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Title 1: Executive Bylaws

Article 1: Membership and Duties
The executive cabinet is defined as the members of the SGA Roundtable detailed below. Each member of the executive board must meet with their successor before the last day of classes of the spring term to pass down their notebook and discuss the position and its duties.

Section 1: SGA President
The duties of the SGA President shall include but not be limited to:
- Plan and execute SGA training before classes begin in the fall
- Train any members of Roundtable elected or appointed following SGA training
- Give a speech at Road to Commencement and Opening Convocation
- Chair Roundtable
- Serve as a member of:
  - Elections committee
  - Appointment Board
  - Emergency Appointment Board
  - Treasury Board (optional)
- Make temporary appointments for vacant SGA positions, with the approval of Senate, until an election or official appointment can be made
- Provide a weekly update to Senate
- Serve as the liaison to both the University’s President and the Board of Trustees by attending Trustee meetings and relaying student concerns through a written report
- Meet with the advisor of Roundtable regularly and the University’s President at least once a month
- Create a report on the year’s activities to be submitted to the SGA archives

Section 2: SGA Vice President
Duties can be found in the Legislative Bylaws.

Section 3: SGA Secretary
The duties of the SGA Secretary shall include but not be limited to:
- Serve as the Chair of the Elections Committee
- Serve as the Chair of the Appointment Board
- Monitor all on campus and online campaign activities
- Conduct executive and class elections (See Election Bylaws)
- Act as an administrator in the event that the SGA President and Vice President are absent
- Maintain the SGA office and enforce regular cleaning deadlines
- Take minutes and attendance during Roundtable and Joint Cabinet meetings
Minutes must be clear and concise
Minutes must be sent to Roundtable members within 72 hours
Maintain the username & password information to the SGA website and all SGA affiliated social media platforms

- Work closely with the Social Media Coordinator on Elections

Section 4: SGA Treasurer
The duties of the SGA Treasurer shall include but not be limited to:

- Serve as the principal financial agent for SGA
- Chair the SGA Treasury Board and coordinate the activities of Treasury Board including:
  - Treasury Board training
  - Weekly meetings and petitions
  - Spring Budget Hearings
- Oversee the financial proceedings of all SGA-funded clubs and organizations
- Collect monthly ledgers from all SGA account holders
- Conduct audits of all SGA-funded clubs and organizations each January
- Hold a mandatory club orientation session, in conjunction with the Club Coordinator, each semester
- Receive all written requests for extra budgetary allotments of SGA
- Maintain and update the Treasury Board Bylaws as necessary
- Aid in the creation of a report of the year’s activities to be submitted to the Archives

Section 5: Honor Court Chair
Duties can be found in the Judicial Bylaws.

Section 6: Student Conduct Council Chair
Duties can be found in the Judicial Bylaws.

Section 7: Appeal Board Chair
Duties can be found in the Judicial Bylaws.

Section 8: Academic Policy Board Chair
Duties can be found in the Academic Policy Board Bylaws.

Section 9: HAB Chair
Duties can be found in the HAB Bylaws.

Section 10: Club Coordinator
The duties of the Club Coordinator shall include but not be limited to:

- Work with the SGA Treasurer to revise the club handbook
- Assist with the formation of new clubs
- The club coordinator shall serve as a voting member of:
  - Roundtable
- Serve on HAB as a non-voting member (See HAB Bylaws, Section 7 for HAB duties)
- Work with the SGA Treasurer to revise the club handbook before Club Orientation
- Review all club constitutions
- Keep up-to-date records of members within the club
- Assist with club events and fundraisers as needed
- Meet with club presidents as needed
- Meet with the Director of Student Activities and Organizations bi-weekly to discuss club events
- Maintain close contact with the Senate Vice Chair regarding club Senate attendance
- Provide revised club constitutions to the SGA Secretary prior to Senate presentation
- Sit on Treasury Board
- Host the following events as described in the Club Bylaws
  - Club Orientation, in fall semester, in conjunction with the SGA Treasurer
  - Fall Club Fair
  - Spring Club Fair
- Maintain documentation of club service requirements as outlined in the Club Bylaws and give a copy of completed services forms to the Associate Dean of Cultural and Community Engagement, Intercultural Programs, and Service Learning

Section 11: Athletics Chair
The Athletic Chair shall serve as a voting member of:
- Roundtable
- Senate
- Treasury Board
- Student Athletic Advisory Committee (SAAC)
Additionally, the duties of the Athletic Chair shall include but not be limited to:
- Meet with the Athletic Director and/or their designee as needed
- Coordinate an inner mural program in conjunction with the Athletic Department consisting of at least one fall sport, one Short Term sport, and one spring sport
- Lead the Tinker Day hike and act as the Master of Ceremonies for Tinker Day
  - Make motivational signs to post on the trail
  - Carry and maintain the Spirit Stick
  - Prior to Tinker Day, the Chair and Hollins Outdoor Program Director will hike the mountain to put up the signs
- Work directly with Hollins Athletes and bring their concerns and the concerns of SAAC to the attention of Roundtable
• Keep a notebook for all duties to be passed down to the incoming SGA President by spring graduation
• Organize the infrastructure and coalition building of all student-run club sports affiliated with SGA
• Be knowledgeable of all policies pertaining to but not limited to the organization, creation, activities, and treasury of club sports
• Complete treasury duties for the Athletic Chair budget

Section 12: Social Media Coordinator
The duties of the SGA Social Media Coordinator include but are not limited to:
• Serve as:
  o A member of Roundtable
  o An Ex Officio member of the Social media Committee
  o A voting member of Senate
  o A member of Appointment Board for, at a minimum, Social Media Coordinator interviews (See Appointment Board Bylaws)
• Maintain the SGA online presence across all platforms deemed active by Roundtable (Wordpress, Facebook, Instagram, Twitter, Tumblr, etc.)
• Create and maintain a uniform SGA brand across all platform based on the mission and vision statements and as demonstrated by Roundtable
• Serve as a marketing liaison between clubs and SGA social media
• Publicize all SGA funded, sponsored, or promoted events in a timely manner
• Work closely with the SGA Secretary for campaigns and elections
  o The Social Media Coordinator will record and post speeches to the SGA Facebook Page
  o The Social Media Coordinator will post election results to social media after step singing
• This position is appointed through Appointment Board
  o Applicants should submit a social media resume and portfolio with writing samples and ideas on increasing the effectiveness of SGA social media

Section 13: Senior Class President
Duties can be found in the Senior Class Bylaws.

Section 14: Junior Class President
Duties can be found in the Junior Class Bylaws.

Section 15: Sophomore Class President
Duties can be found in the Sophomore Class Bylaws.

Section 16: First-Year Class President
Duties can be found in the First-Year Class Bylaws.

Section 17: Preferential Housing
The SGA President, Vice President, Treasurer, and Secretary shall receive the top 4 lottery numbers, in the order above, for housing out of the entire undergraduate student body. The remainder of Roundtable, each year in recognition of the magnitude of the duties undertaken by each member, shall pick housing in the order listed above.

**Article 2: Attendance**
- Executive members are expected to attend all weekly Roundtable meetings, scheduled Joint Cabinet meetings, and weekly Senate
- SGA Secretary will take attendance at all mandatory events and meetings
- In the event of an emergency, any member unable to attend a meeting or Senate should contact the SGA Secretary immediately
- Absences are defined as a missed meeting without a justified cause
  - Guidelines for excused absences will be determined at the beginning of the year by the executive cabinet
  - More than two unexcused absences from Roundtable, more than two unexcused absences from Senate, or more than one unexcused absence from Joint Cabinet may be cause for impeachment

**Article 3: Requirements for Membership**
- All members of the SGA Roundtable will be required to maintain a minimum cumulative grade point average (GPA) of 2.5
  - Members with junior or senior class standing are required to hold a minimum GPA of 2.5 in their declared major
  - These requirements will be checked before executive elections and Appointment Board and at the start of each semester
- Should a member of Roundtable, or a candidate for a Roundtable position, fail to meet the 2.5 GPA requirement, they may petition to a panel consisting of the Dean of Students, the Assistant Dean of Students, and the Dean of Academic Affairs
- This panel will review the student’s petition and determine if the student can receive an exemption
- All members of the SGA Roundtable may not have been found responsible for any serious violations of Honor or Student Conduct Codes
- This requirement will be verified by Dean of Students before elections and Appointment Board
- It is the responsibility of Roundtable members to immediately communicate with the SGA adviser if they have been found responsible for any violations.
- The Dean of Students, in consultation with the Assistant Dean of Students will determine if the violation is severe enough to be brought before Roundtable.
Title 2: Legislative Bylaws

Article 1: Members
Section 1: SGA Vice President
The duties of the SGA Vice President shall include but not be limited to:
- Serve as the Chair of Senate
- Sit on Appointment Board and Emergency Appointment Board and serve as Vice Chair of Rules Committee
- Serve in the capacity of the President of SGA in the event of the absence, removal, resignation, or request of the President
- Serve as the student liaison to the Alumnae Board and present a report each semester updating the Board on upcoming events and current topics circulating the campus
- Reserve Babcock Auditorium for the entire school year for Tuesdays from 6:30 pm to 8:00 pm
- Follow up on all Student Concerns voiced at Senate
- Keep a report on file in the SGA office of all past Senate agendas, minutes, and protocol
- Be familiar with Robert’s Rules of Order and parliamentary procedure
- Maintain the SGA Column in Moody Dining Hall

Section 2: Vice Chair of Senate
The duties of the Vice Chair of Senate shall include but not be limited to:
- Take roll call at the beginning of each Senate
- Oversee and track student participation in committees and attendance at meetings
- Keep track of all voting records as well as all absences and tardies
- Communicate to the Club Coordinator when a club or organization has missed two Senate meetings
- Act in the capacity of the Chair in the event of the absence or request of the Chair
- Update the roll call roster as needed
- Keep track of time and be familiar with Robert’s Rules of Order
- Aid the Chair in matters of parliamentary procedure

Section 3: Secretary of Senate
The duties of the Secretary of Senate shall include but not be limited to:
- Take the minutes of Senate and document them in a clear, concise manner, including all voting records
- Communicate with the Assistant to the Dean of Students each week after Senate and have the minutes sent out to the campus community via email

Section 4: Voting Members of Senate
All voting members are documented in the Legislative section of the SGA Constitution.
Article 2: Committees
Class Senators, Residence Hall Senators, and/or voting members of Senate fill positions on a Faculty, Senate, or Ad Hoc committee.

