2024-2025

MESSIAH UNIVERSITY
Student Government Association

[GOVERNANCE MANUAL]

INTRODUCTION

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

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

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

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1 NAME AND STRUCTURE

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

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

1.3   SGA GOVERNANCE STRUCTURE
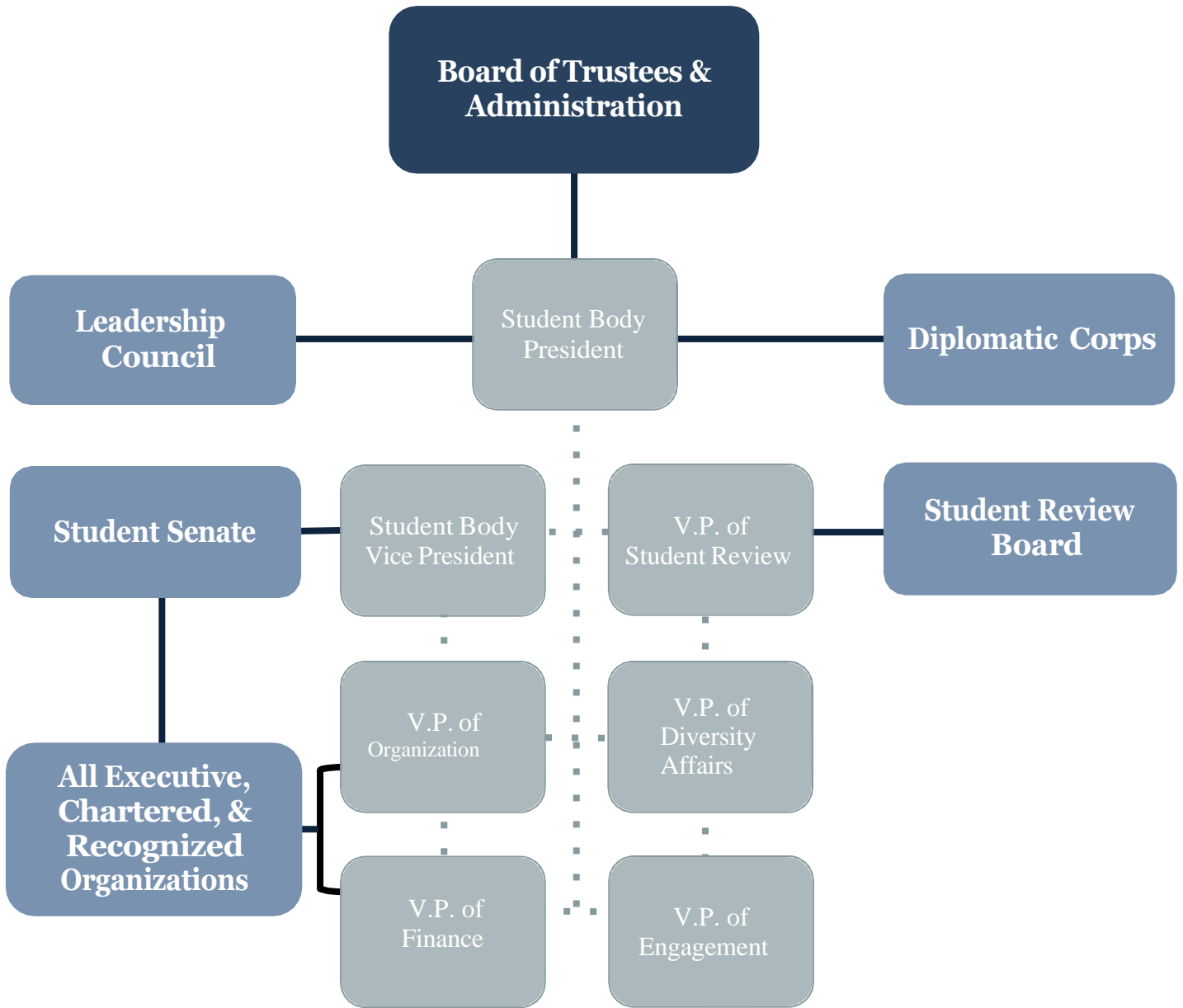
2   PURPOSE AND OBJECTIVES

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

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

3   GOVERNANCE

3.1   BRANCHES OF GOVERNMENT

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

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

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

3.1.2 Legislative Branch: Student Senate

3.1.2.1   Primary Forum Membership
a. Student Body Vice President (Chair, votes only in case of tie)
b. Vice President of Organizations
c. Vice President of Diversity Affairs
d. Vice President of Finance
e. Vice President of Student Review
f. Vice President of Engagement
g. President of the Student Activities Board or Designee
h. Chair of the Multicultural Council or Designee
i. Lead Director of Student Ministries or Designee
j. Director of Outreach from Service Opportunity Leaders or Designee
k. Director of the Pulse or Designee
l. Admissions Student Representative (student ambassador appointed by Admissions Office)
m. Athletics Department Student Representative (appointed by Student Athlete Advisory Committee)
o. Commuter Student Representative (appointed by Commuter Services)

p. Residence Life Student Representative (appointed by Residence Life)
q. Sustainability Student Representative (appointed by Office of Sustainability)
r. Any number, not to exceed 27, of independent Student Senators who have completed the application process as determined by the Student Body Vice President, and who have been approved by the Executive Cabinet
s. Student Body President (non-voting)
t. SGA Advisor (non-voting)
u. Any independent Messiah University student who wishes to voice his/her opinions or concerns (optional, non-voting; Student Senate may vote in advance for a closed meeting by two-thirds majority if desired)

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

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

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

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

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

3.1.2.7   Devotionals
   a. Student Ministries, as coordinated by the Lead Director of Student Ministries, will kindly supply a representative at each Student Senate meeting to lead the forum in devotionals.

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

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

3.1.3   Judicial Branch: Student Review Board (SRB)

3.1.3.1   Membership
   a. Vice President of Student Review (Chair, votes only in case of tie)
   b. Up to two Board Member(s) from first-year class (see Section 5.5.3.2 concerning Transfer Students)
   c. Board Member from sophomore class

    d. Board Member from junior class

    e. Board Member from senior class

    f. Two Board Members from any class

    g. SRB Secretary (non-voting, appointed by Chair)

    h. SRB Advisor (non-voting)

3.1.3.2 Functions

    a. Hear student cases involving violations of University behavioral standards contained in the Community Covenant and Student Handbook.

    b. Serve as the Housing Appeals Board in consultation with the Director of Housing.

    c. Deliberate and determine means of reconciling, disciplining, and educating students who have committed infractions.

    d. Serve on the Extended Forum of Student Senate to review and approve legislation including, but not limited to, proposed alterations of the SGA Governance Manual.

    e. Rule on the legitimacy of any SGA action in light of the SGA Governance Manual.

    f. Serve as the Parking Appeals Board and hear cases involving individual student cases involving large amounts of parking citations and student appeals to parking citations or traffic code violations.

3.2 STUDENT SENATE COMMITTEES

3.2.1 Student Engagement Council

3.2.1.1 Membership (at least five and no more than eight, including the Chair)

    a. Vice President of Engagement (Chair)

    b. a maximum of seven independent Student Senators (preferably at least a senator from each class)

    c. as space allows, representatives from other interested organizations willing to commit at least one full academic year of attendance and participation

3.2.1.2 Recommending Functions

    a. Recommend public affairs projects for SGA to host that will facilitate interaction between students and faculty.

    b. Recommend partnerships with fellow organizations and help SGA remain in touch with Executive, Chartered, and Recognized Clubs.

    c. Advise Student Senate when to host student surveys and focus groups, town hall meetings, and other special outreach events.

3.2.1.3 Action Functions

    a. Work with the VP of Engagements to plan, promote, and facilitate public affair projects and other outreach events.

    b. Suggest, refine, and plan one major event each semester along with the SGA Executive Cabinet to help students and faculty engage with one another.

    c. Develop questions along with Student Engagement Council for engagement tables, as well as other surveys and focus groups as needed.

    d. Inform the VP of Engagement when clubs and organizations are hosting events to promote events on SGA's social media.

    e. Serve as representative of each class to Student Government, voicing concerns of the student body to the Vice President of Engagement and Executive Cabinet.

    f. Assist in the planning, coordination, and execution engagement tables.

    g. Lend leadership to first activities: senior Sundays, junior two s'more years, sophomore mugging, and first-year freeze.

    h. Lend leadership to the planning of different campus activities that engage the student body: Homecoming White-Out March, Homecoming Powderpuff, Eggstravaganza.

    i. Assist in the planning, coordination, and execution of Powderpuff and White-Out March during Homecoming Weekend with the Office of Parent and Alumni Relations.

    j. Assist the Vice President of Engagement with planning and coordination of events that engage the student body and alumni.

    k. Assist in organizing class meetings and class events, as well as speaking at class events.

3.2.2 Finance and Organizations Committee

3.2.2.1 Membership (at least five and no more than eight, including the Chairs)
    a. Elected Chair, as defined by Section 5.4.5
    b. Vice President of Finance (Co-Liaison, or Co-Chair as necessary)
    c. Vice President of Organizations (Co-Liaison, or Co-Chair as necessary)
    d. a maximum of five independent Student Senators (six should there be no elected Chair)
    e. as space allows, representatives from other interested organizations willing to commit at least one full academic year of attendance and participation

3.2.2.2 Recommending Functions
    a. Recommend a balanced semester budget at the beginning of each semester along with the Vice President of Finance and Vice President of Organizations in consideration of budget requests, budget audits, and club grading.
    b. Evaluate the Student Activities Fees (SAF's), as well as the philosophy concerning them, at the end of each Fall semester; the SAF's may only be changed once every four years, and in years a change is permitted, prior evaluations of the last four years should be taken into consideration.
    c. Review SGA financial guidelines and policies.
    d. Compile student concerns regarding finances collected via public affair projects conducted by Student Engagement Council.

3.2.2.3   Action Functions
    a. Fulfill all responsibilities in assessing, reviewing, and approving student organizations as outlined in <u>Section 8</u>, which includes but is not limited to forming clubs, determining club status, and dissolving clubs.
    b. Present semester budgets before Student Senate along with the Vice President of Finance and Vice President of Organizations to be approved by a majority vote.
    c. Collect and review all Capital Purchase Request Forms, estimate their cost, and present a priority of each expenditure to the Executive Cabinet before presenting the priority to Student Senate, which will vote to approve by a majority vote prior to the end of each Spring semester.
    d. Submit club budget gradings at the end of the year in conjunction with the Vice President of Finance and Vice President of Organization as defined under <u>Appendix C</u>. Mid-year updates may be provided for clubs that have been unsatisfactory through their first semester.

3.2.3   Social Concerns Committee

3.2.3.1   Membership (at least five and no more than ten, including the Chair)
    a. Vice President of Diversity Affairs (Liaison and chair)
    b. Chair serves as a non-voting member, except in the event of a tied decision.
    c. a maximum of nine independent Student Senators.
    d. as space allows, representatives from other interested organizations willing to commit at least one full academic year of attendance and participation

3.2.3.2   Recommending Functions
    a. Assess student concerns regarding residence life, athletics, counseling and health services, sustainability, other co-curricular programs and policies, or on-campus social dynamics that arise from Student Engagement Council's engagement tables.

    b. Recommend improvements regarding residence life, athletics, counseling and health services, sustainability, other co-curricular programs and policies, or on-campus social dynamics.
    c. Evaluate the concerns of underrepresented people groups on campus as identified within engagement tables and student surveys.

3.2.3.3   Action functions
    a. Serve as the primary Resolution-Writing organizational body of the Student Government Association and approve resolutions through a majority vote.
    b. Present approved resolutions to the Extended Forum of the Student Senate for debate, question, and vote as defined in Appendix B.

    c. Communicate with Faculty Departments to inform them of student concerns that fall within their department, as well as work with them in ways to address these concerns.

    d. Plan, organize, and promote events on campus for student concerns that cannot be addressed institutionally. These events must be approved by the Vice President of Diversity Affairs who will then communicate these events to the Executive Cabinet for promotional purposes.

          i. This may include the Executive Cabinet as well as other clubs and organizations.

         ii. For example, this may include a need in Mental Health support that goes further than the Engle Center has the capacity to provide for; Social Concerns Committee may then plan and organize an event with Minds Matter and the Vice President of Diversity Affairs.

    e. Conduct an end-of-year report regarding the status of residence life, athletics, counseling and health services, sustainability, and on-campus social dynamics.

3.3   ADDITIONAL COUNCILS AND COMMITTEES

3.3.1 Leadership Council

3.3.1.1   Membership
    a. Student Body President (Chair)
    b. President of the Student Activities Board
    c. Chair of the Multicultural Council
    d. Lead Director of Student Ministries
    e. Director of Outreach of the Service Opportunity Leaders
    f. President of Minds Matter
    g. Director of The Pulse
    h. Vice President of Engagement
    i. Vice President of Organizations
    j. Director of Student Engagement (attendance optional)

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

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

3.3.2 Election Committee

3.3.2.1 Membership (at least five and no more than eight, including the Chair)

a. one independent Student Senator as Chair (appointed by the Student Body Vice President)
b. three additional independent Student Senators (appointed by the Student Body Vice President)
c. three additional students not otherwise involved with SGA (appointed by the Election Committee Chair)
d. Student Body Vice President (to oversee and advise)

3.3.2.2 Membership Exceptions

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

3.3.2.3 Functions

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

3.3.3 Professional Development Grant Committee

3.3.4.1 Membership while Academic Year is in Session

a. Staff Designee from Career and Professional Development Center (Co-Chair)

b. Vice President of Engagement (Co-Chair)
c. Vice President of Finance
d. Vice President of Diversity Affairs
e. one academic faculty member

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

3.3.4.3 Functions
a. Review applications for the SGA Professional Development Grant
b. Award the SGA Professional Development Grant (see Section 9.8)

3.3.4 Review Committee

3.3.4.1 Membership
a. Vice President of Student Review (Chair)
b. All members of the Executive Cabinet
c. SGA Advisor (votes only in case of a tie)

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

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

4 RESPONSIBILITIES OF SGA OFFICERS

* Individuals holding the titles listed in this section are defined as "SGA Officers" and are subject to evaluation by the Review Committee should they not fulfill their prescribed responsibilities or satisfactorily represent the values of SGA and/or Messiah University as described in Section 2.

4.1 STUDENT BODY PRESIDENT'S CABINET (EXECUTIVE CABINET)

4.1.1 Student Body President

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

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

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

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

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

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

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

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

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

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

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

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

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

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

o. Serve on the Review Committee when necessary.

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

q. Serve as a student representative on the Undergraduate Research Committee, University Council, and Academic Council.
r. Meet weekly with and submit regular status reports to the SGA Advisor.
s. Meet at least monthly with each member of the Executive Cabinet and Leadership Council.
t. Meet regularly with the University President and Vice Provost for Student Success & Engagement.
u. Compile a written end-of-year report, including individual reports from each member of the Leadership Council that summarizes the year and offers suggestions for the future to submit to the incoming Student Body President, the SGA Advisor, the University President and the Vice Provost for Student Success & Engagement.
v. Facilitate training of all incoming Executive Cabinet members.
w. Attend leadership training and development sessions including the fall Leadership Retreat.
x. Serve as a summer work study for SGA and the Office of Student Engagement, if possible.

4.1.2 Student Body Vice President

a. Serve as an active member of the Student Body President's Cabinet by reliably and consistently attending and participating in all required Cabinet meetings or other events.
b. Work with the Student Body President in providing leadership, unity, and vision for SGA.
c. Serve as Chair of Student Senate, voting only in the case of a tie, and ensure that the Student Body President receives all passed proposals for approval or veto within two days of passage.
d. Provide orientation and training activities for Student Senate members.
e. Provide leadership and vision for Student Senate Committees, ensuring they are efficient and productive, and meet regularly with the Senate Committee Chairs to offer support and suggestions.
f. Oversee the performance of the Election Committee and serve as an advisor to its members.
g. Collaborate with the Student Body President to approve or deny petitions to amend the Governance Manual, as described in Section 10.
h. Chair the Review Committee when necessary.
i. Form special committees as needed to address specific issues.
j. Fulfill all presidential responsibility and power in the President's absence or upon the President's request or resignation.
k. Meet regularly with the Student Body President, SGA Advisor, and the Vice Provost for Student Success & Engagement.
l. Serve as a student representative on the Community of Educators Senate.

m. Prepare a written end-of-year report in the spring for the incoming Student Body Vice President and the outgoing Student Body President, including each of the proposals passed by the Student Senate and approved by the President.

n. Facilitate the training of the incoming Student Body Vice President.

o. Attend leadership training and development sessions.

4.1.3 Vice President of Organizations

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

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

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

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

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

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

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

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

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

j. Serve as necessary on Student Senate Committees.

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

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

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

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

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

4.1.4 Vice President of Diversity Affairs

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

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

      i. Multicultural
      ii. Intercultural
     iii. Religious and Spiritual
     iv. Racial
      v. Gender
     vi. Sexual Orientation
    vii. Physical and Mental Ability
   viii. Thought and Opinion

   c. Collaborate with clubs, organizations, and special interest groups on campus to promote awareness of diversity topics.
   d. Serve as the chair of the Social Concerns Committee.
   e. Provide guidance to the resolution writing process by providing trainings on writing and pursuing resolutions to the members of the Social Concerns Committee.
   f. Serve as an SGA representative on the SGA Grant Committee.
   g. Serve as student representative on the Martin Luther King Jr. Day Committee and Gender Concerns Committee.
   h. Meet regularly with the Student Body President and SGA Advisor.
   i. Meet with the University's Vice President of Diversity Affairs, Director of Multicultural Student Programs, and Chair of Multicultural Council as necessary.
   j. Serve as a member of Multicultural Council.
   k. Collaborate with the Chair of Multicultural Council to develop diversity-focused educational programming, coordinate and execute the welcome event for first-year students in August and the Martin Luther King Jr. Student Celebration in January, and recruit for the election process.
   l. Collaborate with the University's Vice President of Diversity Affairs
   m. Prepare a written end-of-year report in the spring for the incoming Vice President of Diversity Affairs and the outgoing Student Body President.
   n. Facilitate the training of the incoming Vice President of Diversity Affairs.
   o. Attend leadership training and development sessions such as the Leadership Retreat.

4.1.5 Vice President of Finance

   a. Serve as an active member of the Student Body President's Cabinet and Student Senate by reliably and consistently attending and participating in all required Cabinet and Student Senate meetings or other events.
   b. Serve as the chief financial officer of SGA; Treasurer for the Student Body President's Cabinet, Student Senate, and Student Review Board
   c. Initiate and implement the budgeting process in fall and spring semesters as outlined in the Governance Manual.
   d. Lead workshops for organization treasurers at the beginning of each semester to inform them of SGA budgeting and financial policies and procedures.
   e. Oversee the dispersal of the Student Activities Fee according to the semester budgets approved by Student Senate.
   f. Regularly communicate with and support club and organization treasurers

throughout the year and as necessary.

g. Ensure that the capital purchases approved by Student Senate are made over the summer as the budget allows in collaboration with the incoming Student Body President and SGA Advisor.

h. Arrange an annual budget reconciliation of all SGA accounts for the SGA Advisor.

i. Serve as necessary on Student Senate Committees.

j. Serve as a member of the SGA Grant Committee.

k. Serve as a student representative on the University Council.

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

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

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

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

4.1.6 Vice President of Student Review

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

b. Provide leadership, unity, and vision for the Student Review Board.

c. Receive appeals from and schedule meetings for students whose disciplinary cases can be heard by the Student Review Board and perform necessary follow-up with students after their hearing.

d. Moderate meetings of the Student Review Board, voting only in the case of a tie.

e. Appoint a non-voting Executive Secretary to serve on the Student Review Board.

f. Approve Student Review Board applicants with the assistance of the Student Body President and Student Review Board and SGA Advisor if necessary.

g. Serve as necessary on Student Senate Committees.

h. Screen all SGA officer candidates for academic, disciplinary, and chapel probations.

i. Serve as a member of the Review Committee when necessary.

j. Meet regularly with the Student Body President and the Student Review Board and SGA Advisors.

k. Serve as a student representative on the Community Standards Committee and University Review Board.

l. Understand the University's rules, regulations, and disciplinary processes.

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

n. Facilitate the training of the incoming Vice President of Student Review.

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

4.1.7 Vice President of Engagement

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

b. Serve as the Director of Communication for the Student Body President's Cabinet and Student Senate.

c. Oversee all SGA electronic media, including, but not limited to, SGA social media and email accounts, and the SGA website.

d. Record, distribute, and post minutes from meetings of the Student Body President's Cabinet, Student Senate, and Leadership Council.

e. Provide oversight, leadership, unity, vision, and Chair the Student Engagement Council.

f. Coordinate oversight to the Senior Class Gift Committee.

g. Assist University Offices and Department with the coordination and planning of events engaging the student body.

h. Perform other administrative duties as needed, including, but not limited to, ensuring that adequate office supplies are available in the SGA offices, proofreading SGA documents set for distribution, and submitting room, catering, and mass email requests.

i. Regularly update the SGA bulletin board to inform students of SGA proceedings and initiatives.

j. Coordinate SGA's presence at the annual Opportunities Fair.

k. Oversee and lead interviews for the Hostetter Grant.

l. Serve as a student representative on the Community Standards Committee and University Review Board.

