

Executive Board By-Laws

of the Washington College Student Government Association

Preface

The following document is the Executive Board By-Laws, containing a complete description of the duties of the Executive and Review Board members. This document is to serve as an addendum to the Student Government Association Constitution and Bylaws, and can be amended by a 4/5th vote of the Review Board, unless said amendment would contradict the Constitution or By-laws.

I. Duties of All Members

- A. The members of the Executive Board of the Student Government Association shall be responsible to carry out all duties that follow:
 1. Each member is required to attend each weekly Executive Board meeting.
 - a) Each member cannot miss more than three per semester.
 - b) After the fourth absence, the Review Board reserves the right to hold a hearing to dismiss the individual.
 - c) Complete monthly timesheets.
 - d) Submit board reports at the discretion of the Vice President.
 2. Each member is required to attend all Senate meetings.
 - a) With exceptions applied when necessary.
 - b) Honor Board Chair is also exempt.
 3. Each member is required to record and maintain a resource binder, which shall consist of the following:
 - a) An electronic copy of the resource binder;
 - b) All event analysis forms pertaining to that position;
 - c) All position references and contact information;
 - d) A copy of the Student Government Association Constitution, bylaws and Executive Board bylaws;
 - e) A list of initiatives and guidelines/tips for successor;
 4. Failure to follow and submit the above will result in an internal review process investigation.
- B. Each member with a committee in the Senate must hold at least one committee meeting per week.

- C. Each member must hold a minimum of two training meetings with their successor.
- D. Attend either iServe or Casey Time, as well as two additional events hosted by fellow Executive Board members.

II. **The President and the Vice President**

- A. The President shall be the Chief Executive officer of the Student Government Association. The President shall:
 - 1. Serve as chair of the Executive Board and shall only vote in the event of a tie.
 - 2. Serve as a member of the Review Board.
 - 3. Meet weekly with the Vice President.
 - 4. Meet weekly with the Dean of Student Affairs and the Director of Student Engagement.
 - 5. Meet monthly with the Washington College President.
 - 6. Set and publicize goals/initiatives of the Student Government Association for each academic year.
 - 7. Serve as a member on the Student Affairs Committee.
 - 8. Appoint student delegates to standing committees by affirmation of the Executive Board by May 1st for the upcoming year.
 - 9. Hold one training retreat for all new Executive Board and Review Board members per year.
 - 10. Meet biweekly with Staff and Faculty Advisor.
 - 11. Attend all Alumni Board meetings.
 - 12. Give a report on the State of the Student Body to the Board of Visitors of Governors twice a semester.
 - 13. Organize a campus wide town hall once a semester, inviting various administrators based on current issues facing the college.
 - a) Organize additional town halls as needed.
- B. The Vice President shall act as the Chief Operating Officer for the Student Government Association. The Vice President shall:
 - 1. Meet weekly with the President and make a report of all pertinent information.
 - 2. Meet as needed with individual Secretaries and the Director of Communications and Office Management.
 - 3. Serve as Co-advisor of the Organizations Committee.

4. Serve as the administrator of campus groups, formerly known as Presence, and hold training sessions throughout the year for clubs and students.
5. Compile SGA executive board member reports to be shared prior to executive board meetings for efficiency.
6. Plan Club Fair.
7. Meet with the Director of Communications and Marketing to update club websites as needed.

III. **Review Board Members**

A. The Financial Controller shall be the principal executive of the student activities funds and shall have the power to distribute funds as the Senate prescribes. The Financial Controller shall act as the Chief Financial Officer of the Student Government Association and must advocate fundraising and efficient budgeting.

