Student Government Constitution

STUDENT GOVERNMENT GRANT OF POWER

The administration and faculty of Salem College, having confidence in the ability of the students to govern themselves, do hereby grant them the power to regulate their college life in all matters not herein reserved to the administration and faculty, or reserved for joint student and faculty consideration.

When questions of jurisdiction arise, the case in point shall be referred to the President of the College, who as head of the institution, is held responsible for its government and is recognized as the final authority in all matters judicial, legislative, and executive.

The procedure for handling issues of concern is as follows: decision by the Legislative Board which is sent to the President; if the President concurs with the Faculty Advisory Board, that action is adopted; if the President does not concur, she may exercise the right of first refusal in which case the Legislative Board, Faculty Advisory Board, or the President may appeal in writing to the Executive Committee of the Board of Trustees for review and a final decision in the matter. The Legislative Board, the Faculty Advisory Board, and the President may request the opportunity to present their issues of concern to the Executive Committee either orally or in writing.

The following areas are considered within student jurisdiction:
1. Promotion of general welfare of all students.
2. Right to organize as a Student Government Association.
3. Right of petition to administration and faculty.
4. Investigation of student problems and resultant recommendations.
5. Promotion of the Honor Tradition.
6. Encouragement of high social standards.
7. Enforcement of Student Government regulations.

The following areas are assigned for consideration by the students, faculty, and administration jointly:
1. Determination of regulations for social and residence hall life.
2. Honor in academic work.
3. Serious disciplinary matters.
4. Supervision of clubs and organizations including review of budgets.
5. Student participation in campus and community affairs.
6. Orientation of new students.
7. Assembly programs.
8. Selling or vending of any commercial products on campus.

The following areas are reserved to the administration and faculty:
1. Matters of academic policy and social policy.
2. Management and use of all College grounds, buildings and property.
3. Handling of special cases of discipline for final decisions.
4. Withdrawal or notification for just cause of all or any part of the power granted to the students.

STUDENT GOVERNMENT ASSOCIATION

ARTICLE I

Name

The organization shall be called the Student Government Association of Salem College.
ARTICLE II
Purpose
The purpose of this Association shall be to foster the individual and community interest of Salem College students by maintaining a high standard of conduct, by creating a spirit of unity, by developing a sense of individual responsibility and adherence to the Honor Tradition. These intentions will be pursued by the Association in the following manner:
A. To act as a liaison between the faculty, administration, staff and students.
B. To present and act upon student concerns presented to the Executive Board.
C. To aid in preserving and developing the Honor Tradition.
D. To explain, interpret and enforce regulations as listed in the Student Handbook.
E. To present to the student body all proposals and policies upon which the work of the Association is based.
F. To provide all students with the Student Government Constitution and its Bylaws.

ARTICLE III
Membership
All traditional students, including off-campus students, of Salem College shall be members of the Association; with the exception that Continuing Studies Students will be allowed to attend Association meetings for the sole purpose of gathering information. Their role will be as non-voting and non-mandatory attendees.

ARTICLE IV
Officers
The executive officers of the Association shall be President, Vice President, Secretary, Treasurer, Chair of the Honor Council and Chair of the Interdorm Council.

ARTICLE V
Meetings, Quorums and Attendance
Section 1. Meetings
A monthly, scheduled meeting of the Student Government Association shall be held at the discretion of the President of the Student Government with the consent of the Executive Board. Students may make requests to the Executive Board for additional meetings at any time.
A. Quorum for ordinary business – One third of the membership of the Association is necessary to transact all business except the passing of amendments.
B. Quorum for constitutional amendments – Two-thirds of the membership of the Association must vote on an amendment and of those voting, a two-thirds majority is required for adoption.

Section 2. Attendance
A. All members of the Association shall be required to attend all Student Government Association meetings. Students shall be allowed no absences unless excused prior to the meeting by the SGA Vice President. A request for an excused absence should be in written form and turned in by 3:00 PM the day of the meeting to Lehman Hall. Excuses are limited to class, sports, serious illness or necessary work study that is a minimum of 20 hours per week. An unexcused absence will result in a $5.00 fine.
B. All Auxiliary Councils of the Student Government Association and the Legislative Board are required to set an attendance policy at the beginning of each academic year. Two-thirds membership of each board must vote on the attendance policy and a two-thirds majority of those voting is required for passage. The attendance policy of each board shall be assumed to be a two-thirds majority unless otherwise voted on by the council and submitted to the Executive Board for approval.
ARTICLE VI

Student Government Association

The executive, legislative and judicial powers shall be vested in the Student Council, which shall consist of the following boards:

Section 1. Executive Board

A. Membership
   1. President of Student Government
   2. Chair of the Honor Council
   3. Chair of Interdorm
   4. Vice President of Student Government
   5. Secretary of Student Government
   6. Treasurer of Student Government

B. Meetings
   The Executive Board shall meet once a week and at other times at the discretion of the President of Student Government.

C. Duties
   1. To coordinate the functions of the Student Government Constitution.
   2. To appoint all major committees necessary for the work of the Association.
   3. To act as a liaison between students, faculty and administration.
   4. To review activities of the Election Committee.
   5. To remove from office any student who is on academic probation while holding a major or absolute office.
   6. To receive petitions containing charges of negligence against an officer of the Association and decide if there is sufficient cause to refer the petition to the ad hoc committee for removal from office.
   7. To maintain records of the proceedings of the ad hoc committee for removal from office.

Section 2. Legislative Board

1. Membership
   1. All executive officers
   2. Interdorm and Honor Council Secretaries
   3. Four class presidents
   4. President of the Off-Campus Student Association and one representative from the Off-Campus Student Association
   5. Residence hall presidents
   6. Chief Marshal
   7. Editors of The Salemite, Sights and Insights, Incunabula
   8. Presidents and chairs of all student-budgeted organizations

2. Meetings
   Legislative Board shall meet at least once a month and on call by the Vice President of Student Government. Legislative Board meetings are open to the student body,* but only members have a vote.

3. Duties
   1. To act as a liaison between students and the Executive Board.
   2. To act upon and make public any proposed changes in policy regulations of the Student Government Constitution and its Bylaws.
   3. To make petitions public.
   4. To discuss and vote upon any general fund or fundraising petition.
   5. To discuss and vote on any petition submitted by ten percent of the student body or any measure presented by a member of the SGA or the Faculty Advisory Board (FAB). Measures become effective when passed by a two-thirds majority of the Legislative Board and approved by the appropriate administrative office. Measures may be proposed at any time and legislation shall be enforced immediately.
6. To consider for acceptance on campus any group that wishes to organize into an active club.
7. To elect two faculty advisers for the SGA to serve on the Faculty Advisory Board.
8. To approve changes in wording and/or structure of the Student Government Constitution or its Bylaws. Changes in content must be approved according to sections pertaining to amendments to the Constitution and/or its Bylaws.
9. To hear on a monthly basis the activities of each student/faculty committee. Monthly summaries shall be given by the senior representative of the committee.
10. At the end of the petitioning period, in the event that the slate for an office is empty, Legislative Board, in a closed meeting, shall have the power to complete (up to three) the ballot with the name of any eligible candidate who gives her consent.