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

n. Prepare a written end of year report in the spring for the incoming Vice President of Engagement and the outgoing Student Body President.

o. Facilitate the training of the incoming Vice President of Engagement.

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

4.2 STUDENT SENATE

4.2.1 Chair of the Student Senate
See Section 4.1.2 "Student Body Vice President"

4.2.2 Independent Student Senators

a. Constitute the principal membership of the Primary Forum of Student Senate.

b. Serve dutifully on one of the three Student Senate Committees unless granted special exemption by the Student Body Vice President.

c. Represent the views and concerns of the student body, identifying student needs and bringing them to specific committees or the Student Senate.

    d. Present issues and proposals to the Student Senate for discussion and action.

    e. Communicate information about SGA business and larger campus issues and proceedings to fellow students.

    f. Attend committee and Student Senate meetings regularly, promptly, and prepared to address the items of business on the agenda.

4.2.3 Student Senate Committee Chairs
    a. Provide leadership, unity, and purpose to the committees.
    b. Plan and chair regular meetings of the committees; meet regularly with committee members.
    c. Determine committee agendas and conduct committee business.
    d. Meet regularly with the Student Body Vice President to discuss committee business and functions.
    e. Ensure that each Representative on the committees has a project or issue to research and resolve.
    f. Serve as members of the Review Committee when necessary.
    g. Prepare end-of-year reports in the spring summarizing each committee's major activities and accomplishments and make recommendations on issues and activities for the subsequent year's committees. Submit the reports to the former and new Student Body Vice Presidents.

4.2.4 Chair of the Election Committee
    a. Provide leadership, unity, and purpose to the Election Committee.
    b. Recruit students to run for Student Body President and Student Body Vice President.
    c. Oversee, coordinate, and advertise the election for Student Body President and Student Body Vice President as described in Section 5.
    d. Ensure that all election procedures delineated in Section 5 are followed, including that all candidates meet the specified qualifications and complete the appropriate materials required for candidacy.
    e. Oversee election campaigning and enforce campaign rules as needed.
    f. Ensure that proper voting procedures are followed as outlined in Section 5.
    g. Tally votes within 24 hours of the voting deadline, contact the candidates with the results, and announce the results through social media, mass email, and any other appropriate outlets.

4.3 MEMBERS OF THE STUDENT REVIEW BOARD

4.3.1 Chair of the Student Review Board
See Section 4.1.6 "Vice President of Student Review"

4.3.2 Board Members
    a. Attend all meetings of the Student Review Board and participate in Student Review Board proceedings.

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

Note: A full list of non-officer positions can be found in [Appendix A](#)

5   ELECTION/HIRING/APPOINTMENT POLICIES AND PROCEDURES

5.1   UNIVERSAL QUALIFICATIONS AND RESTRICTIONS

5.1.1   Any student seeking to hold SGA office must be a current undergraduate student enrolled at Messiah University.

5.1.2   No SGA officer or any officer of an SGA Executive, Chartered, or Recognized organization may be on disciplinary, academic or chapel probation at any time during their term in office. If a student on probation desires to serve in a position during the subsequent academic year, when the student will no longer be on probation, they may petition the Extended Forum of Student Senate to allow them to participate in the election or hiring process and take office following transition activities. This exception must be approved by a two-thirds majority vote of the Student Senate.

5.2   STUDENT BODY PRESIDENT AND STUDENT BODY VICE PRESIDENT

5.2.1   Any eligible student in at least their second semester at Messiah University interested in the position of Student Body President shall select another eligible student in at least their second semester at Messiah University who shall run for Student Body Vice President on the same ballot as the presidential candidate, or vice versa.

5.2.2   The Student Body President and Student Body Vice President shall be elected by a vote of the general student body population. The candidate pair receiving the most votes wins. In the event of a tie, a run-off election shall be held within a week after the original election between the pairs included in the tie.

5.2.3   In the event of an uncontested election, along with the 200 signatures retained with the application, the Student Body President and Vice President candidate pair must obtain a vote affirming their candidacy from at least 10% of the student body for their positions to officially be considered the elects. If this fails to be met, they will contest to the Extended Forum of the Student Senate and need a super-majority vote to be approved as the elects.

5.2.4   At the outset of the spring semester in early February, the Chair of the Election Committee (see Section 4.2.4) shall announce the availability of Candidate Cards containing biographical and institutional questions, as furnished by the Election Committee and Executive Cabinet. Any student desiring to run for Student Body President or Student Body Vice President shall submit their completed Candidate Card along with a petition bearing the signatures of 200 current students

endorsing their candidacy. Note that an endorsement is not equivalent to a vote, and students may endorse the petitions of as many candidates as they see fit.

5.2.5   Elections for Student Body President and Student Body Vice President shall be held in the spring semester before the first week in March has elapsed. Voting will be preceded by a set period of time, as announced and enforced by the Election Committee, during which candidates may openly campaign on campus. Failure to follow campaign timelines and regulations as set forth by the Election Committee may result in penalties or disqualification from the election, as determined by the Election Committee and Executive Cabinet.

5.2.6   Following the election, the Student Body President-elect and Student Body Vice President-elect will be presented to the Primary Forum of Student Senate for confirmation by a two-thirds majority vote. The Student Senate is not voting on specific support for this candidate pair, but rather affirming their legitimacy as candidates and certifying that fair and proper election procedures were followed. Candidates of the election with voting rights in the Student Senate will be expected to abstain from this vote.

5.2.7   Following confirmation, the Student Body President-elect and Student Body Vice President-elect shall serve on the Cabinet Nominations panel (see [Section 5.3]). They shall also shadow the outgoing Student Body President and Student Body Vice President for the remainder of the spring semester.

5.2.8   The Student Body President-elect and Student Body Vice President-elect become the new Student Body President and Student Body Vice President at the conclusion of Commencement ceremonies in May.

5.3   NON-ELECTED EXECUTIVE CABINET ROLES

5.3.1   At the same time that Candidate Cards are released for the roles of the Student Body President and Student Body Vice President, the Chair of the Election Committee shall also distribute applications for students interested in applying to serve as the Vice President of Organizations, Vice President of Diversity Affairs, Vice President of Finance, Vice President of Student Review, or Vice President of Engagement. These applications will be constructed with the aid of the current Student Body President's Cabinet and contain questions specific to each role. Any student running for Student Body President or Student Body Vice President may also apply for another Cabinet position but must rescind the application if elected. Applications will be submitted to the Chair of the Election Committee by the due date stated on the application, which shall be no later than the final day of the election for Student Body President and Student Body Vice President.

5.3.2   For the role of Vice President of Diversity Affairs, all applicants must obtain a recommendation from a faculty member or administrator on campus supporting

their candidacy for the role and submit this letter along with their application. The recommending individual may write in support of as many candidates for the position as they see fit. Additionally, the Director of Multicultural Student Programs will be invited to join in interviews of candidates for this role.

5.3.3 For the role of Vice President of Student Review, all applicants must obtain recommendations from both the Associate Dean of Students and the current Student Review Board supporting their candidacy for the role and submit these two letters along with their application. The recommending individuals may write in support of as many candidates for the position as they see fit.

5.3.4 No more than two days after the election for Student Body President and Student Body Vice President, the Cabinet Nominations Panel shall receive from the Chair of the Election Committee all applications for the five remaining Executive Cabinet roles. The Panel shall consist of the Student Body President-elect, the Student Body Vice President-elect, and the SGA Advisor.

5.3.5 The current Student Body President shall serve as an advisor to the Panel, and may participate in all Cabinet interviews, provided that they are not applying for the position. Their attendance is not mandatory, but preferred. The current Student Body President shall be the first alternate for any of the three official Panel members.

5.3.6 The outgoing occupant of a Cabinet position shall serve as an advisor to the Panel for applicants to their particular position, and may participate in all interviews for that position, provided that they are not applying for the position. Their attendance is not mandatory, but preferred.

5.3.7 The Panel shall review each application and interview selected candidates for their respective positions. After completing all interviews, the Panel shall deliberate and come to a unanimous decision in selecting their nominees to present to the Student Senate for approval.

5.3.8 The Panel must receive recommendations from both the current Student Body President for all positions and the outgoing occupant for each particular position before reaching their unanimous decision. If the panel decides to go against the recommendation of either the current Student Body President or the outgoing occupant of the position, they must provide their rationale in writing to both parties before presenting their selections to the Student Senate for approval.

5.3.9 Following clearance of any University probations, the Primary Forum of Student Senate shall vote individually on each nominee before the second week in April has elapsed. The nominee must receive a two-thirds majority vote in order to officially assume the role. If the Student Senate does not approve the nominee by a two-thirds majority, the current Student Body President may either 1) exercise

veto power and overturn the Senate's decision, thus officially instating the nominee or 2) ask that the Panel reconvene to select another nominee.

5.3.10 After Senate approval, the incoming Cabinet members shall shadow the outgoing occupant of their position for the remainder of the spring semester.

5.3.11 Incoming Cabinet members officially take office at the conclusion of Commencement ceremonies in May.

5.4   INDEPENDENT STUDENT SENATORS

5.4.1 Any current undergraduate student enrolled at Messiah University is eligible to apply for membership on the Student Senate. Students may apply to the Student Senate at any point during the academic year, though the Student Body Vice President should intentionally advertise the opportunity at the outset of both the fall and spring semesters.

5.4.2 The application process shall include the completion of a Candidate Card containing biographical and institutional questions, as furnished and made available by the Student Body Vice President. This card shall also allow for the candidate to indicate the committee which they would prefer to sit on. Interested individuals shall have two previous mentors or educators give referrals to the Student Senate, regarding questions concerning the purpose of a Student Senator, as well as questions speaking to the candidate's ability to function within the role.

5.4.3 Upon receiving a completed application and both referrals, the Executive Cabinet shall review the application and ensure that the interested individual is not currently on any form of institutional probation. The Cabinet shall then review the requested committee placements to determine if space is available. If there is an opening, they shall inform the candidate of their approved appointment, start date, and committee placement. If there is no opening available on any of the requested committees, the Cabinet should reach out to the individual and discuss other possible committee placements, at which time the applicant may choose to either accept the alternative placement or withdraw their application materials.

5.4.4 All Cabinet-approved independent Student Senators shall remain members of the Student Senate until withdrawal or graduation from Messiah University, except in cases of removal as outlined in <u>Section 6</u>.

5.4.5 **Committee Chair Election Process**

5.4.5.1 Individuals who have served on any committee for at least one semester may apply to serve as the Committee Chair of the committee which they served on, with the exception of the Social Concerns Committee. The Application Card will include biographical information, the rationale of why the candidate wishes to serve as chair, ideas, and goals of the committee, as well as any other

information deemed necessary by the Student Body Vice President.

5.4.5.2   In the event no applications are received for a chair, the appointed Liaison from the Executive Cabinet shall serve as the Committee Chair until a candidate is found. The Executive Cabinet shall review the applications and ensure all information is completed before presenting the applications to Student Senate. Student Senate's Primary Forum will vote on Candidates no later than the first meeting of the Primary Forum.

5.4.5.3   A Committee Chair elected for the Fall semester will serve for the full academic year, while a Committee Chair elected in the Spring will only serve one semester until that academic year's conclusion. Any Committee Chair that does not re-apply or is not selected again the following academic year will revert to an Independent Student Senator.

5.5   STUDENT REVIEW BOARD MEMBERS

5.5.1   Any current undergraduate student enrolled at Messiah University is eligible to apply for membership on the Student Review Board. Five members from the rising sophomore, junior, and senior classes shall be selected by the Primary Forum of Student Senate before the end of the spring semester. The final member(s) from the incoming first-year class shall be selected by the Student Review Board in the fall semester before the final week of September has elapsed.

5.5.2   **Spring Election Process**

5.5.2.1   The spring selection process should begin immediately following the hiring of the incoming Vice President of Student Review or no later than the first week of April.

5.5.2.2   With the support of the Executive Cabinet and the Associate Dean of Students, the outgoing Vice President of Student Review shall work with the incoming Vice President of Student Review to coordinate all logistics for the Student Review Board selection process, including to encourage individuals to apply, to collect applications and signature petitions or a faculty recommendation, and to coordinate voting at a Student Senate meeting in collaboration with the Student Body Vice President.

5.5.2.3   **Applications**

5.5.2.3.1   The application process for an individual to be presented on the ballot before Student Senate shall include the completion of a Candidate Card containing biographical and institutional questions, as furnished and made available by the Vice President of Student Review. Interested individuals shall submit their completed Candidate Card along with a petition bearing the signatures of 50 current students endorsing their aptitude for the position or with a letter of

recommendation from faculty. An interested candidate need not provide both signature petitions and a letter of recommendation, but only one of those two options.

5.5.2.3.2 If a transfer student wishes to apply to the Student Review Board in the Spring, then the class that they would represent would be the rising class based on their degree audit.

5.5.2.4 In advance of the Student Senate meeting during which voting will occur, all Candidate Cards should be made available to members of the Primary Forum for review. Candidates will be asked not to attend the meeting and are excused if they hold a position that would normally mandate their attendance. At the meeting, the outgoing Vice President of Student Review will summarize or read verbatim (at their discretion) the submitted Candidate Cards to ensure that everyone in attendance is informed of the options. A private vote (either written or electronic) will follow, with one vote granted to each official voting member of the Primary Forum in attendance that evening. As always, the established quorum of 50% must be present.

5.5.2.5 The highest vote-earners from each the rising sophomore, junior, and senior (current first-year, sophomore, and junior) classes shall be declared winners. The next two highest overall vote-earners shall also be declared winners.

5.5.2.6 If a class does not run any candidates to serve on their behalf as required by Section 3.1.3.1, the next overall highest vote-earner will be declared a winner, and so forth until the desired total of five Board Members is reached.

5.5.2.7 The five incoming Student Review Board Members officially assume office at the conclusion of Commencement ceremonies in May, with the first-year office(s) held vacant through the summer and start of the fall semester.

5.5.2.8 At any time between their hiring and the start of the fall semester, the incoming Vice President of Student Review should appoint a Secretary of the Student Review Board, through any process that they deem appropriate. This individual will take minutes at hearings, distribute them afterwards, and provide clerical support to the Vice President of Student Review.

5.5.3 **Fall Election Process**

5.5.3.1 No later than the second week of the academic year, the Vice President of Student Review shall work with the Associate Dean of Students to advertise the open first-year position to all first-year students on campus.

5.5.3.2   To be eligible for the role of the First-Year Student Review Board representative, one must either be a first year at Messiah, or it must be the first semester for a transfer student. If it is not the first semester for a transfer student, they may apply in the Spring to be a representative of their class represented on their degree audit. The First-Year application will consist of biographical and institutional questions, and a letter of recommendation from faculty or student leadership. Examples of student leadership include but are not limited to orientation leaders, residence life staff, etc. However, the Vice President of Student Review may decide to either include or not include the letter of recommendation on the application and may change any of the questions on the application as they see fit.

5.5.3.3   Before the final week of September has elapsed, the Student Review Board shall convene to review applications and select by consensus the first-year Board Member, who will take office immediately following acceptance of the offer.

5.5.4   The board must have at least a two-thirds of members present to rule on any decisions, including elections, appeals, and hearings. Any board member who fails to attend meetings frequently without giving notice to the Vice President of Student Review will be subject to disciplinary action by the Vice President of Student Review or the Advisor of the Student Review Board.

5.6   LEADERSHIP COUNCIL AND OTHER LEADERS WITHIN SGA

5.6.1   Members of the SGA Leadership Council (as identified in Section 3.3.1.1) must be in at least their second semester at Messiah University at the time of their election or appointment. All Leadership Council members shall be appointed according to the governance of their respective organizations and should be appointed no later than the second week of April so as to allow sufficient time for training and shadowing the outgoing occupant of their position. Incoming Leadership Council members officially take office at the conclusion of Commencement ceremonies in May.

5.6.2   All other leaders within SGA shall be elected or appointed according to the respective governance documents or charters of their organization.

6   RESIGNATION OR REMOVAL FROM OFFICE AND FILLING OF VACANCIES PROCEDURES

6.1   RESIGNATION/WITHDRAWAL/DORMANCY

6.1.1   Resignation Process
Any SGA officer who feels that they can no longer fulfill their responsibilities shall submit a written resignation to the Student Body President, or the Student Body Vice President in the case of an independent Student Senator or Committee Chair. In the event that the Student Body President chooses to resign, they shall submit their resignation to the Student Body Vice President and the SGA Advisor.

6.1.2   Withdrawal of Independent Student Senators and Committee Chairs
Independent Student Senators or Committee Chairs wishing to formally withdraw their Senate membership must notify the Student Body Vice President in writing. If a withdrawn Senator later wishes to reapply for Senate membership, the Student Body Vice President shall decide whether or not they must reapply with a new Candidate Card and set of referrals.

6.1.3   Dormancy/Removal of Independent Student Senators
If an independent Student Senator foresees that they will be unable to meet the requirements of their role for an upcoming semester, they may formally declare dormancy by submitting to the Student Body Vice President, in writing, a form that includes their declaration of dormancy, reason for the declaration, and anticipated date of return to service. Senators may remain in dormancy for up to one semester. If they remain inactive beyond this timeframe, they will automatically be removed from Senate membership. If a dormant/removed Senator later wishes to reapply for Senate membership, they must meet with the Student Body Vice President to discuss the possibility of their return to service. The Student Body Vice President shall decide whether or not the Senator will be allowed to reapply for membership. Committee Chairs may not request Dormancy once the semester has begun.

6.2   REMOVAL FROM OFFICE

6.2.1   Automatic Removal: University Probation
Any SGA officer or any officer of an SGA Executive, Chartered, or Recognized organization who is placed on disciplinary, academic, or chapel probation at any time during their term of office must automatically step down from their position immediately following notification of probation from Messiah University. The resulting vacancy should be filled expediently according to each organization's outlined procedure.

6.2.2   Process Removal: Filing with the Review Committee

6.2.2.1   Phase 1
If any individual believes that an SGA officer has neglected their duties or has, in some other way, violated their obligations as an SGA officer, that individual shall first seek to personally address the situation with the officer in question.

6.2.2.2   Phase 2
If the concerned individual is not content with the results of the meeting from Phase 1, they shall speak to a third party about the situation and the two shall seek to resolve the situation.

The following order should be followed from top to bottom in selecting the person to talk to for this phase. The person selected should not be the officer in question or concerned individual. For example, if the Student Body Vice President is concerned about the Student Body President, then they should talk to the SGA advisor.

a. Student Body President
b. Student Body Vice President
c. SGA Advisor

6.2.2.3   Phase 3
If the concerned individual is still not content, they shall file a written report with the SGA Review Committee. The Review Committee shall follow the procedures outlined in [Section 3.3.6](#) in handling the matter.

6.3   FILLING OF VACANCIES

6.3.1   Executive Cabinet Positions

6.3.1.1   Student Body President
In the event that the office of Student Body President becomes vacant, the Student Body Vice President shall assume the role of President, and the Chair of the Election Committee (see [Section 4.2.4](#)) shall collect Candidate Cards and hold a special election among the student body to fill the role of Student Body Vice President. See [Section 6.3.1.6](#) for exceptions.

6.3.1.2   Student Body Vice President
In the event that the office of Student Body Vice President becomes vacant, the Student Body President shall serve as acting moderator of the Student Senate until the new Student Body Vice President is elected. The Chair of the Election

Committee shall collect Candidate Cards and hold a special election among the student body to fill the role of Student Body Vice President. See Section 6.3.1.6 for exceptions.

6.3.1.3 Vice President of Student Review

In the event that the office of Vice President of Student Review becomes vacant, the Student Body President shall consult the Student Review Board Advisor in appointing a current Board Member to the position, preferably on the basis of seniority.

6.3.1.4 Other Non-Elected Executive Cabinet Roles

In the event that there is a vacancy in the office of Vice President of Diversity Affairs, Vice President of Organizations, Vice President of Finance, or Vice President of Engagement, the Chair of the Election Committee shall distribute applications for the position no more than two days after the vacancy occurs. The Executive Cabinet shall collect and review all applications and nominate an applicant for approval by a two-thirds vote of the Primary Forum of Student Senate. The Executive Cabinet shall also conduct interviews of applicants, when logistically possible. If the Student Senate does not approve the nominee by a two-thirds majority, the current Student Body President may either 1) exercise veto power and overturn the Senate's decision, thus officially instating the nominee or 2) reconvene the Executive Cabinet to select another nominee. See Section 6.3.1.7 for exceptions.

6.3.1.5 Uncontested Special Elections

If a candidate runs or applies for a position on the Executive Cabinet with no opposition, they must receive approval by a two-thirds majority of the Primary Forum of Student Senate before assuming office.

6.3.1.6 Spring Semester Vacancies of the Presidency or Vice Presidency

No special elections for the current year shall be conducted within three weeks of the SGA general election or at any later time in the spring semester. In the event that a vacancy occurs in the office of either Student Body President or Student Body Vice President during this time, responsibilities will be divided among other members of the Executive Cabinet at the discretion of the President or acting President. Once elected through the SGA general election, the incoming Student Body President and/or Student Body Vice President may also assist in Cabinet duties if desired by the current President or acting President, though they may not officially assume office until the conclusion of Commencement ceremonies in May.

6.3.1.7 Spring Semester Vacancies of Non-Elected Executive Cabinet Roles

In the event that it is known that the Vice President of Diversity Affairs, Vice President of Organizations, Vice President of Finance or Vice President of Engagement will not return for the spring semester (i.e. a December graduate fills the role) the following procedure should be followed. The Student Body President, Student Body Vice President, and SGA Advisor should meet to determine the best timeline to recruit for that position.

