipleship ministries through strategic collaboration and event planning.

iv. Serve as an active and contributing member of the Student Chaplain Team by attending weekly meetings, participating in Kairos and other team initiatives, and providing input and support.

v. Meet biweekly with the Koinonia Advisor. Meet monthly with the Logos Director, the WCF Director and a representative from MAP (separately or together, as desired).

vi. Uphold the standards of the Community Covenant through living a life of integrity and modeling personal spiritual growth.

vii. Maintain consistent and reliable attendance.

viii. Run Kairos Instagram and Facebook.

ix. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.

x. Responsibilities of the Prayer Chaplain

xi. 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.

xii. Maintain the Prayer Chapel and publicize this ministry to the campus.

xiii. Serve as an active and contributing member of the Student Chaplain Team by attending weekly personal spiritual growth.
xiv. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.

c. Responsibilities of the Preaching Chaplain
   i. Preach regularly in Kairos chapels.
   ii. Serve as an active and contributing member of the Student Chaplain Team by attending weekly meetings and providing input and support.
   iii. Uphold the standards of the Community Covenant through living a life of integrity and modeling personal spiritual growth.
   iv. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.

d. Responsibilities of the Worship Chaplain
   i. 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.
   ii. Coordinate other worship-related Student Chaplain Team events as needed.
   iii. Serve as an active member of the Messiah Worship Community (including meeting regularly with the Minister of Worship).
   iv. Serve as an active and contributing member of the Student Chaplain Team by attending weekly meetings and providing input and support.
   v. Uphold the standards of the Community Covenant through living a life of integrity and modeling personal spiritual growth.
   vi. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.

e. Responsibilities of the Director of World Christian Fellowship
   i. Direct the planning and implementation of all World Christian Fellowship ministries and activities in cooperation with other leaders.
   ii. Provide leadership through close communication with advisor to determine the vision and direction for WCF both on campus and in our community.
   iii. 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.
   iv. Work with other groups on campus to build relationships through events held, joint partnerships, and other engagements.
   v. Provide leadership in facilitating WCF meetings and meet regularly with WCF coordinators.
   vi. Complete required reports for SGA and for the Agapé Center in a timely fashion.
vii. Oversee WCF Budget and work closely with Coordinators, Agapé Treasurer and SGA in terms of adequately funding the programs available through WCF. Meet regularly with Treasurer to ensure good communication about the budget.

viii. Act as student representative for WCF in public engagements, Agapé Center meetings and other meetings involving college administration as called upon to attend.

ix. 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.

x. Provide information for the Agapé 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.

xi. Prepare a written end-of-year report in the spring for the new Director of World Christian Fellowship and the outgoing Student Body President.

xii. Attend and provide assistance as requested by the Agapé 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.

xiii. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.

f. Responsibilities of the WCF Chapel Coordinator
   i. Organize and plan Salt & Light elective chapels.
   ii. Work with Directors in Agapé Center to decide direction for chapels and how to include multiple viewpoints.
   iii. Collaborate with both on and off-campus partners and organizations to bring in a diverse array of speakers and events.
   iv. Lead the worship team for chapels, recruiting members and organizing rehearsals.
   v. Help out with other events that WCF is putting on.
   vi. Attend regular weekly WCF Executive Council meetings.
   vii. Prepare a budget each semester for the following year.
   viii. Recruit and train a replacement in the fall for the following two semesters.
   ix. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.

g. Responsibilities of the WCF Mission Awareness Week Coordinator
   i. Facilitate Mission Awareness Week in the fall:
   ii. Set dates with Program Manager and College Ministries in spring.
   iii. Send “Save the Dates” to mission reps in spring.
iv. Invite mission representatives that Messiah College has an active partnership with to MAW.

v. Reserve location for tables (LSU) for the event and other rooms for alternate chapels.

vi. Work closely with MAW co-coordinator and MAW Committee to plan and execute Mission Awareness Week.

vii. Purchase gift cards for meal tickets, and organize on-campus accommodations for reps.

viii. Plan events throughout MAW for international gatherings, collaborating with MISP.

ix. Recruit a co-coordinator that will assist in the planning of MAW and will take over the following year.

x. Recruit and chair a MAW Committee that gives wide student representation (Collaboratory, Intercultural Office, etc) of 5-8 members who will be able to communicate with 2-3 reps/members.

