Constitution of the Student Government of Rochester College

PREAMBLE

We, the students of Rochester College, in order to create a representative student government which will promote loyalty to our college, uphold Christian principals upon which the college was founded, encourage participation in student and college activities, to help in providing quality services and activities for the student body, and promote a good relationship between students and with faculty and administration, do hereby establish this constitution of the Student Government of Rochester College.

Article I
Name

The name of this organization will be the Student Government of Rochester College, often referred to as SG.

Article II
Membership

The Student Government will consist of an Executive Cabinet, a Student Senate, an Activities Council, a Public Relations Committee, and a Finance Board.

Section 1: The Executive Cabinet consists of the Student Body President, Vice President of Student Activities, Vice President for Community Life, Vice President for Public Relations and Vice President for Finance/ Fundraising and the Chairperson of the Senate. The Assistant Dean of Student Development serves as the staff/ faculty advisor.

Section 2: The Student Senate consists of the Chairperson of the Senate and representatives from selected areas within the campus community. In each representative area the number of senators elected or appointed shall be one for every fifty students to the nearest fifty with each representative area having at least one senator. The representative areas of the student population. Executive Cabinet based on interviews shall appoint senators. Open positions (those not filled in April of the previous year) will be publicized to the general population at the beginning of each fall semester and appointments will be made accordingly. The chairperson and the secretary of the senate will be chosen from among the senators. They will be appointed by the executive cabinet pending the approval of the senate. The Assistant Dean of Students will serve as an advisor.

Section 3: The Activities Council will consist of a Vice President of Student Activities; Residential Life, Social Clubs, a Secretary, Assistant Dean of Students, and Events Coordinator serves as staff/faculty advisor, and appointed senators.
Section 4: The Homecoming/Alumni Relations Committee consist of a Vice President for Public Relations, a Secretary for the Homecoming Committee, Alumni Director, and the Assistant Dean of Students.

Section 5: The Public Relations Committee consists of a Vice President for Public Relations, a Secretary, the Assistant Dean of Students, and appointed senators.

Section 6: The Finance Board consists of a Vice President for Finance & Fundraising, social club treasurers, student organization treasurers, and a representative from the Business Department will serve as the staff/faculty advisor, Assistant Dean of Students, and appointed senators.

Article III
The General Purpose of SG

Section I: The purposes of the SG are as follows:

1. To serve the needs of the students by representing the students to the administration.
2. To serve the needs of the institution by representing the administration to the students.
3. To serve the needs of Christian education by assisting the college in reaching its goals and objectives.
4. To serve Christ and mankind by exhibiting and promoting the ideals of the college in developing Christian character and unity among all in the college community; students, faculty, staff, administration, alumni, and friends.
5. To build a bridge between community and school.

Article IV
Specific Responsibilities of SG Members

Section I: Responsibilities of the President of the Student Body:

1. To implement and uphold the provisions of this constitution.
2. To serve in transitional status from date of the spring election to the last day of spring semester at which time he or she assumes full responsibility for the Rochester College Student Government.
3. While in transitional period to submit proposed annual SG budget to the Assistant Dean of Students and then to Senate for approval at least two weeks prior to spring semester end.
4. To fulfill his or her duties to the Executive Cabinet (see Article IV section 2).
5. To form ad hoc committees as deemed necessary to further the effectiveness of the Rochester College SG and better meet the needs of the Rochester College Student Body.
6. To be accountable to the Student Senate for the administrative of the SG.
7. To introduce any new legislation to Student Senate for action.
8. To implement any approved legislation of the Student Senate.
9. To adhere to constitutional amendments imposed by Student Senate.
10. To sign or veto legislation of the Student Senate within five days of its passage. All vetoes require written explanation delivered to Student Senate Chairmen. The Senate may override veto with a two-thirds vote.
11. To be responsible for the effective administration of the Student Activities Council, the Homecoming/Alumni Relations Committee, the Public Relations Committee, and the Finance Board.
12. To perform all official duties and protocol inherent in the Office of the President of the Student Body.