- Sign-ups must be done at the first Senate
- Committee options include:
  - Student Life Council (2 traditional age undergraduate members)
  - Human Relations Committee (2 members)
  - Diversity Initiative Advisory Board (2 members)
  - Environmental Advisory Board (2 members)
  - Food Service Committee (5 members)
- All committee members will be approved by Senate
- Committee members are required to attend all committee meetings
  - Should a member fail to regularly attend meetings, they will be replaced
- Committee members are required to give semester reports

Article 3: Attendance

- All Senators shall appoint an alternate to attend Senate when they are unable to attend
  - The alternate does not need to be in the club or residence hall to represent the Senator, but they must be a presently registered Hollins student
- Alternates can only represent one voting position at a time
- The Chair of Senate must be notified by a Senator to approve an excused absence prior to the Senate session to be missed
- After two unexcused absences, the senator and the club treasurer will receive an email from either the Vice Chair of Senate or the Club Coordinator prior to the next Senate meeting
- After the third unexcused absence, the senator and the club treasurer will be contacted by either the Vice Chair of Senate or the Club Coordinator via email notifying them of their lost vote and budget, if applicable

Article 4: General Structure

- Senate will be called to order at 6:30 pm every Tuesday
- Each Senate meeting shall follow the following outline:
  - Call to Order
  - Roll Call
  - Approval of Minutes
  - Old Business
  - Student Concerns
  - New Business
    - Roundtable Update
    - HAB Update
  - Announcements
  - Adjournment
- Each item on the agenda is limited to five minutes with the exception of Student Concerns (ten minute limit) and Announcements (two minute limit)
• Motions may be proposed to extend time on pertinent issues and will be passed on a 50% plus one majority vote of the Senate body
• There must be a ¾ quorum for any legislation to be presented for approval
• Legislation that needs to be approved may be voted on individually or in block
Title 3: Judicial Bylaws

Article 1: Purpose
The Judicial Board at Hollins University is not intended to punish or discipline students. Rather, it exists to protect the interests of the community and to educate those whose behavior is not in accordance with core values.

Article 2: Structure
The Judicial Board is designated by Hollins University with the following jurisdictions:

- The Honor Court hears cases involving lying, cheating, stealing, and failure to report any of the aforementioned
  - Quorum must be reached at three members with two class years represented
- The Student Conduct Council hears cases involving conduct standards, policies, regulations, and non-vehicular security matters
  - Quorum must be reached at three members with two class years represented
- The Appeal Board hears cases involving appeals from Honor Court and Student Conduct Council hearings and appeals related to parking violations
  - This Board has the authority, based upon the merit of the appeal, to authorize a new hearing, throw out a case, or to change the sanction(s)
  - Quorum must be reached at five members with at least two class years represented

Article 3: Membership
Section 1: Composition
The Judicial Board is comprised of three courts: the Honor Court, Student Conduct Council, and Appeal Board.

- The Judicial Board consists of a board comprised of no less than two but no more than ten representatives from each class, totaling a full board of eight to forty members
- The Board Chairs and representatives are selected by the SGA Appointment Board
- New members will be required to complete Judicial training before serving on a case

Section 2: Recall
Members who are not fulfilling their requirements as board members are eligible to be recalled. Eligibility for recall includes but is not limited to:

- Failure to respond to two emails
- Failure to show up at a scheduled hearing that they have confirmed they will attend
- Breaking confidentiality
- Unexcused absence from required training
- Failure to meet stated expectations
The first instance in which a board member fails to meet expectations will minimally result in a meeting with the Chairs and the Judicial Coordinator. Subsequent failure to meet expectations may result in dismissal from the Board.

Article IV: Leadership
Each Chair is bound to do the following, in addition to the responsibilities enumerated in the executive bylaws:

- Report to Senate each semester regarding the number and type of cases heard by the chair
- Assist in the recruitment and training of new board members and advisers
- Serve as a member of Appointment Board
- Work in conjunction with the other Chairs and the Judicial Coordinator to review complaints, determine if complaints hold merit and should be heard, and assign cases to the appropriate hearing body
- Call and preside over all hearings and meetings of their Board
- Follow up with the respondent and any third parties who are involved in the individual’s sanctions to make sure the sanctions are being completed
- Strive to educate SGA and the student body about the Judicial System, its processes, and its policies

Section 1: Appeal Board Chair
The duties of the Appeal Board Chair shall include but not be limited to:

- Chair the Rules Committee
- Communicate students’ concerns about parking issues to the Director of Campus Security
- Appoint one student to the Academic Grievance Board, in the case of an Academic Grievance
  - The student must not major or minor in the department under review
  - A second student will be appointed by the Academic Policy Board Chair
- Will be the Treasurer for Judicial Board

Section 2: Honor Court Chair
The duties of the Honor Court Chair shall include but not be limited to:

- Co-chair all SGA impeachment processes
- Serve as a member of the Elections Committee
- Present at orientation on the history, structure, and importance of the Honor Code
- Host Honor Awareness Week (HAW) once per semester
  - HAW must take place within two weeks of the final exams of that semester
  - HAW must include table sitting by current board members to allow students to reaffirm their honor pledge

Section 3: Student Conduct Council Chair
The duties of the Student Conduct Council Chair shall include but not be limited to:

- Co-chair all SGA impeachment processes
• Present at orientation on the structure and importance of the Student Conduct Code

Section 4: Faculty Advisors
The advisors to the court are responsible for ensuring that all procedures are followed. The advisor does not have a vote in decisions regarding responsibility or sanctions. A faculty advisor must be present at each hearing of the Judicial Board.

Section 5: Judicial Coordinator
The Judicial Coordinator serves as an advisor to the Chairs. The Coordinator’s duties include:
  • Gathering complaints for the Chairs to review
  • Meeting with respondents to review process and answer questions
  • Maintaining the judicial files following each case

Article IV: Procedure
All rules and regulations regarding university policy are decided by the Administration of Hollins University. Infractions upon these rules and regulations shall result in action by the appropriate judicial body.
Title 4: Academic Policy Board

Article 1: Purpose
The Academic Policy Board is responsible for gathering student opinions on the University’s general education program and other matters affecting students’ educational experiences at Hollins. Additionally, the Academic Policy Board administers the Independent Exam System, distributes Short Term scholarships and funds for academic conference attendance, gathers student input for tenure and promotion proceedings, and serves as student representatives on University committees.

Article 2: Membership
The Academic Policy Board is comprised of three representatives from each class and a Chair. The Chair and the members are appointed for each academic year.

Section 1: Academic Policy Board Chair
The Academic Policy Board is comprised of a Chair, a Vice Chair, four Scholarship committee members, and five Special Programming committee members. The Chair and the members are appointed for each academic year.

The duties of the Academic Policy Board Chair include but are not limited to:

- Call and preside over all meetings of the Board
  - Facilitate meetings with Special Programming and Scholarship Committee
- Serve on:
  - Academic Affairs Council
  - University Committee on Academic Policy
  - Appointment Board
- Attend Senate and Roundtable weekly
- Administer the independent exam system and remain on campus for the entirety of the exam period
- Facilitate the distribution of:
  - Short Term scholarships
  - Academic conference scholarships
  - Yearly Endowment scholarship awards
- Meet with the Vice President of Academic Affairs and the Dean of Academic Services as needed
- Serve as a liaison to the faculty regarding academic issues
- Appoint members of their Board to Academic Grievance Committee
- Assist:
  - Vice Chair with coordinating student input on tenure
  - Special Programing committee with “Tracking Workshop”
- Turn in a monthly ledger to the SGA Treasurer
- Reserve $1000 of the budget allotted by SGA to the Academic Policy Board for operating expenses
Section 2: Academic Policy Board Vice Chair
The duties of the Academic Policy Board Vice Chair include but are not limited to:

- Taking notes at informational meetings (not required to take notes during exam set up or special events)
- Serve on Academic Affairs Council with Chair
- Be the student liaison for the First Year Summer Reading Committee
- Attend Senate weekly
- Assistant with the administering of independent exams and remain on campus for the entirety of the exam period
  - Facilitate exams if Chair is unavailable (taking their own exams, etc.)
- Head committee for student input on tenure with help of Chair
- Attend all meetings and trainings of the Board

Section 3: Scholarship Committee Member
The duties of the Scholarship Committee Member include but are not limited to:

- Assistant with the administering of independent exams and remain on campus for the entirety of the exam period
- Attend all meetings and trainings of the Board
- Help select and with the distribution of:
  - Short Term scholarships
  - Academic conference scholarships
  - Yearly Endowment scholarship awards
- Create literature to raise awareness about short term scholarships and conference funding
- Appoint one members to University Committee on Academic Policy

Section 4: Special Programming Member
The duties of the Special Programming Member include but are not limited to:

- Assistant with the administering of independent exams and remain on campus for the entirety of the exam period
- Attend all meetings and trainings of the Board
- Coordinate with the Dean of Academic Services and Chair to plan “Tracking Workshops” (one per semester)
  - Create advertisements for workshop (Facebook, flyers, etc)
- Update the Academic Policy Board Facebook page
- Develop and post a pamphlet of the rules and regulations for the exam sessions in the residence halls
- Co-sponsor Honor Awareness Week with the Judicial Board
- Assist Vice Chair with student input on tenure
Article 3: Structure

Section 1: Service on Committees
Academic Policy Board provides student representation to four University committees:

- Academic Affairs Council
  - The Academic Policy Board Chair and one representative from the Academic Policy Board appointed by the Academic Policy Board Chair

- Academic Policy Committee
  - Two representatives from the Academic Policy Board as appointed by the Academic Policy Board Chair

- SGA Endowment Scholarship Committee
  - The Academic Policy Board Chair shall appoint a member, other than the Chair who is not the representative for the Academic Affairs Council or the Academic Policy Committee, from the Board to serve as the representative to the SGA Endowment Scholarship Committee

- Academic Grievance Committee
  - In the case of an Academic Grievance, the Academic Policy Board Chair must appoint a student, who is not majoring or minoring in the department under review, to the Academic Grievance Board
  - A second student will be appointed by the Appeal Board Chair

Section 2: Administration of the Independent Exam System
The Academic Policy Board shall provide the student body with an independent exam system (IES). The implementation of IES is as follows:

- The Chair will meet with the Dean of Academic Affairs to coordinate the exam schedule and schedule exam rooms
- The Chair will communicate with the student body, detailing IES
- The Chair will solicit proctors for IES
- The Board will set up the exam center before the first scheduled exam
- The Chair or a representative chosen by the Academic Policy Board Chair will be present any time the room is open
- Students will be allowed to pick up independent exams when at least two proctors are present
  - No exams will be given out if there are not sufficient proctors to cover the exam period
- All monitors are required to sign the Honor Code before the exam period begins
- All exams will begin at exactly the scheduled time and no extended time will be granted
- No exams will be passed out after the start of the exam period
  - Any exceptions to this rule must be approved by the Chair and the Dean of Academic Affairs

Subsection 1: Cancellation of Exams
Under certain circumstances, the IES can be cancelled.

