

**Student Government Association (SGA) Bylaws  
(Current December 11, 2019)**

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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 Roundtable must meet with their successor prior to the last day of classes of the spring term to pass down the position materials 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.
- Schedule and organize Joint Cabinet meetings with the University President's Executive Team and Roundtable monthly.
- 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 Secretary.

### **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.
  - Conduct Candidate Tea for each Election Cycle.
- Serve as the Chair of the Appointment Board (See Appointment Board Bylaws).
- Conduct executive and class elections (See Elections Bylaws).
- Act as an administrator in the absence of the SGA President and/or Vice President.
- Take minutes and attendance during Roundtable and Joint Cabinet Team meetings.
  - Minutes must be clear and concise.
  - Minutes must be sent to Roundtable members within 48 hours.
- Maintain the full SGA Roster and report it to the Vice President of Student Affairs (VPSA) and Dean of Students (DOS) each semester.

- Work closely with the Social Media Coordinator on election advertising and announcements and Appointment Board

#### **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 funds.
- 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.
- Serve as a member of Appointment Board and Emergency Appointment Board.
- Organize and oversee SGA Fun Funds with input from Treasury Board.

#### **Section 5: Honor Court Chair**

Duties can be found in the HCA Bylaws.

#### **Section 6: Student Conduct Chair**

Duties can be found in the HCA Bylaws.

#### **Section 7: Appeal Board Chair**

Duties can be found in the HCA 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:

- The Club Coordinator shall serve as a voting member of:
  - Roundtable.
  - Senate.
  - Treasury Board.
- 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.
- Assist with the formation of new clubs. Review all club constitutions.
- Keep up-to-date records of executive officers of every club as defined in their bylaws.

- Assist with club events and fundraisers as needed.
- Meet with club presidents as needed.
- Meet with the Director of Student Activities and Orientation (DSAO) bi-weekly, at a minimum, 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.
- Organize and execute weeklong table sitting event in conjunction with club officers within the first month of Spring semester to promote clubs.
- Host the following events as described in the Club Bylaws:
  - Club Orientation, in the fall semester, in conjunction with the SGA Treasurer.
  - Fall Club Fair.
- Could be called on to assist the SGA Secretary for Election Committee.

### **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, as needed and upon request from the Athletic Director, SAAC Faculty advisor, or Senior Women’s Administrator as needed.
  - Coordinate an event to support athletics, such as intramural program, in conjunction with the Athletic Department, the Athletic Director and SAAC consisting of at least one fall event, and one spring event.
  - Lead the Tinker Day hike and act as the Master of Ceremonies for Tinker Day.
  - Tinker Day duties include:
    - 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 notes for all duties to be passed down to the incoming SGA President by spring graduation.
  - Work with the Club Coordinator to 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.
  - Participate in Athletic Department meetings, as decided by VPAA and AD, to connect concerns between athletes and coaching staff.

- Plan and execute spring Athletic Banquet each year. These duties include:
  - Senior Athlete Recognition, 4-year Athlete Recognition (with requirements decided upon in conjunction with the Director of Athletics) and Presenting Athletic Department Awards (voted on by coaches).
- Assist the Athletic Department in the planning of the annual banquet and support the Athletic Director for any assigned duties or needs.
- Could be called on to assist the SGA Secretary for Election Committee.

**Section 12: Social Media Coordinator**

Duties can be found in the Social Media Bylaws.

**Section 13: Senior Class President**

Duties can be found in the Senior Class Bylaws.

**Section 13: Junior Class President**

Duties can be found in the Junior Class Bylaws.

**Section 14: Sophomore Class President**

Duties can be found in the Sophomore Class Bylaws.

**Section 15: First-Year Class President**

Duties can be found in the First-Year Class Bylaws.

**Section 16: 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 Roundtable.
  - More than two unexcused absences from Roundtable, more than 2 unexcused absences from Senate, or more than 1 unexcused absence from Joint Cabinet meetings 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 a declared major 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, by the VPSA and DOS.
- 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 (VPSA) and DOS, the Assistant Dean of Students, and the Dean of Academic Success.
- 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 VPSA and Dean of Students before elections and Appointment Board, as well as during their time of service in their SGA RT position.
- It is the responsibility of Roundtable members to immediately communicate with the SGA adviser if they have been found responsible for any violations.
- The VPSA and DOS, 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 the Constitution and Bylaws Review Committee as a voting member.
- 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 a space for the entire school year for Tuesdays from 6:30 pm to 8:00 pm, for Senate meetings.
- Follow up on all Student Concerns voiced at Senate.
- 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.
- Keep track of all voting records as well as all absences and tardiness.
- 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 VPSA and DOS each week after Senate and have the minutes sent out to the VPSA via email no later than 48 hours after Senate.

### **Section 4: Voting Members of Senate**

All voting members are documented in the Legislative section of the SGA Constitution.