A proposed timeline is as follows: Candidate Cards should be released for the vacant role(s) the first Monday of November and are due by the end of that week. The Cabinet Nomination Panel shall review each application and interview selected candidates by the end of the following week. After completing all interviews, the Panel shall deliberate and come to a unanimous decision in selecting their nominees to present to the Primary Forum for approval no later than the first Student Senate meeting directly after Thanksgiving Recess. The Cabinet Nomination Panel shall consist of the Student Body President, Student Body Vice President, and SGA Advisor. The outgoing occupant of a Cabinet position shall serve as an advisor to the Panel, their attendance is not mandatory, but preferred. After Senate approval, the incoming Cabinet members shall shadow the outgoing occupants of their positions for the remainder of the fall semester. Incoming Cabinet members officially take office at the conclusion of Finals Week.

No special appointments in the offices of Vice President of Diversity Affairs, Vice President of Organizations, Vice President of Finance, or Vice President of Engagement for the current year shall be given any time in the spring semester after the SGA general election. In the event that there is a vacancy during this time, the Student Body President may choose to 1) divide responsibilities among other members of the Executive Cabinet or 2) once incoming hires are confirmed for the following year, offer to the incoming occupant of the role the opportunity to take office immediately. The incoming officer is not required to accept this offer. This section does not pertain to the role of Vice President of Student Review.

6.3.2   Student Review Board Members

6.3.2.1   Special Elections
Vacancies of any Student Review Board Member position shall be filled by a special election following the same processes as outlined in Section 5.5 no later than three weeks after the beginning of the vacancy.

6.3.2.2   Uncontested Special Elections
If a candidate runs for a position on the Student Review Board with no opposition during a Special Election, they must receive approval by a two-thirds majority of the Primary Forum of Student Senate before assuming office, unless

they are the only candidate to represent that academic class (first-year, sophomore, junior, or senior).

6.3.3   Student Senate Committee Chairs

6.3.3.1   Resignation or Dormancy of Committee Chair
If a Committee Chair resigns or enters Dormancy prior to the start of a semester, then the Liaison to the Committee shall assume the role of Chair until a Senator serving on that Committee completes the application process and a Special Election before the Primary Forum is held.

7   DIPLOMATIC CORPS OF STUDENT REPRESENTATIVES TO UNIVERSITY COUNCILS AND COMMITTEES

7.1   INTRODUCTION

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

7.2   FORMATION

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

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

7.3   OPERATION

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

7.3.2   Reports
Student representatives shall submit regular written reports to the Student Body President summarizing committee business and activities. The President shall keep these reports on file and will make them available to all members of the

Student Senate. If it is deemed necessary by the Senate members, certain representatives may be called to give an oral report at a meeting of the Senate.

7.4   MID-YEAR CHANGES

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

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

8   STUDENT ORGANIZATIONS

8.1   INTRODUCTION

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

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

8.1.3   Types of Student Organizations
SGA defines three (3) tiers of student organizations—Recognized, Chartered and Executive—each increasing in responsibilities and privileges while maintaining those gained from previous levels:
a. Recognized organizations receive SGA support and are advertised as an official Messiah University student organization.
b. Chartered organizations receive funding from the Student Activities Fee and participate in the Student Senate.
c. Executive organizations serve on the Student Body President's Leadership Council, have the potential for paid leadership positions, and attend the Office of Student Engagement annual Student Leadership Retreat.

In addition, the expected level of involvement and activity increases with each tier of organization in accordance with the Leadership Agreement produced by the Office of Student Engagement. These three tiers of organizations are defined in detail in the following governance.

8.1.4   Characteristics of All Student Organizations
All SGA student organizations shall be characterized by:

a. Consistency and alignment with the mission and values of Messiah University, SGA, and the Office of Student Engagement, all of which sponsor Recognized, Chartered, and Executive organization activities.
b. Consistency and alignment with the SGA student organization mission statement found in Section 8.1.2.
c. Adherence to both SGA governance and organization-specific governing documents regarding club operations and financial policy.

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

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

8.1.5   Limits on Student Organizations

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

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

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

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

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

8.1.6   Dissolving Process

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

8.1.6.1   Club Dormancy and Defunction
If an organization becomes unresponsive to the Student Government Association's correspondence, and they fail to communicate with their club advisor, then the club will be considered dormant the following semester. This will be at the discretion of the club advisor and the Vice President of Organizations. During the semester of dormancy, students may seek to restart the club. Clubs in dormancy are not eligible for a budget. If the club is able to fulfill the minimum requirements of club grading and average at least a "B" grade, then the club will no longer be considered dormant. If the club receives less than a "B" grade, it will remain dormant for the following semester. If the club continues to be unresponsive, then the club will be formally dissolved the semester following dormancy.

   i.   If a club is dormant for two consecutive semesters, they must go before the Finance and Organizations committee for a dormancy hearing. The club must present the rationale for why they have failed to improve. It is then up to the discretion of the Finance and Organization Committee if the club ought to be dissolved or should remain dormant.

8.1.7   Adjusting Status

8.1.7.1   Reason for Adjusting Status
A Chartered Club may return to Recognized Status, or an Executive Club may choose to return to Chartered Status if any of the following conditions are met:
   1. A club or organization no longer believes their organization may be able to meet the enhanced responsibilities, expectations, or the definition of their status moving forward.
   2. The Student Senate removes a club or organization's Charter or Executive Status, as outlined in 8.3.4 and 8.4.4
   3. An Executive Organization no longer has a sponsoring department or dedicated advisor, which is defined as a requirement under the definition of an Executive Organization under 8.4.1.2 (see. 8.1.7.2).

8.1.7.2   Executive Organization and Preexisting Messiah University Department or Office

If the preexisting Messiah University Department or Office no longer wishes or is able to continue partnering with the Executive Organization, such as no longer being able to provide a dedicated and compensated advisor, then the Executive Organization must return to Chartered Status per Section 8.1.7.4.

8.1.7.3   Process for Adjusting Chartered Status

The following process shall be followed for a Chartered Club wishing to return to Recognized Status:

1. The club must declare an intent to change status to the Vice President of Organizations no later than October or March within a semester.
2. The Vice President of Organizations will make the intent to change status known to the President's Cabinet, providing the club's rationale for a change in status.
3. The following full semester after declaring an intent to change status, the club leadership and advisor must work with the Vice President of Organizations to ensure the club understands the change in responsibilities between a Chartered and Recognized Club.
4. At the conclusion of the semester, the Club status will be returned to Recognized.
5. The newly Recognized Club may not apply for Chartered Status again for one year, as outlined in Section 8.3.1.2 (b).

8.1.7.4   Process for Adjusting Executive Status

The following process shall be followed for an Executive Organization wishing to return to Chartered Status:

1. The organization must declare an intent to change status to the Vice President of Organizations no later than October or March within a semester.
   a. An Executive Organization may choose to return to Chartered Status if they believe they no longer meet the definition of an Executive Club in mission or outreach, or
   b. An executive organization must declare an intent to change status if the partnered Office or Department no longer wishes to partner with or is able to partner with the organization, such as not being able to provide a dedicated and compensated advisor to the organization.
2. The Vice President of Organizations will make the intent to change status known to the President's Cabinet, providing the organization or Department/Office's rationale for a change in status.
3. The following full semester after declaring an intent to change status, the organization leadership and advisor must work with the Vice President of Organizations to ensure the club understands the change in responsibilities between an Executive and Chartered Club.
   a. If a different Department/Office wishes to partner with the Executive Organization, the organization may retain their Executive Status. The Vice President of Organizations and SGA Advisor will then work with the new dedicated advisor for the

organization to aid them in understanding their responsibilities as an advisor to an Executive Organization. The Department/Office and organization must make this known to the Vice President of Organizations no later than March/October of this transition semester, otherwise the club must revert to Chartered Status.

4. At the conclusion of the semester, the Club status will be returned to Chartered, unless a new Department/Office agrees to a partnership with the organization by October or March.

5. Rather than the five years a club must hold a Chartered status before applying for Executive status (see 8.4.1.2 (b)), any club who has changed their status may reapply for Executive Status after two consecutive years of Chartered status.

8.1.8   Grace Period to Recruit an Advisor

Organizations must have an advisor on record with the Vice President of Organizations no later than the last Friday before Student Senate convenes for the Budget Approval Process, or 3 days before Student Senate convenes for the Budget Approval Process, depending on whichever is a greater length of time. Organizations that fail to recruit an advisor in this time will enter into the dissolution process.

8.1.9   Guest Speaker Policy

The process for admitting a guest speaker on campus is managed by the Office of Student Engagement, however given the influence a guest speaker can bring via clubs, the Student Government Association also imposes the following restrictions:

i. All guest speakers must be approved by a club's advisor. When considering a guest speaker, advisors must consider elements such as:
   a. A speaker's relevant experience.
   b. The contribution to the community the speaker provides.
   c. If the speaker can uphold the behavioral expectations of the Guest Speaker Agreement form that the Office of Student Engagement manages.
   d. Any other qualities that the advisor considers to be essential to a guest speaker.

8.2   RECOGNIZED ORGANIZATIONS

8.2.1   Recognition Process

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

8.2.1.2   Eligibility Requirements

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

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

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

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

d. Develop a plan for continued organization funding from one of four sources:

    i. SGA allocations (only possible for Chartered and Executive organizations—see Section 9.3).

    ii. Organizational fundraising efforts in adherence with University fundraising guidelines.

    iii. Funds from University departments in cooperation with and/or sponsorship of organizational activities.

    iv. Indirect tax-deductible donations by means of a gift restricted to the program of a cooperating departmental program existing within the University's operating budget.

e. Secure the support of a full-time Messiah University employee to serve as an organizational advisor. Advisors must have experience relevant to the club. Clubs seeking an exception must submit a request for approval to the Co-Curricular Educational Council. Relevance is defined according to the self-classification of the club by the following standards:

    i. Academic clubs must have an educator (as defined by the Community of Educators Handbook) serve as their advisor.

    ii. Campus Activities clubs must have an educator (as defined by the Community of Educators Handbook), or an employee with expertise in the activity serve as their advisor.

    iii. Cultural clubs must have an educator (as defined by the Community of Educators Handbook), or employees with experience in facilitating multicultural and intercultural experiences serve as their advisor.

    iv. Faith clubs must have an educator (as defined by the Community of Educators Handbook), or employees with expertise in the specific ministry serve as their advisor.

    v. Performing and Fine Arts clubs must have an educator (as defined by the Community of Educators Handbook), or employees with extensive experience in the specific field of arts serve as their advisor.

    vi. Service clubs must have an educator (as defined by the Community of Educators Handbook), or an employee with experience in community outreach serve as their advisor.

  vii. Special Interest clubs must have an educator (as defined by the Community of Educators Handbook) serve as their advisor.

  viii. Club Sports must have an educator (as defined by the Community of Educators Handbook), or an employee within the Athletics Department serve as their advisor.

  ix. Media clubs must have an educator (as defined by the Community of Educators Handbook), or an employee with a background in the club's particular media field serve as their advisor.

 f. Receive written support from University departments with similar foci, goals, or objectives as current or prospective organizations for recognition.

  i. Student organizations that exist primarily for the purpose of Christian fellowship, teaching, worship, and/or theological exploration are required to submit a letter of recommendation from the University Ministries pastoral staff.

  ii. Student organizations that exist primarily for the purpose of athletic competition against non-Messiah University students are required to submit a letter of recommendation from the Director of Community Wellness Initiatives and Campus Recreation.

  iii. Student organizations that exist primarily for the purpose of community service, missions, or support of external non-profit organizations (i.e., fundraising, campus chapters, etc.) are required to submit a letter of recommendation from the Agapé Center for Service and Learning staff.

8.2.1.3 Application for Recognition

To start a new organization, students will obtain and complete an application for recognition from the Office of Student Engagement. This application will include:

a. Basic organizational information and classification

b. Demonstration of fulfilling eligibility requirements listed in Section 8.2.1.2

c. Written support from proposed advisor and other Messiah University employees/departments as outlined in Section 8.2.1.2

d. A proposed organizational constitution and by-laws

e. Names and roles of proposed organizational student leadership

f. List of potential organization activities or events

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

8.2.1.3.2 The application will be reviewed and subsequently approved or denied by the Co-Curricular Education Council based upon the established criteria. The Co-

Curricular Education Council reviews organization applications once a semester, normally at their November and March meetings.

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

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

8.2.2 **Requirements/Responsibilities**
All Recognized organizations must fulfill the following requirements and responsibilities:
a. Adhere to the Characteristics of all Student Organizations (Section 8.1.4)
b. Regularly and consistently communicate with the Vice President of Organizations as necessary.
c. Provide a report each month on organization operations in a format to be determined by the Vice President of Organizations.
d. Submit any proposed organization-specific governance changes to the Vice President of Organizations and SGA Advisor for review and approval by the Finance & Organizations Committee.
e. Annually renew recognition with the Office of Student Engagement. Each element of renewal applications will be subject to review by the Co-Curricular Education Council. Acceptance of the application is at the discretion of the Council, SGA, and Office of Student Engagement. Acceptance is necessary for continued recognition.
c. Adhere to policies in Appendix C for Recognized organizations.

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

a. Recognition and advertisement as an official Messiah University organization.
b. Time and support of the Student Body President's Cabinet through the Vice President of Organizations for programming, event planning, and event implementation.
c. An official Messiah University account number to safely store any organizational funds and approval for fundraising (student organizations are not permitted to have off-campus bank accounts).
d. Certification to advertise on campus through print and electronic media outlets and to use the Messiah University name, mascot (name and image), word mark, and letterhead.
e. Ability to reserve classroom space and other University-owned property for organizational events or activities.

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

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

8.2.3 Loss of Recognition

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

8.2.3.1 Dissolving of Recognized Organization

If an organization no longer wishes to maintain any club status refer to Section 8.1.6 for guidance.

8.3 CHARTERED ORGANIZATIONS

8.3.1 Chartering Process

8.3.1.1

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

8.3.1.2 Eligibility Requirements

To be eligible for chartering, applying student organizations must meet the following criteria:

a. Continued fulfillment of the Recognized organization criteria found in Section 8.2.1.2.

b. Maintain Recognized status for at least one year.

c. Written evidence of regular meetings held at least monthly and a significant level of student interest as determined by the Vice President of Organizations.

d. Consistent, strong student leadership, including an active organizational student leader dedicated to the organization's financial well-being (e.g., a treasurer).

e. Evidence of excellence as a Recognized organization.

8.3.1.3

Chartering requires an initial application submitted to the Finance & Organizations Committee containing documentation of current club leadership, a

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

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

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

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

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

8.3.2 **Requirements/Responsibilities**

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

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

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

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

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

e. Submit monthly reports to the Vice President of Organizations in a detailed and timely manner and a format determined by the Vice President of Organizations.

f. Annually renew charter with the Office of Student Engagement. Each element of renewal applications will be subject to review by the Co-Curricular Education Council. Acceptance of the application is at the discretion of the Council, SGA, and Office of Student Engagement. Acceptance is necessary for a continued charter.

g. Adhere to policies in Appendix C for Chartered organizations.

8.3.3   Privileges

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

a. Eligibility for a budget funded by the SGA Student Activities Fee (process outlined in Section 9.3), greatly enhancing the organization's capacity to provide quality events on campus.

b. Additional support from the Student Body President's Cabinet, particularly through the Vice President of Organizations and Vice President of Finance.

c. Ability to provide input into important SGA and University-wide decisions and create real change from original ideas through the Student Senate.

8.3.4   Loss of Charter

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

8.3.4.1   Probation

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

8.3.4.1.1 After two months, the Finance & Organizations Committee shall ascertain whether the recommendations made have been satisfactorily fulfilled and either restore the organization to full chartered status or make a recommendation to the

Student Senate for suspension. Either decision requires a majority vote.

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

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

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

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

8.3.4.3 If an organization no longer wishes to maintain chartered status, follow the procedure outlined in [Section 8.1.7.3](#) to adjust the Chartered status to Recognized, or the procedure in [Section 8.1.6](#) to dissolve the club.

8.3.5 **Dissolving of Chartered Organization**
If an organization no longer wishes to maintain any club status refer to [Section 8.1.6](#) for guidance.

8.3.5.1 **Adjusting Chartered Club Status**
If a Chartered club wishes to adjust their status to Recognized, refer to the process in [Section 8.1.7](#).

8.4 EXECUTIVE ORGANIZATIONS

8.4.1 Achieving Executive Status

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

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

a. Continued fulfillment of the Chartered organization criteria, found in Section 8.3.1.2.
b. Maintaining chartered status for at least five consecutive years.
c. Demonstration of a broad organizational focus and impact (i.e., organization does not have a niche audience, but has a wide influence on campus)
d. Desire from the general student population for the increased presence of the organization's mission, services, and programming on campus.
e. Clear and strong partnership or collaboration with a preexisting Messiah University department, organization, or office, especially in the form of a dedicated and compensated advisor.
f. Demonstration that organizational strategic operations and values extend to embed and encompass the SGA purpose and seven main objectives stated in Section 2, including leadership development, and the Messiah University mission statement.
g. According to precedent, most executive organizations have developed from a coalition of organizations with similar goals and visions or directly out of the Student Body President's Cabinet.
h. Show Satisfactory or Superior performance in Evaluations per Appendix C for Charted organizations.

8.4.1.3 Application Process

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

8.4.1.3.2 After meeting initially with the Vice President of Organizations within the timeframe allowed, the organization's leadership shall develop a proposal

explaining why they believe they qualify for executive status. This proposal will be submitted to the Vice President of Organizations no later than the start of Thanksgiving Break. Proposals submitted after this date shall not be considered until the following fall semester.

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

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

8.4.1.3.5 If the organization does receive the necessary recommendations, Student Senate will receive the following documents:
a. The organization's application for executive status
b. Leadership Council's Recommendation
c. The Student Body President's Cabinet's recommendation
d. The Finance & Organizations Committee's recommendation

Student Senate will decide via a vote whether to approve or deny the application. This vote should be informed by the recommendations made above but does not need to abide by any one particular recommendation. A two-thirds majority vote is required to pass the proposal.

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

8.4.1.3.7 Should an organization receive the Student Senate's approval; the organization shall officially begin full executive organization status the following fall semester with invitations to the Leadership Retreat as available. Immediately following Student Senate approval, an organization representative must meet monthly with the Vice President of Organizations till the end of the academic year to ensure the organization transitions smoothly. The organization chief executive shall also

serve on Leadership Council and collaborate with the Student Body President for the rest of that academic year.

8.4.2   Requirements/Responsibilities

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

8.4.2.1   Because of executive organization activities' far-reaching nature, the chief officer of each executive organization serves as a member of Leadership Council in order to foster awareness and support among the leaders of SGA. For more details, see Section 3.2.2.

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

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

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

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

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

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

8.4.2.6   Executive organizations must annually renew executive status with the Office of Student Engagement. Each element of renewal applications will be subject to review by the Co-Curricular Education Council. Acceptance of the application is at the discretion of the Council, SGA, and Office of Student Engagement. Acceptance is necessary for continued executive status.

8.4.3   Privileges

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

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

8.4.3.2 Executive organizations are eligible to financially compensate their student leaders to offset the opportunity costs of dedicating time and energy to serving the student body. Executive organizations are eligible to apply for, but not guaranteed, SGA-paid leadership positions. These positions may either be funded via the SGA Student Leader Fellowship Grant or sponsored from the Executive Organization's operating budget. For more information concerning the differences in paid positions, see Section 9.2.

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

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

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

8.4.3.3.1 Applications for a fixed percentage shall be submitted to the Finance & Organizations Committee any point during the semester and shall be processed through the regular governance structure. A fixed percentage shall only take effect at the beginning of the next semester of budgeting. Requests for fixed percentages

shall be evaluated based on availability of SGA resources, campus impact, organizational need and impact, and organizational fiscal responsibility and stewardship. For more information on fixed percentages, see Section 9.3.3.1.

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

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

8.4.3.5 Core executive organization leaders receive invitations to the annual Leadership Retreat, sponsored by the Office of Student Engagement.

8.4.3.6 Core executive organization leadership positions also meet the qualifications to serve as an experience for the Experiential Learning Initiative (ELI). Student leaders shall work with their organization's advisor to fulfill this requirement.

8.4.4 Loss of Executive Status

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

8.4.4.1 Probation

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

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

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

recommend suspension of the organization to the Student Senate after the year - long probation.

8.4.4.2   Suspension

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

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

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

8.4.4.3   If an organization no longer wishes to maintain executive status, refer to the procedure found in Section 8.1.7.4 to adjust club status, or Section 8.1.6 to dissolve the organization.

8.4.5   Dissolving of an Executive Organization

If an organization no longer wishes to maintain any club status refer to Section 8.1.6 for guidance.

8.4.5.1   Adjusting Executive Organization status

If an Executive organization wishes to change the organization's status to Chartered, or their Department/Office no longer wishes or is able to continue partnering with the organization, such as not being able to provide a dedicated and compensated advisor, refer to the process in Section 8.1.7.

9   FINANCIAL POLICIES

9.1   STUDENT ACTIVIES FEE

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

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

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

9.2   STUDENT LEADER FELLOWSHIP GRANT

9.2.1   **Philosophy of Student Leader Fellowship Grant**
The SGA Student Leader Fellowship Grant should be viewed as recognition from the student body for service rendered by student leaders. This monetary award is intended to offset the costs of dedicating time and energy to serving the student body.