- If there are not at least three monitors signed up by 10:00 pm the evening before the exam period, the exam will be cancelled
The Chair will notify the student body of any cancelled exams at that time

- If there are not at least two monitors present by ten minutes before the exam, the exam will be cancelled

Subsection 2: After Exams

- At least three members, including the Chair, will convene to check in exams
- The Board Chair and the Chair of the Honor Court will remain in contact concerning any Honor Code violations committed during an independent exam

Section 3: Distribution of Short Term Scholarships

Subsection 1: Purpose

The Chair shall designate a portion of the Board’s budget for short term scholarships. The Chair will make applications available to students pursuing short projects.

Scholarships may not be awarded for:

- On-campus seminars
- Hollins sponsored trips
- Competitive internships advertised through the Hollins University Career Center

Funds may not be requested for alcohol, as Treasury Board guidelines state.

Subsection 2: Procedure

- The Board will meet to decide on the division of funds and distribute agreements to the recipients by Thanksgiving Break
- Scholarship requests cannot exceed $700.00
- Checks for the awarded amounts will be requested and distributed before Winter Break
- All students receiving a scholarship must sign an agreement prior to receiving their funds
- Scholarship recipients must turn in their receipts to the business office no later than February 15
- Any student not complying with this requirement is considered to be in violation of the Honor Code and will have their account billed for the scholarship amount
- Six members of the Board are needed to distribute Short Term Scholarships
  - In the event that there are not at least six members, Roundtable or Treasury Board members can temporarily fill the positions

Section 4: Distribution of Scholarships for Scholarly Conferences

Subsection 1: Purpose

The Academic Policy Board has a fund to help current students achieve rewarding educational experiences by supporting travel and lodging for students presenting at academic conferences

- The Academic Policy Board Chair shall set aside funds for the distribution of scholarships for scholarly conferences
- The Academic Policy Board Chair will make applications available to students proposing to attend a scholarly conference
• The Academic Policy Board will award no more than half of the fund’s amount per semester

Subsection 2: Procedure
• The Academic Policy Board will meet as needed to hear and approve/deny requests for funds
• The applicant is required to email the Chair the following:
  o Completed application
  o Conference information
  o Copy of the letter of acceptance
• The board must distribute agreements to the recipients within the same week after the applicant has been approved for funds
• Scholarship recipients must:
  o Attend the conference
  o Conduct themselves in a professional manner
• Applicants can only petition for economy-class airfare from the point of origin to the location of the conference
  o This does not include baggage or other fees
• The hotel accommodations are only covered during the length of the conference
  o Any modifications or extensions will be at the attendee’s own expense
• Checks for the rewarded amounts will be requested and distributed within two weeks after the applicant has been approved for funds
• All students receiving a scholarship must sign an agreement prior to receiving their funds
• Scholarship recipients must turn in their receipts to the business office no later than a week after the close of the conference
• Any student not complying with this requirement is considered to be in violation of the Honor Code and will have their account billed for the scholarship amount
• At least six members of the Board are needed to distribute Scholarships for Scholarly Conferences
  o In the event that there are not at least six members, Roundtable or Treasury Board members can temporarily fill the positions

Section 5: Tenure and Promotion
The Academic Policy Board shall oversee the process of collecting student input for the university’s Tenure and Promotion Committee. The Board shall work with the Chair of the Faculty Tenure and Promotion Committee during this process.

Section 6: Attendance Policy
An attendance policy will be decided upon by voting members at the first mandatory Academic Policy Board training.
Title 5: Treasury Board

Article 1: Purpose
The purpose of Treasury Board is to oversee the allocation and use of SGA funds – which are collected by Hollins University on behalf of students as dues from the undergraduate population – in such a way that is financially responsible and exhibits the greatest capacity for benefitting the entire Hollins community. The Board will be responsible for awarding budgets to all SGA clubs and organizations for each fiscal year through Budget Hearings and providing emergency funding for unforeseen expenditures during the year through petitions.

Article 2: Membership
Treasury Board will consist of seven core members:
- SGA Treasurer
  - The SGA Treasurer shall serve as Chair and a non-voting member – except in cases of a tie – of the Board
  - The SGA Treasurer shall not be treasurer of an SGA club
- Club Coordinator
- Athletic Chair
- Senior Class Treasurer
- Junior Class Treasurer
- Sophomore Class Treasurer
- First-Year Class Treasurer

Five of the seven members, or 3/4 the Board, must be present in order to reach quorum and win a majority vote. The SGA President will have an open invitation to sit in on Treasury Board meetings and may serve as a voting member if quorum is not reached during weekly meetings and during Budget Hearings.

Article 3: Duties and Procedures
Section 1: Duties
The duties of Treasury Board members include but are not limited to:
- Attend Treasury Board training, during which, a weekly meeting time, petition time limit, and attendance policy will be decided
- Provide weekly availability to hear petitions for supplemental funding from SGA clubs and organizations during the fall and spring and as needed during Short Term
  - Meetings are open only to the Board and those petitioning
- Conduct Budget Hearings in the spring
- Monitor the activities of SGA accounts for irresponsibility, negligence, or inactivity

Section 2: Protocol for PETITIONING
- All account holders are allowed to petition Treasury Board once per semester
  - The Hollins Activity Board chairs must first petition HAB itself before petitioning Treasury Board
To petition Treasury Board, a newly formed or reactivated club or organization must be active for at least four weeks of the previous semester.

- Two representatives may come to petition, preferably the president and treasurer or equivalent members.
- Enough copies for the board must be provided during the petition of:
  - The names and contact information of those petitioning
  - The petition itself
  - A copy of the up-to-date ledger
  - The amount which is being requested
  - A highly detailed list of the intended use of the funds
  - Any evidence in support of why the money should be awarded

- Allocations of funds are decided based on:
  - Benefit to the Hollins community
  - Following protocol and policy: Have ledgers been turned in? Are accounts in order?
  - Financial responsibility: Why wasn’t it budgeted for before? Are these the most affordable products available?
- The allocated amount decided upon by Treasury Board will then go before Senate for approval
  - Senate has three options when reviewing the money approved by the Treasury Board: to approve, disapprove, or call for re-evaluation by the Treasury Board.
  - If re-evaluated, it may only be sent back to the Board once.

Section 4: Guidelines for Budget Hearings

Spring Budget Hearings must be held at least three weeks before the last Senate.

- All active SGA clubs and organizations who wish to receive a budget for the following fiscal year must attend Budget Hearings with the exception of classes and the Hollins Activity Board.
  - Failure to attend Budget Hearings will result in the loss of fall petitioning privileges and no allocated budget for the following year.
  - Hollins Activities Board will automatically receive a base budget of $99,000.
  - Judicial Board will automatically receive a base budget of $600.
  - Academic Policy Board will automatically receive a base budget of $6,000.
  - Athletic Chair will automatically receive a base budget of $3,000.
  - Class years are awarded a figure in the fall of each year based on enrollment numbers.
- Four representatives may come to petition, preferably the current and incoming presidents and treasurers, or equivalent members.
- The following must be provided during the petition: a hard copy of the approved constitution and enough copies for each member of the budget request form including:
  - The names and contact information of those petitioning.
· An up-to-date copy of the ledger
· A highly detailed list of profits and expenses from the current year
· A highly detailed list of projected profits and expenses for the following year
· The requested budget amount
· Any evidence in support of why the money should be awarded especially how it will benefit the Hollins community

**Article 4: Policies**
Failure to abide by Treasury Board policies will result in budget deductions. Consistent failure to abide by Treasury Board policies will result in the deactivation of the club. These policies include:

- Be financially responsible and able to account for monetary amounts at all times
- Elect a treasurer or equivalent to maintain the account, and inform the Board of any changes in elected representation
  - The treasurer will be the only authorized user for the account, and therefore the only one authorized to fill out paperwork, unless otherwise specified (e.g. the club president may be added as an authorized user)
- Keep a completed and up-to-date constitution on file with the Club Coordinator that is in accordance with university policy, the SGA Constitution and its bylaws as well as Virginia state law
  - Each club and organization must update their constitution on a yearly basis in accordance with the SGA Constitution and its bylaws
  - Constitutions and changes must be approved by Senate
  - Failure to have a constitution on record with the Club Coordinator will result in a 20% budget deduction.
- Send representative(s) to Club Orientation and be properly informed about procedures involving paperwork, such as Business Office forms, and limits on expenditures, such as tax exemption and properly paying for alcohol
  - Failure to attend Club Orientation will result in a 20% budget deduction
- Participate in all mandatory events organized by the Club Coordinator and/or SGA Treasurer throughout the school year such as Fall Club Fair, Spring Club Fair, and “How to Petition at Budget Hearings”
  - Failure to participate in these events shall result in a 5% budget deduction for each event
- Keep a record of all financial transactions and supporting documents, including Business Office statements and copies of forms and receipts
- Maintain a ledger, to be submitted monthly to the SGA Treasurer at a time to be determined by the Treasurer at the start of the school year, as long as funds remain in the account
  - Failure to do so will result in a 5% budget deduction per missing ledger
- Hold at least one fundraiser per semester – with the exception of the Hollins Activity Board, the Academic Policy Board, the Judicial Board, and the Athletic Chair
  - Clubs may NOT hold raffles
• Elect one representative from the club or organization as senator who must attend Senate weekly and must present a semester report once a semester
  o Failure to present a semester report shall result in a 5% budget deduction
  o Missing Senate three times in one semester will result in the deactivation of a club