The Financial Controller shall:

1. Meet biweekly with the President.
2. Meet biweekly with the Vice President.
 - a) This is to track club finances and statuses.
3. Meet weekly with the Budget Committee.
4. Meet biweekly with the Business Office Staff.
5. Meet once per semester with the Vice President of Finance and Administration.
6. Attend all Budget meetings with Clubs and Organizations.
7. Compile and report final figures of Student Government Association budget determined by the Budget Committee and bring it forth to the Executive Board, prior to Senate approval.
8. Hold a budget workshop prior to budget week each semester.
9. Work with the Budget Committee to amend and enforce Budget Guidelines.
10. Process all club reimbursements and reallocations.

B. The Parliamentarian shall serve as the Chair of the Review Board and must maintain and interpret this Constitution. The Parliamentarian shall:

1. Serve as Chair of the Review Board.
2. Co-advise the Constitutional Review Committee.
3. Update the Constitution and Bylaws after each Amendment.
4. Facilitate all Executive and Review Board applications.
 - a) All applications must be distributed one business week prior to the deadline.

- b) Coordinate and organize all interviews with the Review Board.
 - c) The Parliamentarian reserves the right, along with the Review Board, to hire the new Parliamentarian, Honor Board Chair, and Financial Controller.
5. Utilize JobX and work with the Assistant Director for Campus Student Employment to hire all Executive and Review Board members.
 6. The Parliamentarian's successor, along with the newly appointed Review Board, reserves the right to appoint the new secretary positions.
 7. Facilitate all Executive Board Elections; in doing so the Parliamentarian shall:
 - a) Distribute all petitions one business week prior to the deadline.
 - b) Hold an election regulations meeting with candidates.
 - c) Organize and publicize a candidate mixer and/or presidential debate prior to election that includes a faculty moderator.
 8. Direct the Constitutional Review Committee in efforts and actions to improve the Constitution.
 9. Hold Review Board meetings weekly.
 10. Meet biweekly with the Student Government President.
 11. Utilize amendment and resolution templates when drafting legislation, keeping detailed record of all proposed and passed legislation.
 12. Transition class officers and make them aware of their responsibilities within two weeks of the election.
 13. Compile all club constitutions.
 14. Recruit Senators at the beginning of each semester, making petitions available for at least two weeks.

C. The Honor Board Chair shall:

1. Preside over Honor Board hearings, but shall not hold a vote in said hearings.
2. Serve as the liaison between the Honor Board and the Office of Student Affairs, Provost's Office, receiving referrals, and working to schedule hearings.
3. Be responsible for the notification of the appointment of Honor Board members.
4. Attend a weekly conduct meeting with the Faculty Vice-Chair and Associate Vice President for Student Affairs.
5. Serve as a voting member of the Review Board.
6. Be responsible for the notifying panelists of upcoming hearings at least 5 days in advance.

7. Serves as the primary investigating party in event of office conflicts, violations of SGA and Washington College policies, and violations of Maryland and federal statutes. (Please add this to the president's bylaws but add secondary investigating party and not primary)
8. Schedule and lead the review group meeting with student panelists at least twice a month.
9. Count and confirm votes during elections with the Parliamentarian.

D. The Speaker of the Senate shall organize and run all Senate meetings. The Speaker of the Senate shall:

1. Schedule and Announce all Senatorial meetings.
2. Hold at least one Senatorial Procedure workshop at a Senate meeting during each semester.
3. Compile and distribute all pertinent budget and legislative materials to all Senators twenty-four hours prior to each Senate meeting.
4. Serve as the co-chair of the Organizations Committee.
5. Serve as the co-chair of the Constitutional Review Committee.
6. Meet biweekly with the Student Government President.
7. Serve as a member of the Review Board.
8. Meet as needed with the Faculty Advisor.
9. Recruit Senators at the beginning of each semester, making petitions available for at least two weeks.
10. Invite speakers, administrators, and students to the Senate as needed.