Section 2: Duties of the President of the Student Body

1. To schedule weekly meetings when classes are in session.
2. To provide a typed agenda for each meeting. All agenda items should be submitted prior to meeting.
3. To preside over each Executive Cabinet meeting.
4. To provide Cabinet members and advisor with minutes to each meeting in a timely manner by way of secretary.
5. To meet with each Vice President individually monthly.
6. To meet with school president twice a year.
7. To serve as student liaison at Board of Trustee meetings.
8. Two office hours per week.

Section 3: Responsibilities and Duties of the Executive Cabinet

1. To meet weekly when classes are in session.
2. To coordinate policy within the Executive Cabinet and among the varied standing committees and any ad hoc committees.
3. To abide by all constitutional and legislative interpretations set forth by the Student Development Office.
4. To approve and recommend the proposed SG budget.
5. To initiate any impeachment proceedings as outlined in Article IX page 11.
6. To nominate and recommend potential appointees for all positions open on standing councils and committees.
7. To advise the President of the Student Body on all matters concerning the different areas of the Rochester College SG.
8. Two office hours per week.
Section 4: Responsibilities and Duties of the Chairperson of the Senate

1. To serve in transitional status from date of the spring election to the last day of spring semester at which time he or she assumes full responsibility for the Rochester College Student Government.
2. To implement and uphold the provisions of this constitution in the areas for which he or she is responsible.
3. To attend all meetings of the Executive Cabinet.
4. To schedule and preside over every Student Senate meeting.
5. To provide typed agenda for each meeting to each Senator, Executive Cabinet and advisor prior to scheduled meeting.
6. To insure typed minutes are provided to each senator, the Executive Cabinet and the advisor no less than two days after scheduled meeting from secretary.
7. To appoint senators to selected committees and councils.
8. To represent the Student Senate on all matters that concerns the Executive Cabinet.
9. To communicate the proceedings and actions of the Executive Cabinet on all actions and considerations of the Student Senate.
10. To fulfill all specific powers and responsibilities by reviewing this constitution, insuring all responsibilities are carried out, and suggesting needed revisions and/or amendments.
11. To pass out agendas to committee members before meetings and send minutes to President via Secretary.
12. To meet weekly when classes are in session.
13. Two office hours per week

Section 5: Responsibilities and Duties of the Vice President of Student Activities

1. To serve in transitional status from date of the spring election to the last day of spring semester at which time he or she assumes full responsibility for the Rochester College Student Government.
2. To implement and uphold the provisions of this constitution in the areas for which he or she is responsible.
3. To attend all meetings of the Executive Cabinet.
4. To meet weekly when classes are in session.
5. To nominate or appoint student body members to fill open positions for Activities Council.
6. To schedule and preside over all meetings of the Activities Council.
7. To insure distribution of meeting minutes for all Activities Council committee members, the President of the Student Body, and the Assistant Dean of Students.
8. To create a budget for the upcoming year before year-end.
9. To work closely with the Assistant Dean of Students and Events Coordinator.
10. To coordinate all areas of responsibility within the Activities.
11. To represent the Activities Council on all matters of concern to the Executive Cabinet.
12. To communicate the proceedings and actions of the Executive Cabinet to the Activities Council.
13. To make a bi-weekly report to the Executive Cabinet on all actions and considerations of the Activities Council.
14. To participate in carrying out all Executive Cabinet responsibilities.
15. To supervise each area of responsibility insuring accountability and proper functioning.
16. To pass out agendas to committee members before meetings and send minutes to President and faculty advisor via Secretary.
17. Two office hours per week.