## **Article 2: Committees**

### **Section 1: General Committees**

- Undergraduate students are eligible to fill positions on a Faculty, Senate, or Ad Hoc committees.
- Selection of committee members continues until all seats are filled.
- Committee options include:
  - Human Relations Committee (2 members).
  - Environmental Advisory Board (2 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.

### **Section 2: Student Board for Hollins Dining**

- All current students can apply during the spring semester of each academic year. All applications will be reviewed by the Advisor of this committee (Marketing Intern) and an appointed member of Roundtable.
  - The length of term is two semesters. The spring semester followed by the fall semester.
  - Applications are due by April 1.
- Consists of 4 student members.
  - Customer Service Coordinator.
  - Sustainability Coordinator.
  - Publicity and Promotions Coordinator.
  - Nutrition Coordinator & Vegan/Vegetarian Advocate.
- Appointments to this committee should be announced at Senate.
- Committee members are required to attend all meetings.
  - Should a member fail to regularly attend meetings, they may 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 University student.
- Alternates can only represent one voting position at a time.

- 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.
  - Traditional housing Senators is exempt from quorum.
- 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 6:30pm 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 except for Student Concerns (ten-minute limit).
- Motions may be proposed to extend time on pertinent issues and will be passed on a 50% plus 1 majority vote of the Senate body.
- Motions must be proposed by voting members of Senate.
- There must be a  $\frac{3}{4}$  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: HCA Bylaws**

#### **Article 1: Purpose**

The Honor Conduct Appeal (HCA) 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 the Universities' core values.

#### **Article 2: Structure**

The HCA Board is designated by Hollins University with the following jurisdictions:

- The Honor Court hears cases involving lying, cheating, stealing, and failure to report anything stated. To adjudicate a case, the board must be at three members with two class years represented.
- The Student Conduct Council hears cases involving conduct standards, policies, regulations, and non-vehicular security matters. To adjudicate a case, the board must be comprised of 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). To adjudicate a case the board must have at least three members with at least two class years represented.

### **Article 3: Membership**

#### **Section 1: Composition**

- The HCA Board is comprised of three courts: The Honor Court, Student Conduct Council, and Appeal Board.
- The HCA Board consists of members comprised of no less than two but no more than ten representatives from each class, totaling a full board membership of eight to forty members.
- The Board Chairs and representatives are selected by the SGA Appointment Board.
- New members will be required to complete conduct training before serving on a case.

#### **Section 2: Recall**

Members who are not fulfilling their requirements as general 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 general Board member fails to meet expectations will minimally result in a meeting with the Chairs and the Conduct Coordinator and may result in dismissal. Subsequent failure to meet expectations may result in dismissal from the Board.

### **Article 4: Leadership**

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

- Report, in general, to Senate each semester regarding the number and type of cases heard by the chair.
- Assist in the recruitment and training of new general board members and advisers.
- Serve as a member of Appointment Board and as a representative of HCA on Emergency Appointment Board when called upon.
- Work in conjunction with the other Chairs and the Conduct 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 the 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 Conduct 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 Constitution and Bylaws Review Committee.
- Communicate students' concerns about parking issues to the Director of Campus Security.
- Present at orientation about the appeal process.
- In case of an Academic Grievance, appoint one student to the Academic Grievance Board. 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 HCA Board.
- Could be called on to assist the SGA Secretary for Election Committee.

### **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.
- Assist in Ballot Counting during the Elections Process.

### **Section 3: Student Conduct Chair**

The duties of the Student Conduct 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.
- Could be called on to assist the SGA Secretary for Election Committee.

### **Section 4: Faculty / Staff Advisors**

The advisors to the board are responsible for ensuring all procedures are followed. The advisor does not have a vote in decisions regarding responsibility or sanctions. A faculty/staff advisor must be present at each hearing of the HCA Board.

### **Section 5: Conduct Coordinator**

The Conduct 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 conduct files following each case.
- Ensure the written university procedures have been followed.

## **Article 5: Procedure**

All rules and regulations regarding university policy are decided by the Administration of Hollins University. Infractions upon these rules and regulations may result in action by the appropriate body.

## **Title 4: Academic Policy Board (AcPol)**

### **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 a Chair, Vice Chair, four Scholarship Committee Members, and five Special Programming Committee Members. The Chair and the members are appointed for each academic year.

### **Section 1: Academic Policy Board Chair**

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.
  - Elections Committee.
- Attend Senate and Roundtable weekly.
- Administer the Independent Exam System and remain on campus for the entirety of the exam period.
- Facilitate the application development, publication, distribution, and notification of recipients of:
  - Independent and Short-Term Scholarships.
  - SGA Signature Internship Scholarships.
  - Academic Conference Scholarships.
  - Instructional Endowment Scholarship.
- 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 Programming committee with "Tracking Workshop."
- Oversee \$10,000 of the budget allotted by SGA to the Academic Policy Board for scholarships and operating expenses.
- Appoint one general member to the University Committee on Academic Policy.

## **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.
- Turn in monthly ledger to SGA Treasurer.
- 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.
- Serve on the Academic Affairs Council.