xi. Collaborate with College Ministries to plan regular chapels during MAW.

xii. Prepare a budget each semester to include in the WCF budget (including supplies and costs for MAW).

xiii. Meet with supervisor and WCF Director regularly to ensure the success of the event.

xiv. Attend all WCF meetings.

xv. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.

h. Responsibilities of the WCF Publicity Coordinator

i. Organize the Canoe-a-thon in the fall semester, working with Bob Barrett and Adventure Programs to set up date:

ii. Work on prep, planning and training sessions prior to event.

iii. Work with necessary organizations on campus to publicize and plan the event.

iv. Work closely with Bob Barrett and Adventure Programs to ensure the event is safe, monitored and fun.

v. Assist with planning and organization of Mission Awareness Week (MAW).

vi. Organize the Ten Thousand Villages sale in the fall semester with Human Rights Awareness (HRA).

vii. Help to organize the 30-Hour Famine in the spring semester.

viii. Work with other coordinators in WCF to help publicize events (Salt & Light, MAW, etc.).

ix. Prepare a budget each semester to include in the WCF budget.

x. Attend regular weekly WCF Executive Council meetings.

xi. Recruit and train a replacement in the fall for the following two semesters.

xii. Attend leadership training and development sessions such as Leadership Summit and leadership chapels.
4. STUDENT ACTIVITIES BOARD  
   a. Responsibilities of the President of Student Activities Board  
      i. Oversee the planning and implementation of all Student Activities  
         Board services and activities.  
      ii. Represent the Student Activities Board before the Student Senate and  
          the College Administration.  
      iii. 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.  
      iv. Prepare a written end-of-year report in the spring for the new  
           President of Student Activities Board and the outgoing Student Body  
           President.  
      v. Attend leadership training and development sessions such as  
          Leadership Summit and leadership chapels.  

5. PULSE (Messiah College Media Hub) (amended by Governance Review Council  
   03/02/17)  
   a. Responsibilities of the Pulse Student Manager  
      i. Strategize with the Leadership team and the Faculty Advisor to develop  
         an overall vision and strategy for student media on campus.  
      ii. Work with the Faculty Advisor in coordinating student media  
          production.  
      iii. 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.  
      iv. 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.  
      v. Serve as the primary Pulse student liaison to the administration.  
      vi. 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.  
      vii. 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.  
      viii. Lead the effort to advertise for, interview and hire executive leadership  
          and team leadership.  
      ix. Assist editors of individual media teams in embodying a collective  
          vision in their areas of responsibility.  
      x. Work with the Faculty Advisor to assign students who take the media  
          lab for credit from the Communication Department to various media  
          teams.  
      xi. Act as representative to Student Senate, serve on SGA Leadership  
          Council, and attend Leadership Summits.
xii. Conduct End of Year Reports and participates in advanced planning for the Pulse.

xiii. Plan Pulse beginning of the year orientation and training of new officers.

b. Responsibilities of the Pulse Web Manager
   i. Serve on Pulse leadership board, attending managerial meetings and contributing ideas and offering feedback and criticism to Pulse projects and direction
   ii. Develop an integrated web for the Pulse
   iii. Develop and maintain a central website for the Pulse
   iv. 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.
   v. Post audio-visual content on website that will enhance and extend the content disseminated through other venues.
   vi. 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)
   vii. Keep website designer on track and serve as the primary liaison between designer and Pulse
   viii. Update information on website when necessary
   ix. Use WordPress to make edits to the website when necessary
   x. Continually look for new technology that the Pulse can develop and incorporate into new projects
   xi. Conduct end of the semester assessments of website with advisor and student director and complete a transition binder detailing information for incoming manager
   xii. In conjunction with faculty advisor and Business manager, read any contract that the Pulse signs relating to web.

c. Design Executive Manager
   i. Serve on Pulse leadership board, attending managerial meetings and contributing ideas and offering feedback and criticism to Pulse projects and direction
   ii. 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
   iii. Read/examine print newspapers and magazines regularly for layout ideas and new ways of presenting information
   iv. Set up consistent feedback system for Pulse staff to evaluate work and offer suggestions
   v. 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
vi. Decide on a yearbook publisher and aid in the signing of a yearly yearbook contract.