Section 6: Responsibilities and Duties of the Vice President of Community Life:

1. To serve in transitional status from date of the spring election to the last day of spring semester at which time he or she assumes full responsibility for the Rochester College Student Government.
2. To implement and uphold the provisions of this constitution in the areas for which he or she is responsible.
3. To attend all meetings of the Executive Cabinet.
4. To meet weekly when classes are in session.
5. To be accountable to the President of the Student Body, Assistant Dean of Students, and the Advisor for the Diversity Council. This responsibility includes allocation of funds, as budgeted, and ending the year in a balanced budget situation.
6. To make a bi-weekly report to the Executive Cabinet on all actions and considerations of Community Life.
7. To participate in carrying out all Executive Cabinet responsibilities.
8. To supervise each area of responsibility insuring accountability and proper functioning.
9. To pass out agendas to committee members meetings and send minutes to President and Assistant Dean of Students via Secretary.
10. He or she will be responsible for the scheduling and appearance of the school mascot.
11. Two office hours per week.

Section 7: Responsibilities and Duties of the Vice President of Public Relations

1. To serve in transitional status from date of the spring election to the last day of spring semester at which time he or she assumes full responsibility for the Rochester College Student Government.
2. To implement and uphold the provisions of this constitution in the areas for which he or she is responsible.
3. To attend all meetings of the Executive Cabinet.
4. To meet weekly when classes are in session.
5. To nominate or appoint student body members to fill open positions for the Homecoming/ Alumni Relations Committee and Advertising Committee.
6. To schedule and preside over all meetings of the Homecoming/ Alumni Relations Committee and Public Relations Committee.
7. To insure distribution of agendas for all upcoming Homecoming/ Alumni Relations Committee and Public Relations Committee.
8. To insure distribution of agendas for all upcoming Homecoming/ Alumni Relations Committee meetings to each committee member, the President of the Student Body, and the Assistant Dean of Students.
9. To insure distribution of all meeting minutes for all Public Relations Committee meetings to each committee member, President of the Student Body, and the Assistant Dean of Students.
10. To be accountable to the President of the Student Body, Assistant Dean of Students, and the Dean of Students for the administration of the Homecoming/ Alumni Relations Committee. This responsibility includes allocation of funds, as budgeted, and ending the year in a balanced budget situation.
11. To work closely with the Assistant Dean of Students and Alumni Director.
12. To coordinate all areas of responsibility within the Homecoming/ Alumni Relations Committee and the Public Relations Committee.
13. To communicate the proceedings and actions of the Executive Cabinet to the Homecoming/ Alumni Relations Committee and Public Relations Committee.
14. To make a bi-weekly report to the Executive Cabinet on all actions and considerations of the Homecoming/ Alumni Relations Committee and Public Relations Committee.
15. To participate in carrying out all Executive Cabinet responsibilities.
16. To supervise each area of responsibility, insuring accountability and proper functioning.
17. To pass out agendas to committee members before meetings and send minutes to President and Assistant Dean of Students via Secretary.
18. Two office hours per week.

Section 8: Responsibilities and Duties of the Vice President of Finance/ Fundraising

1. To serve in transitional status from date of the spring election to the last day of spring semester at which time he or she assumes full responsibility for the Rochester College Student Government.
2. To implement and uphold the provisions of this constitution in the areas for which he or she is responsible.
3. To attend all meetings of the Executive Cabinet.
4. To meet weekly when classes are in session.
5. To nominate or appoint student body members to fill open positions for the Finance Board.
6. To schedule and preside over all meetings of the Finance Board.
7. To insure distribution of agendas for all upcoming Finance Board meetings to members, the Faculty/Staff Advisor, President of the Student Body, and the Assistant Dean of Students.
8. To be accountable to the President of the Student Body and the Assistant Dean of Students.
9. To work closely with the Assistant Dean of Students and a professor of business.
10. To coordinate all areas of responsibility within the Finance Board.
11. To represent the Finance Board on all matters of concern to the Executive Cabinet.
12. To make a bi-weekly report to the Executive Cabinet on all actions and considerations of the Finance Board.
13. To participate in carrying out all Executive Cabinet responsibilities.
14. To supervise each area of responsibility insuring accountability and proper functioning.
15. To pass out agendas to committee members before meetings and send minutes to President and Assistant Dean of Students via Secretary.
16. To create a budget for the upcoming year before the school year ends.