## **Section 3: Academic Policy Board Members**

The responsibilities of all general members of Academic Policy Board include but are not limited to:

- Attend all meetings and trainings of the Board.
- Poll the student body for academic policy concerns, as needed.
- Co-sponsor Honor Awareness Week with the HCA Board.
- Remain on campus through the end of the exam period.

## **Section 4: 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.
- Help with the selection and distribution of:
  - Independent Short-Term Scholarships.
  - SGA Signature Internship Scholarships.
  - Academic Conference Scholarships.
  - Instructional Endowment Scholarship.
- Create literature to raise awareness about Short-Term Scholarships and conference funding.

## **Section 5: Special Programming Member**

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

- Coordinate with the Dean of Academic Success and Chair to plan “Tracking Workshops” (one per semester).
  - Create advertisements for workshop (Facebook, flyers, etc.).
- Develop and post a pamphlet/flyer of the rules and regulations for the exam sessions in the residence halls.
- 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 the Academic Policy Board Vice Chair.
- Academic Policy Committee: The Academic Policy Board Chair and one general member, appointed by the Academic Policy Board Chair.
- SGA Endowment Scholarship Committee: The Academic Policy Board Chair and two AcPol general members, 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 Success to coordinate the exam schedule and schedule exam rooms.
- The Chair will ensure candy and Blue Books are purchased for this exam period.
- 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 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 distributed if there are not enough proctors to cover the exam period.
- All proctors 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 distributed after the start of the exam period. Any exceptions to this rule must be approved by the Chair and the Dean of Academic Success.

### **Subsection 1: Cancellation of Exams**

- Under certain circumstances, the IES may 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 proctors present 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: Independent Short-Term Scholarship**

- The Chair shall reserve \$5,000 of the Academic Policy budget for Independent Short-Term Scholarship, holding an additional \$500 for taxes. The Chair will make applications available to students pursuing short projects.
- Scholarships may not be awarded for:
  - On-campus seminars.
  - Hollins sponsored trips.
  - Signature internships advertised through the Hollins University Career Center.
  - Funds may not be requested for alcohol, as Treasury Board guidelines state.

#### **Sub-subsection 1: 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 funds.
- Six members of the Board are needed to distribute/decide on Short-Term Scholarships. If there are not at least six members, Roundtable or Treasury Board members can temporarily fill the positions.

#### **Subsection 2: SGA Signature Internship Scholarship**

The Chair shall reserve \$3000 of the Academic Policy budget for Independent Signature Internship Scholarships, holding an additional \$500 for taxes. The Chair will make applications available to students applying for Signature Internships. Scholarships may only be awarded for:

- Non-first-year Signature Internships advertised through the Hollins University Center for Career Development and Life Design.
- Funds may not be requested for alcohol, as Treasury Board guidelines state.

#### **Sub-Subsection 1: Procedure**

- The Board will meet to decide on the division of funds.
- Scholarship requests cannot exceed \$300.00.
- Six members of the Board are needed to distribute Short-Term Scholarships.
- If 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, lodging and other expenses incurred for students attending 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.
- No funds to be used for purchasing alcohol.

### **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:
  - Completed application.
  - Conference information.
- The Board must distribute agreements to the recipients within 5 business days after the applicant has been approved for funds.
- Scholarship recipients must:
  - Attend the conference.
  - 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.
  - This does not include baggage or other fees.
- The hotel accommodations are only covered during the length of the conference.
  - Any modifications or extensions will be at the attendee's own expense.
- Checks for the awarded amounts will be requested and distributed within two weeks after the applicant has returned their agreement.
- At least six members of the Board are needed to distribute scholarships for scholarly conferences. If 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 for meetings and events 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 University community. The Board will be responsible for

awarding budgets to all SGA clubs and organizations for the 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 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 or 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.
- Hear petitions for SGA Fun Funds

### **Section 2: Protocol for Petitioning**

- All account holders can petition Treasury Board once per semester.
- The Hollins Activity Board chairs must first petition HAB 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 and include:
  - 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 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 University community.
  - Following protocol and policy:
    - Ledgers completed and submitted.
    - Accounts in order.
  - Financial responsibility:
    - Noting the budget of the persons petitioning.
    - Considering responsibility to budget for items beforehand.
    - Considering the item itself for more cost-effective items.
- 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 reviewed once by the Board.

#### **Section 4: Guidelines for Budget Hearings**

- Spring budget hearings must be held at least two 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 except for classes, the Hollins Activity Board, and Ring Night programming funds, and those organizations who have automatic funds allocated in the Bylaws.
- Failure to attend budget hearings will result in the loss of fall petitioning privileges and possibly no allocated budget for the following year.
- Hollins Activity Board will automatically receive a base budget of \$99,000.
- HCA Board will automatically receive a base budget of \$1,500.
- Academic Policy Board will automatically receive a base budget of \$10,000.
- 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.
- SGA Fun Funds will receive \$1,500/semester, or \$3,000 for the year held in the Master Account. Unused funds will remain in the Master Account at the end of the academic year. See article 8; SGA Fun funds for more detail
- 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 detailed list of profits and expenses from the current year.
  - A detailed list of projected profits and expenses for the following year.
  - The requested budget amounts.