Section 3. Honor Council
The Honor Council acts as a neutral tribunal that is supportive of the student. The Council does not judge the accused student as a person, but rather judges the student’s action as it relates to the Honor Tradition. The judicial process is intended to be educational rather than punitive.

A. Membership
The Council includes the Chair and the Secretary (both elected by the student body), one representative from each class, one representative from Off-Campus Association, one representative from Continuing Studies, the President of the Student Government Association, and the Chair of the Interdorm Council. A non-voting faculty representative from the Faculty Advisory Board must be present at all Honor Council hearings.

B. Meetings
The Honor Council shall meet on call by the Chair of the Honor Council.

C. Duties
1. To investigate and act upon infractions of the Honor Code.
2. To handle cases of infractions of test and examination procedures.
3. To handle cases involving the unauthorized removal of library material.
4. To handle election contestments.

Section 4. Interdorm Council

a. Membership
1. Chair of Interdorm Council
2. Presidents of residence halls
3. Secretary of Interdorm Council
4. President of Student Government
5. Chair of The Honor Council
6. Freshman representative (elected by their class)
7. One representative elected from the Off-Campus Association
8. Director of Residence Life (ex officio)

b. Meetings
Interdorm Council shall meet weekly and at the discretion of the Chair of Interdorm.

c. Duties
1. To act upon any recommendations made from the House Councils, students, or from any member of the faculty concerning student social infractions.
2. To call joint meetings of Interdorm Council and the Faculty Advisory Board under the following conditions:
   a. When any case in the opinion of the Dean of Students and the Chair of Interdorm shall be deemed sufficiently serious to involve both Boards.
   b. To review decisions in any case that involves the penalties of probation, suspension, or expulsion.
3. To meet jointly with a House Council under the following conditions:
   a. When members of a House Council want the advice of Interdorm Council before deciding on a case.
b. When members of a House Council want to reevaluate a particular rule in their house.

c. When a House Council is unable to reach a decision on a case.

4. To call joint meetings of Interdorm Council and Honor Council when a case may involve student honor.

5. To act upon recommendations made from the Big 3+3 committee and other student programming groups concerning individuals or group student behavior at school social functions.

6. To review and propose revisions of social procedures when necessary.

7. To remove from office any officeholder to whom Interdorm issues a penalty of probation, suspension, expulsion, when the infraction warrants removal from office or upon repeated infractions.

8. To maintain confidentiality with respect to all cases.

9. To meet jointly with the Faculty Advisory Board to review and propose revisions to the College Residence Hall Policies when necessary.

10. To hear complaints involving social regulations from any member of the Salem College community.

ARTICLE VII
Auxiliary Councils

Section 1. Executive Finance Board
A. Membership
1. Treasurer of Student Government (Chair)
2. A representative from each class. Representatives are elected their freshman year and will serve for four years.
3. The Treasurer of the Off-Campus Student Association
4. The President of the College and the Dean of Students (ex officio)

B. Meetings
Executive Finance Board shall meet at the discretion of the Treasurer of Student Government

C. Duties
1. To act as an adviser to the Treasurer of Student Government.
2. Senior Representative – Coordinator of club treasuries.
3. Junior Representative – Assistant to the SGA Treasurer.
4. Sophomore Representative – TBD.
5. Freshman Representative – Gift Chairperson.
6. To act as a committee to study the financial operation of each club in relation to the stated purpose of the organization.
7. To set the budget for the next college year.
8. To review petitions and determine allocations for each group.
9. To submit this budget to the Legislative Board which will consider it and submit it to the student body for approval.
10. To consider for approval fundraising projects or general fund petitions.
   a. Fundraising projects are considered based on project competition on campus.
   b. General fund petition requests must benefit the majority of students on campus.
10. To approve locks on any fundraising petitions.
   a. Locks may not exceed a period of two years.
   b. Locks are not applicable to perishable items or services.
11. To review monthly budget reports from all student budgeted organizations.

Section 2. Publications Board
A. Membership
1. Chair (Secretary of the Student Government Association)
2. Vice Chair (Treasurer of the Student Government Association)
3. Editors of publications
4. One appointed representative from each class not presently a member of any publications staff
5. Webmaster
6. One appointed member of the Off-Campus Student Association
7. Faculty advisers of publications (ex officio)

B. Meetings
Meetings of all members shall be held at least once a month and at the discretion of the Chair.

C. Duties
1. To appoint Editors after reviewing applications and interviewing all the applicants.
2. To work with the Executive Finance Board of the Student Government Association in securing funds necessary for publications, to review budget requests and expenditures for each publication.
3. To establish with Editors and faculty advisers all deadlines for the entire year.
4. To hear monthly reports from the Editors. The Editors will prepare these before each meeting and the Chair will distribute the reports to the members before the meeting. These reports shall include:
   a. Budget summary with financial statements from the Executive Board.
   b. Deadlines met in the past month and those projected. If projected deadlines for the past month were not met, an explanation must be included.
   c. Staff problems.
5. To ensure that Editors are fulfilling their duties, meeting deadlines, and publishing quality work. The Board has the responsibility of removing any unsatisfactory Editor and appointing another.
6. To set and follow guidelines which will insure excellence in reviewing the quality of publications.
   a. A set of guidelines shall be predetermined by each individual publications staff at the beginning of each new year.
   b. A copy of established guidelines shall be retained by the Chair and Vice Chair of Publications Board for reference.

Section 3. Officers’ Board
A. Membership
1. Chair (Secretary of the Student Government Association)
2. Class officers of the preceding school year shall remain on the Board until midterm
B. Meetings
1. The Officers Board shall meet at least once a month and at discretion of the Chair (Junior Class President)
C. Duties
1. To act as a communication and planning source between classes.
2. To serve as a guidance source for the freshman class officers.
3. To aid in the regulation and organization of the elections for class officers.
4. To assist class officers in preparing reports and announcements for class meetings.
5. To assist fellow classes in organizing fundraising projects.
6. To encourage events among classes.