Section 9: Responsibilities and Duties of a Student Senator

1. To attend all senate meetings as guests from the time of election until the last day of spring semester at which time he or she assumes full responsibility as a senator.
2. To attend all senate meetings with no more than two unexcused absences allowed per year. Failure to attend will result in impeachment proceedings.
3. To represent his/her constituency by meeting with them twice a semester.
4. To attend all committee or council meetings to which he or she has been appointed.
5. To report back to the Student Senate on committee/council progress.
6. To initiate any needed legislation.
7. To communicate regularly with his/her constituency.
8. Leadership scholarship may be affected due to involvement of position or lack of involvement.
9. Senators must maintain a 2.5 cumulative GPA.

Article V
General Qualifications for Holding Office

Section 1: Residency Requirements
1. Candidates for election must have attended Rochester College at least one full semester prior to the election.
2. Candidates must carry a minimum of 12 on-campus credit hours at the time of election and throughout his or her term of office. Any exception must be approved by three-fourths vote of the Senate, the President of the Student Body, and the Assistant Dean of Students.
3. Senators must live in the representative area whenever possible from which he or she is elected or appointed throughout his or her term of office.
4. Candidates for the President of the Student Body and the Chairperson of the Senate must reside on campus.

Section 2: Social Standing Requirements

1. Candidates must not be on any probation status (ie Daily Assembly)
2. Any candidate running for Executive Cabinet that has been suspended the prior school year will require the approval of the Executive members and the Assistant Dean of Students.

Section 3: Academic Requirements

1. Candidates for executive cabinet must maintain an accumulative grade point average of at least 2.75.
2. Be a student planning to return to the college in the semester following election.

Section 4: Classification Requirements

1. All candidates for the Executive Cabinet must have served as a senator for a semester. Those running for President must have served as an Executive Cabinet member. Both of the above statements do not apply if there is no one who has filled the above requirements and the positions can be opened to the entire student body.

Section 5: Positions Held

1. An officer of the Executive Cabinet of the SG may not serve concurrently as a president of a social club or other club on campus.
2. The Student Body President cannot serve as president or V.P. of another student organization.

Article VI
Election Procedures

Section 1: Supervision of Elections
1. All elections are under the supervision of the office of the Assistant Dean of Students/Student Development.

Section 2: Method of Nomination

1. The candidates for all executive positions within the Executive Cabinet shall be nominated by submitting a completed application and a petition containing 25 signatures from the student body to the Assistant Dean of Students no less than seven days prior to the general election. All nominees must meet qualifications set forth in Article V of this constitution.
2. Each senator shall be nominated by submitting an application. This petition must be completed and turned into the Assistant Dean of Students no less than seven days prior to election date. This procedure will be done each semester.
3. If a returning student would like to join the SG Senate the spring semester they must be approved by the Executive Cabinet and the SG senate.

Section 3: Procedure of Elections

1. If two or more candidates for President of the Student Body submit acceptable nomination petitions, then the Student Development Office will include this run-off in the general election. Unopposed candidates meeting all qualifications will have to receive a majority vote.
2. If two or more candidates for any Vice President position submit acceptable nomination petitions, then the Student Development Office shall include this run-off in the general election. Unopposed candidates meeting all qualifications will have to receive a majority vote.
3. If two or more candidates for any Senate position submit acceptable nomination petitions, then the Student Development Office shall include this run-off in a senate election. Unopposed candidates meeting all qualifications will have to receive a majority vote.