- Any evidence in support of why the funds should be awarded especially how it will benefit the Hollins University community.

#### **Article 4: Policies**

- Failure to abide by Treasury Board policies may result in budget deductions. Consistent failure to abide by Treasury Board policies may result in deactivation of the club.

These policies include:

- Be financially responsible and able to account for monetary amounts always.
- 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 complete paperwork, unless otherwise specified (e.g. the club president may be added as an authorized user).
- Keep a completed and current 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 laws. Each club and organization must update their constitution on a yearly basis in accordance with the SGA Constitution and its bylaws.
- Constitutions and any 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 Table Sitting, 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, if 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 year – except for the Hollins Activity Board, the Academic Policy Board, the HCA Board, and the Athletic Chair. Clubs may NOT hold raffles. Fundraisers must be communicated to the SGA Treasurer. Failure to have a fundraiser or communicate a reason to the SGA Treasurer will result in a 10% budget for the remainder of the year.
- Elect one representative from the club or organization as Senator who must attend Senate weekly and must present a semester report once a semester.
- Failure to present a semester report shall result in a 5% budget deduction.
- Missing Senate three times in one semester may 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 (except for Academic Policy Board Scholarships).
- Donations, except in the case of donations to a non-profit.
  - All donations from SGA Roundtable and class cabinets must be reviewed by the SGA advisor.
  - All donations from SGA clubs and the Hollins Activity Board must be reviewed by the club and HAB advisor.
  - Any questions regarding donations should be brought to the Business Office.
- Transportation costs (except for club sports, some HAB and ring Night events, and Academic Policy Board scholarships). In accordance with the Business Office guidelines.

#### **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 - DOING SO IS ILLEGAL.

#### **Article 7: Four Year Inactivity Policy**

- Once a club has been inactive for 4 consecutive years, any fundraised dollars will be transferred to the SGA general account.

#### **Article 8: SGA Fun Funds**

- Funds available for independent programming, to receive applicants must fill out application and petition for the funds.
- Completed applications are returned into the SGA Treasurer, after approved, application goes to DSAO. Receipts and Post Event Evaluation Forms (PEEFS) will be collected and then returned to the SGA Treasurer for filing.
- Collaboration of 2 or more students operating independently of a club or already organized Hollins organization.
- Money may not be used for the purchase of alcohol nor may alcohol be present at the event.
- Event must be on campus in an open space (not a residence hall or apartment), open to all students, and closed to the general public.
- Fun Funds purchases must be done with petty cash or credit card purchases with help from the Director of Student Activities and Orientation. All receipts will be due to the business office within one week. The DSAO can assist.
- Can apply for up to \$150. Applications asking for more MUST have a specific reason as to why the cost exceeds the cap.
- Any events that have a contract included must have a faculty/staff member present at the event. The club is responsible for securing the faculty/staff member to be there. All contracts must be signed by the Executive Vice President and CFO.
- Must fill out PEEF at the end of event and turn into the DSAO.
- Allotted amount must be approved by Senate, and then communicated to the DSAO.

**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 asked 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:

- All class secretaries.
- The Honor Court Chair.
- The SGA President.
- The Academic Policy Board Chair.
- The Social Media Coordinator.

If the SGA Secretary needs support, positions that are appointed may aid during the election process, those that include:

- Club Coordinator.
- Student Conduct Chair.
- Appeal Board Chair.
- Athletic 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 Mock/First Senate.
  - 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 undergraduate student body will be notified via email, as well as at Senate, 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 policies, 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 to review 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 is scheduled at 7:00 pm on the steps of the Charles L. Cocke Memorial building. In circumstances of inclement weather, Step-Singing will be held in the lobby of the Moody Student Center.
- The student body will be informed of the election results the following day via email.
- Immediate results after Step Singing should be relayed to the Social Media Coordinator to also be posted on social media platforms and emailed out to campus.

## **Section 2: Procedure**

- Quorum must be met for an election to be valid.
  - Quorum is 40% of the traditional age student voting constituency.
- Horizon students are eligible to vote in executive elections.
  - 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, or should the election fail to meet Quorum, a runoff or secondary election will be held the following day.
- In the event there are still unfilled elected Roundtable or Class Officer positions in the spring after the appointment process, the positions shall be reopened for election in the fall of the following academic year.
- If the unfilled positions are imperative to the functioning of an SGA Board 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**

- Each candidate may submit:
  - No more than 8 flyers (no larger than 8 1/2 x 11 inches).
  - One slide for Channel 3, send via to SGA Secretary.
  - One hard copy of candidate statement (consisting of the following: name, position being sought, reason for wanting the position, and a recent picture).
  - One poster (not to exceed half the size of one standard piece of poster board).
  - Poster boards/flyers may only be hung with blue painters' tape to protect walls.
- Each candidate must attend the Candidate Tea.
- All candidates must give a speech and attend the Question & Answer Session, with the exception of study abroad students who have contacted the SGA Secretary.
- Each position must be campaigned for independently. 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 VPSA and DOS. The results of this check will be reported to the SGA Secretary.