Section 4. Faculty Advisory Board
A. Membership
1. Dean of Students, chair
2. Faculty member appointed by the President of the College
3. Faculty member elected by the faculty
4. Two faculty members elected by the Legislative Board
5. Chair of Interdorm Council
6. Chair of Honor Council

B. Meetings
   The Committee automatically convenes in the event that the Honor Council or Interdorm Council issues a student the sanction of probation or higher. When cases arise related to other student government issues, the FAB shall meet at the request of the Dean of Students.

C. Duties
   1. To work at the request of the Dean of Students in an advisory capacity with the Legislative Board, Interdorm Council, Honor Council, and the Executive Board of the Student Government Association as they create and maintain campus standards.
   2. To act with the Honor Council and Interdorm Council in all matters in which sanctions of probation or higher are being considered.

Section 5. President's Council
A. Membership
   1. SGA President (chair)
   2. Executive Board
   3. Class Presidents
   4. President of the College
   5. Dean of the College
   6. Dean of Students
   7. Editors of the Salemite
   8. OCA President
   9. Continuing Studies Representative

B. Meetings
   President's Council shall meet at least once a month or at the discretion of the Chair.

C. Duties
   1. To act as a liaison between the administration and the students.
   2. To voice student concerns to the administration and to get feedback.

Article VIII
House Councils

Section 1. Membership
   1. Hall President (chair)
   2. Secretary/Treasurer
   3. Resident Assistants (Babcock and Gramley only)
   4. Floor Representatives (in upperclass halls)
   5. Residence Hall Director (ex officio)

Section 2. Meetings
   The House Councils of freshman residence halls shall meet weekly. House Councils of upper class residence halls shall meet at the discretion of the Hall President and RHD.

Section 3. Duties
   House Council will hear cases such as alleged violations of the following policies: Quiet Hours, Locked Doors, Smoking, Pets, Visitation, and Noise.

ARTICLE IX
Amendments

Proposed amendments concerning the content of the Constitution must be submitted to the Vice President of SGA in writing. Any such amendment(s) shall be approved by a two-thirds majority vote of the Legislative Board of the Student Council before being submitted to the student body for its final vote. The proposed amendment(s) shall be posted in each residence hall, the Student Lounge and the
Refectory at least one week prior to the vote of the Student Government Association. Two-thirds of the student body must vote on a proposed content amendment and a two-thirds majority of those voting is required for its adoption. The Legislative Board shall have the power to approve proposed changes in wording and/or structure of the Student Government Constitution.

BY-LAWS

I. Order
All questions of orders shall be determined by Robert's Rule of Order, Revised.

II. Finances
   A. The duties of the Association shall be included in the student budget.
   B. Payment of the Student Activities Fee shall be made by all students, with the exception of Continuing Studies students, before Registration Day.
   C. Continuing Studies students may pay a special fee determined by the Treasurer of Student Government to receive goods and services otherwise covered by the Student Activities Fee.

III. Executive Officers
   President of Student Government – Sr.
   Chair of Honor Council – Sr.
   Chair of Interdorm Council – Sr.
   Vice President of Student Government – Jr.
   Treasurer of Student Government – Jr.
   Secretary of Student Government – Jr.

IV. Principal Officers
   Co-Chairs of Campus Activities Council – Soph./Jr./Sr.
   Secretary of Honor Council – Jr.
   Secretary of Interdorm Council – Soph.
   Class and Off-Campus Student Representative to Honor Council
   Freshman Representative and Off-Campus Representative to Interdorm Council
   Editor of Salemite
   Editor of Sights and Insights
   Editor of Incunabula
   Big 3+3 Chair – Sr.
   Big 3+3 Vice Chair – Jr./Sr.
   Co-Chair of April Arts
   Chief Marshal – Jr.
   Fall Fest Chair – Jr.
   President of Pierrettes
   President of Off-Campus Students
   Class Presidents
   House Presidents
   President of ONUA – Jr./Sr.

V. Elections

Section 1. Election Committee
   A. Membership
      1. Chair(s)
         a. The Chair(s) shall be seniors.
         b. She will be appointed in the spring by the Executive Board of Student Government.
         c. She will serve for the following academic year.
         d. Should the Chair(s) petition for another Student Government office, she shall remain on the committee as an ex officio member and will assist the Executive Board in appointing a new chair.
      2. One representative from each class shall be elected in the spring by their respective classes.
      3. One off-campus student representative shall be elected in the fall by the Off-Campus Association.
      4. Ex officio members:
a. Student Government President  
b. Honor Council Chairperson  
c. Interdorm Council Chair  
5. Vice President of SGA (adviser)

B. Duties
1. Chair(s)
3. To call and preside at all the Election Committee meetings.
4. To notify all students in writing of the upcoming elections.
   Notification includes:
   1. Offices available.
   2. Eligibility requirements.
   3. Election procedures and deadlines.
   4. Calendar of upcoming election activities.
5. To oversee all actions of the Election Committee.
6. To check eligibility of all applicants.
7. To be in charge of the election procedure and to review and evaluate the procedures.
8. To prepare, receive, and handle applicant forms.
9. To organize and preside at the speech and installation sessions.
10. To post names of the winners and to submit a list of new officers to the Dean of Students, the Academic Dean, and the President’s Office.
11. To report directly to the Executive Board of the Students Government Association.
12. To be responsible for the secure ballot box(es).
13. To keep secure at all times the key to the ballot box.
14. To prepare the slates for primary, secondary and final elections.
15. To confidentially inform the candidates of the results of the election prior to campus notification.
16. To type the election ballots for all elections: primary, secondary, and final.
17. To confidentially inform the candidates only of the percentage of votes they received.

2. Committee Chairs and Representatives.
a. To be in charge of the election procedure and to review and evaluate procedures.
b. To determine when a primary is necessary and to conduct that primary.
c. To collect and count votes.
d. To determine the number of candidates to be placed on the slate for each office in the secondary election. In the secondary election, the slate of the candidates for all offices shall consist of no more than five candidates running for a particular office.
e. To maintain confidentiality of vote counts at all times.

Section 2. Eligibility
A. The Elections Committee Chair shall be responsible for checking eligibility for office.
B. GPA requirements
   1. Students must have a cumulative average of 2.0 or better to run for a major office.
   2. Students must have a cumulative average of 2.3 or better to run for an absolute office.
C. Appeals
   1. In case an appeal is necessary in relation to academic standing (in areas other than cumulative) it shall be made in writing to the Executive Board of the Student Government within one week after the start of the petitioning period.
   2. If a student’s GPA borders on the required GPA, then she may submit a written petition to the Associate Dean of the College. A student petitioning must have the required GPA at the start of the following academic year.
   3. If a student is on probation or suspension she may petition for an office that will begin after her penalty has been served in full.