9.2.2   **Determination of Award Allocation**
SGA leadership role eligibility and Student Leader Fellowship Grant amounts are determined by the Finance & Organization committee, with recommendations for changes also coming from the Executive Organizations themselves. The Finance and Organizations Committee should evaluate each position's grant according to the following factors: Anticipated Hours Required of the Position; Whether the Position Coordinates Fellow Grant or ELI Positions, or Any Volunteers; the Degree of Independency Afforded the Position; the Fiscal Responsibility Required of the Position, and the Community Engagement the Position Facilitates. These factors ought to be recorded for each position in the Governance Manual's Appendix A to provide intrinsic justification for each position's Grant Level.

9.2.3 SGA Student Leader Fellowship Grant Semester Distribution Breakdown

Executive Organization *Leadership Role*	Grant Level	Total Per Semester
Student Body President's Cabinet – 7		**$11,500.00**
Student Body President	Level 0	$2,200.00
Student Body Vice President	Level 1	$1,800.00
Vice President of Finance	Level 2	$1,500.00
Vice President of Organizations	Level 2	$1,500.00
Vice President of Diversity Affairs	Level 2	$1,500.00
Vice President of Student Review	Level 2	$1,500.00
Vice President of Engagement	Level 2	$1,500.00
Student Ministries Council/ HRA – 14		**$10,650.00**
Lead Director	Level 2	$1,500.00
Prayer Director	Level 5	$900.00
Communication & Events Director	Level 5	$900.00
Bible Study Director	Level 5	$900.00
Life Groups Director	Level 5	$900.00
Sanctuary Director	Level 5	$900.00
Men's/Women's Ministry Coordinator	Level 8	$500.00
Roots Coordinator	Level 8	$500.00
Logos Bible Study Coordinator	Level 8	$500.00
Human Rights Awareness (HRA) Director	Level 5	$900.00
HRA Assistant Director	Level 6	$750.00
HRA Research & Education Coordinator	Level 8	$500.00
HRA Events Coordinator	Level 8	$500.00
HRA Social Media & Design Coordinator	Level 8	$500.00
Service Opportunity Leaders – 14		**$13,550.00**
Director of Outreach	Level 2	$1,500.00
Assistant Director	Level 3*	$350.00
Service Trips Agency Coordinator	Level 5	$900.00
Service Trips Participant Coordinator	Level 5	$900.00
Coordinator: Bethesda Community Center	Level 5	$900.00
Coordinator: Bethesda Mobile Mission/Men's	Level 5	$900.00
Coordinator: Boys & Girls Club	Level 5	$900.00
Coordinator: Catholic Charities	Level 5	$900.00
Coordinator: Center for Champions	Level 5	$900.00
Coordinator: Messiah Lifeways Tabitha's	Level 5	$900.00
Coordinator: Messiah Lifeways Weekly	Level 5	$900.00
Coordinator: New Hope Ministries	Level 5	$900.00
Coordinator: Paxton Ministries	Level 5	$900.00
Coordinator: Salvation Army Afterschool	Level 5	$900.00
Coordinator: Salvation Army Food	Level 5	$900.00
Student Activities Board (SAB) – 12		**$10,050.00**
SAB President	Level 0	$2,200.00
SAB Vice President	Level 3*	$650.00
SAB Lost Films Executive	Level 7*	$600.00
SAB Treasurer	Level 7*	$600.00
SAB Marketing Executive	Level 7*	$600.00
SAB Graphic Design Executive	Level 7*	$600.00
SAB Special Activities Executive	Level 7*	$600.00

SAB Student Talent Executive	Level 7*	$600.00
SAB Cultural Engagement Executive	Level 7*	$600.00
SAB B-Sides/Concerts Executive	Level 7*	$600.00
SAB Excursions Executive	Level 7*	$600.00
SAB Cultural Immersion Executive	Level 7*	$600.00
SAB Dances Executive	Level 7*	$600.00
SAB Wellness	Level-7*	$600.00
Multicultural Council – 9		**$9,400.00**
Chair of the Multicultural Council	Level 0	$2,200.00
Vice-Chair of the Multicultural Council	Level 7	$600.00
Treasurer of the Multicultural Council	Level 7	$600.00
President of the Black Student Union	Level 4	$1,000.00
President of the African Student Union	Level 4	$1,000.00
President of the Asian Student Association	Level 4	$1,000.00
President of La Alianza Latina	Level 4	$1,000.00
President of ISA/MuKappa	Level 4	$1,000.00
President of the Caribbean Student Association	Level 4	$1,000.00
The Pulse – 10		**$9,950.00**
Director	Level 2	$1,500.00
Business Manager	Level 4	$1,000.00
Social Media Manager	Level 7	$600.00
Web Manager	Level 7	$600.00
Magazine Design Manager	Level 4	$1,000.00
Yearbook Design Manager	Level 4	$1,000.00
Assistant Director	Level 4	$1,000.00
Editor-in-Chief	Level 3	$1,250.00
Radio Manager	Level 4	$1,000.00
Audio-Visual Manager	Level 4	$1,000.00
Minds Matter – 5		**$3,550.00**
Minds Matter President	Level 4	$1,000.00
Vice President of Education and Advocacy	Level 6	$750.00
Minds Matter Media Coordinator	Level 7	$600.00
Minds Matter Events Coordinator	Level 7	$600.00
Minds Matter Engagement Coordinator	Level 7	$600.00
Total per semester		**$68,650.00**

9.2.4 Student Leader Fellowship Grant Funds Evaluation

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

9.2.5.1   Disbursement of SGA Student Leader Fellowship Grant Funds to Fellows

In the fall semester, Fellows will receive the first third of their total grant amount in early September, the second third of their total grant amount in mid-October, and the final third of their total grant amount in late November. In the spring semester, Fellows will receive the first third of their total grant amount in late January, the second third of their total grant amount in early March, and the final third of their total grant amount in mid-April. If a Leadership Fellow does not remain in her/his respective role, she/he will not receive any of the remaining grant funding. If a student becomes a Leadership Fellow after one or more disbursement of the grant for the semester already occurred, she/he will only be eligible for the remaining disbursement amount(s) for the semester. Awards are distributed by the University's Accounts Payable unit and must occur on a Thursday. Fellows will be notified of the exact distribution dates at the start of each semester.

9.2.5.2.1 Grant Level Table

Grant Levels will be evaluated annually by the Finance and Organization Committee. Level 8 and below of the Grant Level will be reserved for Tier-2 ELI positions. Level 6 and above of the Grant Level will be reserved for Tier-1 ELI positions. Level 7 may be filled by either Tier-1 or Tier-2 ELI positions.

Grant Level	First Distribution	Second Distribution	Third Distribution	Award
Level 0	$733.33	$733.34	$733.34	$2,200.00
Level 1	$600.00	$600.00	$600.00	$1,800.00
Level 2	$500.00	$500.00	$500.00	$1,500.00
Level 3	$416.66	$416.67	$416.67	$1,250.00
Level 4	$333.33	$333.34	$333.34	$1,000.00
Level 5	$300.00	$300.00	$300.00	$900.00
Level 6	$250.00	$250.00	$250.00	$750.00
Level 7	$200.00	$200.00	$200.00	$600.00
Level 8	$166.66	$166.67	$166.67	$500.00

9.2.5.2.2 Explanation of Anomalies in the Grant Levels

Anomalies in the Grant Level Chart will be denoted by an asterisk and the explanation of the anomalies will be presented here, in order of appearance:

a. SAB Vice President: The SAB Vice President holds another Executive Position concurrently with another Executive Position on the Board. The sum of these two awards results in a Level 3 Grant.

b. SAB Executives: Each SAB Executive, besides the President and Vice President, conducts a quasi-work study through the Office of Student Engagement, whereby they earn an hourly wage. This wage, assuming the desk shift hours are evenly divided, in conjunction with the grant given, roughly results in the award of a Level 3 Position.

c. Service Opportunity Leader Assistant Director: The Assistant Director serves concurrently in another Agapé Student coordinator position. The sum of these two awards results in a Level 3 Grant.

9.2.6 Qualifications of an SGA Fellow

A student leader is one who has answered a call to service. They seek to improve campus through their vision for the future, adapting and innovating to meet the needs of the student body. In addition, the recipient of a Student Leader Fellowship Grant must meet the following criteria:

1. Must hold a position within an executive organization.
2. Must hold a position of influence among a group of students leading them in their personal, spiritual, relational, emotional, or professional development.
3. Must serve in a position that is highly engaged and impacts the student body at large.
4. Must hold a position that satisfies the ELI requirement.

9.2.7 Summer Paid Positions

Any Executive Organization seeking to sponsor a summer paid position must file an appeal to the Vice President of Finance, Student Body President, and SGA Advisor for approval, with final approval needed from Student Senate. If approved, portions of these positions will be funded from the SGA grants account, per table in this section. Current approved summer positions are listed in the table below.

Summer Position	Fall Semester Contribution	Spring Semester Contribution	Annual Total
Student Body President (SGA)	$1,505.00	$1,505.00	$3,010.00
Summer Manager (The Pulse)	$2,400.00	$2,400.00	$4,800.00
Total per semester	**$3,905.00**	**$3,905.00**	**$7,810.00**

9.2.8 Semester Paid Positions

Any Executive Organization seeking to sponsor a semester paid position must file an appeal to the Vice President of Finance, Student Body President, and SGA Advisor for approval, with final approval needed from Student Senate. If approved, these positions will be funded from the sponsoring Executive Organization's operating budget. Current approved positions are listed in the table below.

Semester Paid Position	Fall Semester Approved Amount	Spring Semester Approved Amount	Annual Total
Design Assistant (The Pulse)	$693.00	$693.00	$1,386.00
Design Assistant (The Pulse)	$693.00	$693.00	$1,386.00
Student Life Editor (The Pulse)	$693.00	$693.00	$1,386.00
Culture Editor (The Pulse)	$693.00	$693.00	$1,386.00
Sports Editor (The Pulse)	$693.00	$693.00	$1,386.00
Music Director (The Pulse)	$693.00	$693.00	$1,386.00
Audio-Visual Assistant (The Pulse)	$924.00	$924.00	$1,848.00
Total per semester	**$5,082.00**	**$5,082.00**	**$10,164.00**

9.3   BUDGETING

9.3.1   Timetable for Each Semester

a. The Vice President of Finance and Vice President of Organizations will hold a workshop with the presidents and treasurers of the various SGA organizations in order to inform them of SGA financial policies and procedures. This meeting will occur no later than the end of the first week of classes.

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

c. The Finance & Organizations Committee will review all organizations' budgets, make the appropriate adjustments, and balance the entire SGA budget (see Section 9.3.3 for details).

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

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

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

g. The Finance & Organizations Committee will review all organizations' budgets, make the appropriate adjustments, and balance the entire SGA budget (see Section 9.3.3 for details).

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

9.3.2   Guidelines for Budgeting of SGA Organizations

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

9.3.2.1   Non-Negotiable Budgeting Instructions

9.3.2.1.1   Travel

a. Travel using a Messiah University car (one to five people) will be budgeted

$0.56 per mile.

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

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

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

e. SGA may fund hotels and accommodations up to 50 percent per room per night.

f. Travel by any other unspecified method shall be funded up to 50 percent per student, with a cap per student determined by the VP of Finance depending on the means of transportation.

9.3.2.1.2 Speaker and Guest Gifts and Pay

a. Students will not be compensated for speaking, leading or taking part in organization events outside of the SGA work-study positions, but may be compensated if hired for professional services, which would have been hired out. In the case of a student-hire:
   i. There must be a contract with the student, which is signed by the Club Advisor, the Club President, and the Vice President of Finance before an agreement can be set with the individual.
   ii. SGA is not financially responsible for any agreements put forth without the approval of the Vice President of Finance (as well as the Club Advisor and Club President).
   iii. The club must be able to support the claim that the individual is qualified to work in place of the hired professional.
   iv. The club must be able to justify the hiring of a professional for the event in question.

b. Non-student employees of the University may be compensated up to $200.00 with a gift or for their travel.

c. Other guests may be compensated with pay as determined by the club advisor. See section 8.1.9 for more information concerning guest speakers.

9.3.2.1.3 Fundraising for Chartered Organizations

a. Chartered organizations are permitted to fundraise in order to generate revenue to offset any club expenses. Any start-up costs related to fundraising can be funded through a short-term loan from SGA. Any money borrowed must be paid back within one month of the fundraising event's completion, at no interest charged. Any club that fails to repay the short-term loan will be subject to review by the Finance & Organizations Committee.

b. In order to receive a loan, a formal request must be submitted to the Vice

President of Finance at least two weeks before the funds are needed to be used by the organization.

c. Revenues that exceed the borrowed amount of SGA money should be noted in the monthly report as well as reported to the Vice President of Finance so that these funds will not be collected at the end of the semester and may be rolled over to the next semester to be used for any of the organization's future initiatives.

d. If organizations have rollover funds from previous semesters' fundraisers or donations, these funds must be used for new fundraiser start-up costs instead of an SGA loan. In the event that the rollover funds are less than the needed amount for a particular fundraiser, the club is eligible to receive an SGA loan for the difference between the club's rollover funds and the amount needed for the fundraiser.

e. Organizations can receive up to a 20 percent match on funds received from fundraisers available to non-club members and club members. Organizations can receive up to a 5 percent match on fundraised funds received from club members, this includes but is not limited to the sale of club t-shirts. Matches will not be considered for club dues. The funds received from SGA will be eligible for rollover and transferred into a 4000-fundraising accounting. All SGA match forms will be considered by the Finance and Organization Committee. The total amount available to be matched, across all chartered organizations, will be capped at $750 per semester. These funds will be considered a part of the Vice President of Finance's budget which is included in the fixed percentage for SGA per Section 9.3.3.1.

    i. In the event of a year of high demand for SGA funds, the Vice President of Finance should consider the fundraising match a privilege, not a right for organizations. In this case the VP of Finance may temporarily suspend the fundraising match program.

    ii. In the event of a year of low demand for SGA funds, the Vice President of Finance should consider increasing the fundraising match. The Vice President of Finance with the approval of the Finance and Organizations Committee and the Executive Cabinet may override the cap of $750 per semester. This process must occur before budget approval and should be announced during the approval of the budget, so all organizations are aware of the increase in available matchable funds.

9.3.2.1.4 Refreshments

a. Food or drink for organizations' general meetings will not be funded. General meetings are those for officers and/or members involving normal business.

b. Food or drink that a normal student would otherwise pay for his- or her-self (as in, when a student is traveling to or present at an organizations' event) will not be funded.

c. Refreshments being provided for a club-sponsored event that is open to all

members and/or the general student body may be funded.

9.3.2.1.5 Registration Fees
a. SGA may fund 50 percent of organizations' related registration fees per student (if a registration fee includes food, then funding for the registration will still be funded at 50 percent).

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

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

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

9.3.2.1.9 SGA Grants
Only SGA Executive Organizations may request funding for student grants. Student Activities Fees shall only be used for grants when pre-approved by the Governance Review Council and added to the grant distribution table in Section 9.2.2. No club or organization shall regularly and consistently compensate a student through Student Activities Fees appropriated to clubs and organizations through the standard biannual budgeting process. Unless included in the grant distribution table, Student Activities Fees shall only be used to compensate students working during the academic year and excludes summer employment (except for Student Body President and the Pulse Summer Manager), unless otherwise vetted through the surplus and capital purchase process outlined in Section 9.6. One-time reimbursements for a particular task or project shall not be

categorized as regular and consistent compensation and shall be permitted in the regular budgeting process as outlined in 9.3.2.1.2.

9.3.2.2   Other Decision-Making Criteria for Student Organization Budgeting
The following items must be completed by each organization's President and/or Treasurer in in order to receive a budget for the current academic semester. If an item cannot be performed by the organization's President and/or Treasurer, a proxy representative must be approved by the Vice President of Finance or the Vice President of Organizations at least 24 hours in advance. The responsibilities of each organization are as follows:
a.   Attend a budgeting workshop held by the Vice President of Finance and Vice President of Organizations.
b.   Submit a semester budget to the Finance & Organizations Committee.
c.   Submit a fall budget reconciliation after the conclusion of each semester (pertains to spring budgeting only).
d.   Attend an individual budget meeting with the Vice President of Finance and Vice President of Organizations.
e.   Attend the budget approval Senate meeting and vote on the proposed balanced budget.

The following topics will be taken into consideration during the budgeting process and may influence the overall allocation that the Finance & Organizations Committee approves as outlined in Appendix C (Performance Evaluations) and Section 8.
a.   How often does the club/organization meet to engage in club activities?
b.   How well does the club/organization impact the overall student body of Messiah University?
c.   How well does the club/organization involve the off-campus community?
d.   How well does the club/organization fulfill its mission and constitution along with the overall purpose of SGA?
e.   How financially responsible is the club/organization?
f.   How well does the club/organization communicate with SGA?

9.3.3   Procedures for Budgeting

9.3.3.1.1 Fixed Costs
There are several fixed costs in the budget that are to be funded from a percentage of incoming Student Activities Fees. These fixed percentages will be taken out of Student Activities Fees after SGA student leader fellowship grants have been deducted. The following executive organizations (also known as fixed percentage organizations) are allowed to voluntarily budget less than their fixed percentage and return the remainder of their allotted funds to SGA. (These returned funds shall be used to fund non-executive Chartered organizations.)
a.   The SGA grants are a fixed cost in the SGA budget. The total amount to be budgeted is found in Section 9.2.3.
b. $3,000.00 per semester will be allocated to the SGA Professional Development

Grant Program (see [Section 9.9](#)). Any surplus or deficit from the fall semester grant money shall transfer to the spring program. Grant money shall not transfer between academic years.

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

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

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

f. $2,500 will be taken from both the operating budget of SGA and SAB each semester, totaling $5,000 per semester, in order to compensate a Graduate Assistant in the Office of Student Engagement to support the work of all SGA clubs and organizations, as well as the work of the Office.

g. Student Activities Board (SAB) will receive 24.0 percent of incoming Student Activities Fees. Any balance, including a negative one, will roll over from the fall semester to the spring semester.

h. The Service Opportunity Leaders will receive 12.35 percent of incoming Student Activities Fees. Any balance, including a negative one, will roll over from the fall semester to the spring semester.

i. The Pulse will receive 12 percent of the incoming Student Activities Fees. The Pulse will roll over any balance including a negative balance from the fall semester to the spring semester. This percentage includes the majority of costs for yearbooks for seniors, which will be mailed to all seniors for $15 (first years, sophomores and juniors can purchase it for 100% of the per book price as calculated by the publisher and posted on the publisher's website).

j. Multicultural Council (MCC) will receive 10.4 percent of the incoming Student Activities Fees. Any balance, including a negative one, will roll over from the fall semester to the spring semester.

k. The Student Government Association will receive 6.0 percent of the incoming Student Activities Fees. Any balance, including a negative one, will roll over from the fall semester to the spring semester.

l. Minds Matter will receive 2.0 percent of the incoming Student Activities Fees. Any balance, including a negative one, will roll over from the fall semester to the spring semester.

m. Student Ministries will receive 5.75 percent of the incoming Student Activities Fees. Any balance, including a negative one, will roll over from the fall semester to the spring semester.

9.3.3.1.2 Executive Organizations Receiving Less Than Their Fixed Percentage
Executive Organizations, by virtue of their status, are given certain privileges, including the opportunity to receive a fixed percentage of incoming Student Activities Fes. Executive Organizations shall receive their fixed percentages except in the following circumstances:

   i.   The organization requests less than their fixed percentage at the beginning of the semester.
   ii. The organization fails to submit a general budget sufficiently justifying the need of their fixed cost. It will be at the discretion of the Finance and Organizations Committee and the Vice President of Finance if these funds would better serve Chartered Organizations. In order for the Executive Organization to not receive their fixed cost and for it to be redistributed to the Chartered Organizations, there must be:
      1. A clear lack of justification for the fixed cost.
      2. A majority vote by Finance and Organization Committee to distribute the unjustified funds.
      3. A supermajority vote of 75% of Extended Forum during the budget approval process. This must be a separate vote from a vote to approve the budget and must be conducted via a roll call vote.
   iii. Any requests or senate votes to reduce the fixed percentage shall only occur for one semester. Any permanent changes to the Fixed Costs must occur through a Governance Review Council.

9.3.3.2   Audit Overview
Every three years beginning in the summer of 2020, the senior accounting analyst will compile a report of SGA's utilization of SAF funds to the different organizations on campus. The report will examine total funds received, grant money, and distribution of spending for executive clubs. Chartered clubs receiving a budget of $3,000/semester or greater will have their total budget and spending distribution reported. Chartered clubs receiving less than $3,000/semester will only have their total budgets reported.

9.3.3.3   Procedure
Every three years, in the Fall semester after the report has been generated, the Vice President of Organizations and Vice President of Finance will create a task force to examine this report and present a budgeting recommendation concerning the executive clubs and chartered clubs to the SGA executive cabinet for approval. The SGA cabinet will then examine the recommendation provided by the task force. If they deem revisions are needed, the recommendation will be edited and sent back to the task force for approval. This process will continue until a consensus has been reached. The recommendation will then be presented before Senate for approval by 2/3 majority. If the recommendation is to take no further action, senate will be informed but no vote will take place.

9.3.3.4   Audit Task Force
The task force will consist of 4-6 students, no more than half of which may be senators and no member of the task force may be allowed to hold a leadership position within a chartered or executive club.