vii. Gather photos in collaboration with the Pulse Audio/Visual team and other campus organizations for insertion in the yearbook.

viii. In collaboration with the Business team, solicit the sale of yearbook advertisements.

ix. Lead the yearbook design effort, creating schedules and ladders to submit pages according to the contract signed with the publisher.

x. Recruit and manage volunteer graphics team that creates material for print version of newspaper and yearbook.

d. Design Manager
   i. 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.
   ii. Read/examine print newspapers and magazines regularly for layout ideas and new ways of presenting information.
   iii. Set up consistent feedback system for Pulse staff to evaluate work and offer suggestions.
   iv. 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.
   v. Design and layout newspaper, creating an excellent product as determined by Pulse Editor-in-Chief, Pulse Student Manager and Design Team.
   vi. Direct Design team and assign work among manager and assistants.
   vii. Set up consistent feedback system for Pulse staff to evaluate work and offer suggestions.
   viii. Communicate to the Audio/Visual manager the issue’s photo needs.
   ix. Aid in recruiting a volunteer design team.
   x. 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.

e. Responsibilities of the Pulse Design Assistant
   i. 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.
   ii. Read/examine print newspapers, magazines, and photography resources regularly for layout and photography ideas and new ways of presenting information.
iii. 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.

iv. Design and layout newspaper, creating an excellent product as determined by Pulse Editor-in-Chief, Pulse Student Manager and Design Team

v. Work with Audio-Visual Manager to occasionally assist in shooting events and collaborating on various projects

vi. Report to Design Manager and Audio-Visual Manager for other responsibilities

f. Responsibilities of the Pulse Editor-in-Chief

i. Serve on Pulse leadership board, attending managerial meetings and contributing ideas and offering feedback and criticism to Pulse projects and direction

ii. 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

iii. Promote content on appropriate social media sites when applicable

iv. Organize and supervise all article writers, communicating story ideas to them and offering feedback with regard to article content and style

v. Support section editors in handling any questions, problems, conflict, confusion, etc.

vi. Author and/or co-author articles as able

vii. Recruit writers throughout the school year and plan appropriate professional development when necessary

viii. Work with Business Team to establish budget for organization, draw up printing contract with local printer and read relevant contracts

ix. Coordinate newspaper distribution on printing days; responsible for ensuring all newspapers are distributed

x. In consultation with advisor, make decisions regarding potentially inflammable or controversial article, letter, or opinion piece,

xi. Maintain and upkeep newspaper archive

xii. Conduct end of the semester assessments of the newspaper with advisor and student director and complete a transition binder detailing information for incoming editor


g. Responsibilities of the Pulse Culture Editor

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

ii. 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
iii. 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

iv. Follow four to five student media sites closely for alternative ideas and methods to tell stories and utilize them

v. Copyedit stories when directed by Editor-in-Chief

vi. Gather appropriate images for section; send to layout email/DropBox/server

vii. Serve as resource for writers when needed

viii. Help distribute copies of newspaper on distribution day

ix. Write liner cards for the PulseFM radio station, summarizing key articles after each issue of The Swinging Bridge is published.

x. Record aforementioned liner cards for re-usable audio files to be played on the PulseFM radio station.

xi. 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.

h. Responsibilities of the Pulse Online New Editor

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

ii. Talk regularly to members of the college administration including Student Affairs, Residence Life, Dining Services, Facilities, Operations, ITS, the Agapé 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

iii. Follow four to five student media sites closely for alternative ideas and methods to tell stories and utilize them

iv. Copyedit stories when directed by Editor-in-Chief

v. Gather appropriate images for section; send to layout via email/DropBox/server

vi. Serve as resource for writers when needed

vii. Help distribute copies of newspaper on distribution day

viii. Write liner cards for the PulseFM radio station, summarizing key articles after each issue of The Swinging Bridge is published.

ix. Record aforementioned liner cards for re-usable audio files to be played on the PulseFM radio station.

x. 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.