Section 3. Filing
A. Offices Available
   Beginning in February applications shall be accepted for the offices listed below:
   1. President of Student Government (2.3 – absolute.)
Filing begins on the date set by the Election Chair(s) and ends at midnight on the last day set by the Election Chair(s). No names will be taken after this time unless a particular office is empty.

B. Filing Procedure
1. Each student, if eligible, has the right and privilege to place herself on the ballot. To do so she must:
   a. Notify the Election Committee that she desires to add her name to the slate of candidates for the office.
   b. Enter the application in her name. Application should contain the following:
      i. Her name
      ii. The office for which she is filing
      iii. Her cumulative GPA
      iv. Her classification (freshman, sophomore, junior)
      v. Her signature
2. A student who has filed for an office and might later want to withdraw from the slate should preferably do so before the primary and notify the elections chair IMMEDIATELY.
3. At the end of the filing period, in the event that the slate for an office is empty, the Legislative Board, in a closed meeting, shall have the power to complete (three or less) the ballot with the name of any eligible candidate who gives her consent.
4. A student may only file for one office.

C. After GPA’s are checked, candidates will receive a notice of eligibility by phone.

D. Petitioning
1. After notification, candidates should submit a typed petition to the Election Chair(s). Petitions should include:
   a. The candidate’s name
   b. Position the candidate is seeking
   c. Why they are seeking this position.
   d. A picture of the candidate
   e. The candidate’s signature
   NOTE: All of the information should be formatted to an 8.5 x 11 piece of paper.
2. Petitions must be turned into the Election Chair(s) by the deadline. No petitions will be accepted after this date.
3. Petitions will be displayed in the refectory seven to 10 days before primary voting.

Section 4. Campaigning
A. Each candidate running in the general elections has the right to campaign during the period designated by the Elections Committee.
B. Each candidate may spend no more than $10 on her campaign.
C. Campaign materials may be no larger than the size of one sheet of poster board.
D. Campaign materials cannot be displayed on front campus.
E. All visible signs of campaigning must be taken down by midnight after the last round of voting. Failure to do so will result in a $10.00 fine, made payable to SGA. The fee is $10.00, regardless of the number of campaigning items found. The student is to be contacted immediately after the
designated time to remove the sign(s), if hers is still posted. She will witness the fact that it was still up, remove it, and pay the fine by the specified date.

F. Each candidate will present a speech not to exceed three minutes during the designated SGA meeting.

G. Campaign materials may not be posted by a candidate on a student’s door or personal property without permission of the student.

Section 5. Voting Procedures

A. Election Chair(s) shall post all voting times 24 hours prior to voting.
   Voting shall last until the end of the next meal period following the meal period in which quorum was reached. All efforts will be made to announce to the student body that her last chance to vote will be during the following meal period so that students may be sure they get a chance to vote. If a student is aware of a conflict of schedule that prohibits her from voting during a meal period, she should contact the Co-Chairs in order to schedule a time to submit a ballot before elections have ended.

B. Primary
   In the event that more than five people have filed for one office, there will be a primary election handled by the Elections Committee to narrow the slate for the secondary ballot to the top five vote receiving candidates. The names will be placed on the slate of candidates for each office in the secondary election.

C. Secondary
   In the secondary election, under normal conditions, there will be a maximum of five candidates on the slate for each office. However, when several students are running for two offices, the Elections Committee may deem it advisable to have more than five candidates running for a particular office. There will be a required period in which each student will vote for one candidate whose name she wishes to be placed on the final ballot.

D. Final Election
   In the final election, there will be only two names appearing on the ballot for each office as well as no. Students will vote for one candidate or no for each office during the times designated by the Elections Committee. During these times, two Elections Committee representatives must be present at a designated voting area and must check off names as students vote to ensure single voting. The nominee with a majority of the votes will be elected to each office. A one-vote difference shall constitute a majority.

E. In the event that a student appears more than once on a class election ballot she may remain on the ballot in each position from the primary to final election if she receives the votes needed.

Section 6. Contested Election

A. The result of any election may be contested by any individuals who can submit evidence that the election was not conducted in the manner set forth in the Constitution.

B. The evidence must be presented within five calendar days of the contested election to the Honor Council Chair.

C. The Honor Council will hear charges and determine the action to be taken. If the Honor Council deems that a re-vote or reelection is necessary, it will be conducted as soon as possible in the manner set forth by the Constitution.

D. In the event an election is contested before the candidates have been contacted and the results are made public, the Committee MUST maintain confidentiality about the previous election results.

Section 7. Order of Elections

A. The voting for all offices, the house presidents, and the class officers shall be done by majority vote. In all elections, a quorum (two-thirds) must be taken.

B. Residence Hall Elections
   1. Interdorm is responsible for conducting residence hall elections.
   2. House Presidents and Secretary/Treasurers
      a. All candidates for the offices of House President and Secretary/Treasurer shall submit applications to the Chair for the following year.
b. All House Presidents and Secretary/Treasurers shall be elected after room draw by their respective residence halls for the following year.

3. There should be a mandatory residence hall meeting in which two representatives from Interdorm and/or Honor Council and/or Elections Committee are present and qualified candidates are given a chance to speak to those who will be living in the particular residence hall.

4. Voting
   a. Voting will take place at a separate time in a designated location.
   b. At voting at least two Elections Committee members, and/or Interdorm Chair or Secretary, not on the ballot, should be present to help conduct the process and subsequently count the votes.
   c. Voting shall continue until quorum (two-thirds) is met.

5. Stepping Down of a Residence Hall Officer
   a. In the case of the stepping down of a residence hall officer, there should be a mandatory residence hall meeting stating the departure of the officer and an announcement made stating the opening of the office.
   b. An election should follow promptly according to the above stated procedure.
   c. If the residence hall President is stepping down, then the present residence hall Secretary/Treasurer will be Acting President until a new one is elected.
   d. If the residence hall Secretary/Treasurer is stepping down, the House Council will choose one of its members to fulfill her duties until a new Secretary/Treasurer is elected.

C. Class Elections
1. Class elections shall be handled in the spring by the respective classes after SGA elections, with the exception of the freshman class. Freshmen elections will occur in the fall as soon as possible after Fall Fest.

2. Nominations will be taken for the following positions:
   a. Class President
   b. Vice President
   c. Secretary
   d. Treasurer
   e. Honor Council Representative
   f. Elections Representative
   g. Fall Fest Representative
   h. Other class specific positions

3. Nominations shall be made in a mandatory class meeting called by the Election Co-Chairs.
   a. Two election committee representatives, not on the ballot, shall be present at the meeting.
   b. A student who would like to be nominated for a position must be present at the meeting OR must send a written petition with one of her classmates.
   c. Verbal nominations for students not present will not be valid.