Article 5: Spending Restrictions
SGA allotted funds **cannot** be used for:
  • Alcohol
  • Food and lodging at conferences, rallies, or conventions
  • Donations
  • Transportation costs (with the exception of club sports)
    o Sports may be reimbursed for the cost of gas when using Hollins University vans to travel to and from their required competitions as set forth in the Club Sports Bylaws
    o Funds allocated for gas costs will be determined by the following equation:
      Gas covered by SGA = (miles driven/mpg of university van) * (cost of gas)
      • “Miles driven” will be capped at a round trip distance of 400 miles
      • “Cost of gas” will be proven with the original receipt of purchase
    o No reimbursement will be given without a receipt

Article 6: Tax Exempt Status
Hollins University is registered as tax exempt with several stores. The full list is available from the Business Office.
  • No reimbursement will be given for tax at these stores, but reimbursement will be given for tax at stores not listed
  • The University’s tax exempt status cannot be used for personal use
    o **DOING SO IS ILLEGAL**

Article 7: Four Year Inactivity Policy
After four years of being inactive, the club’s fundraised money will be allocated at the discretion of the Treasury Board and approved by Senate, and the club’s account will be terminated.

**NOTE:**
Clubs should not petition for additional funds if it is strictly for fundraising (exceptions can apply to newly formed clubs who are petitioning for the first time). This money should be going to serve the community and should only be ask for in the case of emergency costs due to inflation, unforeseen rises in costs, or events that could not be planned for in advance (e.g. during Budget Hearings).
Title 6: Election Bylaws

Article 1: Purpose
Elections shall be held for SGA President, SGA Vice President, SGA Secretary, SGA Treasurer, HAB Chair, and class officers.

Article 2: Elections Committee Membership
Elections will be coordinated by the SGA Secretary with the help of the Elections Committee. The Elections Committee will consist of:
- The four class secretaries
- The Honor Court Chair
- The SGA President
- The Academic Policy Board Chair
The Elections Committee will assist the SGA Secretary in the collection and distribution of election materials.

Article 3: Structure
Section 1: Schedule
- First-Year election information must be distributed during the First-Year orientation
  - Fall elections for First-Year class officers will be held within the first full month of school
- Elections for other vacant elected positions will be held within the first full month of school
  - The whole student body will be notified via a letter and/or email, describing the elections process, available positions, and deadlines
- In the spring, two sets of elections will be held: one for Executive Board officers and one for class officers
  - Elections for the next academic year shall be held before Housing Lottery in the spring
- On the afternoon that statements are due, the Elections Committee will sponsor the Candidate Tea
  - It is required that all candidates attend the Candidate Tea
  - Candidates will receive rules, information, and protocol for campaigning
  - If a candidate cannot attend the Candidate Tea due to a previous commitment, they are responsible for notifying the SGA Secretary of the reason behind their absence and scheduling a meeting time to go over the missed information prior to the Candidate Tea
  - Failure to attend the Candidate Tea or meet with the SGA Secretary will result in removal from the election
- All candidates and the campus community will be notified of election results at step singing
  - Step singing shall be held at 7:30 pm on the steps of the Charles L. Cocke Memorial building

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• The student body will be informed of the election results the following day via e-mail
  o Immediate results after step singing should be relayed to the Social Media Coordinator to also be posted on social media platforms.

Section 2: Procedure
• Quorum must be met for an election to be valid
  o Quorum is 40% of the traditional age student voting constituency
• Horizon students are eligible to vote in executive elections
  o If a horizon student has a designated class affiliation from the registrar’s office, they are eligible to vote in class elections
• An option of “No Vote” must be given in addition to candidates running for a specific position
• A winner is declared on voting day when the candidate receives the plurality of the vote
• Should a tie occur, a runoff election would be held the following day
• In the event there are still unfilled elected Roundtable positions in the spring after the appointment process, the positions shall be re-opened for election in the fall of the following academic year
• In the event that the unfilled positions are imperative to the functioning of an SGA board or event the SGA President shall invoke their powers of temporary appointment
• Should the SGA President or SGA Vice President resign or be recalled, an emergency election will be held as soon as possible while still adhering to the schedule above

Section 3: Requirements for Candidacy
• All candidates must give a speech and turn in a statement, both in hard copy and in electronic form, consisting of the following: name, position being sought, reason for wanting the position, and a recent picture
• Each candidate may submit no more than 12 flyers (no larger than 8 1/2 x 11 inches), one slide for Channel 3, and one poster (not to exceed half the size of one standard piece of poster board)
• Each candidate must attend the Candidate Tea
• Each position must be campaigned for independently
  o The only exception is split ticket for two different candidates for fall and spring semesters
• Candidates can only run for one position per election
• All students running for Roundtable positions will have their GPA checked by the office of the Dean of Students
• All students running for any positions will have their judicial history checked by the office of the Dean of Students
• If a student is running for a Roundtable position and does not meet the 2.5 GPA requirement, they must petition for an exemption to the GPA policy at least one week before materials are due
Section 4: Candidate Conduct and Materials

- There will be no negative campaigning, including remarks, postings, and mass disseminations of clearly negative language about a candidate
  - All determinations of negative campaigning will be made at the discretion of the SGA Secretary and the Elections Committee and may result in reference to the Honor Court
- Campaigning is allowed, but it may only be in support of a candidate, and not against a candidate or their opponents
- Students may create one group on Facebook for campaign purposes so long as groups are open to everyone within the Hollins Network
  - Students are allowed to post any additional campaign materials to their Facebook group, including pictures and videos
  - In addition, supporters of the candidate may also demonstrate their support through Facebook, so long as it is positive support toward a candidate, rather than negative support against a candidate
  - No other online social networking sites may be used
  - Mass text messages are not permitted
- Candidates are permitted to be interviewed by campus media outlets
- Additional campaign materials may be distributed so long as each individual unit of campaign material (e.g. one piece of candy, button, or sticker) does not exceed $0.50 in value
  - The total amount of campaign materials used cannot exceed $15
  - If a candidate chooses to distribute additional materials, they must be preapproved by the SGA Secretary
  - The SGA Secretary may deny any request for additional materials at their discretion
- Candidates are not permitted to post any campaign materials around campus or tamper with posted campaign materials
- There will be no campaigning within ten feet of the polls
- Violators may be brought before the Student Conduct Council or Honor Court accordingly
- Candidate misconduct may result in removal of said candidate from the ballot
  - All powers of candidate removal shall be vested in the Elections Committee
    - A ¾ plurality vote, or 6 out of the 8 members, is required by the Committee to remove any candidate from the voting ballot
  - In the event of ballot wide misconduct the Elections Committee may vote to close elections and any unfilled positions shall be filled through Emergency Appointments
- Candidates may not change the position they are running for once they have turned in their campaign materials
Section 5: Electronic Voting

As of Fall 2014, elections have been run via Qualtrics Survey Platform. The following rules apply:

- Candidate statements will be loaded onto the SGA Website via blog post and the link sent in the voting email
- The ballot will require a unique log-in or access code
- The ballot will only be accessible for students during the voting time frame and will be sent out via email
  - The exception to this rule is abroad students—they may access the ballot before main campus students, but the polls will still close at 6:30 PM EST.
- A polling station with laptops will be set up in Moody during the voting hours
- Should anyone defraud the system, they will be referred to the Honor Court for lying and cheating and the election will be held again

Section 6: Campaigning and Voting from Abroad

- Hollins Abroad Students may run for an elected position from abroad
- Abroad Students will be given the same information pertaining to elections as main campus students
  - Candidate Tea information will be sent to abroad students ahead of time
  - Abroad students can turn in elections materials via on-campus friend, or via the SGA Secretary with prior notification to them
  - Abroad students will be given the option to deliver their own speech via live technology (Skype, etc.), recorded video, or instead choose to have the SGA Secretary or student of their choice deliver their speech
- The SGA Secretary shall send abroad students candidate statements and live electronic ballot links as soon as candidates have passed their GPA and Judicial Checks
- Only the SGA Secretary and the Honor Court Chair may view their votes

Section 7: Polls

- Main campus polls are open from 8:30 AM to 6:30 PM.
  - Polls for abroad students will be opened after Candidate Tea and the approval of all candidates
- Poll sitters will be members of the Elections Committee, as well as volunteers from the SGA Executive Cabinet, HAB chairs and members, and class officers.
- No candidates may table sit.
- Section 9: Ballot Counting
  The SGA Secretary, Honor Court Chair, SGA President, and one faculty or administrator count ballots directly following the closing of the polls.
  They shall do this in a closed room and no one else may be allowed to enter
• In the event that the SGA Secretary, Honor Court Chair, or SGA President are running for a position or are unable to be present at the counting, they shall have an alternate as a proxy.

• Ballots, including both electronic and physical, will be disposed of one year after the election.

Section 9: Ballot Counting
The SGA Secretary, Honor Court Chair, SGA President, and one faculty or administrator count ballots directly following the closing of the polls.

• They shall do this in a closed room and no one else may be allowed to enter.

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• Ballots, including both electronic and physical, will be disposed of one year after the election.
Title 7: Impeachment Bylaws

Any member of the student body can bring forth an elected or appointed member for investigation by presenting support of charges with evidence.

Possible grounds for impeachment include:
- Negligence
- Dereliction of Duty
- Suspension
- Dismissal
- Permanent Separation
- Other Infractions Deemed Sufficient

If an SGA Executive board member or a Class Cabinet member is the member in question, the complainant shall express their concern to an impeachment co-chair. Information may be provided to the SGA President at the discretion of the impeachment co-chairs.