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

ii. Work with Audio/Visual team to ensure that “mug shots” are taken of each writer and available on Pulse drive for Design team

iii. Generate ideas for appropriate graphics that can be used to creatively convey opinions and assign them to members of Design team or graphics volunteers

iv. In conjunction with editor-in-chief/student director write staff editorials, providing Pulse perspective on relevant issues

v. 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

vi. Copyedit stories when directed by Editor-in-Chief

vii. Gather appropriate images for section; send to layout via email and/or website.

viii. Serve as resource for writers when needed

ix. Help distribute copies of newspaper on distribution day.

x. Write liner cards for the PulseFM radio station, summarizing key articles after each issue of The Swinging Bridge is published.

xi. Record aforementioned liner cards for re-usable audio files to be played on the PulseFM radio station.

xii. 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.

j. Responsibilities of the Pulse Business Manager

i. Serve on Pulse leadership board, attending managerial meetings and contributing ideas and offering feedback and criticism to Pulse projects and direction

ii. Develop a business strategy for raising funds across the various media platforms.

iii. Communicate with potential advertisers to understand their needs and offer information about potential advertising through the media lab.

iv. Develop sales packages for ads across the various platforms and the web to maximize revenue.

v. Solicit ads from various clients and organizations (on and off campus)

vi. Collect payment from advertisers and send proof of advertisements to them

vii. Work with executive leadership board to place ads appropriately and in a timely fashion.

viii. Work with the Development Office to insure that advertising sales are in accordance with college protocols and planning

ix. In consultation with the Faculty Advisor, student director and SGA, create and manage the Pulse Budget as a whole
x. Insure the equitable distribution of revenues generated through advertising packages.

xi. Assign duties to the Business Team Assistant and to student volunteers to ensure the successful generation of revenue.

xii. As required, work with the Faculty Advisor and others to produce grant proposals that will enhance student media on campus.

xiii. In conjunction with faculty advisor and appropriate manager, read any contract that the Pulse signs

xiv. Conduct end of the semester assessments of the newspaper with advisor and student director and complete a transition binder detailing information for incoming editor

xv. 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.

xvi. 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.

xvii. Assist managers with advertising for the projects they need pushed to the student body.

k. Responsibilities of the Pulse Business Assistant

i. Work with the Business Manager to develop a business strategy for raising funds across the various media platforms.

ii. Communicate with potential advertisers to understand their needs and offer information about potential advertising through the media lab.

iii. Learn Creative Suites’ Adobe Photoshop, Illustrator and InDesign to work with Design team to create print ads for businesses

iv. Learn radio station recording to work with Station team to create radio ads for businesses

v. Develop sales packages for ads across the various platforms and the web to maximize revenue.

vi. Solicit ads from various clients and organizations (on and off campus)

vii. Assist with collecting payment from advertisers and sending proof of advertisements to them

viii. Report to Business Manager for other responsibilities

ix. 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

x. Analyze the results of monitoring to successfully determine market segments and work with the editor in chief for enhanced production in the newspaper

l. Responsibilities of the Pulse Audio-Visual Manager

i. Serve on Pulse leadership board, attending managerial meetings and contributing ideas and offering feedback and criticism to Pulse projects and direction
ii. 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

iii. Strategize with student director to grow video use in media productions

iv. 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

v. Responsible for any final editing and retouching of photos before final submission to Design team

vi. Ultimately responsible to ensure that the necessary photos are captured and submitted for publication

vii. Possesses strong management, organizational and communication skills, in addition to creative and technical skills in the area of photography

viii. Knowledgeable of file formats and resolution

ix. Maintains online inventory of electronics the Pulse owns and to whom they are currently distributed (iPads, cameras, recorders etc)

x. Shoots events not covered by Audio/Visual Assistant and volunteer staff

xi. 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

xii. In conjunction with faculty advisor and appropriate manager, read any contract that the Pulse signs pertaining to field

m. Responsibilities of the Pulse Audio-Visual Assistant

i. Assist with maintaining photo inventory (either online or on server) of all pictures taken during the school year

ii. Responsible for any final editing and retouching of photos before final submission to Design team

iii. Keeps a record of which staff photographer shot which photos in order to give proper credit

iv. Knowledgeable of file formats and resolution

v. Assists with maintaining online inventory of electronics the Pulse owns and to whom they are currently distributed (iPads, cameras, recorders etc)

vi. Shoots events as delegated by Audio/Visual Manager

n. Responsibilities of the Pulse Student Life Editor

i. Lead a team of practicum students, communicating with about breaking news stories and offering guidance about individuals to talk to

ii. Publish a newspaper story, and/or radio or video report for major events, (noteworthy speakers or bands and crisis) within 24 hours of it
iii. In the event of a crisis that affects internet coverage, this individual will be responsible for disseminating that message through the radio station.