4. Voting will take place at a separate time in accordance with guidelines set forth in the constitution.

D. Editors-in-Chief or Co-Editors of the *Salemite*, *Sights and Insights*, and *Incunabula* will be selected by the Publications Board after SGA elections but before installation.

E. Any remaining offices shall be nominated and elected after SGA elections but before the end of the spring semester. These offices shall be defined and filled according to the specific constitution of the organization.

Section 8. General Regulations
A. In case of a tie in any election there will be a re-vote.
B. In case of a vacancy occurring in the office of SGA President, the SGA Vice President shall assume the responsibilities and a reelection shall be held as soon as possible according to original procedure.
C. Should a vacancy occur in any other Student Government office, the Executive Board shall approve a temporary officer to serve in the interim. A reelection should be held as soon as possible.

D. No student shall serve as Class President two consecutive years.

E. Any officer of a student organization found guilty of violating the Honor Code will be automatically removed from office.

F. In the event that a candidate loses to "No", the position shall be reopened for filing.

Section 9. Guidelines for Election of Class Officers and House Presidents
The election of class officers and house presidents is to be carried out by secret ballot. In case of a tie, only one re-vote may be taken. Requirements of eligibility of candidates are found in Section 2 on Elections in the Constitution Bylaws. These requirements must be clear to candidates and voting members.

Section 10. Other Offices and Distribution
Extracurricular activities at Salem College operate under a system of DISTRIBUTION OF OFFICES. The purposes of the system are:

1. To distribute among many students the privileges, honors, and responsibilities of the extracurricular program.
2. To protect the individual from engaging in more extracurricular activities than is advisable for her studies or her health.

A. The following are guidelines for the distribution of offices as recommended by the Executive Board of Student Government and past officers:

1. The system shall consist of the three types of offices: minor, major, and absolute.
2. A student holding an absolute office should hold no other office. A student holding a major office should hold no more than one other minor office, with the exception of the Orientation Chair and Fall Fest Chair. A maximum of three minor offices may be held.
3. In the case of Co-Chairs/Co-Editors an absolute office would remain the same.

B. Distribution of Offices (August-May)

1. Executive Offices
   - President of Student Government (Absolute)
   - Chair of the Honor Council (Absolute)
   - Vice President of Student Government (Absolute)
   - Chair of Interdorm Council (Absolute)
   - Secretary of Student Government (Absolute)
   - Treasurer of Student Government (Absolute)

2. Principal Offices
   - Secretary of the Honor Council (Major)
   - Secretary of the Interdorm Council (Major)

3. Budgeted Organizations
   a. Big 3+3 Co-Chair(s) (Absolute)
      All other offices (Minor)
   b. April Arts Co-Chair(s) (Absolute)
      All other offices (Minor)
   c. Pierrettes President (Major)
      Vice President, Treasurer (Minor)
      All Staff Members – one term (Minor)
   d. Fall Fest Chair (Minor)
   e. CAC Co-Chairs (Absolute)
      All other offices (Minor)
   f. ONUA President (Major)
      All other offices (Minor)

4. Publications
   a. Salemite Editor in Chief (Absolute)
      Business Manager (Major)
      Other Staff Members (Minor)
b. Sights and Insights  Co-Editor in Chief (Major)
   Section Editors (Major)
   Business Editor (Major)
   Other Staff Members (Minor)

5. Class Officers
   a. President (Absolute)
   b. Vice President, Treasurer, Secretary (Minor)
   c. Honor Council Representative (Minor)
   d. Elections Committee Representative (Minor)
   e. Representatives to the Executive Finance Board (Minor)
   f. Class Fall Fest Chair (Minor)
   g. Sophomore-Surprise Chair (Sophomore) (Minor)
   h. Sophomore-Senior Banquet Chair (Sophomore) (Minor)
   i. Big Sis-Lil Sis Chair (Minor)
   j. Representative to Interdorm (Freshman) (Minor)

6. Off-Campus Students
   a. President (Absolute)
   b. All other offices (Minor)

7. Marshals
   a. Chief (Minor)

8. House Officers
   a. Presidents of residence halls with more than 50 students (Absolute)
   b. Other House Presidents (Major)
   c. All other members of House Council (Minor)

9. Non-Budgeted Organizations
   All offices (Minor)

10. Honor Organizations
    a. Chair (Absolute)
    b. Secretary (Major)
    c. All other offices (Minor).

11. Student-Faculty Committees (September to June)
    a. January Program Representative (Minor)
    b. Salem Lecture Committee Representative (Minor)
    c. Academic Council Representative (Minor)
    d. Admissions Committee Representative (Minor)
    e. Curriculum Committee Representative (Minor)
    f. Library Committee Representative (Minor)
    g. Publications Board Representative (Minor)
    h. Textbook Advisory Representative (Minor)
    i. Academic Affairs Representative (Minor)
    j. Appeals Board Representative (Minor)
    k. Student Affairs Representative (Minor)

12. Miscellaneous Offices (September to June)
    a. Co-Chair(s) of Self-Scheduling Exam Committee (Minor)
    b. Co-Chair(s) of the Election Committee (Minor)
    c. Chair of the Food Committee (Major)
    d. Co-Chairs of Orientation (Minor)

Residence Hall Government

Each residence hall shall be governed by a House Council. The Council consists of the House President, Secretary/Treasurer, Resident Assistants and/or Hall Representatives and other officers as deemed necessary by the individual residence halls and the Residence Hall Director representing the Dean of Students.
A. Election of House Council
1. President: House Presidents shall apply for the office after room draw. Applicants will be approved by the Interdorm Council. Upon approval, House Presidents will be elected by members of the residence hall for the upcoming year.
2. Secretary/Treasurer: The Secretary/ Treasurer shall apply for the office after room draw. Applicants will be approved by the Interdorm Council. Upon approval, the Secretary/Treasurer will be elected by members of the residence hall for the upcoming year.
3. Resident Assistants: Resident Assistants are selected and hired for the following year by the Director of Residence Life in the Spring Semester.
4. Hall Representatives: Hall Representatives in the upperclassmen residence halls shall be nominated by their residence hall at the first residence hall meeting. Hall Representatives will be elected by the members of their residence halls for the upcoming year.
5. Freshman Representatives: Freshman representatives shall apply to the House Council in writing stating their desire to be a Freshman Hall Representative. Then the Representatives will be voted on by the House Council.

B. Duties of the House Council
1. To promote congenial living and discuss any problems in the residence hall.
2. To initiate discussion of House concerns and group activities.
3. To determine and enforce House regulations.
4. To consider personal petition regarding House regulations.
5. To be responsible for the general order in her residence hall.
   a. To check sign out sheets.
6. To enforce all House Council and Interdorm Council regulations.
7. To keep confidential all judicial House Council proceedings (i.e. cases, hearings, disciplinary matters).
8. To remain on campus through the end of the final exam period.