- 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.
- All students running for any position will have their conduct history checked by the office of the VPSA and DOS. The results of this check will be reported to the SGA Secretary. Failure to meet these requirements may result in the disqualification of the candidate.

#### **Section 4: Candidate Conduct and Materials**

- Candidates' flyers will be hung in the Post Office, Turner, Pleasants, the VAC, Dana, the Library, outside the SGA Office, and on the SGA Column in Moody. Candidates' posters will be hung in Moody lobby. Candidates' statements will be posted on the SGA Column in Moody, as well as on the SGA Facebook Page. Candidates' Slides will be submitted to appear on Channel 3 during the week of elections.
- 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 be reported 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 University Network:
  - No other online social or mobile social networking platforms may be used.
  - Students can 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.
  - Mass text messages and emails are not permitted.
- Candidates are permitted to be interviewed by campus media outlets only if the interview has been pre-approved by the SGA Secretary beforehand, and only if the opportunity is available to all candidates.
- There can be no additional campaign materials used, bought or distributed.
- Candidates are not permitted to post any physical 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 3/4 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 guidelines apply:

- 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.
- 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 submit 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 conduct checks.

### **Section 7: Polls**

- Main campus polls are open from 8:30 AM to 6:30 PM.
- Poll sitters will be members of the Elections Committee, as well as volunteers from the SGA Roundtable, HAB chairs and members, and class officers.
- No candidates may table sit.

### **Section 8: 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.
- If 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.

## **Title 7: Impeachment Bylaws**

### **Article 1: Structure**

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 regarding 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 decides they do not want to continue with the process at that time the investigation of the complaint by the individual ends.
- 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 choose not to 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.
- If a member has been appointed or elected to a position for the following term and resigns or is dismissed, their position for said term will automatically be placed under review by the Board. The Board may decide by majority vote to dismiss the member for the upcoming term or allow them to take the position with a warning or stipulations.
- 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 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 Secretary.
- SGA President.
- SGA Vice President.
- SGA Treasurer.
- Academic Policy Board Chair.
- The HCA Chairs.
- The Hollins Activities Board Chair.
- Class Vice Presidents.
- 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 SGA Secretary will serve as a nonvoting member except in the case of a tie. The VPSA and Dean of Students and the Director of Student Activities and orientation 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 within 48 hours.
- Appointments will be brought to Senate for approval following Appointment Board.

## **Article 5: Interviews**

### **Section 1: Interviewees**

- If an interviewee cannot attend Appointment Board, the option of a tele-conference or video-conference interview will be extended. This will not affect a Candidates' chances of being appointed.
- 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 except for 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, HCA Chairs, Academic Policy Board Chair, Club Coordinator, Athletic Chair, Social Media Coordinator, Senate Vice chair, and Senate Secretary will be held in the Spring.
- HCA Board and Academic Policy Board members will be appointed through interviews conducted by the respective Chairs, independent of Appointment Board.
- HAB general members will be appointed through 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 as soon as possible.

## **Section 3: Appointment Board from Abroad**

For abroad students seeking appointed positions, video conferencing 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 Board 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 participate in 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 submit applications for emergency appointments. Within a two-week period, the Emergency Appointment Board will convene to decide who will fill these positions.
- If open positions remain unfilled after the election or initial appointment procedure, it shall be the Emergency Appointment Board's responsibility to make these appointments within a two-week period.
- If unfilled positions are imperative to the functioning of an SGA Board or event, the SGA President shall invoke powers of temporary appointment.

### **Section 3: Membership**

The Emergency Appointment Board will consist of the SGA President, SGA Vice President, SGA Secretary, SGA Treasurer, an HCA Chair Representative, 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 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 as positions are filled for the academic year. 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: Conduct Confidentiality**

Applicants waive their right to conduct record confidentiality when they submit their Appointment Board applications. The VPSA and DOS or a designee will run conduct record checks on all applicants to assess their propriety for positions. Failure to satisfy these checks may result in the disqualification of the applicant.

#### **Section 2: Grade Point Average Requirement**

Applicants for positions on the SGA Roundtable will have their GPA checked by the VPSA and DOS 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 prior to the Appointment Board meeting.

## **Title 9: Club Bylaws**

### **Article 1: Purpose**

SGA clubs and organizations seek to offer opportunities for 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. The Club Coordinator 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 University 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 can 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 and 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.
- Therapy-oriented clubs will not be sponsored or endorsed by SGA.
- For Non-Funded SGA clubs
  - Must turn in a constitution & registration form
  - Must find a faculty or staff advisor
  - Must attend Club Fair, Orientation, and any other events deemed mandatory by the Club Coordinator
  - Can be approved by Senate at any time. Do not need to wait until the end of the semester to be recognized.
  - Must turn in semester report to Club Coordinator.
  - Must attend Senate weekly.
  - Do not have access to SGA funding.
  - Are not able to fundraise.
  - Non-SGA funded clubs can transition into SGA funded clubs with the help of the Club Coordinator and Director of Student Activities and/or Orientation.
    - CC and DSAO can work with clubs to develop funding petitions for Treasury Board in the spring semester.
    - If group wants to be recognized in spring semester they can petition once from Treasury Board for event funding.