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

a.   Club Sports are best defined as intercollegiate teams representing Messiah University in sport or athletic-related activity.
b.   Feeder teams are best defined as teams that exist specifically for the development of players in their respective Club Sports. Players may not play simultaneously on the feeder team and the primary team. Teams with an NCAA equivalent at Messiah University typically will not receive funding for a feeder team. Club Sports may apply to the Finance & Organizations Committee for an exception to the feeder team parameters.
c.   Club Sports will only be allocated funds to pay for travel costs as outlined in Section 9.3.2.1, fees for referees, and registration or tournament fees.

9.3.3.6   All Other Clubs and Executive Organizations
The remainder of the Executive and Chartered organizations shall be allocated specific amounts per Section 9.3.3.1.

9.3.3.7   Agapé Center Contribution to Fellowship Grant Distribution
At the beginning of each semester, the Agapé Center for Local and Global Engagement will contribute $7,207.50 towards the Student Leadership Fellowship Grant Distribution to assist in funding the Service Opportunity Leaders' Outreach Coordinators.

9.3.4   Budget Senate-Approval Scenarios

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

9.3.4.1.1 Proportional Cuts
Unless otherwise modified by a vote, all non-fixed-percentage organizations shall be subjected to a percentage cut as it relates to the remaining budget

deficit. These organizations shall have their currently approved amounts *collectively* summed/totaled. Then each *individual* organization's currently approved amount will be divided by the aforementioned sum to obtain an individual percentage. This percentage shall then be multiplied by the remaining deficit to result in the individual amounts that shall be cut from each of these organizations. The cuts shall be properly accounted for by the organizations' leadership in direct consultation with the Vice President of Finance.

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

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

9.3.4.2.1 Contingency Fund
Student Senate can approve the budget as is, and the surplus shall be allocated in full to the SGA Contingency Fund (as described in Section 9.8). This particular portion of the Contingency Fund shall be utilized in the same manner as the normal balance of the Contingency Fund (as described in Section 9.8); however, any unused portion of the surplus in the Contingency Fund at the end of the given semester shall be transferred into the Capital Purchases account in the same manner as unused funds from semester budgets for student clubs and organizations in accordance with Section 9.6.

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

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

9.5   END OF SEMESTER PROCEDURES

9.5.1   Budget Reconciliations
After the end of each academic semester, the Vice President of Finance will review each club's budget reconciliation and determine which of the following caused the amount of leftover funds:

a. Unused Student Activities Fee that the organization was approved for at the beginning of the semester.
b. Earned revenue that the organization received from fundraising, etc.
c. A combination of the above.

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

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

9.6   SURPLUS AND CAPITAL PURCHASES

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

9.6.2   Receiving Capital Funds
The following criteria for capital purchases will provide the guidelines for qualified capital purchases.
a. The item(s) requested must provide foreseeably long-term benefits to the organization or student body.
b. Any equipment (technology, books, cameras, etc.) purchased with Capital

Funds belongs to SGA. This equipment can be maintained in the possession of the club for as long as it is needed for club functions. If at any point the club ceases to function, the equipment must be returned to SGA.

9.6.3   Budgeting and Purchasing Procedures for Capital Funds

At the end, or as close to the end as possible, of the fiscal year, the Vice President of Finance should transfer any unused funds first into the SGA Contingency Fund to bring its total to two thousand dollars, as described in [Section 9.8.](#) The remaining funds shall be placed into the SGA Capital Purchase account, with the exception of any funds that have been approved to be carried over for individual clubs or organization accounts. Once the Vice Presidentof Finance has established the final balance of the SGA Capital Purchase Account, he/she will be able to determine which of the approved capital purchase requests will be purchased according to the availability of funds. The Vice President of Finance may exercise any of the following options to initiate the purchase of these items:

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

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

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

9.6.4   Excess Funds in the SGA Capital Purchase Account

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

b.   In the event that a Student Senate approved capital purchase was deemed unattainable and could not be completed, the funds allocated for that capital purchase must be set aside for review. The leaders of the organizations/departments who created the requested along with the Student Body President and Vice President of Finance will meet to determine if there is an alternate use of the funds that can still meet the goals of the original proposal at an equal or lesser value. If an alternative cannot be found, the funds will be returned to the Capital Purchase account.

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

9.7   NEGATIVE BALANCES IN SGA ACCOUNTS

9.7.1   Approval for Negative Balances

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

9.7.2   Unapproved Negative Balances

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

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

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

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

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

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

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

iv.   An organization that is placed on probation may petition the Finance & Organizations Committee within the first four (4) weeks of the fall semester to have probation waived. If the Finance & Organizations Committee approves, they must take the issue to the Student Senate. A two-thirds majority vote of the Student Senate will be required for waiving probation. If, however, after waiver of probation the organization incurs a negative balance at the end of the fall semester, the organization shall again fall within the parameters of Section 9.7.2 (d) regarding financial negligence.

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

9.8   CONTINGENCY FUND

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

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

9.9   SGA PROFESSIONAL DEVELOPMENT GRANT

9.9.1   Objective
The purpose of the SGA Professional Development Grant is to support students in furthering their professional outlook and success for a post-graduation transition. SGA will help students through partially funding the expenses of conferences, so that students can put to practice the information they have learned and to also have the opportunity to network with other students and professionals. Because conferences may be expensive for students, SGA seeks to help relieve students of some of their financial burdens in order to allow students to gain understanding and experience of the professional world, thus preventing financial issues for

attending the conference. The conference being attended by the student must relate to his/her major and/or future professional goals. **Please note that this grant is not intended for experiences that relate to faith development or discerning career choices, job fairs, and conducting research. Presenting at conferences is an acceptable use of development funds.**

9.9.2   Application Requirements
Student applicants must meet the following criteria:
a.   Minimum of sophomore status and good academic standing.
b.   Conference must relate to an identified major or future career plans.
c.   Submission of a statement of purpose explaining the purpose of the attendance and how the candidate hopes to benefit. It must also include how the Messiah University community can benefit from the student's attendance. The student must describe what they hope to bring back and share with classmates and/or professors.
d.   Letter of recommendation from a supporting mentor.
e.   All applications materials should be submitted no later than three weeks before the scheduled conference.
f.   Completion of a brief online training session created by the Career and Professional Development Center.
g.   Proof of attendance (i.e., conference receipt) is necessary for reimbursement. Any of the student's presentation material must also be submitted.
h.   All applications must be submitted prior to attending the conference. Requests for reimbursements submitted after the conference has been attended will not be approved.

9.9.3   Amount of Grants
a.   Grants shall be awarded in amounts up to or equal to three hundred dollars or the total amount of expenses, whichever is lower.
b.   The total dollar amount of grants given in a single school year shall not exceed $6,000.00, with $3,000.00 allotted to each semester. Any surplus or deficit from the fall semester grant money shall transfer to the spring program. Grant money shall not transfer between academic years.
c.   Grant recipients shall receive funding in the form of a reimbursement after attending the conference. Proper attendance and expense documentation are required to provide reimbursement.
d.   Failure to attend the conference or show proof of attendance will result in the return of the granted amount back to SGA.

9.9.4   Grant Awarding Procedure
The SGA Professional Development Grant shall be awarded as follows:
a.   The applicant shall complete the application form provided by the Vice President of Engagement and/or Career and Professional Development Center.

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

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

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

9.9.7   **Summer Application and Approval Procedures**

Any applications for use of Professional Development Grant funds received over the summer will be considered using the same process outlined above with the following exceptions:

a. The application committee outlined in 3.2.2.1 will be replaced by the committee outlined in 3.2.2.2

b. The Student Body President will fulfill the duties of the Vice President of Finance and the Vice President of Engagement described in 9.8.4 and 9.8.6. A separate application, which will reflect these changes, will be made available to students in the summer.

10   CHANGES TO THE GOVERNANCE MANUAL

10.1   GOVERNANCE REVIEW PROPOSALS

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

10.2   GOVERNANCE REVIEW COUNCIL

Upon review and acceptance of any and all proposals by the Student Body President and Student Body Vice President, the President shall convene and chair a meeting of the Governance Review Council at which all President- and Vice-President-approved proposals will be presented. The Governance Review Council will consist of all members of the Extended Forum. This special meeting can be held before the convening of, immediately after adjournment of, or in place of a regular Senate meeting. The President shall give the Governance Review Council at least a two-week notice before convening the session. Special accommodations to Governance Review Council include:

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

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

10.3   APPROVAL OF GOVERNANCE REVIEW COUNCIL PROPOSALS

Proposed changes are brought to the floor of Governance Review Council for discussion, and a two-thirds majority of all members of the Governance Review Council *in attendance* must vote to approve the changes. Quorum for Governance Review Council is strictly enforced as at least 50% of the Extended Forum.

APPENDIX A: RESPONSIBILITIES OF NON-OFFICER POSITIONS RECEIVING STUDENT LEADER FELLOWSHIP GRANTS

A.1   STUDENT ACTIVITES BOARD

A.1.1   President of the Student Activities Board
a. Oversee the planning and implementation of all Student Activities Board services and activities.
b. Represent the Student Activities Board before the Student Senate and the University Administration.
c. Serve as a member of the SGA Leadership Council, meeting once a semester, or as deemed necessary by the Council or the Student Body President.
d. Prepare a written end-of-year report in the spring for the new President of the Student Activities Board and the outgoing Student Body President.
e. Attend leadership training and development sessions such as Leadership Retreat and leadership chapels.

A.1.2   Vice President of the Student Activities Board
a. Serve concurrently in another SAB Executive position.
b. Assist the SAB President in the implementation of the portions of the Student Activities Board related to engagement with popular culture, administration of logistical tasks, and reconciliation of culture and faith, specifically the following portions of the SAB mission: to provide a medium for students to actively engage in popular culture and to challenge students to reconcile popular culture and their relationship with God and develop cultural discernment skills.
c. Assist the SAB Advisor & the SAB President with training of the Student Activities Board Executives, including August training week and ongoing assistance with mission engagement around events throughout the academic year.
d. Assist the President in forging strategic partnerships with key campus offices and personnel, including academic departments, Student Affairs, Office of Student Engagement, University Ministries, Residence Life, and other educators.
e. Assist the President in administrative duties, including but not limited to:
    i. Monthly scheduling of executives to work the Office of Student Engagement desk
    ii. Completing and sending monthly reports to SGA
    iii. Serving as a supervisor for several events that the Student Activities Board executives hold

   iv. Meeting regularly with the President and SAB Advisor, as well as one-on-one meetings with other Executives as requested
 f. Assist other Executive members as needed on a professional and personal basis.
 g. Fervently represent the interests of all Messiah student demographics.

A.1.3 Music Executive

a. To be responsible for creating a lens through which students may view music and music culture.
b. To be responsible for organizing a concert series, with the frequency of shows being at the discretion of the Executive, SAB President, and Advisor
c. To ensure that the President and SAB Advisor approve of all band choices.
d. To be responsible for making necessary arrangements for the artists as detailed in their contracts. This includes dressing room arrangements and food arrangements.
e. To ensure and research that all acts are in good taste and not in conflict with the ideals or letter of the Messiah College Community Covenant.
f. To ensure that all acts are in good taste and uphold the ideals of both the Messiah College Community Covenant and the Philosophy of Co-curricular Engagement with Popular Culture.
g. To communicate to the Treasurer of SAB about the details of payment and money that will be needed.
h. To curate musical experiences for the student body, organizing activities such as music-themed pop-ups and album listening parties
i. To be responsible for scheduling events as far in advance as possible and making arrangements with conference services no later than a month ahead of time.
j. To be responsible for keeping on budget.
k. To be responsible to communicate with the Marketing Executive and pass along event information that is provided to the Marketing Executive.
l. To fervently represent the interests of all Messiah student demographics.

A.1.4 Community Executive

a. To plan and execute smaller, reoccurring events to happen on a weekly, biweekly, or monthly basis, including but not limited to trivia competitions, book clubs, and craft nights.
b. To be responsible for finding and addressing gaps in culture and programming.
c. To Be Responsible for working with the Marketing Executive to gauge what kinds of programming best suit the student body
d. To, when possible and relevant, implement a reflective component into their events

e. (Optional) To organize a committee to assist in the planning and implementation of those events

f. To communicate to the Treasurer of SAB about the details of payment and money that will be needed, to be responsible for keeping on budget.

g. To be responsible to communicate and pass along event information to the Marketing Executive.

h. To fervently represent the interests of all Messiah student demographics.

A.1.5 Cultural Engagement Executive

a. To assist the Executive Council in the implementation of the portions of the Student Activities Board mission related to engagement with popular culture, demographic diversity, and reconciliation of culture and faith, specifically the following portions of the SAB mission:

b. To provide a welcoming medium for students to actively engage in contemporary issues and topics.

c. To challenge students to reconcile popular culture in connection to a relationship with faith.

d. To promote cultural intelligence and awareness through a variety of programming.

e. To plan educational events for students to immerse themselves in various cultural trend lifestyles or pop culture discussions.

f. To provide supportive, challenging, and conversational space to individuals and campus groups as they interact with the events of the Student Activities Board.

g. To provide a reflective component before, during, or after the event.

h. (Optional) To organize a committee to assist in the planning and implementation of those events.

i. To communicate to the Treasurer of SAB about the details of payment and money that will be needed; to be responsible for keeping on budget.

j. To be responsible to communicate and pass along event information to the Marketing Executive.

k. To fervently represent the interests of all Messiah student demographics.

A.1.6   Dances Executive

a. Coordinate dances and formals.
b. Organize a committee to assist in dance duties.
c. Choose dates, locations, and DJs for dances.
d. Ensure that Student DJs are aware of and fully follow the Student DJ Contract.
e. Facilitate the Student DJ Committee. This includes training the student DJs under the Student Activities Board.
f. Ensure that the music that is played is consistent with the Messiah University Dance policy.
g. Review the music the student DJs submit in their set lists.
h. Update the "Do Not Play List" throughout the year.
i. Fervently represent the interests of all Messiah student demographics.

A.1.7   Excursions Executive

a. Coordinate all SAB sponsored off-campus field trips not including off-campus dances and special activities.
b. Organize a committee to assist in the planning and implementation of these events.
c. Choose dates and times for events that do not conflict with other University sponsored events, when at all possible.
d. Ensure that no excursions conflict with the ideals of the Messiah University Community Covenant or the mission of SAB.
e. Fervently represent the interests of all Messiah student demographics.

A.1.8   Graphic Design Executive

a. Design marketing elements for the Student Activities Board.
b. Organize a committee responsible for design feedback.
c. Design all Student Activities Board promotional material, as requested by the Marketing Executive in a timely manner.
d. Work on a monthly calendar alongside the Marketing Executive.
e. Fervently represent the interests of all Messiah student demographics.

A.1.9   Lost Films Executive

a. Organize and chair a committee that shall serve to assist in the showing of movies and collection of money.
b. Plan movies to be shown on Friday and Saturday nights as well as Sunday afternoons (at the Executive's discretion).
c. Train associate members for duties they will be performing.
d. Select and reserve facilities for movies.
e. Coordinate Alternate Chapels that occur in connection with movies shown, as deemed appropriate.
f. Handle money as the procedures of the business office require.
g. Work with the SAB Advisor and Director of Office of Student Engagement in the selection process for the movies.
h. Fervently represent the interests of all Messiah student demographics.

A.1.10   Marketing Executive

   a. Market events for the Student Activities Board
   b. Update and maintain the Student Activities Board website and all other web-based communications and social media.
   c. Inform and update The Pulse, the FalconLink Calendar, and the SAB Master Calendar of upcoming events.
   d. Organize a committee responsible for assisting in poster and promotional item distribution and photography and videography material for SAB.
   e. Publicize all Student Activities Board events as informed of in a timely manner.
   f. Maintain the SAB bulletin boards.
   g. Stay up to date on the making of t-shirts for sale or giveaways, purchasing of banners to be displayed at events, and selection of stationary for the Student Activities Board.
   h. Fervently represent the interests of all Messiah student demographics.

A.1.11   Special Activities Executive

   a. Coordinate all special events, including but not limited to the Family Fun Fair, Spring Shabing, and Quest.
   b. Organize a committee to suggest events and assist in the execution of those events.
   c. Schedule events and plan those events within the procedures specified by Conference Services.
   d. Hold several events each semester, making an effort to schedule events at times where there are not a large number of other events occurring.
   e. Fervently represent the interests of all Messiah student demographics.

A.1.12   Student Talent Executive

   a. Organize a monthly Coffeehouse showcase of student performers that have completed an audition for acceptance in the showcase.
   b. Organize, structure, and maintain a committee to work on managing the stage, technical, dining services, and audition aspects of Coffeehouse.
   c. Ensure that all acts are in good taste and uphold the ideals of both the Messiah University Community Covenant and the Philosophy of Co-Curricular Engagement with Popular Culture.
   d. Ensure that no discrimination is allowed to affect the outcome of the auditions, unless such discrimination is advertised ahead of time (i.e., themed or "specialty" shows).
   e. Ensure constant and consistent professionalism when interacting with members of the Messiah University Dining Services.
   f. Facilitate any other student talent programming deemed appropriate for the position.

g. Fervently represent the interests of all Messiah University student demographics.

A.1.13 Treasurer of the Student Activities Board

a. Maintain an accurate system of bookkeeping, preparing a budget for each semester, in consultation with the SGA Vice President of Finance and the Leadership Council.
b. Maintain an electronic record of any and all financial transactions on the SAB M-Drive and OneDrive.
c. Present an end-of-semester report to the President of the Student Activities Board.
d. Communicate in a timely fashion to ensure that all bills submitted to the Treasurer are turned in to the appropriate party.
e. Perform timely reimbursements for members for expenses they incurred that are expenditures of the Student Activities Board.
f. Meet once per semester with each Executive to discuss their current spending and preparation for the upcoming semester.
g. Meet monthly with the President and discuss SAB's overall performance in regard to the budget.
h. Maintain value-driven purchasing and stewardship of the Student Activities Fee.
i. Check and update executives' monthly expense reports with the Treasurer's own records.
j. Reconcile the Treasurer's records to the online records on Banner.

A.2 MULTICULTURAL COUNCIL

A.2.1 Chair of the Multicultural Council

a. Direct all MCC operations towards holistic fulfillment of the MCC mission and vision of FACE: Family, Advocacy, Celebration, Education.
b. Lead planning for Open Councils.
c. Lead all biweekly core meetings, council meetings, and cabinet meetings.
d. Meet monthly with the SGA VP of Diversity Affairs, the Vice President for Diversity Affairs, each cabinet member, and each club president.
e. Serve monthly as the MCC representative to the Leadership Council.
f. Serve on M.L.K. Day Planning Committee.
g. Serve weekly as the MCC representative to the Student Senate.
h. Ensure accountability among clubs.
i. Develop educational programs and events for the Messiah community on multicultural and global issues.
j. Provide management and support for each cabinet member and president as they fulfill their duties.
k. Ensure that the mission of MCC and vision of FACE are fulfilled throughout the semester.

l. Help plan MCC trainings and retreats.
m. Work with the MCC treasurer to write and submit a semester budget.
n. Work with the treasurer and advisor to approve club budgets.
o. Create and communicate vision to the MCC serving body.
p. Work at least two hours per week in MCC office.
q. Attend all MCC events.
r. Attend leadership training and development sessions, including the leadership retreat and the multicultural student leadership retreat.
s. Organize and execute MCC activities for the New Student Social.
t. Organize and execute activities for the multicultural orientation, including the multicultural coffeehouse.
u. Attend club events as possible.

A.2.2   Vice Chair of the Multicultural Council

a. Conducts meetings in the absence of Chair.
b. Co-leads biweekly council meetings.
c. Meets with SGA VP of Diversity Affairs.
d. Participates in regular meetings with MCC advisor and Chair.
e. Supports chair in organizational tasks.
f. Ensures that the mission and vision of MCC are met.
g. Help plan MCC trainings and retreats.
h. Steps in for the chair when needed.
i. Maintains ongoing Communication with Chair and MCC advisor.
j. Comes up with creative ways to improve MCC.
k. Conducts and leads weekly meetings with Public Relations and graphic design officers of the Multicultural Council.
l. Conducts and leads monthly meetings with BSU, ISA, ASU, ASA, LAL, and CSA cabinet members.
m. Handles affairs pertaining to the maintenance and renovation of the Multicultural Council Office.
n. Ensures information (posters, cabinet pictures, display walls etc.) pertaining to the Multicultural Council is up to date, around campus.

A.2.3   Treasurer of the Multicultural Council

a. Work with the Chair to create and submit a budget for MCC.
b. Work with the Chair and Advisor to approve club budgets.
c. Write monthly reports and submit one copy to the Chair.
d. Work with the Vice President of Finance for all account activity.
e. Collect and record any receipts.
f. Maintain ongoing communication with the Chair and Advisor.
g. Assemble an end-of-the-year budget report.
h. Participate in Multicultural Council training and development activities throughout the year.

   i.   Maintain consistent and reliable attendance.
   j.   Set up monthly one-on-one meetings with club treasurers.

A.2.4   **President of a Multicultural Council Club (6)**
   a.   Represent organization on council and other venues if needed.
   b.   Have a global understanding of organization's missions, themes, and goals.
   c.   Lead programs and events.
   d.   Lead heritage month programming.
   e.   Attend biweekly Multicultural Council core meetings.
   f.   Maintain ongoing communication with advisor.
   g.   Maintain ongoing communication with chair.
   h.   Effectively serve and lead organization.
   i.   Maintain regular office hours.