Section 4: Time of Election

1. The presidential election shall take place two weeks before the Executive Cabinet member’s elections in the spring semester.
2. The President election ballots will be a yes or no ballot if the candidate runs unopposed.
3. The senate appointments shall take place the second week of April and September, in the spring and fall semesters, according to the online master calendar located at warriomet.rc.edu.
4. Newly elected officials shall immediately begin serving in transitional status until the end of the year at which time they assume their full-time responsibilities.
Section 5: Campaigning

A. General Guidelines
   i. No campaigning may be done earlier than 10 days before election.
   ii. Proper campaigning guidelines will be outlined in a meeting called by the Assistant Dean of Students. This meeting will take place shortly after all petitions and applications are due. All candidates are required to attend and are responsible for acquiring proper information regarding campaigning guidelines.
   iii. Campaigning procedure violations should be reported to the Assistant Dean of Students immediately and a meeting will be called; including all appropriate parties, to insure response.

Section 6: Voting and Counting of Ballots

1. All students currently enrolled are eligible to vote.
2. The Student Development Office is responsible for insuring ballots are issued and voting is done in a fair and responsible manner.
3. Results will be available to the candidates upon the completion of the count.
4. Any candidate desiring a recount must submit a written petition for recount to the Assistant Dean of Students within 48 hours of the announced results.

Section 7: Challenging an Election

1. An election may be challenged if a candidate believes fraudulent or irregular procedure existed at the time of the election, making a correct count of ballots impossible even with a recount.
2. The candidate challenging must submit in writing a petition for challenge within 48 hours of the election to the Dean of Students stating specifics and basis for the challenge.
3. The Dean of Students will bring together a committee to review the challenge determining the merit of the charges. A decision will be issued.
4. Any procedures, which are clearly violated with regard to the election or voting process, will be cause for the election to be null and void. A review committee selected by the Dean of Student Services will make this decision. The election will be rescheduled. Person or persons involved in the fraudulent activity will receive disciplinary actions according to their behavior.

Section 8: Oath of Office
1. **The oath of office will be taken during an assembly program.**
   The President-elect, Vice Presidents-elect and all Senators-elect shall take the following oath of office of the final Senate meeting of the academic year.

   I do solemnly affirm that I will faithfully execute the office of the Rochester College Student Government organization, and will do so to the best of my ability, preserving, protecting, and defending the Constitution of the Rochester College Student Government.

   **Article VII**
   **Filling of Vacancies**

   **Section 1:** If a vacancy occurs in the Office of the President, the Chairperson of the Senate shall assume the presidency.

   **Section 2:** If a vacancy occurs in the Office of the Chairperson of the Senate, nominations from within the Senate will be taken and the Senate and the Executive Cabinet will vote, giving the candidate with majority votes the position.

   **Section 3:** If a vacancy occurs in a Senate position, the President shall appoint a student from the representative area to complete the remainder of the semester or academic year which ever the case may be. The appointment must be approved by majority vote of the Student Senate.

   **Section 4:** If a vacancy occurs in a committee or council, the President shall appoint a student to complete the remainder of the semester or academic year which ever the case may be. The appointment must be approved by majority vote of the Student Senate.

   **Section 5:** If a vacancy occurs in the office of a Vice President, the President shall appoint someone to that position with the approval of the senate. The person that is appointed shall also receive the remaining portion of the former Vice President stipend.

   **Article VIII**
   **Appointment Procedures**

   The President of the Student Body is solely responsible for the initiating and the orderly carrying out of all appointment proceedings.

   **Section 1:** Application Process
1. Applications for open positions on committees and councils must be made available approximately one week following the general election.
   a. Note: Some appointed positions are funded through stipends.
2. Completed applications must be returned to the Student Development Office no later than announced deadline.
3. The President will schedule and preside over an Executive Cabinet meeting to consider the applications for each open position and will, in turn, cast their vote for each position. This vote should take place no less than three days after deadline. All appointments are subject to approval by the Student Senate. This should occur by giving list of prospective appointees to senate members requiring any senators rejecting an applicant to register a signed, justified complaint form.

Section 2: Appointees
1. Each applicant will be notified within 24 hours of Executive Cabinet vote.
2. Letters are to be delivered by the Secretary of the Executive Cabinet.