### **Article 4: Maintenance of a Club**

To maintain active standing, a club must:

- Abide by SGA Constitution and Bylaws.
- 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 financial records, maintain and turn in a monthly ledger.
- Keep a 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.
- Hold fundraisers as needed. Clubs are only required to hold fundraisers during semesters in which they also plan to petition Treasury Board.
- Elect a Senator who shall attend Senate weekly and present submit 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.

#### **Subsection 1: Procedure**

- If deactivation of a club 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 violated as well as the information, including any extenuating circumstances, that the club has presented to the Club Coordinator. Senate must approve any decision to deactivate a club or organization.
- Once deemed inactive, the organization will lose its budget for 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 follow the procedure set forth above as if it were a new club.

### **Article 5: Clubs Classified as Literary Magazines**

To be classified as a Literary Magazine club, a club must:

- Produce at least one publication annually, made available to the public either in print or electronically.
- Solicit and publish submissions from Hollins students (Literary Magazines can expand their submission pool beyond Hollins students, but to receive SGA club funds, they must publish work produced by Hollins students).
- If an SGA Club meets the requirements necessary to be classified as a Literary Magazine, they are exempt from the following club requirements: hosting of on-campus events once a semester and the organization of fundraisers once a semester.

## **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 SGA 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 University 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 and 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.
- Abide by Hollins University policies.
- Abide by Virginia state and federal laws.

### **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 document to Senate once per semester for ratification.
- The Appeal Board Chair will solicit suggestions from Roundtable 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 Roundtable must also sit on CBRC.
- These members can be chosen by the Appeal Board Chair or volunteered by the Roundtable.
- Two to four additional members will come from the campus at large.

### **Article 3: Structure**

- The CBRC will convene at least once per semester. The number 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 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 to ensure a vote on the changes may occur.
- 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 approved updated to the bylaws to SGA RT and Senate before the end of the term.
- Any Bylaws that are not ratified by the conclusion of the academic year will be formally dismissed and may be readdressed in the following semester.

## **Title 12: Social Media Bylaws**

### **Article 1: Basic Duties and Posting**

- The Social Media Coordinator is the social media liaison between Roundtable and the student body. The Social Media Coordinator should strive to promote an online sense of community and transparency between Roundtable and student groups.
- Social Media accounts that should be active and used by the Social Media Coordinator are the Roundtable Facebook Page and the Roundtable Instagram and Twitter accounts.
  - The Social Media Coordinator can use other Social Media platforms, but the above platforms must remain active.
- The Social Media Coordinator should meet regularly with a representative from the Hollins University Public Relations Department.
- The following posts should always be made by the Social Media Coordinator.
  - Weekly:
    - Senate Agenda on Tuesdays (preferably before noon).
    - Student Athlete of the Week.
  - Miscellaneous:
    - The compressed class schedule the night before classes are compressed.
    - Status of Hollins during in climate weather: if classes are canceled, delayed, or proceeding as normal.
    - Any official Roundtable Statements.
  - Traditions: The Social Media Coordinator documents the annual student traditions of Hollins through photographs on Instagram and Facebook. These traditions include:

- Road to Commencement.
- First Step.
- Miss Matty's Birthday.
- Tinker Day.
- Ring Night.
- Winter Formal.
- 100th Night.
- Spring Cotillion.
- Sophomore-Senior Banquet.
- Honors Convocation.
- SGA Elections :
  - The Social Media Coordinator must record the speeches and question-answer sessions of every candidate in every SGA Election. The videos should then be posted on the SGA Roundtable Facebook page as soon as speeches are completed.
  - The Social Media Coordinator should encourage students to vote the day of the election by advertising voting methods on all social media platforms.
  - The Social Media Coordinator must attend Step Singing and post the winners of each election immediately after Step Singing has ended.
  - The Social Media Coordinator may launch and manage hashtag campaigns as Roundtable sees fit.
- Hashtag campaigns should be aimed at promoting student interaction and building online community by unifying individual students through shared use of the hashtag.
- The Social Media Coordinator is not obligated to post over school breaks or Short-Term.