A.3   STUDENT MINISTRIES

A.3.1   **Lead Director**
   a.   Job Summary: To oversee all Student Ministries at Messiah University and act as a representative to the rest of the school, seeking to empower Student Ministries directors and teams to address the spiritual needs of campus.
   b.   Maintain personal spiritual, mental, and emotional health, and uphold the community covenant
   c.   Lead the Student Ministries Council
        i.   Ensure that all council members are healthy, practicing discernment and displaying faithful leadership, healthy communication and appropriate interaction with biblical content
        ii.   Support Council Members in their personal, professional and spiritual growth
        iii.   Collaboratively oversee the work of all ministries and ministry leaders
   d.   Attend leadership training sessions and retreats
   e.   Maintain quality communication with the the Student Ministries Council, the Student Ministries Advisor, other Student Ministries Leaders, the SGA Leadership Council, and SGA Senate
   f.   Participate in and complete sessions/models from the Student Leadership Institute.
   g.   Create and oversee the Student Ministries budget
        i.   Oversee the Student Ministries Treasurer as they actively update and moderate the budget
   h.   Manage the studentminstries@messiah.edu email in conjunction with the Events Director
   i.   Oversee the hiring of new Student Ministries leaders in conjunction with other current Student Ministries leaders, primarily the Student Ministries Council
   j.   Act as Student Ministry's representative to and connect with other clubs and organizations
        i.   Communicate with SGA VP to prepare weekly student senate devotionals

      ii.   Represent Student Ministries at Student Senate and Leadership Council

      iii.   Complete SGA monthly updates

      iv.   Complete Educational Plans

      v.   Prepare Mid-year and End-of-year reports for the next Lead Director of Student Ministries, the Student Ministries Advisor, and the current SGA President

k. Participate in meetings as follows:

      i.   Meet 1x/weekly with the Student Ministries Council

      ii.   Meet weekly with the advisor to Student Ministries 1:1

      iii. Meet regularly with each member of the Student Ministries Council 1:1

      iv. Attend weekly SGA Senate meetings

      v.   Meet as needed with each individual member of the Student Ministries Council

      vi. Meet biweekly with the Leadership Council

l. Job Requirements:

      i.   Must be a current Messiah University student

      ii.   Cannot be on academic, disciplinary, or chapel probation

A.3.2   Prayer Director

a. Job Summary: To oversee a multi-faceted prayer ministry, with a specific focus on leading the prayer leaders.

b. Maintain personal spiritual, mental, and emotional health, and uphold the community covenant

c. Serve as a member of the Student Ministries Council

d. Attend leadership training sessions and retreats

e. Maintain quality communication with the Lead Director of Student Ministries, the Student Ministries Council, the Student Ministries Advisor, and other Student Ministries Leaders

f. Participate in and complete sessions/models from the Student Leadership Institute.

g. Facilitate Altar and Powerhouse Prayer Ministry

h. Ensure that all prayer leaders are healthy, practicing discernment and displaying faithful leadership, healthy communication and appropriate interaction with biblical content

i. Prepare Mid-year and End-of-year reports

j. Participate in meetings as follows:

      i.   Attend Altar and Powerhouse

      ii.   Meet weekly with the Prayer Team

      iii. Meet weekly with the advisor to Student Ministries 1:1

      iv. Meet weekly with the Student Ministries Council

      v.   Meet bi-weekly with Prayer Team Members 1:1

k. Job Requirements:

      i.   Must be a current Messiah University student

      ii.   Cannot be on academic, disciplinary, or chapel probation

A.3.3   Events and Communications Director

a. Job Summary: To oversee and coordinate all aspects of Student Ministries events planning and communications.

b. Maintain personal spiritual, mental, and emotional health, and uphold the community covenant

c. Serve as a member of the Student Ministries Council

d. Attend leadership training sessions and retreats

e. Maintain quality communication with the Lead Director of Student Ministries, the Student Ministries Council, the Student Ministries Advisor, and other Student Ministries Leaders

f. Participate in and complete sessions/models from the Student Leadership Institute.

g. Oversee and maintain quality communication with the Student Ministries Events Team

h. Coordinate Student Ministries social media activity with Media Assistant

i. Oversee Student Ministries advertising and promotional materials
   i. Draft and send mass emails
   ii. Design and/or order posters, stickers, handouts, etc.

j. Responsible for logistical elements of event planning including permissions, reservations, catering, and communication with campus personnel
   i. Room reservations
   ii. Manage Student Ministries email account, alongside Lead Director
   iii. Maintain Student Ministries events calendar
   iv. Submit Student Ministries events to school calendar

k. Implement processes to ensure that all Student Ministries events reflect good stewardship of time, energy, and resources

l. Prepare mid-year and end-of-year reports for the next Events Director and the current Lead Director of Student Ministries

m. Participate in meetings as follows:
   i. Meet weekly with the Events team
   ii. Meet weekly with the advisor to Student Ministries 1:1
   iii. Meet weekly with the Student Ministries Council
   iv. Meet as needed with the Lead Director of Student Ministries

n. Job Requirements:
   i. Must be a current Messiah University student
   ii. Cannot be on academic, disciplinary, or chapel probation

A.3.4   Life Groups Director

a. Job Summary: To oversee the Men's Ministry and Women's Ministry Coordinators and equipping them to lead their teams well, providing them with whatever resources and support is needed.

b. Maintain personal spiritual, mental, and emotional health, and uphold the

community covenant

c. Serve as a member of the Student Ministries Council

d. Attend leadership training sessions and retreats

e. Maintain quality communication with the Lead Director of Student Ministries, the Student Ministries Council, the Student Ministries Advisor, and other Student Ministries Leaders

f. Participate in and complete sessions/models from the Student Leadership Institute.

g. Block out time during regular meetings specifically to check in on coordinators' progress and focus on equipping them in their needs

h. Provide opportunities and resources for training and equipping coordinators

i. Maintain regular communication with Men's Ministry and Women's Ministry Coordinators

j. Help Men's Ministry and Women's Ministry Coordinators prepare Mid-year and End-of-year reports

k. Join ARM meetings as needed in order to promote Life Groups on campus

l. Participate in meetings as follows:
   i. Meet 2x/month with the Men's Ministry and Women's Ministry Coordinators
   ii. Meet weekly with Student Ministries Advisor 1:1
   iii. Meet as needed with the Lead Director of Student Ministries 1:1
   iv. Meet weekly with the Student Ministries Council

m. Job Requirements:
   i. Must be a current Messiah University student
   ii. Cannot be on academic, disciplinary, or chapel probation

A.3.5   Bible Study Director

a. Job Summary: To oversee the Roots and Logos Coordinators and equipping them to lead their teams well, providing them with whatever resources and support is needed.

b. Maintain personal spiritual, mental, and emotional health, and uphold the community covenant

c. Serve as a member of the Student Ministries Council

d. Attend leadership training sessions and retreats

e. Maintain quality communication with the Lead Director of Student Ministries, the Student Ministries Council, the Student Ministries Advisor, and other Student Ministries Leaders

f. Participate in and complete sessions/models from the Student Leadership Institute.

g. Block out time during regular meetings specifically to check in on coordinators' progress and focus on equipping them in their needs

h. Provide opportunities and resources for training and equipping coordinators

  i. Maintain regular communication with Logos and Roots Coordinators

  j. Help Roots and Logos Coordinators prepare Mid-year and End-of-year reports

  k. Join ARM meetings as needed in order to promote Biblical literacy on campus

  l. Participate in meetings as follows:

    i. Meet 2x/month with the Roots and Logos Coordinators

    ii. Meet weekly with Student Ministries Advisor 1:1

    iii. Meet as needed with the Lead Director of Student Ministries 1:1

    iv. Meet weekly with the Student Ministries Council

  m. Job Requirements:

    i. Must be a current Messiah University student

    ii. Cannot be on academic, disciplinary, or chapel probation

A.3.6   Sanctuary Director

  a. Job Summary: To foster small groups designed to provide a safe environment for students who are asking questions about the Christian faith

  b. Maintain personal spiritual, mental, and emotional health, and uphold the community covenant

  c. Serve as a member of the Student Ministries Council

  d. Attend leadership training sessions and retreats

  e. Maintain quality communication with the Lead Director of Student Ministries, the Student Ministries Council, the Student Ministries Advisor, and other Student Ministries Leaders

  f. Participate in and complete sessions/models from the Student Leadership Institute.

  g. Maintain the mission and vision of Sanctuary through small groups and events designed for faith exploration and the exploration of a deeper relationship with Jesus

  h. Create and maintain a team(s) of leaders tasked with leading groups focused on faith exploration

  i. Lead weekly Sanctuary Meetings focusing on leadership training, team building, sanctuary prep, etc.

  j. Coordinate outreach and conversation to Messiah students and other student organizations and clubs

  k. Participate in meetings as follows:

    i. Meet weekly with the Sanctuary Team

    ii. Meet weekly with Student Ministries Advisor 1:1

    iii. Meet as needed with the Lead Director of Student Ministries 1:1

    iv. Meet weekly with the Student Ministries Council

  l. Job Requirements:

    i. Must be a current Messiah University student

        ii.   Cannot be on academic, disciplinary, or chapel probation

A.3.7 Men's/Women's Ministry Coordinator

a. Job Summary: To oversee the Men's or Women's Ministry team, specifically focusing on life groups and mentorships to address the needs of men/women at Messiah. (When the Life Groups Director is a man, this role will become Women's Ministry Coordinator. When the Life Groups Director is a woman, this role will become Men's Ministry Coordinator.)

b. Maintain personal spiritual, mental, and emotional health

c. In service of the men on campus, organize and lead a Men's/Women's Ministry 4x4 chapel series if/when it occurs

d. Attend leadership training sessions and retreats

e. In partnership with the Life Groups Director, ensure team members are well-equipped to fulfill their responsibilities by providing resources, training, and spiritual care

f. Work with the Comm/Events Team to organize, advertise and execute Men's/Women's Ministry life groups and events

g. Maintain quality communication with the Student Ministries Advisor, Life Groups Director, and with the Men's/Women's Ministry team

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

i. Prepare Mid-year and End-of-year reports for the Life Groups Director

j. Participate in meetings as follows:
        i.   Meet with Men's/Women's Ministry team weekly
        ii.   Meet with Life Groups Director bi-weekly
        iii.   Meet with Student Ministries Advisor as needed

k. Job Requirements:
        i.   Must be a current Messiah University student
        ii.   Cannot be on academic, disciplinary, or chapel probation

A.3.8 Logos Coordinator

a. Job Summary: To oversee the Logos Bible Study Team and empower the other members of the team to fulfill the responsibilities of their respective positions.

b. Maintain personal spiritual, mental, and emotional health, and uphold the Community Covenant

c. Attend leadership training sessions and retreats

d. Maintain quality communication with the Bible Study Director, the Student Ministries Council, the Student Ministries Advisor, and other Student Ministries Leaders

e. Maintain quality communication with and oversee a team of Logos leaders

f. Prepare for Logos Studies by gathering research and relevant information

and materials for the studies

    g. Maintain the mission and vision of Student Ministries and Logos through training and equipping the leaders in the inductive method and overseeing the creation of small group bible studies

    h. Lead mid-year and end-of-year reflections with the Logos Team

    i. Participate in meetings as follows:

        i. Meet 2x/month with the Bible Study Director 1:1

        ii. Meet with Student Ministries Advisor as needed

        iii. Meet 2x/month with the Bible Study Director and Roots Coordinator

        iv. Meet Weekly with the Logos Team

    j. Job Requirements:

        i. Must be a current Messiah University student

        ii. Cannot be on academic, disciplinary, or chapel probation

A.3.9 Roots Coordinator

    a. Job Summary: To oversee the Roots Bible Study Team and empower the members of the team to teach the wider campus community.

    b. Maintain personal spiritual, mental, and emotional health, and uphold the Community Covenant

    c. Attend leadership training sessions and retreats

    d. Maintain quality communication with the Bible Study Director, the Student Ministries Council, the Student Ministries Advisor, and other Student Ministries Leaders

    e. Lead the Roots Team who will oversee the planning and implementation of Bible studies and hold other responsibilities as delegated

    f. Maintain the mission and vision of Roots

    g. Train community members to teach the study of the Word through discussion within a spiritual community with the goal to empower leadership

    h. Work with the Bible Study Director to promote Biblical literacy on campus

    i. Prepare Mid-year and End-of-year reports

    j. Lead mid-year and end-of-year reflections with the Roots Team

    k. Participate in meetings as follows:

        i. Meet 2x/month with the Bible Study Director 1:1

        ii. Meet with Student Ministries Advisor as needed

        iii. Meet 2x/month with the Bible Study Director and Logos Coordinator

        iv. Meet Weekly with the Roots Team

    l. Job Requirements:

        i. Must be a current Messiah University student

        ii. Cannot be on academic, disciplinary, or chapel probation

A.3.10   HRA Director

    a. Work with Advisor to set organizational goals for the academic year and oversee the corresponding programming

    b. Provide leadership through close communication with Advisor and Coordinators to steward HRA's vision and mission on campus

    c. Collaborate with other groups, programs, and departments on campus to build relationships through events and partnerships to advance the mission of HRA

    d. Provide leadership for weekly HRA leadership team meetings, working with the Advisor to provide an agenda in advance of every meeting

    e. Establish HRA budget in collaboration with Events Coordinator, Advisor, and Student Ministries Director and oversee spending in collaboration with Advisor

    f. Serve as HRA representative at public engagements

    g. Complete required SGA reports in a timely fashion and ensure HRA follows all SGA policies, keeping up with SGA Canvas

    h. Attend Student Senate meetings as required

    i. Keep up with relevant email accounts, checking at least once per week and forwarding emails to the appropriate Coordinators where their action is necessary

    j. Seek personal growth in knowledge of human rights issues and advocacy

    k. Meet with Advisor twice per month to track progress on personal goals and HRA goals

    l. Maintain a positive, collaborative relationship with Student Ministries, meeting regularly with Lead Director (as agreed upon between both parties)

    m. Fulfill requirements of Student Leadership Institute and ELI, keeping up with the associated Canvas course

    n. Attend HRA events as often as possible

A.3.11   HRA Assistant Director

    a. Keep minutes during leadership meetings and distribute to leadership team

    b. Attend Student Senate meetings in place of Director when necessary

    c. Represent HRA in collaborative events with other campus clubs and organizations

    d. Collaborate with Design Coordinator to increase HRA's social media influence across the Messiah community

    e. Respond to social media messages and comments (primarily through HRA Instagram page)

    f. Collaborate with Research & Education Coordinator on data collection when necessary

    g. Seek personal growth in knowledge of human rights issues

    h. Actively participate in weekly HRA leadership meetings

    i. Meet with Advisor monthly to track progress on personal goals

    j. Fulfill requirements of Student Leadership Institute and ELI, keeping up with the associated Canvas course

    k. Attend HRA events as often as possible

A.3.12 HRA Research & Education Coordinator

    a. Create a calendar of important human rights-related days/weeks/months and collaborate with other leaders to plan events and social media posts around these occasions

    b. Develop creative ways to increase student body knowledge of human rights issues, including collaborating with Design Coordinator

    c. Collaborate with Events Coordinator to provide education for human rights issues connected with specific campus events

    d. Provide an update on relevant human rights issues at members meetings

    e. Seek personal growth in knowledge of human rights issues

    f. Actively participate in weekly HRA leadership meetings

    g. Meet with Advisor monthly to track progress on personal goals

    h. Fulfill requirements of Student Leadership Institute and ELI, keeping up with the associated Canvas course

    i. Attend HRA events as often as possible

A.3.13 HRA Events Coordinator

    a. Collaborate with other leaders to plan and implement a minimum of two campus-wide events per semester, including a semesterly HRA chapel with Campus Ministries

    b. Coordinate catering, transportation, room reservations, and other logistics for HRA events

    c. Collaborate with Design Coordinator to advertise events, providing target dates for social media posts, posters, etc.

    d. Collaborate with Director and Advisor to establish HRA budget

    e. Keep a record of processes and communication for all events for the sake of making them easier to replicate in the future

    f. Send email reminders in advance of events, including mass emails for campus-wide events

    g. Actively participate in weekly HRA leadership meetings

    h. Meet with Advisor monthly to track progress on personal goals

    i. Fulfill requirements of Student Leadership Institute and ELI, keeping up with the associated Canvas course

    j. Attend HRA events as often as possible

A.3.14   HRA Social Media & Design Coordinator

a. Create and maintain HRA "brand" on campus
b. Design graphics to be used for advertisement and educational awareness
c. Collaborate with Events Coordinator to promote upcoming HRA events on campus, including designing social media posts and creating posters to hang on campus
d. Collaborate with Assistant Director to schedule the sharing of designed graphics via social media
e. Collaborate with Education Coordinator to highlight current events related to human rights issues as well as issues covered in upcoming/recent event
f. Actively participate in weekly HRA leadership meetings
g. Meet with Advisor monthly to track progress on personal goals
h. Fulfill requirements of Student Leadership Institute and ELI, keeping up with the associated Canvas course
i. Attend HRA events as often as possible

A.4   THE SERVICE OPPORTUNITY LEADERS

A.4.1   Director of Outreach

a. Oversee the planning and implementation of all Outreach Team activities.
b. Provide leadership through close communication with Advisor to determine vision and direction for Outreach Teams on campus and in our community.
c. Provide leadership in facilitating Outreach Team Coordinator meetings.
d. Meet one-on-one bi-weekly with Advisor.
e. Attend and participate in bi-weekly group meetings with Coordinators.
f. Meet on a bi-weekly basis with supervisor and other Agapé Directors.
g. Complete required reports for SGA and Agapé Center in a timely fashion.
h. Oversee Outreach Team budgets and work closely with Coordinators, the Agapé Treasurer and SGA to adequately fund the programs available through Outreach.
i. Attend and provide assistance as requested by the Agapé Center or SGA with general recruitment and informational events held throughout the semester.
j. Act as a student representative for Outreach Teams in public engagements, Agapé Center meetings, and other meetings involving University administration as called upon to attend.
k. Work with other groups on campus to build relationships through events held, joint partnerships, and other engagements.
l. Oversee vehicle reservations, working closely with the receptionist to ensure that vehicles are reserved appropriately and in a timely fashion for both Outreach and church events.
m. Work with Assistant Director in assisting with major events held throughout the semester, such as Executive Club events and other Agapé Events.
n. Meet regularly with supervisor to update them on progress.
o. Develop and work toward goals that align with the vision, purpose, and

objectives of Service Teams.
p. Develop and implement goals for personal professional development.
q. Participate in mandatory Service Opportunity Leaders training.
r. Fill out Event Reports, Fact Sheets, and Program Fact Sheets.

A.4.2   Assistant Director

a. Serve concurrently in another Agapé Student coordinator position.
b. Assist the Director of Outreach in the function of providing leadership, administration, and oversight to the Service Opportunity Leaders group.
c. Have 1:1 Bi-Weekly meeting with Student director.
d. Assist in the planning and implementation of on campus events such as recruitment days, informational sessions, etc.
e. Act as a representative for the Service Opportunity Leader group by attending Primary & Extended forum meetings organized by SGA.

A.4.3   Service Trips Agency Coordinator

a. Serve as the primary contact for agencies that Service Trips works with, keeping regular contact with them.
b. Provide the service trips staff with a list of potential agencies for each break. This entails working with long-term partners that Service Trips uses each year, partners Service Trips has worked with in the past, and new partners that connect with different needs and desires of volunteers.
c. Oversee Service Trip budgets and work closely with Coordinators, Agapé Treasurer and SGA to adequately fund the programs available through Service Trips.
d. Gather information from each agency regarding the logistics of the trip.
e. Based on the aforementioned Agency Form, develop "Information Packets," which include the agency's contact information, trip description, itinerary, directions, etc. for each service trip.
f. Work with the Director of Outreach and Agapé Treasurer to develop a budget for each service trip and ensure timely payment to the agencies.
g. Follow up with agencies after each trip, getting detailed feedback related to goals, content, and reflection. Compile evaluative comments from participants and leaders to add to agency files and give appropriate feedback to agencies for their development.
h. Complete required reports for SGA and Agapé in a timely fashion.
i. Oversee vehicle reservations, signing forms and working closely with the University receptionist to ensure that vehicles are reserved appropriately and in a timely fashion.
j. Develop and maintain agency files, updating regularly.
k. Meet weekly with Service Trips Team.
l. Participate in mandatory Service Opportunity Leaders trainings.
m. Fill out Educational Plans and Fact Sheets.
n. Perform other duties as prescribed by Agapé Center supervisor.

A.4.4   Service Trips Participant Coordinator

a. Work with the Service Trips Director to update Service Trip applications

b. Facilitate recruiting, interviewing, placing and communicating with team leaders, participants and drivers for each service trip.

c. Revise, edit, and distribute leadership manual for service trip team leaders.

d. Organize and lead team meetings before the Fall and Spring Break.

e. Maintain regular contact with participants to provide answers to questions.

f. Verify leaders and participants have submitted trip deposits and paperwork (i.e., emergency contact; health information, etc.) prior to trip departure.

g. Gather participant medical and emergency contact information for risk-management purposes.

h. Oversee publicity for Service Trips & participant events, communicating effectively with University Press.

i. Regularly gather information and assessment from leaders & participants to improve programming.

j. Work with Director on team trainings, team debrief, and team building.

k. Collaborate with the Agapé Center Office Assistant to update the Agapé Center website with upcoming domestic service trip opportunities.

l. Collect photos and stories from Service Trip participants and upload them to the various social media platforms.

m. Develop and work toward goals that align with the vision, purpose, and objectives of Service Trips.

n. Meet weekly with Service Trip Teams.

o. Participate in mandatory Service Opportunity Leaders trainings.

p. Fill out Educational Plans and Fact Sheets.

q. Perform other duties as prescribed by Agapé Center supervisor.

r. Prepare a written end-of-year report in the spring for the new Director of Service Trips and the outgoing Student Body President.