IV. **The Director of Communications and Marketing and the Secretaries**

A. The Director of Communications and Marketing shall keep record of all Senate meetings and carry out all secretarial responsibilities, as well as be responsible for maintenance of all public communications for the SGA. The Director of Communications and Office Management shall:

1. Clean the Student Government office once per week.
2. Keep inventory and order all needed office supplies.
3. Complete and manage all printing requests.
4. Report any technical issues to OIT as need apply.
5. Take minutes at all Executive Board meetings.
6. Take minutes at all Senate meetings.
7. Maintain all social networking for the SGA.
 - a) This includes, but is not limited to, Facebook, Twitter, and Instagram.

8. Maintain and update the SGA website.
9. Assist the Executive Board in task preparation.
10. Assist the President at any meetings upon request.
11. Report to the Vice President.

B. The Secretary of Academics shall:

1. Attend all faculty meetings.
2. Stand on the College Advancement's Curriculum Committee as the student representative.
3. Stand on the Academic Standing and Advising Committee as one of the student representatives.
4. Stand on Academic Resources Committee as the student representative.
5. Meet as needed with the Associate Provost for Academic Services.
6. Meet as needed with the Director of Career Center.
7. Meet as needed with the Director of Quantitative Skills Center / Writing Center.
8. Meet as needed with the Director of the Office of Academic Skills.
9. Meet as needed with the Office of Information Technology.
10. Meet as needed with Dean of Library and Academic Technology.
11. Compile a state of the majors once every three years.
12. Must solicit faculty input while compiling this report.
13. Report to the Vice President.

C. The Secretary of Student Life shall:

1. Meet as needed with the Director of Dining Services.
2. Meet as needed with the Director of Public Safety.
3. Meet as needed with the Director of Health Services.
4. Meet as needed with the Director of Buildings and Grounds.
5. Meet as needed with the Director of Student Engagement.
6. Maintain relationship with IFC and Panhellenic Council.
7. Maintain relationship with Lifetime Fitness Center and Director of Athletics.
8. Maintain relationship with SEB President.
9. Stand on or delegate student representatives to the Residential Life Committee.
10. Stand on or delegate student representatives to the Transportation Task Force.
11. Stand on or delegate student representatives to the Safety Committee.
12. Lead and organize pride/spirit initiatives on campus.

13. Voice all student concerns/complaints.
14. Report to the Vice President.

D. The Secretary of Environment shall:

1. Meet as needed with Buildings and Grounds.
2. Meet as needed with Residential Life.
3. Meet as needed with the Director of the Center of Environment and Society.
4. Meet as needed with the Student Environmental Alliance.
5. Meet as needed with the Office of Sustainability.
6. Expand on at least one major initiative for the year in correspondence with the Executive Committee.
7. Manage Bikeshare in conjunction with the Office of Student Engagement.
8. Stand on or appoint a student representative to the Chestertown Environmental Committee.
9. Report to the Vice President.

E. The Secretary of Service and Community Relations shall:

1. Attend all Service Council meetings and serve as chair.
2. Meet as needed with the:
 - a) Director of Student Engagement;
 - b) Mayor of Chestertown;
 - c) President of the Downtown Chestertown Association;
 - d) Town Manager, Town Council;
 - e) Police Chief;
 - f) Other community representatives.
3. Encourage local, student-friendly business practices.
4. Hold Casey Time in the Spring and I Serve in the Fall.
5. Head, organize, and coordinate Service Committee and student body involvement in the Halloween Parade and Harry Potter Festival.
6. Create and maintain a Service Catalog containing all student-oriented service organizations for Washington College and community access.
7. Stand as student representative on Hunger and Homelessness Committee.
8. Report to the Vice President.

F. The Secretary of Diversity and Inclusion shall:

1. Meet biweekly with the Director of Intercultural Affairs.

2. Hold a monthly meeting with all club Presidents of the Diversity Council to discuss/collaborate on diversity initiatives and issues pertaining to diversity on campus.
3. Address campus climate and offer an outlet for students to voice concerns.
4. Meet as needed and collaborate with the Director of Global Education Office.
5. Attend and participate in the following faculty committees: International Education Committee and Diversity Committee.
6. Report to the Vice President.