### **Article 2: Relationship with Fellow Roundtable Members**

- The Social Media Coordinator will work with the Club Coordinator, Athletic Chair, HAB Chair, Academic Policy Board Chair, HCA Chairs and any other Roundtable members to support their initiatives and programs through social media advertisement.
  - The Social Media Coordinator collaborates with the Club Coordinator to advertise Club Fairs and different club events. For more information on advertising club events, see Article 5.
  - The Social Media Coordinator collaborates with the Athletic Chair to advertise SAAC events and Hollins University's sports teams' home games.
  - The Social Media Coordinator collaborates with the HAB Chair to advertise HAB events as the HAB Chair see fit.
  - For Social Media Collaboration with HCA Chairs, see Article 4.
  - The Social Media Coordinator will collaborate with Academic Policy Board Chair to advertise exam schedule, proctor sign-ups for independent exams, and exam schedule changes.
- The Social Media Coordinator should collaborate with Class Presidents to assist advertising socials and fundraisers.
- The Social Media Coordinator should also collaborate with any event/program/group that Roundtable members want to be shown on social media.

### **Article 3: Honor Awareness Week**

- The Social Media Coordinator has a vital role in Honor Awareness Week.
  - The HCA Chairs and the Social Media Coordinator should be in communication before Honor Awareness Week to ensure that Honor Awareness posts will be made on time and on the days that are planned.
  - The Social Media Coordinator should advertise any daily events or activities the HCA Chairs are hosting for Honor Awareness Week.

### **Article 4: Club Events**

- Clubs can work with the Social Media Coordinator to advertise their events (socials or fundraisers) on SGA pages.
  - It is the responsibility of clubs to provide the Social Media Coordinator with materials to advertise their events.
  - Clubs who wish to advertise their events should send a photograph and appropriate caption to the Social Media Coordinator to be posted on the Roundtable Facebook and Instagram accounts.

## **Title 13: 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 and Orientation regarding the development and implementation of activities during Short-Term.
- Recruit servers for the Sophomore-Senior Banquet.

#### **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.
- 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.
- 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 budget.

#### **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.
- 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.

#### **Section 2: Sibling Class Socials**

All members of the First-Year Class Cabinet will assist in organizing two sibling class socials per academic year. The Junior Class is the sibling class.

#### **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 recruitment of First-Year helpers.
- Sophomore-Senior Banquet:
  - Assist the First-Year Class President in 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: Fundraising**

- Mandatory bi-annual fundraisers.

#### **Section 5: Socials**

- Host a class social.

### **Title 14: 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.
- Facilitate two class socials per academic year.
- Facilitate the planning of the Sophomore-Senior Banquet.

##### **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.
- 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.
- 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.
- (Optional) 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 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.
- 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.

### **Section 2: Sibling Class Socials**

All members of the Sophomore Class Cabinet will assist in organizing sibling class socials per academic year. The Sophomore Senior banquet satisfies this requirement. The Senior Class is the sibling class.

### **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 recruitment of Sophomore helpers.
- 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: Fundraising**

- Mandatory bi-annual fundraisers.

### **Section 5: Socials**

- Host a class social.

## **Title 15: 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.
- 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.

### **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.
- 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.
- 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.
- 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.

## **Section 2: Sibling Class Socials**

All members of the Junior Class Cabinet will assist in organizing two sibling class socials per academic year. The sibling class is the First-Year class.

## **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: Fundraising**

- Mandatory bi-annual fundraisers.

## **Section 5: Socials**

- Host a class social.

# **Title 16: 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.
- Serve as a representative on the following committees:
  - Family Weekend.
  - Hollins Day.
  - Commencement.
- Oversee the management of the Rock in accordance with University policy (found on page 8 of the Student Handbook).
- Oversee the execution of all Ring Night activities.
- Oversee and remain informed about the following activities of the Senior Class:
  - First Step.
  - Tinker Day.
  - Hollins Day.
  - Hundredth Night.
  - Sophomore-Senior Banquet.
- Serve as the class speaker at Commencement.
- Coordinate input from the Senior Class for the Senior Class Speaker for Honors Convocation.
- Coordinate input from the Senior Class for the recipient of the Senior Class Faculty Award.
- Organize and facilitate one major fundraiser during the academic year.
- Organize and facilitate Senior Week.

- Facilitate two sibling class socials per academic year.
- Facilitate two class socials per academic year.
- 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.
- 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 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.
- 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 include but are not 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.
- 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.

### **Section 2: Sibling Class Socials**

All members of the Senior Class Cabinet will assist in organizing two sibling class socials per academic year. The sibling class is the Sophomore Class.

### **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.
- 100<sup>th</sup> Night:
  - Class cabinet members must contribute to the development of the slide show.
  - Class cabinet members must assist in setup 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: Fundraising**

- Mandatory bi-annual fundraisers.

### **Section 5: Socials**

- Host a class social.

## **Title 17: Hollins Activity Board Bylaws**

### **Article 1: Purpose (Culture)**

The Hollins Activity Board (HAB) is responsible for using the portion of student dues allocated to them to plan and execute fun, 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.
- Up to 20 General Members.

#### **Section 2: Appointment and Election**

- All chair positions, excluding the HAB Chair and Class Vice Presidents, will be appointed through Appointment Board.
- The HAB Chair is elected.