The complainant must report the incident(s) within the appropriate academic year in which the incident(s) occurred and will sign a confidentiality agreement in regards to the incident(s). If a chair/member is having concerns relating to a specific individual, these concerns shall be brought to one of the co-chairs of the impeachment process before the end of the semester. If the concern is brought to one of the co-chairs and the complainant chooses that they does not want to continue with the process at that time that is allowed.

If the complainant does decide to continue with the process, the member in question will be notified within 48 hours. Said member will be given the option to resign if they desire. If they chooses to not resign, the case will go to the appropriate body to determine if they will remain in their position. This process will occur ideally within seven but no more than fourteen business days after the member in question’s notification.

The appropriate body, in the case that a class cabinet member is the member in question, will consist of all class cabinets. The appropriate body, in the case that an Executive member is the member in question, is the Executive Board. Quorum for each respective body’s meeting is 2/3.

During the meeting, an impeachment co-chair will present the evidence to the full body. The body will determine if the member in question is responsible for the charges using the concept of preponderance of evidence (or what more than likely occurred). There must be a 50% plus 1 member vote of the board whether the member in question is or is not responsible. The complainant and member in question will not be included in this vote.
There will be three possible outcomes of the board’s decision:

- The member in question is found not responsible
- The member in question is found responsible and is issued a warning
- The member in question is found responsible and will be recalled

In the third instance, the board may make the decision to allow the member in question to resign, although this is not mandatory.

The Impeachment chair(s) have 48 hours to notify the member in question of the outcome of the process. If the position is recalled, the SGA secretary will also be notified in order to present the position as open at a following senate.
Title 8: Appointment Board Bylaws

Article 1: Purpose
The Appointment Board will strive to work as an unbiased body dedicated to appointing non-elected members to SGA positions as well as facilitating emergency appointments for unfilled positions.

Article 2: Membership
The Appointment Board will consist of the following members:
- SGA President
- SGA Vice President
- SGA Secretary
- SGA Treasurer
- Academic Policy Board Chair
- The Judicial Chairs
- The Hollins Activities Board Chair
- Class Secretaries (A member of the class cabinet may serve as a proxy for the Class Secretary if they are unable to attend)

The Appointment Board will include the following members for either the entirety of Appointment Board interviews or solely for the interviews held for their Roundtable positions:
- Athletic Chair
- Club Coordinator
- Social Media Coordinator

Article 3: Structure
The Chair of Appointment Board will be the SGA Secretary. The Chair will serve as a nonvoting member except in the case of a tie. The Dean of Students and the Director of Student Activities may serve as optional non-voting members, if called upon by 2/3 majority vote at any time during Appointment Board.

Article 4: Protocol
- The campus will be informed of open appointment positions by the SGA Secretary through a mass email and an announcement at Senate before the application deadline
- Late applicants will not be accepted
- Applicants will be contacted within 48 hours of the application deadline to schedule an interview unless otherwise notified by the SGA Secretary before the submission of materials
- Once appointments have been decided, all applicants will be contacted with the results before the Senate in which the appointments will be brought for approval
Article 5: Interviews
Section 1: Interviewees
Interviewees will be expected to arrive in a prompt and official manner. In the case of a missed interview, make-up interviews will not be granted with the exception of emergencies that are reported within 24 hours. Interviewees will be rated on:

- Experience
- Plan and goals
- Enthusiasm
- Ability to work with others
- Knowledge of committee or position

Section 2: Schedule
All interviews will be held over the course of, at most, three days.

- Appointments for HAB Committee Chairs, Judicial Chairs, Academic Policy Board Chair, Club Coordinator, and Athletic Chair will all be held in the Spring
- Judicial Board and Academic Policy Board members will be appointed through jointly held interviews conducted by the respective Chairs, independent of Appointment Board
- HAB general members will be appointed through independently held interviews conducted by the HAB Committee Chairs and HAB Chair, independent of Appointment Board
- Any unfilled positions within class cabinets will also be filled at this time
  - Spring Appointment Board shall convene at the end of SGA and class elections and at least one week before housing lottery
  - Additional appointment boards may be held at the discretion of Roundtable
- First-Year positions and any unfilled class and appointed positions will be appointed in the fall within a month of the beginning of classes

Section 3: Appoint Board from Abroad
For abroad students seeking appointed positions, video conference or teleconferencing may be used in lieu of an in-person interview.

Section 4: Quorum
Attendance of two-thirds of the voting members of the board is required to reach quorum. Additionally, two-thirds of the voting members present are required to pass a decision.

Section 5: Special Circumstances
If someone is supposed to sit on Appointment Board but is reapplying for their current position, they may not sit in on the interview or vote for other applicants applying for that position.

Article 6: Emergency Appointments
Section 1: Purpose
The Emergency Appointment Board is a subsidiary of the Appointment Board and will convene in the event of any unfilled positions within SGA.

Section 2: Protocol
- Following fall elections and appointments that would fill any unfilled positions, a one week period will be allowed to turn in applications for emergency appointments
  - Within a two week period, the Emergency Appointment Board will convene to decide who will fill these positions
- In the event that open positions still remain unfilled after the election or initial appointment procedure, it shall be the Emergency Appointment Board’s responsibility to make these appointments in a prompt manner
- In the event that the unfilled positions are imperative to the functioning of an SGA board or event, the SGA President shall invoke their powers of temporary appointment

Section 3: Membership
The Emergency Appointment Board will consist of the SGA President, SGA Vice-President, SGA Secretary, SGA Treasurer, and the appropriate chair(s) (e.g. an applicant for HAB would require the presence of the HAB chair).

Section 4: Structure
The board will be chaired by the SGA Secretary who, in this case, will also serve as a voting member.

Section 5: Special Appointment Conditions
After a position has gone through both appointment board and emergency appointment board in one semester, the SGA Roundtable may permanently appoint the position through senate and the appointment shall remain in effect for the remainder of the academic year, or may decide to instead allow the position to remain unfilled until the first appointment board of the following semester.

Article 7: Training
Training will occur before Appointment Board interviews in the fall. Other training sessions can be held for members of Appointment Board who come into their positions in the spring. The SGA Secretary will coordinate and lead all training activities. At training, the Appointment Board will develop a list of standard questions to be asked of those applying for the same position and/or board (e.g. a set of questions for applicants to HAB, a set of questions for applicants for Club Coordinator).

Article 8: Applicant Requirements
Section 1: Judicial Confidentiality
Applicants waive their right to judicial confidentiality when they submit their Appointment Board applications. The Dean of Students or their designee will run judicial record checks on all applicants to assess their propriety for positions.

Section 2: Grade Point Average Requirement
Applicants for positions on the SGA Roundtable will have their GPA checked by the Dean of Students to ensure that they meet the 2.5 GPA requirement. Should students fail to meet the requirement, they should petition to the panel described in the Executive Bylaws at least one week before Appointment Board meets.
Title 9: Club Bylaws

Article 1: Purpose
SGA clubs and organizations seek to offer special interest groups and to further activities on campus. The Club Coordinator shall organize the infrastructure and coalition building of all student-run organizations affiliated with SGA. They shall be knowledgeable of all policies pertaining to, but not limited to, club organization, creation, activities, and treasury.

Article 2: Membership
SGA clubs and organizations consist of members of the Hollins student body who share interests consistent with the mission statements of specific SGA clubs and organizations. All SGA clubs and organizations shall fall under the Club Coordinator and must abide by the policies set forth in the bylaws. Only clubs and organizations which have open membership are allowed to become affiliated with SGA. No club or organization may collect dues.

Article 3: Formation of a Club
Any student may create a club or organization on the Hollins campus in accordance with the policies set forth by the SGA Constitution and its bylaws. The following steps should be taken to form a new club:

- Review all policies set forth by the SGA Constitution and its bylaws
- Hold meetings to garner interest in the club
- Have an adviser who is a present faculty or staff member
- Draft a constitution, which should then be presented to and approved by the Club Coordinator and should include:
  - Purpose or goal
  - Officer positions and duties
  - Election procedures
  - Impeachment procedures
  - Requirements of general members if needed

The constitution will then be presented and approved or denied by Senate. After approval of a club’s constitution in Senate, it is officially deemed an active SGA club.

Article 4: Maintenance of a Club
In order to maintain active standing, a club must:

- Abide by SGA constitutional policy
- Abide by its own constitution
- Fill its officer positions
- Abide by Treasury Board policy
  - Be financially responsible
  - Have an elected treasurer or equivalent maintain its account
  - Keep constitution on file with Club Coordinator and update it on a yearly basis
    - All constitutional changes must be approved by Senate
- Attend Club Orientation
- Attend all other mandatory events organized by the Club Coordinator and/or SGA Treasurer
- Keep financial records
- Maintain and turn in a monthly ledger
- Hold one fundraiser per semester
- Elect a senator who shall attend Senate weekly and present a semester report each semester
  - Hold meetings as necessary
  - Host at least one on-campus event per semester (utilizing HAB for marketing and/or a planning resource, as needed).

Section 1: Deactivation
Failure to abide by these policies may result in the deactivation of a club. If this occurs, the Club Coordinator will contact the club to gather information pertaining to the situation. The Club Coordinator will then approach Senate to demonstrate how the policies were broken as well as the information which the club has presented to the Club Coordinator. Senate must approve any decision to move a club or organization to inactive standing. Once deemed inactive, the organization will lose its budget from that fiscal year, right to petition for additional funds from Treasury Board, and vote in Senate.

Section 2: Reactivation
To regain active standing a club must wait a full semester before following the procedure set forth above as if it were a new club.
Title 10: Club Sport Bylaws

Article 1: Purpose
The Club Sport Program provides the student body opportunities to participate and learn physical activity that is governed by a set of rules or customs.

Article 2: Membership
All student-run club sports affiliated with SGA shall fall under the Athletic Chair and must abide by the policies set forth in the bylaws. All club sports must have open membership.