Article IX
Impeachment

Section 1: The Student Senate is to initiate impeachment or conduct violations proceedings by holding an impeachment hearing against any member of the Rochester College Student Government. The Dean of Students shall preside over the hearing. Evidence shall be presented and testimony heard by all involved parties. Two-thirds of the entire Student Senate and Executive Cabinet for impeachment are necessary for removal from office.

Section 2: Executive Cabinet members can initiate impeachment proceedings by submitting a written request to the Chairperson of the Student Senate.

Article X
Referendum and Amendments

Section 1: The Senate may submit proposed legislation to the student body in a referendum requiring a majority vote of students voting.

Section 2: An amendment to this constitution must be approved by two-thirds vote of the Student Senate. Upon passage, the amendment requires Presidential approval and approval of two-thirds of those
voting in a campus wide referendum. It is then subject to final approval by the Dean of Students.

1. Minor revisions to the job description portions of the constitution may be approved by a majority vote of the Student Senate.

**Article XI**

**Faculty/ Staff Advisors**

**Section 1:** The Assistant Dean of Students shall serve as the advisor to the Rochester College Student Government and all areas as specified within this constitution.

**Section 2:** Advising assignment for particular committees and councils may be assigned by the Assistant Dean of Students and should not exceed a two-year period.

**Section 3:** Responsibilities and Powers of advisors:

1. To attend all meetings of specified organizations chartered within this constitution.
2. To call special meetings of organizations when he or she deems necessary.
3. To be responsible for final approval of all Rochester College Student Government expenditures.
4. To represent the administration, staff and faculty to the organization chartered within this constitution.
5. To represent the organizations chartered within this constitution to the administration, staff and faculty.
6. To serve as a "resource" person for specified organization chartered within this constitution.
7. To provide historical perspective to organizations chartered within this constitution.
8. To model Christian leadership values and ethics in all dealings within his or her responsibilities.
9. To work closely with individual student leaders within the Rochester College Student Government, more specifically in the development of personal leadership, skills, and abilities.
10. To evaluate student leaders and the organizations chartered in this constitution as to fulfillment of responsibilities, effectiveness, and productivity.
11. To be responsible with the Assistant Dean of Students in the effective operation of the Rochester College Student Government.
12. To facilitate your specified organization and individuals chartered in this constitution fulfills their responsibilities.
13. To insure that the specified organization and individuals chartered in this constitution fulfills their responsibilities.
14. To provide leadership and assistance in scheduling events.
15. To work closely with the elected Executive Cabinet members.
16. To encourage professionalism, effectiveness, and accountability in all areas within the Rochester College Student Government.
17. To fulfill responsibilities outlined in this constitution.

Article XII
Specific Committee and Council Responsibilities

Section 1: Activities Council
1. To implement and uphold the provisions of this constitution in the area for which it is responsible.
2. To integrate Christian faith and principals into all programming provided for the Rochester College Student Body.
3. To create, organize, and implement a variety of co-curricular activities and events in an effort to provide social, recreational, spiritual, cultural, and educational programs of value for the Rochester College Student Body.
4. To create and present programming which appeals to the interests of the Student Body in general and to limited groups as well.
5. To provide quality activities at an affordable student rate.
6. To work within the budgeted funds of the Activities Council and to distribute the funds out over the academic year, providing quality events.
7. To meet regularly in order to communicate between the different areas of responsibility within the Activities Council, to coordinate scheduling of events, assign staffing responsibilities and encourage creativity, suggestions, and analysis.
8. To serve as a sounding board for different coordinators as they strive to fulfill their responsibilities.
9. All proposed activities must have full support of the Activities Council; final approval resides with the staff advisor.
10. To schedule campus activities with sensitivity to other programming organizations on campus and in coordination with the Online Master Calendar.
11. To coordinate the functioning of all different areas represented within the Activities Council.
Section 2: **Public Relations Committee**