A.4.5   Local Outreach Coordinators

a. Serve as the main point of contact between the community partner and Agape Center.

b. Oversee and implement all elements for your service experience with community partners (reserve vehicles, scheduling, provide supplies, clearances, etc.).

c. Provide leadership in providing thoughtful reflection after each service experience for participants.

d. Attend and participate in bi-weekly group meetings with other Coordinators and Student Director.

e. Attend bi-weekly meeting with the Agape Supervisor to update them on progress and concerns.

f. Develop and work towards goals for professional development.

g. Participate in mandatory Agape Center trainings.

h. Partner with other Coordinators to recruit student participants.

i. Turn in any receipts for purchases made for ministry to the Agape Treasurer.

j. Fill and complete educational plans and fact sheets at each semester and submit them to the Director of the Agape Center.

A.5   THE PULSE

A.5.1   Director of The Pulse

a. Strategize with the leadership team and the faculty advisor to develop an overall vision and strategy for student media on campus.
b. Work with the faculty advisor in coordinating student media production.
c. Identify offices and individuals on campus that can collaborate with The Pulse, generating ideas about the nature of said collaboration. Initiate communication between collaborators and specific departments within the Pulse.
d. Have a general sense of what is happening on campus both at the student programs level and also at the administrative level to better ensure that particular events receive coverage and that a healthy relationship with the administration is forged.
e. Serve as the primary Pulse student liaison to the administration.
f. Work to ensure excellence in student media production by identifying areas where professional development is necessary and providing training to ensure those needs are met.
g. Oversee production and serve as primary administrator of all projects and platforms maintained by The Pulse including; the Swinging Bridge Magazine, WVMM, The Clarion Yearbook, social media, and The Pulse website.
h. Write, implement, and spearhead crisis communication between The Pulse, the administration, and the student body if necessary.
i. Work with the leaders of the audio-visual team, the business team and the web team to ensure that overall web and social media strategies, and business plans are developed while also meeting the needs of individual media teams.
j. Lead the effort to advertise for, interview and hire executive leadership and team leadership.
k. Assist editors of individual media teams in embodying a collective vision in their areas of responsibility.
l. Work with the faculty advisor to assign students who take the media lab for credit from the Communication Department to various media teams.
m. Act as representative to Student Senate, serve on SGA Leadership Council, and attend Leadership Summits.
n. Submit monthly reports to SGA as well as End of Year reports and participate in advanced planning for the Pulse.
o. Plan leadership orientation week at the beginning of the school year and train new officers.

p. Complete a transition binder detailing information for incoming Director. In consultation with the advisor and Editor-in-Chief, offer feedback regarding written content that is part of the Sensitive Story Protocol.

q. Maintain two office hours per week.

r. Meet with faculty advisor as The Pulse staff liaison to communicate weekly operations and strive to meet new goals.

s. Lead a meeting with The Pulse leadership staff to coordinate weekly goals, track progress on projects, discuss changes in the workplace, and communicate information from the faculty advisor.

t. Offer feedback and criticism to ideas, projects, and goals presented by the Pulse leadership staff.

u. Lead the effort to advertise for, locate, and hire new volunteers from the student body.

v. Communicate with students on The Pulse's volunteer network and advocate for volunteer projects with The Pulse staff.

w. Organize and coordinate all activities on behalf of The Pulse for new-student events during New Student Orientation, such as the New Student Social.

x. Organize and coordinate all events thrown by The Pulse.

y. Work with the Business Manager to create and maintain the approved budget.

z. Support all staff members in handling questions, problems, and internal conflict first one on one, and if the situation persists direct the student(s) to the faculty advisor for further assistance.

A.5.2   Assistant Director of The Pulse

a. Act as the primary liaison between the Student Director and The Pulse team.

b. Regularly follow up with Pulse team members regarding questions, conflicts, or confusion.

c. Organize and delegate staff, giveaways, decorations and card swipes for all recruitment and promotional fairs.

d. Obtaining ID numbers and other relevant information from all new volunteers.

e. Assist the Student Director in oversight and administration of the Swinging Bridge Magazine, WVMM, The Clarion Yearbook, and all digital content/platforms maintained by The Pulse.

f. Collect all passwords of The Pulse entities including social media, G-mail, website logins in a spreadsheet and update as needed. Confirm spreadsheet information with leadership team at the end of each semester.

g. Manage the cleanliness of The Pulse office space, oversee deep cleaning before breaks and end of each semester.

h. Oversee office hours scheduling and operations, act as primary contact for when staff members cannot make their office hours. Send a finalized copy of the office hours spreadsheet to the faculty advisor and hang another copy in The Pulse office.

i. Restock break room and office supplies when needed.

j. Act as a liaison for the Admissions Office and Co-Chair of the Communication Department to organize Pulse office and radio station tours.
k. Act as a contact to the Admissions Office regarding Open House days, coordinate staff to attend Open House events, and the set-up of any necessary equipment or memorabilia from The Pulse.
l. Act as a contact to the Admissions Office regarding Open House days.
m. Organize poster distribution and update bulletin boards as necessary.
n. Establish contacts for ITS and University Press at the start of each semester.
o. Take notes at all Director meetings, send full meeting notes to all managers and send meeting highlights to all staff each week.
p. Inform, organize, check-in and collect all transition binders from staff at the end of each semester.
q. Organize and oversee Pulse internal staff events.
r. Act as the secondary representative for Student Senate when the Student Director cannot attend or locate a responsible proxy.
s. Meet weekly and on an as-needed basis with Student Director.
t. Assist Student Director in the process of hiring incoming staff.
u. Report to the Student Director for other responsibilities as assigned
v. Complete a transition binder detailing information for incoming Assistant-Director.
w. Maintain two office hours per week.
x. Assist Director with event planning and event reservations as needed.

A.5.3 Editor-in-Chief
a. Serve on Pulse leadership board, attending managerial meetings and contributing ideas and offering feedback and criticism to Pulse visions.
b. Oversee print and online production process of Swinging Bridge Magazine: develop schedule of publication, establish content deadlines, ensure sufficient and appropriate content is generated, oversee the editing of all articles and ensure content is published in a timely manner to design team.
c. Collaborate with social media manager to promote content on appropriate social media sites when applicable.
d. Organize and supervise all article writers, communicating story ideas to them and offering feedback with regard to article content and style.
e. Support section editors in handling any questions, problems, conflict, confusion, etc.
f. Author and/or co-author articles as able.
g. Recruit writers throughout the school year and plan appropriate professional development when necessary.
h. Work with Business Team to establish budget for organization, draw up printing contract with local printer and read relevant contracts.
i. Coordinate magazine distribution on eve of release date and ensure all magazines are distributed.

j. In consultation with advisor, make decisions regarding potentially sensitive or controversial articles, letters, or opinion pieces.
k. Conduct end of the semester assessments of the newspaper with advisor and Student Director and complete a transition binder detailing information for incoming Editor.
l. Assist Student Director in hiring of new Editor-in-Chief.
m. Complete a transition binder detailing information for incoming Director.
n. Maintain two office hours per week.

A.5.4   Web Manager

a. Serve on the leadership board, attending managerial meetings and contributing ideas and offering feedback and criticism to Pulse visions.
b. Develop and maintain a central website for the Pulse.
c. Work to enhance and update websites for individual media entities and maintain appearance and content of student media website and of websites for individual media entities.
d. Post audio-visual content on website and TV outside of Lottie Nelson Dining Hall that will enhance and extend the content disseminated by other venues.
e. Make sure TV outside of Lottie Nelson Dining Hall is on and updated, add new content to TV as needed, and communicate with IT about any problems or changes related to TV.
f. Receive email notifications of new comments on websites; review comments and mark as "approved" or "unapproved" as necessary.
g. Update information on website when necessary.
h. Use WordPress to make edits to the website as necessary.
i. Continually look for new technology that The Pulse can develop and incorporate into new projects.
j. Conduct end of the semester assessments of website with the Advisor and Student Director and complete a transition binder detailing information.
k. In conjunction with the Advisor and Business Manager, read any contract that the Pulse signs relating to web.
l. Post audiovisual content on website that will enhance and extend the content disseminated through other venues.
m. Keep staff up to date on website activity, article comments, possible leads from comments, etc.
n. Conduct end-of-the-semester assessments of social media sites and website with the Advisor and Student Director and complete a transition binder detailing information for the incoming Director.
o. In conjunction with Advisor and Business Manager, read any contract that the Pulse signs relating to social media.
p. Perform biweekly analytics reports and update staff on site traffic.
q. Assist Student Director in the hiring of a new Web Manager.
r. Maintain two office hours per week.

A.5.5 Magazine Manager

a. Serve on the Pulse leadership board, attending managerial meetings, contributing ideas, and offering feedback and critique of Pulse projects and direction.

b. Share responsibility of directing the Design Team with the Graphic Designer, such as by co-leading weekly Design Team Meetings. Contribute to organizing information clearly for all participants, such as with Meeting Agendas, sharable files, and due date reminders.

c. Delegate magazine tasks to Graphic Designer, Design Assistants, and Volunteers.

d. Work with A/V staff, Business Manager, and Writing Team to gather content (text, photographs, photo captions, ads, graphics) and prepare it for the layout design. This may include collaborating with other departments across campus, sorting content, photo editing, etc.

e. Be aware of and ready to suggest any student stories that you think the larger student body should know about, and should be amplified through the Pulse platforms (magazine articles, podcasts, online content, videography, social media, etc.)

f. Design and lay out the *Swinging Bridge Magazine*, creating excellent work by making use of Adobe InDesign, Illustrator, and Photoshop.

g. Demonstrate a good understanding of layout design and typography.

h. Set up a consistent feedback system for Pulse staff to evaluate work and offer suggestions, such as with design critiques and proofreading magazines before they go to press.

i. In conjunction with the Student Director, Assistant Student Director, and Social Media Manager, plan engaging, purposeful events to promote the release of the *Swinging Bridge Magazine* and amplify stories of the students within the pages.

j. Learn to more effectively communicate information to campus in engaging ways by studying cutting-edge design through the review of other publications and media organizations.

k. Facilitate meetings with Design Team and other Pulse departments as necessary to collaborate and to improve skills and knowledge as a designer, or ways to improve the magazine process.

l. In conjunction with the Pulse Advisor and Business Manager, read contracts pertaining to Design Team.

m. Conduct end-of-the-semester assessments of the Design Team with the Advisor and Student Director, and complete or update a transition binder detailing information for incoming Magazine Manager.

n. Assist Student Director in the hiring of new Magazine Manager and new Design Assistants.

o. Maintain two office hours per week.

A.5.6 Yearbook Manager

a. Manage and organize the production of the Clarion Yearbook including layout, spread designs, senior portraits, baby ads, advertising, photos, etc.
b. Set up senior portrait sessions with photographer, advertise sessions via various Pulse outlets.
c. Create, promote, and manage senior yearbook sign up process.
d. Create, promote, and manage senior baby ads process.
e. Communicate and collaborate with design team to design yearbook spreads.
f. Communicate and collaborate with A/V team to procure and gather photos for yearbook spreads.
g. Manage and organize the distribution of senior yearbooks.
h. Design spreads for the Clarion Yearbook and promotional materials throughout the year.
i. Recruit and maintain a staff of volunteer designers and helpers.
j. Assist the Student Director in the hiring of new yearbook manager.
k. Complete a transition binder detailing information for incoming Director.
l. Maintain two office hours per week.

A.5.7   Business Manager
a. Serve on the leadership board, attending managerial meetings and contributing ideas and offering feedback and criticism to Pulse vision.
b. Develop a business strategy for raising funds across the various media platforms.
c. Communicate with potential advertisers to understand their needs and offer information about potential advertising through the media lab.
d. Develop sales packages for ads across the various platforms and the web to maximize revenue.
e. Solicit ads from various clients and organizations (on- and off-campus).
f. Collect payment from advertisers and send proof of advertisements to them.
g. Work with executive leadership board to place ads appropriately and in a timely fashion.
h. Work with the Development Office to ensure that advertising sales are in accordance with University protocols and planning.
i. In consultation with the Advisor, Student Director and SGA, create and manage the Pulse budget.
j. Maintain and regularly update a spreadsheet/document showing the business expenditures and revenue generated to be shared with the Student Director monthly, as well as at the end of the semester.
k. Ensure the equitable distribution of revenues generated through advertising packages as well as all income from SGA.
l. Assign duties to student volunteers to ensure the successful generation of revenue.
m. As required, work with the Advisor and others to produce grant proposals that will enhance student media on campus.

n. In conjunction with the Advisor and appropriate manager, read any contract that the Pulse signs.
o. Ensure that advertising and marketing materials are getting to the student body through all of our outlets, poster hanging, social media, and other communication platforms.
p. Meet regularly with each department head to lay out marketing plan, develop situational analysis that discovers what the student body needs are.
q. Assist managers with advertising for the projects they need pushed to the student body.
r. Track all expenses and revenue throughout each semester to report to SGA at end of semester.
s. Disburse Pulse funds and monitor reimbursements, cash advances and any and all other transactions.
t. Assist Student Director in the hiring of new Business Manager.
u. Complete transition binder detailing information for incoming Director.
v. Maintain two office hours per week.
w. Earn 10% of every thousand dollars raised for The Pulse by selling ads, after meeting the budget standard, with a maximum of three hundred dollars of commission per semester.

A.5.8   Social Media Manager
a. Serve on the leadership board, attending managerial meetings and contributing ideas and offering feedback and criticism to Pulse visions.
b. Post audiovisual content on social media platforms that will enhance and extend the content disseminated through other venues.
c. Post on social media platforms in connection to the website as well as other departments of The Pulse to promote cross promotion.
d. Receive email notifications of new comments on social media platforms; review notifications and respond as appropriate and necessary.
e. Keep staff up to date on social media posts and activity.
f. Correct incorrect information on social media sites and website.
g. Continually look into new ways to engage with the community through social media platforms.
h. Conduct end-of-the-semester assessments of social media sites and website with the Advisor and Student Director and complete a transition binder detailing information for incoming Director.
i. In conjunction with Advisor and Business Manager, read any contract that The Pulse signs relating to social media.
j. Access analytics based on the platform to make a yearly review.
k. Meet regularly with the Web Manager to facilitate fluid communication and collaboration while creating strategies for the maximization of The Pulse's web presence.
l. Complete a transition binder detailing information for incoming Director.
m. Maintain two office hours per week.

A.5.9 Audio/Visual Manager

a. Serve on the leadership board, attending managerial meetings and contributing ideas and offering feedback and criticism to Pulse visions.
b. Recruit and manage a team of volunteer photographers and videographers that will assist in producing all audio/visual content for the Pulse website, magazine, social media sites and other entities as needed.
c. Strategize with Student Director to grow video use in media productions.
d. Assist with maintaining photo inventory on the Pulse network drive of all pictures taken during the school year, properly recording the name of the photographer to ensure that the respective individual is credited if they were a volunteer.
e. Edit and retouch photos taken by volunteers if needed.
f. Ensure that the necessary photos are captured and submitted.
g. Possess strong management, organizational and communication skills in addition to creative and technical skills in photography and videography.
h. Remain knowledgeable of file formats and resolution.
i. Maintain an online inventory of electronics that the Pulse owns and to whom they are currently distributed (iPads, cameras, recorders).
j. Shoot events not covered by Audio/Visual Assistant or volunteer staff.
k. Conduct end-of-the-semester assessment of audio/visual team with the Advisor and Student Director and complete a transition binder detailing information for incoming Director.
l. In conjunction with Advisor and appropriate manager, read any contract that The Pulse signs pertaining to field coverage.
m. Assist the Student Director in the hiring of new A/V staff as needed.
n. Maintain two office hours per week.

A.5.10 Radio Manager

a. Serve on the leadership board, attending managerial meetings and contributing ideas and offering feedback and criticism to Pulse visions.
b. Ensure on-air presence through monitoring of the station and intervention when necessary.
c. Create an on- and off-campus promotion strategy to raise awareness of the station and its programming to the larger community.
d. Manage DJs scheduling, contracts and training.
e. Manage podcast network: arrange schedule, create and enforce contract, train new talent, producers and editors.
f. Create liner cards and ensure that they are up to date.
g. Collect and store all Program Logs and collect and give to the Advisor.
h. Update and manage content for appropriate social media accounts.
i. Contact Messiah's club/organization leaders regarding the Station providing music for their events (organize and lead remote broadcasts).
j. Stay in contact with other Messiah organizations who wish to have the Station at their events and plan the schedule.

k. Advertise current giveaways (which can include concert tickets, CDs, campus merchandise, etc.) and arrange for DJs to raffle off the prizes.
l. Make sure that requests for ad placement (emails that are sent to the Station email account) get forwarded to the appropriate businesspeople.
m. Work with the business team to create advertisements for clients as needed.
n. In conjunction with the Advisor and Business Manager, read any contract pertaining to the radio station that The Pulse signs.
o. Conduct end-of-the-semester assessments of the radio station with the Advisor and Student Director and complete a transition binder detailing information for incoming Director.
p. Download and load shows, public service announcements (PSAs) and music to play on automation throughout the week.
q. Work with station team to develop goals for the campus radio station.
r. Serve as the primary sports contact for Messiah sports, making sure that soccer, basketball, etc. games are broadcast on air, oversee board operations for remote broadcasts, monitoring for continuity and quality throughout.
s. Ensure that Pulse radio page and Twitter account is updated and accurate.
t. Follow three or four other student radio stations looking for fresh, new ways to engage the audience and add to radio experience.
u. Arrange and give station tours when necessary.
v. Work on marketing and branding the Station outside of Messiah as directed by the Director.
w. Work with the business team to create advertisements for clients as needed.
x. Assist the Student Director in hiring a new Radio Manager.
y. Maintain two office hours per week.

A.6   Minds Matter

A.6.1   Minds Matter President

a. Provide leadership, unity, and vision to Minds Matter.
b. Represent Minds Matter before University Administration, trustees, faculty, and surrounding community through service on University committees, written correspondence, and personal contact.
c. Attend Student Senate on behalf of Minds Matter.
d. Serve as a member of the Leadership Council, meeting monthly or as deemed necessary by the Council or Student Body President.
e. Attend Student Leadership Institute gatherings.
f. Lead weekly Minds Matter executive cabinet meetings and ensure accountability among cabinet members.
g. Meet with the Vice-President of Education and Advocacy on a biweekly basis.
h. Meet with the Events Coordinator, Media Coordinator, and Engagement Coordinator on a biweekly basis.
i. Further the mission of Minds Matter by helping the club to accomplish goals

and extending the work that it does.
j. Oversee each event and the culture within the club.
k. Appropriately handle group conflict, holding up expectations of each leadership team member and working to develop a positive group dynamic.
l. Plan and attend the leadership retreat and team-building activities
m. Prepare a written mid-year report and end-of-year report for the new President of Minds Matter and the outgoing Student Body President.
n. Take notes and documentation of all events and updates with Minds Matter throughout the semester.
o. Complete the budget and all necessary monthly reports for the Vice President of Organizations of SGA.
p. Delegate tasks to the appropriate executive club members and oversee planning of events.
q. Meet weekly with Minds Matter Advisor, the Director of Student Success.

A.6.2 Minds Matter Vice-President of Education and Advocacy

a. Help educate and advocate for physical, intellectual, developmental disabilities and chronic illness needs, from a mental health perspective by working with areas such as the Office of Academic Accessibility.
b. Support Minds Matter President in providing leadership, unity, and vision to Minds Matter and Minds Matter's Banquet Initiative.
c. Attend the Student Leadership Institute weekly club and weekly executive cabinet meetings. and meetings with the club advisor, MM President, and VP of Events.
d. Meet weekly with Minds Matter Advisor, Director of Student Success.
e. Meet with the President of Minds Matter on a biweekly basis.
f. Meet with the Events Coordinator, Media Coordinator, and Engagement Coordinator on a biweekly basis.
g. Further the mission of Minds Matter's Banquet Initiative by helping the club to accomplish goals and extending the work that it does.
h. Regularly communicate to the President of Minds Matter any updates on action steps.
i. Play an active role in effectively planning events with the Events Coordinator.
j. Regularly check club and personal email for information and correspondence.

A.6.3 Minds Matter Media Coordinator

a. Attend the Student Leadership Institute as deemed necessary, and weekly executive cabinet meetings.
b. Take weekly attendance and minutes during executive cabinet meetings.
c. Help educate others about mental illness by posting articles and advertising services offered by the Engle Center and the Office of Disability Services.
d. Design pamphlets, flyers, and other educational resources to promote mental health awareness.
e. Regularly communicate to the President of Minds Matter any updates on action steps.
f. Meet bi- weekly with Minds Matter Advisor, Director of Student Success.

g. Meet with the President and Vice-President on a biweekly basis.
h. Spread the mission of Minds Matter and educate others on the club's work.
i. Direct media team planning of social media campaigns.
j. Design and order promotional merchandise to be used to promote Minds Matter.
k. Send out mass emails to campus and group members about event details.
l. Maintain the social media platforms of Minds Matter and Banquet Initiative.
m. Identify important mental health awareness weeks, campaigning accordingly.
n. Design stickers and posters to be ordered before events.

o. Help design and update the club bulletin board outside Lottie.
p. Regularly check club and personal email for information and correspondence.
q. Play an active role in effectively planning events with the Events Coordinator.
r. Contact individuals on and off campus to assist in events when applicable.