Article 3: Structure
The organizations under the jurisdiction of the Athletic Chair are recreational club sports. A recreational club sport is formed for the purpose of learning a new sport. It cannot be a current Hollins Varsity sport. A recreation club sport must:

- Abide by SGA constitutional policy
- Have an adviser who is a present faculty or staff member
- Abide by its own constitution that includes:
  - Purpose or goal
  - Officer positions and duties
  - Election procedures
  - Impeachment procedures
  - Requirements of general members if needed
- Fill its officer positions
- Abide by Treasury Board policy
  - Be financially responsible
  - Have an elected treasurer or equivalent maintain its account
  - Keep a constitution on file with Club Coordinator and Athletic Chair and update it on a yearly basis
    - All constitutional changes must be approved by Senate
  - Attend Club Orientation
  - Attend all other mandatory events organized by the Club Coordinator and/or SGA Treasurer
  - Keep financial records
  - Maintain and turn in a monthly ledger
  - Hold one fundraiser per semester
  - Elect a senator who shall attend Senate weekly and present a semester report each semester
- Hold meetings as necessary

Recreational club sports may petition for a budget through the Treasury Board.
Title 11: Constitution and Bylaws Review Committee (CBRC)

Article 1: Purpose and Duties
- The CBRC will manage changes to the bylaws of the SGA Constitution and present a summation of the structural changes to the constitutional document to Senate once per semester for ratification
- The Appeal Board Chair will solicit suggestions from Executive Cabinet members and members of the community at large
- The CBRC shall serve to settle any questions of Constitution and Bylaw interpretation

Article 2: Membership
- The Appeal Board Chair shall be the Chair of the CBRC, with the SGA Vice President as Vice Chair
- One to three members of the Executive Cabinet must also sit on Rules Committee
  - These members can be chosen by the Appeal Board Chair or volunteered by the Executive Cabinet
- Two to four members will come from the campus at large

Article 3: Structure
- The CBRC will convene at least once per semester
  - The amount of meetings and time of meetings will be determined by the Chair and coordinated with the SGA Vice President
- Amendments involving structural changes to the SGA Constitution and Bylaws will be addressed during each committee meeting
  - Structural changes are defined as changes to the core of the SGA Constitution and Bylaws and/or changes to the overall purpose, wordage, and functions of the organization
- A 2/3 majority is needed for all decisions
  - Constitutional changes must be ratified by a 2/3 majority vote by the CBRC and a 2/3 majority vote at Senate
    - The updated Constitution must be made available to the campus community no less than seven days before the Senate in which it is to be passed
  - Bylaw changes are voted on by the members of the CBRC and are effective once a 2/3 majority is made, or at the specified time the CBRC deems the changes effective
- The Appeal Board Chair will present the updated SGA Constitution and Bylaws at Senate as well as Roundtable after the committee has convened and before the last Senate of the term
- Any bylaws that are not ratified by the conclusion of the school year will be formally dismissed and may be readdressed in the following semester
Title 12: First-Year Class Bylaws

Article 1: Membership and Duties
Section 1: First-Year Class President
The duties of the First-Year Class President shall include but not be limited to:
- Call and preside over regular class meetings
- Call and preside over class officer meetings, held minimally two times a month, excluding summer months, December, January, and May
- Coordinate First-Year helpers for Ring Night
- Correspond with the Senior Class President to assist in the execution of Ring Night
- Attend Senate and Roundtable weekly
- Attend Presidential Joint Cabinet monthly
- Attend Class Joint Cabinet Meetings
- Facilitate two sibling class socials per academic year
- Facilitate two class socials per academic year
- Meet with the Director of Student Activities regarding activities during Short Term
- Recruit servers for the Sophomore-Senior Banquet
- Organize a joint class fundraiser once a year with the other Class Presidents

Section 2: First-Year Class Vice President
The duties of the First-Year Class Vice President shall include but not be limited to:
- Attend all class and class officer meetings
- Attend Class Joint Cabinet Meetings
- Serve as a member of HAB
- Serve as a liaison between HAB and their class
- Succeed the president in case of impeachment or resignation
- Serve as a member of Senate should the class president be unable to attend
- Assist the president in all their responsibilities
- Chair fundraising activities for the class in coordination with the First-Year Class Treasurer

Section 3: First-Year Class Secretary
The duties of the First-Year Class Secretary shall include but not be limited to:
- Attend and take clear, concise minutes at all class and class officer meetings
- Disseminate minutes to the First-Year Class
- Attend Class Joint Cabinet Meetings
- Organize all class publicity, including but not limited to email, social media, table sitting, and print
- Serve on the following:
  - Elections Committee
  - Appointment Board
- Facilitate class usage of social media
Section 4: First-Year Class Treasurer
The duties of the First-Year Class Treasurer shall include but not be limited to:
- Keep a record of all class finances and expenditures
- Turn in a monthly ledger to the SGA Treasurer
- Chair the fundraising activities for the class in coordination with the First-Year Class Vice President
- Report all fundraising activities to the class
- Submit all Business Office forms to the SGA Treasurer
- Serve as a member of Treasury Board
- Ensure that the First-Year Class stays within its budgetary constraints

Section 5: First-Year Class Senator
The duties of the First-Year Class Senator shall include but not be limited to:
- Serve as a member of Senate
- Sit on a Senate committee
- Facilitate updates to the class website
- Ensure that the full First-Year Class has access to all First-Year Class social media
- Coordinate decoration of the Moody Dining Hall Class Column

Article 2: Full Cabinet Responsibilities
Section 1: Class Socials
All members of the First-Year Class Cabinet will assist in organizing class socials. One class social must occur before the end of September.

Section 2: Sibling Class Socials
All members of the First-Year Class Cabinet will assist in organizing two sibling class socials per academic year.

Section 3: Traditions
All members of the First-Year Class Cabinet will assist the First-Year Class President in organizing First-Year Class participation in all traditions. Specific responsibilities include but are not limited to:
- Tinker Day
  - Be on the mountain for Tinker Day
  - Develop one skit and three songs (one for each of the other class years)
  - Help build excitement and participation
- Ring Night
  - Assist the First-Year Class President in their recruitment of First-Year helpers
- Founder’s Day
  - Serve cake in Moody Dining Hall during lunch on the day of Founder’s Day
- Sophomore-Senior Banquet
- Assist the First-Year Class President in their recruitment of First-Year servers
- Miss Matty's Birthday
  - Serve cake in Moody Dining Hall during lunch on the day of Miss Matty's Birthday

Section 4: Joint Class Cabinet
Joint Class Cabinet is made up of the executive cabinets of each class and will meet at least once a month. All members of the First-Year Class Cabinet are required to attend Joint Class Cabinet meetings.
Title 13: Sophomore Class Bylaws

Article 1: Membership and Duties
Section 1: Sophomore Class President
The duties of the Sophomore Class President shall include but not be limited to:

- Call and preside over regular class meetings
- Call and preside over class officer meetings, held minimally two times a month, excluding summer months, December, January, and May
- Coordinate Sophomore helpers for Ring Night
- Correspond with the Senior Class President to assist in the execution of Ring Night
- Attend Senate and Roundtable weekly
- Attend Presidential Joint Cabinet monthly
- Attend Class Joint Cabinet Meetings
- Facilitate two sibling class socials per academic year
- Facilitate two class socials per academic year
- Facilitate the planning of the Sophomore-Senior Banquet
- Organize a joint class fundraiser once a year with the other Class Presidents

Section 2: Sophomore Class Vice President
The duties of the Sophomore Class Vice President shall include but not be limited to:

- Attend all class and class officer meetings
- Attend Class Joint Cabinet Meetings
- Serve as a member of HAB
- Serve as a liaison between HAB and their class
- Succeed the president in case of impeachment or resignation
- Serve as a member of Senate should the class president be unable to attend
- Assist the president in all their responsibilities
- Chair fundraising activities for the class in coordination with the Sophomore Class Treasurer

Section 3: Sophomore Class Secretary
The duties of the Sophomore Class Secretary shall include but not be limited to:

- Attend and take clear, concise minutes at all class and class officer meetings
- Disseminate minutes to the Sophomore Class
- Attend Class Joint Cabinet Meetings
- Organize all class publicity, including but not limited to email, social media, table sitting, and print
- Serve on the following:
  - Elections Committee
  - Appointment Board
- Facilitate class usage of social media
- Create the photo slideshow for the Sophomore-Senior Banquet
Section 4: Sophomore Class Treasurer
The duties of the Sophomore Class Treasurer shall include but not be limited to:

- Keep a record of all class finances and expenditures
- Turn in a monthly ledger to the SGA Treasurer
- Chair the fundraising activities for the class in coordination with the Sophomore Class Vice President
- Report all fundraising activities to the class
- Submit all Business Office forms to the SGA Treasurer
- Serve as a member of Treasury Board
- Ensure that the Sophomore Class stays within its budgetary constraints

Section 5: Sophomore Class Senator
The duties of the Sophomore Class Senator shall include but not be limited to:

- Serve as a member of Senate
- Sit on a Senate committee
- Facilitate updates to the class website
- Ensure that the full Sophomore Class has access to all Sophomore Class social media
- Coordinate decoration of the Moody Dining Hall Class Column

Article 2: Full Cabinet Responsibilities
Section 1: Class Socials
All members of the Sophomore Class Cabinet will assist in the organizing of class socials. One class social must occur before the end of September.

Section 2: Sibling Class Socials
All members of the Sophomore Class Cabinet will assist in organizing two sibling class socials per academic year.

Section 3: Traditions
All members of the Sophomore Class Cabinet will assist the Sophomore Class President in organizing Sophomore Class participation in all traditions. Specific responsibilities include but are not limited to:

- Tinker Day
  - Be on the mountain for Tinker Day
  - Develop one skit and three songs (one for each of the other class years)
  - Help build excitement and participation
- Ring Night
  - Assist the Sophomore Class President in their recruitment of Sophomore helpers
- Founder’s Day
  - Assist in the recruitment of class members to pass out daisies to Seniors after the wreath is laid on the grave of Charles Lewis Cocke
- Sophomore-Senior Banquet
Outgoing Sophomore Class officers are required to meet with incoming Sophomore Class officers before the end of the current Cabinet’s term to discuss the planning and coordination of the Banquet.