C. Duties of the Members of the House Council
1. House President
   a. To serve on Interdorm Council.
   b. To coordinate residence hall affairs.
   c. To call and preside over the House Council and House meetings.
   d. To act as chair in any house judicial matters. Cases will follow official Interdorm procedure.
   e. To notify her Residence Hall Director and appoint a substitute when leaving her hall.
   f. To uphold and enforce social regulations.
   g. To report to Interdorm in written form all judicial decisions.
2. Secretary-Treasurer
   a. To serve on the House Council.
   b. To uphold and enforce social regulations.
   c. To keep an accurate account of all the proceedings of the House Council.
   d. To report in written form all judicial decisions to the House President and the students involved.
   e. To post all official notices.
   f. To serve as House President in her absence.
   g. To keep any accurate account of all receipts and expenditures.
3. Resident Assistants and Hall Representatives
   a. To serve on the House Council.
   b. To uphold and enforce social regulations.
   c. To act as a liaison between Students by promoting congenial living on her hall.
   d. To be responsible for general order on her floor.
   e. To assist the House President by acting as her substitute.
   f. To act as an academic and personal adviser for students on the hall.
4. Freshman Representatives
   a. To serve on the House Council.
   b. To uphold and enforce social regulations.
c. To assist the Resident Assistant.

5. Other Officers
   To be determined by the individual House Councils, but not to sit in on judicial
   proceedings of the House Council.

Section 11. Other Offices
A. The freshman class Fall Fest Chair shall be elected by her class at the beginning of the fall term
   under the supervision of the Elections Committee.
B. The election of freshman officers shall occur as soon after Fall Fest as possible and is to be
   handled by the Elections Committee.
C. The rising sophomore class shall elect a Sophomore Surprise Chair and Sophomore Senior Chair
   at the same time as other class elections. The rising junior class shall elect a Big Sister-Little
   Sister Chair at the same time as other class elections to assist the upcoming junior class
   president.

VI. Duties of Student Government Officers

All officers are to uphold and enforce all social and Honor Council regulations.

A. Duties of the President of Student Government
   1. To preside at all meetings of the Executive Board, President's Council, all joint meetings of
      the Executive Board and the Faculty Advisory Board, and to preside at Student Government
      Association meetings.
   2. To call any meetings she may consider necessary.
   3. To determine with the President of the College what legislative matters are under the
      jurisdiction of the Legislative Board.
   4. To serve as a member of the elections Committee, the Honor Council, and the Interdorm
      Council.
   5. To serve as chair of an ad hoc committee to hear petitions for removal of negligent officers
      from office.
      a. To call any meetings of this committee which she may consider necessary.
      b. To review and coordinate cases prior to the hearing and present them to the
         committee.
      c. To insure that all members of the committee and those under investigation are
         familiar with the hearing procedure used by the Honor Council, with the exception
         that the student may have an adviser who may speak directly to the ad hoc
         committee.
   6. To attend the Alumnae Board meetings and report to the Board matters concerning student
      government and campus life.
   7. To attend the monthly faculty meetings and report to Executive Board the minutes of the
      meetings.
   8. To report major Executive and Legislative decisions to the Dean of Students.
   9. To report proceedings of the council at SGA meetings.

B. Duties of the Chair of the Honor Council
   1. To preside at all meetings of the Honor Council and all joint meetings of the Honor Council
      and the Faculty Advisory Board.
   2. To serve on President's Council, Faculty Advisory Board, Executive Board, Legislative Board,
      Interdorm Council, and Elections Committee.
   3. To call any meetings she may consider necessary.
   4. To keep the Dean of Students informed of any proceedings and discussions of the Honor
      Council.
   5. To act with the Secretary of Honor Council in notifying a student of any accusation made
      against her, to gather evidence for the hearing, and to insure that the accused student
      understands her rights and the hearing procedure.
   6. To work with the Chair of Exam Committee in the supervision of self-scheduled exams.
   7. To inform the faculty of any action taken by the Honor Council which the Honor Council and
      the Dean of Students deem necessary.
8. To serve on an ad hoc committee to hear petitions for the removal of negligent officers from office.
9. At the end of each semester to report at the Faculty Meeting and SGA meeting the number of cases held and range of sanctions given.

C. Duties of the Chair of Interdorm Council
1. To preside at all meetings of the Interdorm Council.
2. To call any meetings she may consider necessary.
3. To act as a liaison with the office of the Dean of Students, faculty administration, and the Board of Trustees.
4. To review and coordinate cases prior to Interdorm meetings and to present them to the Council.
5. To serve on President’s Council, Faculty Advisory Board, Executive Board, Legislative Board, and Honor Council and meet weekly with the Director of Residence Life.
6. To serve on an ad hoc committee to hear petitions for the removal of negligent officers from office.
7. To receive applications for House President and Secretary.
8. At the end of each semester, to report at the last Faculty Meeting and SGA meeting the number of cases heard and range of sanctions.

D. Duties of the Vice President of Student Government
1. To assume the duties of the President in her absence.
2. To be responsible for coordinating the constitutional amendment process.
3. To preside at legislative board.
4. To serve on the Executive Board, President’s Council, and Appeal Board.
5. To serve on an ad hoc committee to hear petitions for the removal of negligent officers from office.
6. To follow up on SGA absences.
7. To maintain records of SGA attendance.
8. To keep a register of the membership of the Legislative Board.
9. To advise the Elections Committee.

E. Duties of the Treasurer of Student Government
1. To serve on Executive Board, Legislative Board and President’s Council.
2. To act as the chair of the Executive Finance Board.
3. To act as the vice-chair of the Publications Board.
4. To keep a strict account of all receipts and expenditures.
5. To determine and collect the student budget.
6. To present annual reports to the Student Government Association.
7. To serve as Student Government Association Parliamentarian.
8. To serve on an ad hoc committee to hear petitions for the removal of negligent officers from office.
9. To collect and evaluate all student budgeted organizations’ financial statements on a monthly basis. If any student budgeted organization fails to turn in a financial statement for any particular month (excluding January), the SGA Treasurer reserves the right to freeze their budget until the financial statement is received.
10. To present all fundraising and general fund petitions to Executive Finance Board and Legislative Board.