- The HAB Chair must have 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 by the HAB Chair and committee chairs. The HAB Chair must bring their selections to Senate for approval and 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 (including both board meetings and committee meetings), violation of the Hollins Honor Code or Code of Conduct, 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 Orientation (DSAO) and HAB Chair as needed.
- Adhere to the confidentiality agreement and attendance policy reviewed at the beginning of each semester.
- Attend all committee events per semester.
- Attend 5 non-committee events per semester.
- Maintain records of events through post-event evaluations, picture taking, etc.
- Participate in officer training and transition programs as necessary.
- Research the wants of the Hollins University Community to ensure a variety of event types.
- 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 include but are not limited to:

- Coordinate HAB Training at the beginning of the fall semester, and as seen fit throughout the year.
- 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 voting member of Appointment Board.
- Serve as a liaison between Student Actives, HAB, Roundtable, and the campus community.
- Maintain an inventory of all HAB owned materials.
- Meet with DSAO weekly.
- Meet with individual HAB chairs and General Members as needed.
- Keep an updated ledger of each HAB account operating and fundraised.
- Manage the process of HAB stamping printed materials for clubs.
- 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 include but are not limited to:

- Maintain the online repository (such as Google Drive).
- Serve as an ex-officio member of all HAB standing committees.
- Preside over meetings in the absence of the Chair.
- Serve as HAB secretary and post all notes to the Google Drive.
- Keep the attendant and tardiness records of HAB meetings.
- Serve as a check and balance to the HAB Chair to ensure that HAB is operating constitutionally.
- 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 include but are not limited to:

- Act as a liaison between the club community and HAB.
- Advise HAB and clubs on opportunities for collaboration.
- 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 serve as a voting member of HAB.

### **Section 8: Formal Events Chair**

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

- Coordinate at least two campus-wide events, including Fall Formal and Spring Cotillion.
- Serve as a voting member of HAB and Senate.
- Lead a discussion during the spring semester to choose locations for the following academic year's formals.
- Delegate and supervise the Formal Events Committee.
- Meet with the DSAO weekly.
- Give a semester report to Senate once a semester.

### **Section 9: Performance Arts Chair**

The duties of the Performance Arts Chair include, but are not 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 semester 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.
- Give a semester report to Senate once a semester.

### **Section 10: Traditions Chair**

The duties of the Traditions Chair include, but are not 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, Tinker Day, Ms. Matty's Birthday... 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.
- Give a semester report to Senate once a semester.

### **Section 11: Novelty Chair**

The duties of the Novelty Chair include, but are not 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.
- Give a semester report to Senate once a semester.

### **Section 12: General Members**

The duties of the General Members include but are not 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 weekly Board meetings.
- Attend committee meetings.
- Attend committee events and aid with set up, take down, and table sitting.
- Serve as a voting member of HAB.
- Volunteer at various events as needed.

### **Section 13: 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.
- The advisor is the only individual who can sign performance contracts for the University.

#### **Section 14: HAB Media Coordinator**

- Responsible for the following:
  - Upkeep of the HAB Social Media accounts including but not limited to, Facebook, Snapchat and Instagram.
  - The initial creation of HAB event pages at least one week prior to the event.
    - Not responsible for materials to be posted on the page, or for creation of header images, etc.
  - For posting events in class pages, etc. in days prior to the events.
  - Maintaining an updated list of usernames and passwords for the various social media accounts for use of the entire board.
  - Sending posters to SGA Social Media Coordinator to be posted on SGA accounts.
- The HAB Social Media Coordinator will be elected at the first HAB meeting of the semester with a 50% +1 vote.

### **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 occurs.
- 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).

#### **Section 2: Petitioning**

- 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 3: 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.
- If 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 without notifying the HAB Chair or Vice Chair they are eligible to be brought forward to the Board for removal.
- All HAB members shall assist with events sponsored by the Board. If a member is unable to fulfill the duty they committed to, they should contact the Chair or Vice Chair of HAB or the Board member running the event.
- Each Board member is required to attend all committee events and committee meetings.
- Each Board member is required to attend at least 4 non-committee HAB-sponsored events per semester.

#### **Section 4: 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 and University policies.
- Each chair is required to keep an up-to-date ledger on file in the HAB Google Drive.
- HAB events must be open and free of charge to the entire Hollins University Community.
- Receipts must be supplied for HAB co-sponsored events and unused funds provided by HAB shall be returned to the original account.
- 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, except for conferences for general students. See Below Section 4(b): Conferences.

#### **Section 4(b): Conferences**

- HAB may vote to spend a maximum of \$2000 per academic year from the HAB operational budget to send HAB member(s) 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.
- 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 5: Training**

The Chair of HAB is responsible for planning and running Board training. Scheduling of training may vary based on the academic calendar but must be done during the fall semester. 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 meeting 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 a note of the approved HAB funding on their petition for funds from the Treasury Board.
- If HAB provides funds for a club event, HAB becomes a co-sponsor of the event and must be advertised as such.
- 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 following semester.
- This shall not apply to campus-wide events that are postponed by HAB 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.