Section 4: Joint Class Cabinet
Joint Class Cabinet is made up of the executive cabinets of each class and will meet at least once a month. All members of the Sophomore Class Cabinet are required to attend Joint Class Cabinet meetings.
Title 14: Junior Class Bylaws

Article 1: Membership and Duties
Section 1: Junior Class President
The duties of the Junior Class President shall include but not be limited to:
- Call and preside over regular class meetings
- Call and preside over class officer meetings, held minimally two times a month, excluding summer months, December, January, and May
- Attend Senate and Roundtable weekly
- Attend Presidential Joint Cabinet monthly
- Meet as needed with the First-Year Class President
- Organize and facilitate Class Joint Cabinet Meetings
- Assist the Senior Class in the execution of all Ring Night activities
- Communicate important Ring Night details to the Junior Class
- Facilitate two sibling class socials per academic year
- Facilitate two class socials per academic year
- Organize a joint class fundraiser once a year with the other Class Presidents
- Meet and discuss the joint class fundraiser regularly with the Director of Student Activities

Section 2: Junior Class Vice President
The duties of the Junior Class Vice President shall include but not be limited to:
- Attend all class and class officer meetings
- Attend Class Joint Cabinet Meetings
- Serve as a member of HAB
- Serve as a liaison between HAB and their class
- Succeed the president in case of impeachment or resignation
- Serve as a member of Senate should the class president be unable to attend
- Assist the president in all their responsibilities
- Chair fundraising activities for the class in coordination with the Junior Class Treasurer

Section 3: Junior Class Secretary
The duties of the Junior Class Secretary shall include but not be limited to:
- Attend and take clear, concise minutes at all class and class officer meetings
- Disseminate minutes to the Junior Class
- Attend and take clear, concise minutes at Class Joint Cabinet Meetings
- Organize all class publicity, including but not limited to email, social media, table sitting, and print
- Serve on the following:
  - Elections Committee
  - Appointment Board
- Facilitate class usage of social media
Section 4: Junior Class Treasurer
The duties of the Junior Class Treasurer shall include but not be limited to:
- Keep a record of all class finances and expenditures
- Turn in a monthly ledger to the SGA Treasurer
- Chair the fundraising activities for the class in coordination with the Junior Class Vice President
- Report all fundraising activities to the class
- Submit all Business Office forms to the SGA Treasurer
- Serve as a member of Treasury Board
- Ensure that the Junior Class stays within its budgetary constraints

Section 5: Junior Class Senator
The duties of the Junior Class Senator shall include but not be limited to:
- Serve as a member of Senate
- Sit on a Senate committee
- Facilitate updates to the class website
- Ensure that the full Junior Class has access to all Junior Class social media
- Coordinate decoration of the Moody Dining Hall Class Column

Article 2: Full Cabinet Responsibilities
Section 1: Class Socials
All members of the Junior Class Cabinet will assist in the organizing of class socials. One class social must occur before the end of September.

Section 2: Sibling Class Socials
All members of the Junior Class Cabinet will assist in organizing two sibling class socials per academic year.

Section 3: Traditions
All members of the Junior Class Cabinet will assist the Junior Class President in organizing Junior Class participation in all traditions. Specific responsibilities include but are not limited to:
- Tinker Day
  - Be on the mountain for Tinker Day
  - Develop one skit and three songs (one for each of the other class years)
  - Help build excitement and participation

Section 4: Joint Class Cabinet
Joint Class Cabinet is made up of the executive cabinets of each class and will meet at least once a month. All members of the Junior Class Cabinet are required to attend Joint Class Cabinet meetings. The Junior Class Cabinet will assist the Junior Class President in their role as facilitator of Joint Cabinet Meetings.
Title 15: Senior Class Bylaws

Article 1: Membership and Duties

Section 1: Senior Class President
The duties of the Senior Class President shall include but not be limited to:

- Call and preside over regular class meetings
- Call and preside over class officer meetings, held minimally two times a month, excluding summer months, December, January, and May
- Attend Senate and Roundtable weekly
- Attend Presidential Joint Cabinet monthly
- Attend Class Joint Cabinet Meetings
- Serve as a representative on the following committees:
  - Family Weekend
  - Founder's Day
  - Commencement
- Oversee the execution of all Ring Night activities
- Oversee and remain informed about the following activities of the Senior Class:
  - First Step
  - Tinker Day
  - Founder's Day
  - Hundredth Night
  - Sophomore-Senior Banquet
- Serve as the class speaker at Commencement
- Organize and facilitate one major fundraiser during fall semester
- Organize and facilitate Senior Week
- Facilitate two sibling class socials per academic year
- Facilitate two class socials per academic year
- Organize a joint class fundraiser once a year with the other Class Presidents
- Serve as the reunion chair for the second and fifth year reunion

Section 2: Senior Class Vice President
The duties of the Senior Class Vice President shall include but not be limited to:

- Attend all class and class officer meetings
- Attend Class Joint Cabinet Meetings
- Serve as a member of HAB
- Serve as a liaison between HAB and their class
- Succeed the president in case of impeachment or resignation
- Serve as a member of Senate should the class president be unable to attend
- Assist the president in all their responsibilities
- Chair fundraising activities for the class in coordination with the Senior Class Treasurer

Section 3: Senior Class Secretary
The duties of the Senior Class Secretary shall include but not be limited to:
- Attend and take clear, concise minutes at all class and class officer meetings
- Disseminate minutes to the Senior Class
- Attend Class Joint Cabinet Meetings
- Organize all class publicity, including but not limited to email, social media, table sitting, and print
- Serve on the following:
  - Elections Committee
  - Appointment Board
- Facilitate class usage of social media

Section 4: Senior Class Treasurer
The duties of the Senior Class Treasurer shall include but not be limited to:
- Keep a record of all class finances and expenditures
- Turn in a monthly ledger to the SGA Treasurer
- Chair the fundraising activities for the class in coordination with the Senior Class Vice President
- Report all fundraising activities to the class
- Submit all Business Office forms to the SGA Treasurer
- Serve as a member of Treasury Board
- Ensure that the Senior Class stays within its budgetary constraints

Section 5: Senior Class Senator
The duties of the Senior Class Senator shall include but not be limited to:
- Serve as a member of Senate
- Sit on a Senate committee
- Facilitate updates to the class website
- Ensure that the full Senior Class has access to all Senior Class social media
- Coordinate decoration of the Moody Dining Hall Class Column

Article 2: Full Cabinet Responsibilities
Section 1: Class Socials
All members of the Senior Class Cabinet will assist in the organizing of class socials. One class social must occur before the end of September.

Section 2: Sibling Class Socials
All members of the Senior Class Cabinet will assist in organizing two sibling class socials per academic year.

Section 3: Traditions
All members of the Senior Class Cabinet will assist the Senior Class President in organizing Senior Class participation in all traditions. Specific responsibilities include but are not limited to:
- Tinker Day
  - Be on the mountain for Tinker Day
• Develop one skit and three songs (one for each of the other class years)
  • Help build excitement and participation
• Ring Night
  • Class cabinet members are required to assist in Ring Night Presentations and Pick Night
• Hundredth Night
  • Class cabinet members must contribute to the development of the slide show
  • Class cabinet members must assist in set up and tear down
• Senior Week
  • Class cabinet members must assist in planning, set up, and tear down for Senior Week events as needed

Section 4: Joint Class Cabinet
Joint Class Cabinet is made up of the executive cabinets of each class and will meet at least once a month. All members of the Senior Class Cabinet are required to attend Joint Class Cabinet meetings.
Title 16: Hollins Activity Board Bylaws

Article 1: Purpose (Culture)

The Hollins Activity Board (HAB) is responsible for using the portion of student dues allotted to them in order to plan and execute diverse and inclusive activities and events for the campus community to supplement the events provided by SGA funded clubs and organizations. In addition to independently producing events, HAB may co-sponsor or subsidize the events or activities of any student or campus organization.

Article 2: Membership and Duties

Section 1: Membership

Each semester HAB should consist of:

- HAB Chair
- HAB Vice Chair
- Club Coordinator
- Formal Events Chair
- Performance Arts Chair
- Traditions Chair
- Novelty Chair
- 10 General Members
- Four Class Vice Presidents

Section 2: Appointment and Election

- All positions excluding the HAB Chair and Class Vice Presidents will be appointed through Appointment Board
- The HAB Chair and Class Vice Presidents are elected
- The HAB Chair must have had sat on the board for at least two full academic semesters before running for election to the position
- Appointment Process for HAB General Members
  - By decision of the HAB Chair and Advisor, appointments for HAB General Members will be conducted through an interview process held independently of Appointment Board. The HAB Chair must bring their selections to Senate for approval and also notify the SGA Secretary of appointments in full.
Section 3: Removal

- Any HAB member may be removed for a violation of the HAB Bylaws including, but not limited to failure to meet attendance policies, violations of the Hollins Honor Code, failure to plan and execute programs as detailed below, detrimental behavior toward other members of HAB, misuse of organizational funds, etc.
- All members of HAB must be informed of the charges brought against the member.
- Any student can bring forth a member for removal through a presentation of charges and evidence.
- The member in question and the HAB chair must be notified at least 48 hours before the presentation of charges.
- The presentation of charges must take place at a regularly scheduled meeting.
- Following the presentation of charges, the member in question may state their case.
- No more than one week shall pass between the presentation of the charges and the voting.
- A 50% plus 1 vote of all Board members is necessary for the removal of any HAB member.
- In this situation, the HAB Chair will have a vote.

Section 4: General Duties

All HAB chairs and committees are required to:

- Maintain an updated ledger on file in their records, with the HAB Chair, and with the SGA Treasurer.
- Meet with the Director of Student Activities and Organizations (DSAO) and HAB chair as needed.
- Adhere to the confidentiality agreement and attendance policy set at the beginning of each semester.
- Attend six events a semester.
- Maintain records of events through post-event evaluations, pictures taking, etc.
- Participate in officer training and transition programs as necessary.
- Research the wants of the Hollins Community to ensure a variety of event types.
- Give a semester report to Senate once a semester.
- Discuss event ideas with committee members and bring finalized proposals to the Board for final approval.