F. Duties of the Secretary of Student Government
1. To serve on Executive Board, President’s Council, and Legislative Board.
2. To keep an accurate account of the proceedings of the Executive Board, President’s Council, Legislative Board, and meetings of the Student Government Association.
3. To prepare, read, and post the minutes of each meeting upon call of the President of Student Government.
4. To post all official notices of SGA, the President’s Council, Executive and Legislative Boards.
5. To draw randomly one student from each class and the Off-Campus Students from a pool of all officers of Student Government elected in class or general elections. These students will form (when necessary) an ad hoc committee, along with Executive Board, to hear petitions for the removal of negligent officers from office.
6. To serve as secretary of the ad hoc committee.
   a. To notify a student in writing of any charges lodged against her as stated in a
      formal petition.
   b. To keep an accurate account of the proceedings of the committee.
   c. To report in written form all judicial decisions to the Dean of Students and the
      student involved.
7. To serve as the Chair of the Publications Board.
8. To serve as the Coordinator of Club Day.
9. To serve as Coordinator of Student/Faculty Committee appointments.
10. To compile and post a Who's Who list.

G. Duties of the Secretary of the Honor Council
1. To act with the chair of the Honor Council in gathering evidence for the hearing and insuring
   that the accused student understands her rights and the proceedings of the hearing.
2. To notify the members of the Honor Council of all meetings as called by the chair of the
   Honor Council.
3. To keep an accurate account of the proceedings of the Honor Council.
4. To post all official notices and see that information on action taken by the Honor Council is
   distributed to students as advised by the Honor Council.
5. To serve as Chair in the absence of the Chair of the Honor Council.

H. Duties of the Secretary of Interdorm Council
1. To act with the Chair of the Interdorm Council in gathering evidence for the hearing and
   ensuring that the accused student understands her rights and the proceedings of the hearing.
2. To notify the members of the Interdorm Council of all meetings as called by the Chair.
3. To keep an accurate account of the proceedings of the Interdorm Council.
4. To post all official notices and to see that information on action taken by the Interdorm
   Council is distributed to students as advised by the Interdorm Council.
5. To serve as Chair in the absence of the chair of Interdorm Council.
6. To work with the SGA Treasurer concerning residence hall fund allocations.

I. Duties of Representatives of the Honor Council
1. To attend all meetings as called by the Chair of the Honor Council.
2. To hear all cases fairly to determine guilt or innocence and decide fair and effective penalties.
3. To promote and uphold the Honor Code among the student body.
4. To remain on campus through the end of the final exam period beginning the spring semester
   of her election into office.

J. Duties of the Representatives to the Legislative Board
1. To be responsible for different opinions in their residence halls.
2. To serve as a liaison between the residence halls and the Legislative Board.
3. To attend all Legislative Board meetings.

K. Duties of Representative of Student – Faculty Committees
1. The student shall attend all meetings of her respective committee.
2. The representatives are responsible for reflecting student opinion and objectively
   representing their constituencies.
3. The student shall keep accurate records of business which comes before the committee
   during all meetings.
4. Senior Representatives are to serve as members of Legislative Board.
5. The Senior Representatives shall submit pertinent information concerning activities of their
   committees to the Salemite for publication and to the chair of Legislative Board.
6. The representative’s ability to conform to the above standards shall be subject to review by
   the Executive Board of Student Government and the chair of her committee. If after
   consultation with the student, the Executive Board and the Committee chair find her actions
   do not warrant continued representation, she shall be removed from duty and the Executive
   Board shall appoint a replacement.

L. Duties of Officers of Campus Activities Council
1. Chair of CAC
   a. To serve as director of extracurricular activities except those assumed by the Big
      3+3 and Salem Recreation Association.
b. To preside at all Campus Activities Council meetings.
c. To call any meetings of the Campus Activities Council she may consider necessary.
d. To serve on the Legislative Board and Student Activities Board.
e. To delegate the various responsibilities of the Council.
f. To plan events for Parents’ Weekend.

2. Treasurer
   a. To collect and keep a record of all funds received and expended.
   b. To take care of all entertainment expenditures.
   c. To petition for all aspects of the petitioning process.
   d. To turn in a monthly income statement.

3. Class and Residence Hall Representatives.
   a. To attend all called meetings.
   b. To assist the chair in her duties.
   c. To accept pertinent responsibilities as delegated.

M. Duties of Officers of the Off-Campus Student Association.

1. President
   a. To preside at all meetings of the Off-Campus Student Association.
   b. To attend all Legislative Board and Officers Board meetings.
   c. To serve on the Orientation Committee.
   d. To organize all Off-Campus activities throughout the school year as well as the summer.
   e. To conduct elections.

2. Vice President
   a. To assume the responsibilities of the president in her absence.
   b. To serve as Parliamentarian at all meetings of the Off-Campus Student Association.

3. Secretary
   a. To post notices of upcoming Off-Campus Student meetings and events.
   b. To keep an accurate account of proceedings of Off-Campus Student Association meetings.
   c. To be prepared to read the minutes when called upon by the President.
   d. To handle all Off-Campus Student correspondence.

4. Treasurer
   a. To keep a strict account of all receipts and expenditures of the Off-Campus Student Association.
   b. To attend all campus-wide meetings which involve treasurers of organizations.
   c. To be prepared to report at all meetings when called upon to do so.
   d. To collect Off-Campus Student dues and assist the president in determining the amount.

N. Duties of Class Officers

1. Presidents
   a. To attend and represent her class on the Officers’ Board and on the Legislative Board.
   b. To call, organize, and preside at all class meetings.
   c. To be responsible for coordinating events, committees and fundraising projects for her class.
   d. To direct and inform fellow class officers of responsibilities and activities.

   Senior Class President (one-year and two-month term).
   Junior class President (one-year term) – ex officio chair of the midterm of elected year until Fall midterm of Senior year.
   Sophomore Class President (one-year term).
   Freshman Class President (seven-month term).

2. Vice Presidents
   a. To serve on Officers’ Board
b. To assist the president in matters of class business and to assume the duties of the president in her absence.

c. To file with Officers’ Board a class booklet of the year’s business.

3. Secretaries
   a. To serve on Officers’ Board.
   b. To prepare and post the minutes and agenda of each class meeting at designated areas.
   c. To be prepared to read the minutes and agenda of each class and to take the roll.
   d. To take attendance at SGA meetings (facilitated by Senior Class Secretary).

4. Treasurers
   a. To serve on Officers’ Board.
   b. To report on the class budget at each meeting.
   c. To keep a strict account of all receipts and expenditures of the class.

O. Duties of the Chief Marshal
   1. To serve as a representative to the Legislative Board.
   2. To oversee the Marshals and assist in their duties.

P. Duties of Marshals
   1. To usher for Opening, Founders Day, and Honors Convocations; to assist at graduation functions; and to serve as hostesses with Alumnae Day Activities.
   2. To assist the Chief Marshal in her duties.

