Appendix I: Typical Agenda Outline

Undergraduate SGA General Assembly Meeting

<table>
<thead>
<tr>
<th>Date of Meeting</th>
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<tbody>
<tr>
<td>Location of Meeting</td>
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<tr>
<td>I. Call to Order</td>
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<td>II. Roll Call</td>
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<tr>
<td>III. Approval of Minutes</td>
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<td>IV. Officer Reports</td>
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<td>V. Committee Meetings</td>
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<td>VI. Committee Reports</td>
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<td>VII. Open Floor</td>
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<td>VIII. Adjournment</td>
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Advertisement for the next General Assembly Meeting goes here (stating the date, time, and location)

Executive Secretary
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, or Public Affairs 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;
  - Meets with the SGA advisor once every two weeks;
  - And meets with the Executive Cabinet members once every two weeks.

- **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 a committee of interest and prepares agenda;
  - Coordinates elections under the procedures described in Article IV;
  - Maintains voting power for any matter;
  - Meets with the SGA advisor once every two weeks;
  - And meets with the Executive Cabinet members once every two weeks.

- **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 a committee of interest and prepares agenda;
  - Maintains voting power for any matter;
  - Meets with the SGA advisor once every two weeks;
  - And meets with the Executive Cabinet members once every two weeks.

- **Public Affairs Officer**
  - 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.);
  - Coordinates all publicity for the SGA through available media;
  - Chairs a committee of interest and prepares agenda;
  - Maintains voting power for any matter;
  - Meets with the SGA advisor once every two weeks;
  - And meets with the Executive Cabinet members once every two weeks.

- **Head of Senate**
  - Presides over the entire Senate
  - Receives reports from the Class Senators and/or the SGA at large concerning any problems, questions, and/or concerns that are deemed necessary of action through the SGA;
Appendix III: Positions of the Senate

- Head of Senate
  - Maintains position as the highest ranking member of the Senate;
  - Serves as a foreman whom the Class Senators and the SGA at large shall report to with any problems, questions, and/or concerns that are deemed necessary of action through the SGA;
  - Sees that these problems, questions, and/or concerns are dealt with accordingly and proper solutions are passed on to the Class Senators and SGA at large for distribution back to their fellow peers;
  - And serves as a member of the Executive Cabinet (refer to Appendix II for further duties).

- Class Senators
  - Two Senators shall be elected from each class to represent that respective class and serve in the following manners:
    - Work with the Head of Senate to provide an open line of communication between fellow Senators, the SGA, and the Marywood Community;
    - Assess the needs of the students and create solutions within the SGA;
    - Report to the Head of Senate;
    - And maintain voting power for any matter.

- 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 shall not maintain voting power regarding any matter brought up within the SGA.

Appendix IV: Positions of the House of Representatives

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

- Commuter Representative
  - Represents the voice of undergraduate commuter students and work as a liaison with the Director of Student Activities and Leadership Development.
  - Must be a commuter student.

- Athletics Representative
- Represents the voice of undergraduate student athletes and work as a liaison with the Director of Athletics and Recreation.
  - Must be a student athlete.
- **Campus Ministry Representative**
  - Represents the voice of the undergraduate students and work as a liaison with the Director of Campus Ministry.
- **Student Activities Representative**
  - Represents the voice of the undergraduate students and work as a liaison with the Director of Student Activities and Leadership Development.
- **University Offices Representative**
  - Represents the voice of the undergraduate students and network with various miscellaneous university offices, such as registrar, cashier, financial aid, etc., when needed to further the SGA goals;
  - And shall meet with the Vice President of Enrollment Management on a regular basis.
- **Security Representative**
  - Represents the voice of the undergraduate students and work as a liaison with the Chief of Campus Safety.
- **Food Services Representative**
  - Represents the voice of the undergraduate students and work as a liaison with the Director of Dining Services.
- **College of Liberal Arts and Sciences Representative**
  - Represents the voice of the undergraduate students and work as a liaison with the Dean of the College of Liberal Arts and Sciences.
  - Must be enrolled in College of Liberal 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
- **Insalaco College of Creative and Performing Arts Representative**
  - Represents the voice of the undergraduate students and work as a liaison with the Dean of the Insalaco College of Creative and Performing Arts.
  - Must be enrolled in Insalaco College of Creative and Performing Arts
- **Reap College of Education and Human Development Representative**
  - Represents the voice of the undergraduate students and work as a liaison with the Dean of the Reap College of Education and Human Development.
  - Must be enrolled in Reap College of Education and Human Development
- **School of Architecture Representative**
  - Represents the voice of the undergraduate students and work as a liaison with the Dean of the School of Architecture.
  - Must be enrolled in School of Architecture

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**Appendix V: Undergraduate Student Government Association Training**

- **Purpose:**
  - To familiarize all members with each other as well as the SGA responsibilities;
  - And to establish SGA goals for the upcoming academic year
- **Regulations:**
Training shall take place sometime before the upcoming academic year.
The SGA advisor shall be responsible for overseeing this training session.
The President shall be responsible for organizing all events which take place during this training session.

Appendix VI: Committee Regulations

- To include the list of the committees of the academic year;
- Must be updated prior to the start of each academic year as a part of SGA training.