Section 5: HAB Chair

The duties of the HAB Chair shall include but not be limited to:

- Coordinate HAB training at the beginning of each semester.
- Conduct weekly HAB meetings.
• Serve as a voting member of HAB only during an impeachment, during policy decisions, or when they are needed to be the deciding vote
• Serve as a voting member of Roundtable
• Serve as a voting member of Senate
• Serve as a liaison between Student Activities, HAB, Roundtable, and the campus community
• Maintain an inventory of all HAB owned materials (e.g. the stage, lights)
• Meet with DSAO weekly
• Meet with individual HAB chairs and the General Members and Vice Presidents Subcommittee as needed
• Serve as a member of Appointment Board
• Keep an updated ledger of each HAB account operating and fundraised
• Maintain the online repository (such as Google Drive)
• Update the campus on HAB discussions through weekly Senate updates

Section 6: Vice Chair of HAB

The duties of the Vice Chair of HAB shall include but not be limited to:

• Serve as an ex-officio member of all HAB standing committees.
• Preside over meetings in the absence of the Chair
• Serve as HAB secretary
• Keep the attendance and tardiness record, along with the event attendance records
• Serve as a check and balance to the HAB Chair to ensure that HAB is operating constitutionally
• Help in overseeing voting procedures
• The Vice Chair is elected at the first HAB meeting of the semester by a 50+1 majority vote.

Section 7: Club Coordinator

The duties of the Club Coordinator on HAB shall include but be limited to:

• Act as a liaison between the club community and HAB
• Advise HAB and clubs on opportunities for collaboration
• Manage the process of HAB stamping printed materials for clubs
• Maintain an updated ledger of the HAB contingency account and advise clubs on petitioning HAB for contingency funds
• Meet with the DSAO bi-weekly about club events
• Club Coordinator will not serve as a voting member of HAB
Section 8: Formal Events Chair

The duties of the Formal Events Chair shall include but not be limited to:

- Coordinate at least two campus-wide events, including Fall Formal and Spring Cotillion
- Provide monthly committee reports to the Vice Chair.
- Serve as a voting member of HAB and Senate
- Lead the discussion to choose locations for the following academic year’s formals in the spring
- Delegate and supervise the Formal Events Committee
- Meet with the DSAO weekly

Section 9: Performance Arts Chair

The duties of the Performance Arts Chair shall include, but not be limited to:

- Plan and coordinate a variety of events falling under the live performance umbrella such as spoken word, concerts, coffeehouses, open mics, etc.
- Lead the planning for at least one Fall term performance event and at least one Spring event, including Mayfest.
- Serve as a voting member of HAB and Senate.
- Coordinate and run committee meetings as necessary.
- Delegate and supervise the Performance Arts Committee
- Meet with the DSAO weekly

Section 10: Traditions Chair:

The duties of the Traditions Chair shall include, but not be limited to:

- Plan and execute a variety of initiatives that support the Traditions of the University. For example, events and campaigns that support and promote Ring Night and Tinker Day, Founder’s Day, Ms. Matty’s Birthday... etc.
- Coordinate with the Athletic Chair to provide supportive athletic programming such as intramurals, halftime shows/events, tailgating, pep rallies, athletic fan clubs, etc.
- Serve as a voting member of HAB and Senate.
- Coordinate and run committee meetings as necessary.
- Delegate and supervise the Traditions Committee
- Meet with the DSAO weekly.
Section 11: Novelty Chair:

The duties of the Novelty Chair shall include, but not be limited to:

• Plan and execute a variety of diverse and unusual events that span many spectrums of entertainment. For example, comedians, game-nights, movies, roller-skating, fortune tellers, crafting, dances, carnivals, off-campus or external events...etc.
• Serve as a voting member of HAB and Senate.
• Coordinate and run committee meetings as necessary.
• Delegate and supervise the Novelty Committee.
• Meet with the DSAO weekly.

Section 12: General Members

The duties of the General Members shall include but not be limited to:

• Sit on one of the standing committees.
• Aid standing committee chair in initial planning and final proposal to be presented at general HAB meeting.
• Attend committee meetings as directed.
• Serve as a voting member of HAB.
• Volunteer at various events as needed.

Section 13: Class Vice Presidents

The duties of the Class Vice Presidents shall include but not be limited to:

• Serve as a liaison between their class and HAB.
• Maintain responsibility for planning class fundraisers.
• Work with the Graduate Assistant to the DSAO (if applicable).
• Sit on one of the standing committees.
• Aid standing committee chair in initial planning and final proposal to be presented at general HAB meeting.
• Attend committee meetings as directed.
• Serve as a voting member of HAB.
• Volunteer at various events as needed.

Section 14: Advisor:

The DSAO, or their proxy, shall act as the administrative liaison and serve as a resource to HAB. The DSAO shall aid in contract negotiation and budget reconciliation. The Advisor shall attend meetings to be available to answer questions for the Board upon request.
Article 3: Structure

Section 1: Meetings

- Meetings shall be held on a weekly basis throughout the academic year
- The HAB Chair or DSAO may call additional meetings as needed
- All members shall be notified of an additional meeting at least 24 hours before it takes place
- Quorum shall consist of 3/4 of the Board
- Meeting agendas should be set at least 12 hours in advance.
- All members shall give a brief update of their plans and shall discuss proposed activities and issues prior to the event
- All students are welcome to attend any regular HAB meetings.
- Certain sections of meetings are closed to non-voting students to discuss any internal board issues (e.g. member removal)
- If any club, organization, and/or department wishes to petition for funds at a HAB meeting, they must contact the HAB Chair at least 24 hours prior to the meeting
- At least one member of the club, organization, and/or department must attend the meeting at which the petition is to be voted on
- They must be prepared to answer any questions from the Board regarding their petition

Section 2: Attendance

An attendance policy is set at the beginning of each year by the HAB Chair and signed by all members of the Board.

- Meeting attendance is required for all members
- In the event of an emergency, members should contact the Chair or Vice Chair of HAB 24 hours in advance
- In the event that a member cannot attend a meeting, they may inform the Chair of their voting preference
- If a voting member of the Board is absent from regular HAB meetings more than two times they are eligible to be brought forward to the Board for the removal process
- All HAB members shall assist with events put on by the Board. If a member is unable to fulfill the duty they signed up then they should contact the Chair or Vice Chair of HAB or the Board member running the event
- Each Board member is required to attend at least 6 HAB sponsored events per semester
Section 3: Funding

HAB derives its operating funds from the Student Government Association.

- HAB shall receive $99,000 of the total SGA budget
- The newly elected Chair and current Chair of the Board shall decide the individual budgets for each chair on HAB for the following year before graduation
- Remaining funds will be held in the HAB operational account for Board use and or internal petitions
- A minimum of $3,000 must be in contingency each semester
- All finances shall be handled in accordance with the established procedures of the Treasury Board
- Each chair is required to keep an up-to-date ledger on file with the HAB Chair
- HAB events must be open and free of charge to the entire Hollins Community
- Receipts must be supplied for HAB co-sponsored events and unused funds supplied by HAB shall be placed back into the account from which they came
- All money fundraised by any HAB event must go into the fundraised funds
- Funds from student dues may be used for accommodations, travel, and food for HAB sponsored events, with the exception of conferences for general students. See Below Section 3(b): Conferences.

Section 3(b): Conferences

- HAB may vote to spend a maximum of $2000 per academic year from the HAB operational budget to send HAB members to a conference on campus events, activities and or event planning.
- Within this $2000, funds may be used for accommodations, travel, registration and food.
- Funds may not be used for alcohol or souvenirs.
- In order for a HAB member to attend a conference with these funds, said member must; hold junior or sophomore standing, have been an active member of HAB for a minimum of 1 semester.
- HAB members who wish to attend a conference on campus events, activities or event planning must present a petition to Treasury board before confirming plans.
- The current HAB Chair will take advisement from HAB members and the DSAO on deciding who will represent HAB at a conference, with preference given to the Novelty Chair.

Section 4: Training

- The Chair of HAB is responsible for planning and running Board training
- Scheduling of training may vary based on the academic calendar
- Training shall include session on, but not be limited to:
  - Event planning and scheduling
  - Marketing
• Catering
• Contracts
• Ledgers
• Business Office forms
• Team building
• An end of the year training session with the newly elected/appointed HAB members will be held at the end of the spring semester
• The training session will give new members a better understanding of the inner workings of HAB

Article 4: Policies

Section 1: Co-Sponsorship

• Both HAB and HAB chairs may be petitioned with co-sponsorship opportunities from community members outside of the Board
• All co-sponsorship between HAB or a HAB chair and another club, organization, or individual must be approved by the board with a 50% +1 vote
• At least $3000 must be available in the HAB contingency for the co-sponsorship of events with clubs, organizations, and departments
• Clubs, organizations, and departments requesting funds for co-sponsorship must present their event(s) at a regular HAB meeting
• If the co-sponsorship is approved, if applicable, the organization must make note of the approved HAB funding on their petition for funds from the Treasury Board
• If a club, organization, or department cancels an event being co-sponsored with HAB funds and does not reschedule the same for the same academic year, that club or organization shall forfeit the opportunity to request HAB co-sponsorship for the duration of the semester
• This shall not apply to campus-wide events that are postponed by HAB in order to improve the overall campus activities calendar
• Any chair of HAB may petition for funds from contingency after they have exhausted all co-sponsorship opportunities

Section 2: Conflict of Interest

• Whenever a chair has a financial or personal interest, based on current involvement with another organization, in any matter coming before the board, the board shall ensure that:
  • The interest of the chair is fully disclosed to the board
  • No interested chair may lobby or vote on the matter
  • Any transaction in which a chair has personal or financial interest shall be approved by a 50% +1 vote of the board
  • The HAB Chair has a vote in this situation
  • In cases of co-sponsored chair events, anyone may bring forward issues of conflict of interest to the HAB Chair
• The discussion and voting of concerns of conflict of interest will take place no later than one week after the concern was received

Article 5: Amendments

Proposed Amendments to the HAB bylaws shall be presented at a regular HAB meeting and must pass with a 2/3 vote.