

Marywood University
Undergraduate Student Government Association
Appendix
Ratified: April 26, 2019

Appendix I: Outline of General Assembly Agenda



General Assembly Meeting

INSERT DATE

1. Call to Order
2. Roll Call
3. Officer Reports
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Communications Manager
 - e. Chief Funding Officer
4. Committee Meetings
5. Committee Reports
6. Representative Reports
7. Open Floor
8. Adjournment

Advertisement for next General
Assembly Meeting goes here (stating the
date, time, and location)

Appendix II: Positions of the Executive Cabinet

- **President**
 - Represents the SGA in fulfilling the purposes of the SGA Constitution;
 - Presides over General Assembly meetings;
 - Prepares an agenda for each SGA General Assembly meeting, in consultation with the Advisor of the SGA;
 - Appoints the Vice President, Secretary, Communications Manager, or Chief Funding Officer in the event that any of those positions become vacant;
 - Maintains the power to cast a vote only in the event of a tie, otherwise shall not have any voting power;
 - Meets with the President of Marywood University on a monthly basis;
 - Presents SGA initiatives and goals to the Board of Trustees once a semester;
 - Meets with the SGA advisor and the Executive Cabinet every week.
- **Vice President**
 - Presides over the General Assembly meetings in the absence of the President;
 - Succeeds to the Office of President if that position should become vacant;
 - Assists the President in all SGA activities;
 - Chairs one of the four SGA Goal Committees and prepares agenda for these meetings;
 - Coordinates elections under the procedures described in Article IV;
 - Maintains voting power for any matter;
 - Meets with the SGA advisor and the Executive Cabinet every week.
 - Meets with Vice President of Enrollment and Student Success on a monthly basis;
- **Secretary**
 - Records the minutes of all SGA General Assembly meetings and distributes them to all members and guests of the SGA (Copies of all minutes shall be filed in the Office of Student Activities and Leadership Development as well as posted on the SGA's web page);
 - Records attendance of all members of the SGA and notifies the President of any unexcused absentees;
 - Preserves important records and correspondence in the SGA files;
 - Chairs one of the four SGA Goal Committees and prepares agenda for these meetings;
 - Maintains voting power for any matter;
 - Meets with the SGA advisor and the Executive Cabinet every week.
 - Meets with the Provost of Marywood University on a monthly basis;
- **Communications Manager**
 - Allocates designated publicity areas;
 - Reports monthly updates in all areas of student contact (this can include but not be limited to networking pages, e-mails, the student newspaper, etc.);
 - Chairs one of the four SGA Goal Committees and prepares agenda for these meetings;
 - Maintains voting power for any matter;
 - Meets with the SGA advisor and the Executive Cabinet every week.
 - Meets with the Assistant Vice President for Buildings and Grounds on a monthly basis;
- **Chief Funding Officer**
 - Serves as point of contact for all funding requests submitted to SGA, and is responsible for all correspondence in such matters;
 - Consistently updates the SGA Budget Report
 - Chairs one of the four SGA Goal Committees and prepares agenda for these meetings;
 - Maintains voting power for any matter;
 - Meets with the SGA advisor and the Executive Cabinet every week
 - Meets with the Vice President of Business Affairs on a monthly basis.

Appendix III: Representative Positions

- Resident Representative
 - Represents the voice of undergraduate resident students and works as a liaison with the Director of Housing and Residence Life.
 - Must be a resident student.

- Commuter Representative
 - Represents the voice of undergraduate commuter students and works as a liaison with the Director of Student Activities and Leadership Development.
 - Must be a commuter student.
- Athletics and Intramural Representative
 - Represents the voice of undergraduate student athletes and works as a liaison with the Director of Athletics and Recreation.
 - Must be a student athlete.
- Service and Volunteering Representative
 - Represents the voice of the undergraduate students and works as a liaison with the Director of Campus Ministry.
- Student Life Representative
 - Represents the voice of the undergraduate students and works as a liaison with the Dean of Students.
- Campus Safety and Parking Representative
 - Represents the voice of the undergraduate students and works as a liaison with the Chief of Campus Safety.
- Dining Services Representative
 - Represents the voice of the undergraduate students and works as a liaison with the Director of Dining Services.
- Media & Marketing Representative
 - Represents the voice of the undergraduate students and works as a liaison with the Director of Marketing.
 - Shall act as a representation of Student Government as a whole, by promoting participation in SGA sponsored events, the attendance of SGA meetings, and posting overall campus news to our social media outlets.
- Veterans Affairs Representative
 - Represents the voice of the undergraduate veteran or ROTC students and works as a liaison with the Director of Military and Veteran Services.
- International and Multicultural Affairs Representative
 - Represents the voice of the undergraduate students and works as a liaison with the Director of Diversity and Associate Director for International Affairs.
- Alumni Engagement Representative
 - Represents the voice of the undergraduate students and works as a liaison with the Director of Alumni Engagement, in order to bring all news regarding current Marywood Alumni or Alumni opportunities to the attention of SGA.
- Collaboration Commissioner
 - Represents the voice of the undergraduate students and organize, plan, and execute SGA Collaborations and other related events/programs.
- Class Representatives
 - Represents the voice of the undergraduate students, specifically those in their respective classes, to provide an open line of communication between fellow Representatives, all of SGA and the Marywood Community. Class Representatives will play a vital role in assessing the needs of the students and crafting solutions within the SGA.

- Representatives must advocate for the class in which they are a part of. There will be one representative positions for each of four current classes at Marywood.
- College of Arts and Sciences Representative
 - Represents the voice of the undergraduate students and works as a liaison with the Dean of the College of Liberal Arts and Sciences.
 - Must be enrolled in College of Arts and Sciences
- College of Health and Human Services Representative
 - Represents the voice of the undergraduate students and work as a liaison with the Dean of the College of Health and Human Services.
 - Must be enrolled in College of Health and Human Services Representative
- College of Professional Studies Representative
 - Represents the voice of the undergraduate students and works as a liaison with the Dean of the College of Professional Studies
 - Must be enrolled in College of Professional Studies
- SGA at large
 - Affiliates of the SGA at large include students who are not elected into positions within the SGA, but would like to be involved in the organization. These affiliates have the ability to join any committee they have interests in and provide input to a positive resolution. Attendance shall not be a requirement for affiliates, but commitment to the SGA shall be required and expected. Affiliates may gain and maintain voting power by attending a minimum of two General Assembly meetings each academic year. After two marked attendances and active participation, Affiliates shall gain voting power at their third attended meeting.