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

v. Talk regularly to members of the college administration including Student Affairs, Residence Life, Dining Services, Facilities, Operations, ITS, the Agapé 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.

vi. Follow four to five student media sites closely for alternative ideas and methods to tell stories and utilize them.

vii. Copyedit stories when directed by Editor-in-Chief.

viii. Gather appropriate images for section; send to layout via email/DropBox/server.

ix. Serve as resource for writers when needed.

x. Help distribute copies of newspaper on distribution day.

xi. Write liner cards for the PulseFM radio station, summarizing key articles after each issue of The Swinging Bridge is published.

xii. Record aforementioned liner cards for re-usable audio files to be played on the PulseFM radio station.

xiii. 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.

Responsibilities of the Pulse Sports Editor

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

ii. Be familiar with the Messiah sports: players, roster changes, schedules, sports jargon, team history, etc.

iii. Consult regularly with Messiah College Sports Assistant Director of Public Relations for story ideas and to make contacts with coaches.

iv. Recruit and maintain a staff of writers who will follow guidelines and deadlines laid out for them.

v. Gather appropriate images for section; send to layout via email/DropBox/server.

vi. Help distribute copies of newspaper on distribution day.

vii. Write liner cards for the PulseFM radio station, summarizing key articles after each issue of The Swinging Bridge is published.

viii. Record aforementioned liner cards for re-usable audio files to be played on the PulseFM radio station.
ix. 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.

p. Responsibilities of the Pulse Social Media Manager

i. Serve on Pulse leadership board, attending managerial meetings and contributing ideas and offering feedback and criticism to Pulse projects and direction.

ii. 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.

iii. 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).

iv. Keep staff up-to-date on website activity, article comments, and possible leads from comments, etc.

v. Correct incorrect information on social media sites and website.

vi. Continually look for new technology that the Pulse can develop and incorporate into new projects.

vii. 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.

viii. In conjunction with faculty advisor and Business manager, read any contract that the Pulse signs relating to social media.

ix. Frequently utilize Google Analytics to examine social media reach and progress throughout the year.

x. Meet regularly with the Web Manager to facilitate fluid communication and collaboration while creating strategies for the maximization of the Pulse’s web presence.

q. Responsibilities of the Pulse Web Manager

i. Serve on Pulse leadership board, attending managerial meetings and contributing ideas and offering feedback and criticism to Pulse projects and direction.

ii. Post audiovisual content on website that will enhance and extend the content disseminated through other venues.

iii. 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).

iv. Keep staff up-to-date on website activity, article comments, possible leads from comments, etc.

v. Correct incorrect information on social media sites and website.
vi. Continually look for new technology that the Pulse can develop and incorporate into new projects
vii. 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.
viii. In conjunction with faculty advisor and Business manager, read any contract that the Pulse signs relating to social media

r. Responsibilities of the Pulse Radio Manager
   i. Serve on Pulse leadership board, attending managerial meetings and contributing ideas and offering feedback and criticism to Pulse projects and direction
   ii. Insure the on-air presence of WVMM through monitoring of the station and intervention when necessary
   iii. Create an on and off campus promotion strategy to raise awareness of the station and its programming to larger community
   iv. Manage DJs: arrange schedule, create and enforce contract, and train new DJs, etc.
   v. Create liner cards and ensure that they are up to date.
   vi. Collect and store all Program Logs and collect and give to faculty advisor
   vii. Keep track of music inventory
   viii. Update and manage content for appropriate social media accounts
   ix. Contact Messiah’s club/organization leaders regarding WVMM providing music for their events (organize and lead remote broadcasts)
x. Stay in contact with other Messiah organizations who wish to have WVMM at their events and plan the schedule
xi. Update contracts to keep WVMM played in the Union and Lottie.
xii. Advertise current giveaways (which can include concert tickets, CDs, campus merchandise, etc.) and arrange for DJs to raffle off the prizes.
xiii. Make sure request for ad placement (emails that are sent to the WVMM email account) get forwarded to the appropriate business people.
xiv. Work with Business team to create advertisements for clients as necessary
xv. In conjunction with faculty advisor and Business manager, read any contract pertaining to the radio station that the Pulse signs
xvi. 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