A.6.4   Minds Matter Events Coordinator

a. Attend the Student Leadership Institute as deemed necessary, and weekly executive cabinet meetings.
b. Lead the planning and execution of all events, including delegating event tasks to other team members and coordinating day of events.
c. Work with campus staff to coordinate particular needs for each event.
d. Fill out all necessary forms and documentation needed for each event.
e. Create and oversee event planning forms for each specific event.
f. Create and execute events that align with the mission of Minds Matter and Minds Matter's Banquet Initiative.
g. Meet bi- weekly with Minds Matter Advisor, Director of Student Success.
h. Regularly communicate to the President of Minds Matter any updates on action steps.
i. Meet with the President and Vice-President on a bi-weekly basis.
j. Craft the vision of future activities and events, such as the semi-annual Neurodiversity Fair and Destress Fest.
k. Create and update a club event schedule and calendar for each member of the team to use.
l. Keep campus informed of scheduled events, as well as executive cabinet members with weekly affairs.
m. Keep organized, detailed reports to adequately describe and replicate events to campus and executive cabinet members.
n. Order and obtain items needed for events, as well as coordinating catering for events with applicable.
o. Regularly check club and personal email for information and correspondence.

A.6.5   Minds Matter Vice President of Educational Programming

a. Attend the Student Leadership Institute as deemed necessary, and weekly executive cabinet meetings.
b. Plan and carry out chapels or events that focus on a theme promoting positive mental health.

c. Oversee Minds Matter membership and actively recruit new members.
d. Ensure club members are aware of Minds Matter events and opportunities by regularly communicating and engaging with them.
e. Assist in spreading awareness about Minds Matter as an executive organization across campus.
f. Regularly communicate to the President of Minds Matter any updates on action steps.
g. Meet with the President and Vice-President on a bi-weekly basis.
h. Play an active role in effectively planning events with the Events Coordinator.
i. Communicate with campus resources on new projects to involve Minds Matter.
j. Regularly communicate with the Office of Student Success, the Office of Academic Accessibility, and the Engle Center for Counseling and Health Services.
k. Meet bi- weekly with Minds Matter Advisor, Director of Student Success.
l. Regularly check club and personal email for information and correspondence.

APPENDIX B: AN INTRODUCTION TO STUDENT SENATE RESOLUTIONS

CONTEXT

The mission of the Messiah University Student Government Association is to

> *provide leadership for the student body; to promote spiritual growth; to provide opportunities for students to serve others; to support and recognize quality services and activities; and to represent students before the Administration, Faculty, Board of Trustees, and surrounding community.*

SGA firmly believes that student representation to the University is defined by mutual communication, understanding, and advocacy, and that SGA better executes its mission if student leaders act as a "bridge." In other words, student leaders must represent the University to the students as well as the students to the University.

Over the years, however, an increasing number of students have expressed displeasure with the Student Government Association, and what was previously known as Student Forum. Skeptics claimed that SGA did nothing for the student body, that it existed almost exclusively for financial purposes and that, in their eyes, SGA was a "mouthpiece" for the University to the students.

In order to better portray its legislative functions and to capture the broader student opinion, Student Forum donned a new name, "Student Senate," and increased its membership by requiring all SGA-funded clubs and organizations to send a representative to the newly titled legislature. While SGA leadership noticed that these changes positively affected the way in which SGA executes its mission, especially in regard to representation, the increase in diversity and numbers in Senate also led to an even stronger expression of the sentiment that SGA, and specifically Student Senate, doesn't help the students, and ultimately fails in fulfilling its representative mission.

In response to these sentiments, SGA leadership began looking for ways in which the organization could better uphold the above mission statement and provide students more tangible proof of this mission's execution. Furthermore, since much of the criticism was directed toward Student Senate, Senate's leadership explored ways in which the "sole representative body" could accurately represent students and make recommendations while, in reality, having no authority within the framework of the University. It was at this time that SGA decided to formalize Student Senate resolutions as an avenue of articulating student voice to the University.

PURPOSE

The purpose of a Student Senate resolution is to provide an officially documented statement to the University on the various issues and concerns within the student body. It promotes Student Senate as the official student voice to the University. It shows students that there in fact exists a venue in which they can be heard, and more importantly, can brainstorm and advance their opinions and ideas. While these statements **are only advisory** in nature, SGA strives to produce a fully developed and well-informed opinion that brings the students and University closer together, and closer to a possible solution. SGA has no desire to surprise, or otherwise force, unprecedented or ill-informed advisory statements onto the University leaders, but also seeks to maintain its autonomy and preserve its student perspective. By thoroughly researching information and properly vetting through all parties involved, SGA hopes to provide the University and the students with a solution to specific issues and concerns facing both parties that will contribute to the direction of the community and the overall conversation on the issue.

PROCESS

A resolution begins in Student Senate's committees (Social Engagement, Finance & Organizations, or Social Concerns). The SGA Governance Manual charges the Student Body Vice President, who chairs Student Senate, with the responsibility of meeting with the chairs of these committees once a month. During these meetings, the Vice President and individual committee chair examine the various topics discussed in that month's committee meetings. Together, the chair and the Vice President decide whether or not an issue is pressing enough on the students or the University to warrant further action by SGA.

When the committee chair and Vice President decide an issue warrants further investigation, the Vice President presents the issue to the Executive Cabinet for feedback and advice. If Cabinet agrees with the chair and Vice Presidents' decision that the issue requires further action, the Chair delegates Student Senators in his or her committee to research the issue with the relevant administrators, faculty, staff, and/or students, hopefully gaining guidance and direction from a variety of reliable and informed sources. At this time, the Cabinet also provides questions and resources to assist and guide the student senators in their research. After gathering information to the full extent of their capabilities, the student senators return to committee, where they decide if the committee should draft a resolution or not.

If the committee decides a resolution should be drafted on a specific topic, the chair delegates someone to draft a resolution, or a "drafter." At this point, the drafter of a resolution may return to additional sources of information within the University to ascertain if his or her options or ideas may or may not be plausible. The drafter may also seek guidance and advice from peers, both within Senate and outside. The draft of the resolution must include a statement of the issue at hand, documentation that the committee has indeed investigated the issue thoroughly with the appropriate parties, and, finally, the resolved advice or recommendation on the issue.
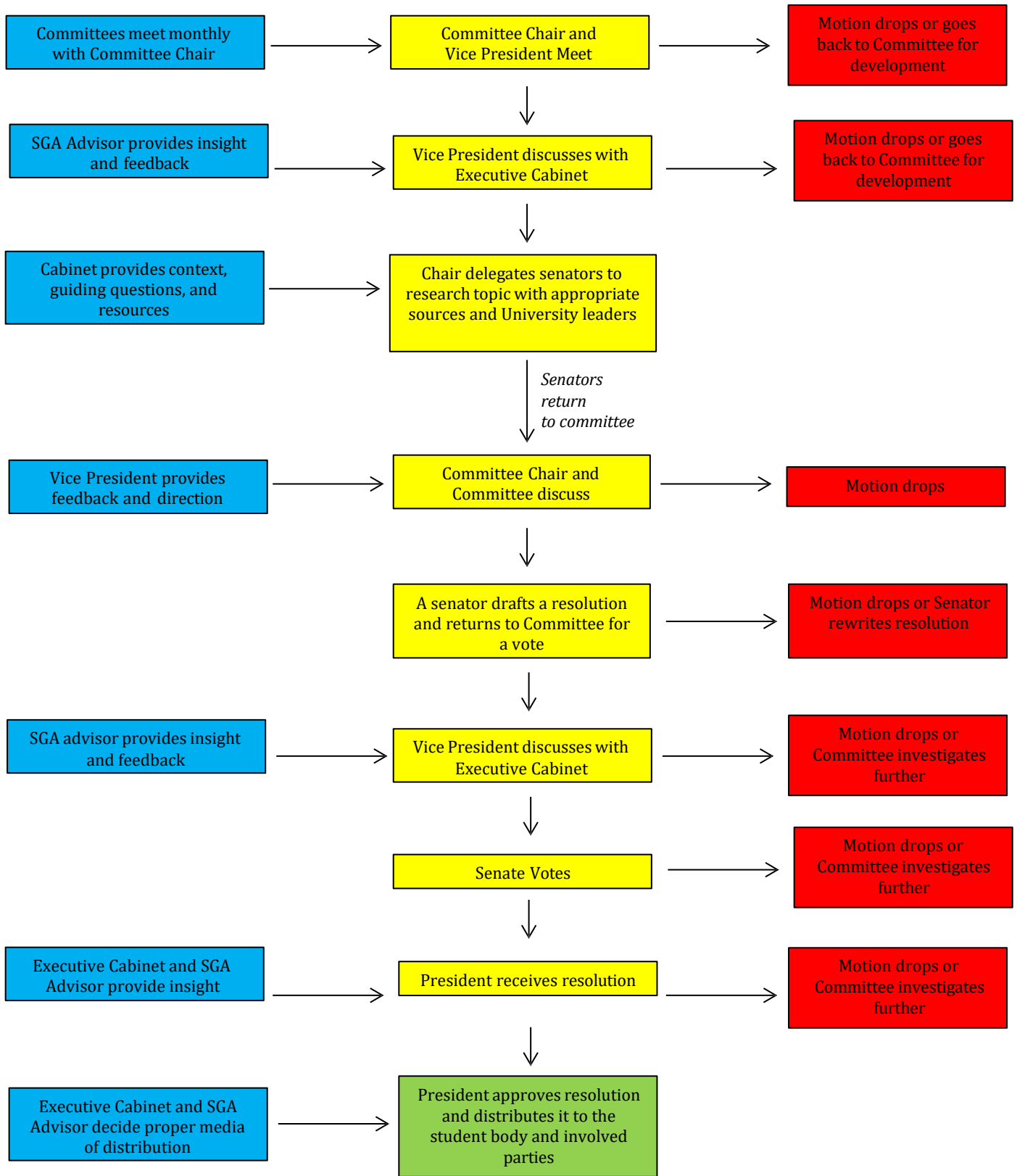
Once the committee has drafted an official resolution, it holds a committee vote. If the committee approves the draft, the Committee Chair brings it to the Vice President, who, through conversation with the Executive Cabinet and SGA Advisor, decides if Student Senate should vote on the resolution as-is, or send the resolution back to the committee for more research or deeper consideration. If the Vice President and this team find the resolution is reasonably consistent within the mission of SGA and the mission of the University and offers viable advice based on sound information, he or she presents it to Student Senate for a vote. If the Student Senate passes the resolution by a majority vote, the Vice President sends it to the Student Body President. The Student Body President, after consulting his or her Executive Cabinet, then passes or vetoes the resolution. If the President passes the resolution, he or she then distributes it to the relevant parties, and the student body in a manner deemed appropriate to the situation by the Executive Cabinet.

CONCLUSION

First and foremost, the resolution process is intended to provide the administration of the University with an understanding of students' experiences and opinions on campus, and to provide a tangible avenue for Student Senate to fulfill its representative mission. Students should view this process as a way to express concerns within a representative democracy. Administrators, faculty, and staff should view the resolution as a request for a thoughtful and proportional response, not as a prescriptive document with the expectation of immediate action.

DIAGRAM

The diagram on the next page depicts the Student Senate Resolution Process.

Committees meet monthly with Committee Chair	→ Committee Chair and Vice President Meet	→ Motion drops or goes back to Committee for development
SGA Advisor provides insight and feedback	→ Vice President discusses with Executive Cabinet	→ Motion drops or goes back to Committee for development
Cabinet provides context, guiding questions, and resources	→ Chair delegates senators to research topic with appropriate sources and University leaders	

Senators return to committee

Vice President provides feedback and direction	→ Committee Chair and Committee discuss	→ Motion drops
	A senator drafts a resolution and returns to Committee for a vote	→ Motion drops or Senator rewrites resolution
SGA advisor provides insight and feedback	→ Vice President discusses with Executive Cabinet	→ Motion drops or Committee investigates further
	Senate Votes	→ Motion drops or Committee investigates further
Executive Cabinet and SGA Advisor provide insight	→ President receives resolution	→ Motion drops or Committee investigates further
Executive Cabinet and SGA Advisor decide proper media of distribution	→ President approves resolution and distributes it to the student body and involved parties	

APPENDIX C: PERFORMANCE EVALUATIONS OF STUDENT ORGANIZATIONS

CONTEXT & PURPOSE

In accordance with SGA's purpose and objectives, we assert the value inherent in employing a system to clearly and fairly evaluate organizations throughout the academic year. Currently, there does not exist a robust system through which to set goals and evaluate organizations on specific criteria. We believe that the consistent evaluation of organizations will aid in provision of the highest quality programming for all students, and that specifying areas for evaluation and required check-ins throughout the year will help to set a focus and outlook for each organization based upon their unique needs.

These evaluations may affect both budgeting decisions and considerations for moving upward through the three organizational tiers. These evaluations will not serve as the only factor in these decisions, but rather a guide to help both SGA and the organization remain accountable and reliable with respect to the expectations, goals, and guidelines set forth.

REQUIREMENTS & PROCESS

1. **Timetable**

   a. The Vice President of Organizations shall review the expectations, rubrics, and implications of performance evaluations during the Finance & Organizations Workshop each semester.
   b. Chartered and Executive organizations shall be required to have three meetings during the academic year for progress checks, including 1) a first meeting during their fall budget meeting and 2) a second meeting during their spring budget meeting and 3) a third meeting by mid-April with current and future leadership.
   c. Recognized organizations may choose to participate in these progress checks. While not required, they may be taken into future consideration regarding potential promotion of the organization.

2. **Expectations**

   a. The Vice President of Organizations shall distribute the evaluation rubric to all organizational leadership members prior to budget meetings, allowing sufficient time for review.
   b. Organizational leadership should enter the meeting prepared with multiple goals, themes, outcomes, and/or events that will be tracked throughout the semester.
   c. The Vice President of Organizations shall send out the completed evaluation from the past meeting prior to the next meeting.

3. Categories of the Evaluation

   a. Fiscal Responsibility: The organization…
      i. requests an appropriate portion of funding at the start of each semester.
      ii. effectively stewards their funding.
      iii. communicates effectively with the Office of Student Engagement for questions or changes pertaining to finances.
      iv. submits their budget, reconciliation, reimbursements, and advances in a timely and accurate manner.

   b. Communication: The organization…
      i. responds in a timely manner to SGA correspondence (both written and verbal) related to budgeting, performance, reporting, etc.
      ii. informs SGA of any significant changes to their finances, organizational leadership, planned activities, etc.

   c. Campus Engagement: The organization…
      i. engages the student body both broadly and deeply.
      ii. strives for increased participation each semester.
      iii. maintains the required monthly minimum of events or meetings.
      iv. cultivates a sense of community among both leadership and membership.

   d. Attendance and Participation: The organization…
      i. actively participates in all required SGA meetings including Extended Forum meetings of the Student Senate, the Involvement Fair, etc.

4. Grading Criteria

   a. All organizations will be evaluated in each category by the Vice President of Organizations and Vice President of Finance and receive one of the following four marks:
      i. Superior
      ii. Satisfactory
      iii. Needs Improvement
      iv. Unsatisfactory

APPENDIX D: VERSION HISTORY

The Version History is intended to be an accessible history of the evolution of the Governance Manual within the document itself. While the Senate archives themselves extend far beyond the limits of this document, this Version History will demonstrate proximate changes to the manual that may need to be further refined given their recency. Student Senate will be able to reference this Version History when in session instead of combing through the Senate archives to find a specific amendment.

In the past, presidencies have intermittently included when amendments are introduced within the Governance Manual itself. However, this has not been formalized and the amendments were identified at the location of their inclusion rather than a general Appendix such as this.

Changes to be Tracked:

1. Every year, the Student Body President ought to update the Governance Manual for grammatical and syntax errors as well as potential clarifications that can be completed via Executive Amendments. Any changes that materially change the Governance Manual must be completed via G.R.C during the academic year when Student Senate is in session. After the completion of the 'General Updates' during the Student Body President's Summer Position, or at the onset of the Academic Year, then a new Version of the document ought to begin.
2. All G.R.C changes within the last 5 years ought to be contained within the Version History. It is the responsibility of the Student Body President to remove older versions of the manual's history. All G.R.C changes must still be tracked in the Senate Archives.
3. All Executive Amendments within the last 5 years ought to be ought to be contained within the Version History. It is the responsibility of the Student Body President to remove older versions of the manual's history. All Executive Amendments must still be tracked in the Senate Archives.

Version	Date Modified (YYYY-MM-DD)	Description
0.1.1	2016-09-26	Amended the Process for Awarding the Professional Development Grant and the Summer Process for Approval via G.R.C
0.1.2	2017-02-16	Clarified the Process for Achieving Executive Status; Amended Application Requirements for the Professional Development Grant via G.R.C
0.2.1	2017-09-20	Amend Non-Negotiable Travel Instructions via Executive Amendment
0.2.2	2017-10-26	Clarified Appropriate Assistance with Registration Fees and Conferences by Student Orgs; Amended Process for

		Budgeting; Amended SGA Professional Development Grant via G.R.C
0.3	2019-08-06	Added Scheduling and Attendance Requirements to Student Senate, Voting Percentage Requirement for Student Senate, Ability for Senators to Enter Dormancy, Procedure for Vacancies on the Student Review Board, General Characteristics of All Student Organizations Requirement for Organizations to Receive Approval from Related Departments, Clarified Student Senate Resolution-Making Process via Executive Amendment;
1.0	2020-07-01	Addition of Appendix D via Executive Amendment
1.1	2020-09-24	Defining Student Senate Committees and amending Student Senate election process
1.2	2020-11-12	Clarifying the change in club organization status
1.3	2021-02-04	Creation of Wellness and Recreation Executive Organization
1.4	2021-05-12	Agapé Center Student Organization rename and restructure; Eyas and SGA merger; SGA VP of Diversity Affairs position update; Student Ministries Position Update; Removed language concerning J-Term; Removed contradiction concerning speaker compensation in Section 9.3.2.1.2; Added Version 0.0 of the Governance Manual
2.0	2021-05-18	General Updates
2.1	2021-09-28	GRC Updates: Included Grace Period to Find Advisors in 8.1.8, CSA has come under the MCC umbrella, the Roots Bible Study Coordinator, General Updates.
2.2	2021-11-30	SEC and the Student Engagement Council were merged. Merchandising and Club Travel were updated. Advisors were limited to educators, with a grandfather clause. Pulse wage updates. Edited all references to Vice President of Communication to Vice President of Engagement.
2.3	2022-01-03	Executive Amendment to 9.3.3.1c to reflect institutional budget changes and the new Dean of Experiential Learning position.
2.4	2022-02-04	Executive Amendment Changing 8.2.1.2fii changing the letter required for Athletic organizations to come from the Director of Community Wellness Initiatives and Campus Recreation.
2.5	2022-02-07	GRC: Modified who may be a club advisor in 8.2.1.2; Codified the purpose of club renewals in 8.2.2, 8.3.2, and 8.4.2.6; added a guest speaker policy in 8.1.9; included the opportunity for Finance and Organizations to amend and fixed percentage in a semester in 9.3.3.1.2; reduced SGA's fixed percentage from 8% to 6%; introduced club dormancy in 8.1.6.1.
2.6	2022-03-14	Introduced an incentive system for clubs to fundraise in 9.3.2.1.3; amended SAB positions in Appendix A; introduced the Grant Level system in 9.2.3. Executive

		Amendments of 9.5.2.1.1 and 9.5.2.1.2 to clarify the Grant Level System.
2.7	2022-07-31	GRC: Removal of Merchandising Policy, Decreased SAB fixed percentage from 28.5% to 26%, re-introduces Agape Assistant Director position. Executive Amendments included updating outdated language, removing redundant language, changing the location of certain subsections in section 8 to make the overall format flow better, and updating job descriptions of executive cabinet members.
2.8	2023-01-09	Fall GRC: Added language to include process for filling springtime vacancies of non-elected positions (December graduates filling the roles of VPO and VPDA). Removal of the Student Leadership Development Committee. Added language to create a process for using funds previously tied up in unattainable capital purchases. Decreased SAB fixed percentage from 26% to 24% to increase MCC from 8.4% to 10.4%. Executive Amendment to clarify language regarding the payment for the Student Engagement Graduate Assistant.
2.9	2024-06-03	Updated the governance manuals to reflect the spring, 2024 GRC's, including the following changes: - Amending the position description for the Vice President of Diversity Affairs - Re-structuring the social concerns committee and making the VPDA the consistent, non-voting chair - Additions to election details in the event of an uncontested election - Addition and deletion of student ministries and Human Rights Awareness (HRA) positions - Clarification of roles of Minds Matter executives - Clarification of chartered club ratio - Redistributing SGA executive cabinet pay to make all SGA cabinet members level 2 paid leaders - Pulse now offers yearbooks for seniors to purchase for $15 per yearbook, instead of being free.