1. To meet regularly to plan Homecoming activities with goal of maximum participation in all proposed programs.
2. To meet regularly to discuss involving alumni through campus activities and planning traditions to connect our alumni to the ongoing progress of Rochester College.
3. To set dates for Homecoming elections, voting processes and Spirit Week activities.
4. To integrate Christian faith and principals into all Homecoming programming provided for Rochester College Student Body.
5. To work within the budgeted funds of the Homecoming/Alumni Relations Committee.
6. To meet regularly in order to communicate between the different areas of responsibility within the Homecoming/Alumni Relations Committee, to coordinate scheduling of events, assigning staffing responsibilities and to encourage creativity, suggestions, and analysis.
7. All proposed activities must have full support of the Homecoming/Alumni Relations Committee members; final approval resides with the staff advisor.
8. To schedule campus activities with sensitivity to other programming organizations on campus and in coordination with the Online Master Calendar.
9. To coordinate the functioning of all different areas represented within the funds are expended.
10. All budget items must be proposed to the Executive Cabinet who will decide where SG funds are expended.
11. Minutes from each meeting should be distributed to each member no less than three days after meeting.

Section 3: **Advertising Committee**

1. To meet regularly to address advertising needs of each organization represented.
2. To take into consideration the College’s stated mission of Christian faith and principles when planning, creating, and distributing all advertising materials.
3. To meet regularly in order to communicate between the different areas of responsibility within the Advertising Committee coordinating the scheduling of advertising for events, assigning staff responsibilities and encouraging creativity, suggestions, and analysis of all projects.
4. To work within the budgeted funds of the SG advertising budget or within budgeted advertising funds of groups represented.
5. To create, organize, and implement a variety of advertising avenues in an effort to maximize participation in the programs offered at Rochester College.
6. To provide and insure quality advertising and a professional collegiate look with regards to text, artwork, and used medium of advertising.
7. To send all advertising pieces to Public Relations Office for editing and approval purposes.
8. To create, print, and provide all tickets for each ticketed campus event at least one month prior to the event.
9. Minutes from each meeting should be distributed to each member no less than three days after meeting.

Section 4: Finance/ Fundraising Board
1. To meet regularly to educate each member and group represented concerning the proper budgeting and accounting process required by Rochester College.
2. To meet regularly to discuss, plan, create, organize, and implement a variety of fundraising avenues and/ or activities in an effort to raise discretionary funds for groups represented.
3. To coordinate efforts and schedules with regards to fundraising activities of each group represented.
4. To gain approval for all proposed fundraising activities both from the staff advisor, the Office Institutional Advancement, and the Assistant Dean of Student Development.
5. Each treasurer should be successful in balancing and keeping up to date with their particular budget.
6. Each treasurer should submit a current budget detailing all recent transactions for analysis by staff advisor. Problems or discrepancies should be immediately addressed and advisor will include organization’s staff/ faculty/ adult advisor to further insure accuracy.
7. Minutes from each meeting should be distributed to each member no less than three days after meeting.

Article XIII
Responsibilities and Duties of Cabinet, Council, and Committee Offices

Section 1: Office of the Secretary
1. To attend each scheduled meeting with no unexcused absences. Any excused absence must be approved by specific
chair of your particular council or committee. Failure to attend may result in the initiation of impeachment proceedings.

2. To keep accurate, concise, and detailed minutes of each meeting.
3. To distribute minutes no less than three days after scheduled meeting to each cabinet, committee or council member.
4. Work in conjunction with chair member of specified cabinet, council or committee to aid in accomplishing objective of said group.
5. To forward all meeting minutes and information to the SG Web Designer.
6. To oversee the SG board with activity updates
7. Will be paid a stipend of $500 per semester

Section 2: Office of the Web Master

1. To design and maintain a SG web page.
2. To take the pictures of SG events and keep them up dated on the web site.
3. To post the meeting minutes from each Executive Cabinet meeting.
4. To post any activities that are or will be happening in SG.
5. To make video’s and audiovisual announcement for SG events.
6. Will be paid a stipend of $300 per semester