s. Responsibilities of the Pulse Radio Assistant Manager
   i. Download and load shows, public service announcements (PSAs) and music to play on the automation throughout the week
   ii. Work with station team to develop goals and vision for campus radio station
iii. 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
iv. Fill in for station manager at meetings and events when necessary
v. Ensure that Pulse radio page is updated and accurate; keep Twitter account updated
vi. Follow 3-5 other student radio stations, looking for fresh, new ways to engage the audience and add to radio experience
vii. Arrange and give station tours when necessary
viii. Work on marketing and branding station outside of Messiah as directed by the station manager
ix. Work with Business team to create advertisements for clients as necessary
t. Responsibilities of the Pulse Station Music Director
   i. Oversee Music productions for the radio station
   ii. Work with station team to develop goals and vision for campus radio station
   iii. Review and update music library in accordance with station standards
   iv. 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
   v. Return record company phone calls and emails
   vi. Update automation with playlist CDs
   vii. Maintain library of recorded programming to fill air time as necessary.
   viii. Troubleshoot technical problems
   ix. Work with Station Manager to create and build station musical format
   x. Recruit bands for Live In The Yellow Room and manage the various aspects of Live In The Yellow Room.
u. Responsibilities of the Assistant Student Director
   i. Act as the primary liaison between the Student Director and The Pulse team.
   ii. Follow up with Pulse team members.
   iii. Organize and delegate staff, giveaways, decorations and card swipes for all recruitment (DJs & volunteer) and promotional fairs
   iv. Organize volunteer DJs and writers; get ID numbers and other relevant information
   v. Oversees production of the magazine, which includes timeline, Swinging Bridge Magazine weekly meetings (design, editorial and audio-visual teams), distribution, liaison between Student Director and SBM team (staying within the vision), internal point contact and overall functionality of the product.
   vi. Collect all passwords of The Pulse entities including social media, g-mail, website logins and etcetera at the end of each semester. Update as needed.
vii. Ensure that individuals are keeping office space clean
viii. Oversee office hour schedule, operations and act as primary contact for when staff members cannot make their office hour.
ix. Restock break room and office supplies when needed
x. Primary contact for Admissions Office and the Co-Chair of Communication department to organize Pulse office and radio station tours.
xi. Primary contact for Admissions Office regarding Open House days.
xii. Organize poster distribution and organize and update bulletin boards as necessary
xiii. Establish point contacts for ITS and College Press at the beginning of each semester
xiv. Take notes at all Manager meetings, send full meeting notes to all managers and send meeting highlights to all staff each week
xv. Inform, organize, check-in and collect all Transition Binders from staff at the end of each semester
xvi. Oversee and organize Pulse internal staff events
xvii. Act as the secondary representative for Student Government Association’s Student Senate when Student Director cannot attend.
xviii. Meets weekly and on an as need basis with Student Director.
xix. Report to Pulse Student Director for other responsibilities as assigned

Organization-wide Expectations
i. Attend Pulse orientation at the end of the summer
ii. Recruit actively throughout the year both for volunteer and paid staff, working at promotional fairs and hanging posters for events when necessary
iii. Keep work space organized

6. EYAS [amended by Governance Review Council 02/16/2017]
   a. Responsibilities of the Senior Class Representative
      i. Act as Eyas liaison to SGA
      ii. Work at recruitment and selection of new Senior Eyas members
      iii. Provide membership and Basecamp training for new Senior members
      iv. Meet with other presidents weekly to review agenda items
      v. Give leadership to “Last First”, Senior Powderpuff, Homecoming White-Out March, Eggstravaganza, and We Heart Messiah Week
      vi. Lead “team building” exercise at Eyas meetings (on a rotational basis)
      vii. Meet monthly with advisor to debrief on Senior Class Experience
      viii. Assist in organizing class meetings and class events
      ix. Fulfill role as a liaison between alumni and Senior students
      x. Speak at Senior class events
      xi. All general member duties apply
   b. Responsibilities of the Junior Class Representative
      i. Act as Eyas liaison to Junior Class Experience
      ii. Work at recruitment and selection of new Junior Eyas members
iii. Provide membership and Basecamp training for new Junior members
iv. Meet with other presidents weekly to review agenda items
v. Give leadership to “Two S'more Years”, Junior Powderpuff, Mocktails, 
   Eyas Basketball White-out, Eggstravaganza, and We Heart Messiah 
   Week
vi. Lead “team building” exercise at Eyas meetings (on a rotational basis)
vii. Meet monthly with advisor to debrief on Junior Class Experience
viii. Assist in organizing class meetings and class events
ix. Fulfill role as a liaison between alumni and Junior students
x. Speak at Junior class events
xi. All general member duties apply
xii. Work at recruitment

**AUXILIARY POSITIONS**

I. Responsibilities of the Student Review Board Executive Secretary
   a. Provide clerical support and assistance to the Chairman of Student Review 
      Board.
   b. Record, distribute, and post minutes from meetings of the Student Review 
      Board as needed.
   c. Assist the Vice President of Communication 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 & 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: PERFORMANCE EVALUATION OF STUDENT ORGANIZATIONS (adopted spring 2018)

CONTEXT & PURPOSE
In accordance with SGA’s commitments described in Sections 2.1–2.2, having a system to clearly, effectively and equally evaluate organizations throughout the year is key. Currently we do not have a system that is robust in which we set goals and evaluate organizations on specific criteria. While we have a diverse set of organizations, we feel having a system to be able to evaluate organizations not only when it comes to budgeting decisions but also to allow organizations to be the best they can be for our students.

Having specific areas for evaluation and required check-ins throughout the system will help set a focus and outlook for each organization based on their needs. Also, this system will help motivate organizations to want to do well on their evaluation.

This evaluation will be used in budgeting decisions, consideration for moving through our organization tiers and for future organization members to see concrete progress. The purpose of the Evaluation is not to be the only factor in these decisions, but rather a guide to help both SGA and the organization be accountable and reliable for the expectations, goals and guidelines set forth.

REQUIREMENTS & PROCESS
1. Timetable
   a. SGA Vice President of Organizations will go over Performance Evaluations expectations, rubric and implications during the Finance & Organizations Workshop each Semester.
   b. Chartered and Executive organizations will be required to have three (3) meetings during the academic year for progress checks: (1) First meeting during fall budget meeting, (2) Second meeting during spring budget meeting, (3) third meeting by mid-April with current and future leadership.
   c. Recognized organizations may choose to allow a similar evaluation to occur, which while not required, may be taken into future consideration around renewal and promotion of the organization.

2. Expectations
   a. SGA Vice President of Organizations will send out rubric to all organization leaders prior to each meeting to allow time for review.
   b. Organization leadership should come to the meeting prepared with one or two goals, themes, outcomes, events that will be tracked throughout the semester.
   c. SGA Vice President of Organizations will send out completed rubric from past meeting prior to next meeting to allow time for review and comments.

3. Categories
   a. Fiscal Responsibility
i. Requests an appropriate amount of funds at the start of each semester.
ii. Uses funds according to Governance Manual and effectively.
iii. Good communication with Sheryl and VP of Finance regarding any questions or changes pertaining to finances.
iv. Submit budget, reconciliation, reimbursements, and advances in a timely, complete, and accurate manner.

b. Communication
i. Respond in a timely manner to SGA’s correspondence, both written and in person, regarding budgeting, performance, reports, document requests, etc.
ii. Reach out to SGA to inform about any significant changes in finances, organization, planned activities, etc. as soon as possible.

c. Campus Engagement/Involvement
i. Engage student body, involving students both broadly and deeply.
ii. Strive for increased participation each semester, both at events and meetings, if applicable.
iii. Maintain monthly minimum events and/or meetings.
iv. Cultivate a sense of community both in leadership and membership.

d. Attendance / Participation
i. Actively participate in all SGA required meetings, Senate meetings, Involvement Fair, etc.

4. Grading Criteria
a. Each organization will be evaluated by the SGA Vice President of Finance, Vice President of Organizations and / or SGA Executive Cabinet
b. There will be 4 possible “Grades” within each category
i. Unsatisfactory
ii. Needs Improvement
iii. Satisfactory
iv. Superior

5. The Effects of Performance Evaluations
a. Performance Evaluations will be a factor in determining each organization's budget, renewal status, promotion or demotion of each organization as seen fit by the Vice President of Organizations, Vice President of Finance, Finance & Organizations Committee and / or SGA Executive Cabinet.