Q. Duties of the Fall Fest Chair
   1. To call and preside at all Fall Fest committee meetings.
   2. To work with class chairs to schedule events; organize the food, class challenges, decorations, entrance, skills, and entertainment.
   3. To help the freshmen choose their Fall Fest chair, to explain what is required of them and to hand out the freshman Fall Fest guidelines.
   4. To approve class themes and to handle any conflicting themes.
   5. To do an evaluation of the day at Student Government Association before the end of the fall term in order to make necessary changes for the next year.

R. Duties of the Co-Chairs of the Elections Committee
   1. To call and preside at all Elections Committee meetings.
   2. To draw up the calendar of election proceedings.
   3. To check the eligibility of applicants.
   4. To prepare, receive, and handle application forms.
   5. To organize and preside at the speech and installation sections of the appropriate Student Government Association meetings.
   6. To post names of the winners and submit a list of new officers to the Dean of Students, the Academic Dean and the President’s Office.
   7. To report directly to the Executive Board of the Student Government Association.
   8. To be responsible for the secured ballot box(es).
   9. To keep secure at all times the key to the ballot box.

S. Duties of the Co-Chairs of the Orientation Committee
   1. In the spring in which she is appointed:
      a. To work with the Director of Student Activities to set up the schedule for all Orientation events.
      b. To meet with the Orientation Committee, explaining the duties and delegating responsibilities.
   2. In the summer:
      a. To send the freshman correspondence and keep the committee members informed of plans.
   3. In the fall:
      a. To attend and oversee all Orientation functions.
      b. To coordinate schedules of committee members for all activities.

T. Duties of the Co-Chairs of the Exam Committee
   1. To begin approximately two weeks prior to exam week organizing tasks necessary to ensure a smooth running exam period.
2. To work with the Registrar to obtain necessary information concerning class offerings, exams, names and addresses of non-boarding students, etc.
3. To keep all students and faculty informed of exam rules and schedules.
4. To be available throughout the exam period.
5. To carry out effectively and thoroughly all tasks necessary for efficient exam distribution and procedure.
6. To work with the Chair of the Honor Council if any problems or questions should arise.

U. Duties of the Chair of the Food Committee
1. To work with the Big 3+3 in planning menus for dance weekends.
2. To act as a liaison between the students and the manager of the food service.
3. To work with the residence hall representatives in compiling suggestions from the student body.

V. Duties of the Class Fall Fest Chair
1. To work with the Fall Fest Chair to schedule events; organize the food, class challenges, decorations, entrance, skits and entertainment.
2. To work on the class theme.
3. To appoint committee chair and organize committees for Fall Fest Day.
4. To coordinate all aspects of the class production of Fall Fest.
5. To help the Fall Fest Chair evaluate the activities of the day and modify the guidelines before the end of the fall term.

W. Duties of the Chair of the Sophomore Senior Banquet
1. To collect suggestions for the theme to be voted on by the sophomore class.
2. To appoint committee chairs, organize committees, and begin to make plans at the end of the fall semester.
3. To oversee all aspects of the banquet which is usually held in April.

X. Duties of Class Representatives to the Executive Finance Board
1. To represent their respective classes by serving as active members of the Executive Board which reviews fundraising projects and General Fund petitions.
2. Senior class representatives
   a. To coordinate the activities of all club treasurers.
3. Junior class representatives
4. Sophomore class representatives
   a. To assume responsibility for distribution and collection of the rented refrigerators used in the students’ rooms.
5. Freshman class representatives
   a. To send flowers or gifts to students, faculty, or staff members when appropriate.

Y. Duties of the Officers of April Arts.
1. Chair of April Arts
   a. To be responsible for all phases of April Arts.
   b. To see that all details of April Arts week are carried out.
   c. To preside over all meetings.
   d. To appoint various officers.
2. Vice Chair
   a. To assist the Chair of April Arts.

Z. Duties of the Officers of Big 3+3
1. Co-Chair(s) of Big 3+3
   a. To organize the three dance weekends and any other social function sponsored by the organization.
   b. To serve on Legislative Board.
   c. To collect and keep a record of all funds received and expended by the organization.
   d. To take care of all entertainment expenditures (i.e. to ensure that the Band Liaison has paid the band).
   e. To turn in a monthly income statement.
   f. To contact the photo company for all social events.
   g. To sort and distribute pictures.
h. To petition for all aspects of the petitioning process (i.e. tickets, parties, pictures, t-shirts, etc.).

i. To be responsible for printing all professional printing (i.e. tickets, fliers).

j. To be responsible for distributing tickets to student representatives for all social functions.

k. To be responsible for displaying all materials printed in correct localities (i.e. fliers at other campuses).

l. To be responsible for putting up and/or taking down all decorations that are needed for the social functions.

m. To be responsible for contacting and helping any hired decorating and/or catering that the organization may have at sponsored function.

n. To recruit any members of the organization to help with the activities of this committee.

o. To be responsible for all hired workers that are needed for social functions (i.e. students to check IDs and tickets at the door).

p. To have all workers sign and agree to policies presented on the worker instruction.

q. To greet and meet the band for set up.

r. To make sure the band is breaking down and/or leaving and/or paid when appropriate.

s. To coordinate any miscellaneous requests of the band that had been indicated on the rider (i.e. if the band wants dinner or drink provided).

t. To be responsible for selling tickets in the residence halls, Student Lounge, or Refectory.

AA. Duties of the Officers of Pierrettes

1. President
   a. To call and preside at all meetings.
   b. To appoint all committees.
   c. To act as coordinator between club members, the product staff, and officers of the club.
   d. To act as a general liaison to the faculty adviser.

2. Vice President
   a. To act in the absence of the president.
   b. To coordinate special meetings with committee heads.
   c. To act as the business manager of the product staff.

3. Secretary
   a. To record the minutes of each meeting.
   b. To coordinate publicity for all productions.

4. Treasurer
   a. To handle all club funds and keep an accurate account of receipts and expenditures.
   b. To act as a financial liaison to the faculty adviser.

BB. Duties of the Officers of Incunabula

1. Editor(s)-in-Chief – Co-Editors are one Internal, and one External
   a. To select, with approval of publications board, additional editor(s) to aid in the duties and help organize the magazine and staff.
   b. To have the final decision in determining the acceptance or rejection of all submissions.
   c. To assign additional duties as needed.
   d. To represent the Incunabula on Legislative and Publications Boards.

2. External Editor
   a. To work closely with patrons and the page coordinator in coordinating ad sales and/or patron sales.
   b. To handle all correspondence and public relations with traditional students, staff, Continuing Studies students, alumnae, off-campus students, and the community.
   c. To post notices of meetings and to send notices of meetings when needed.
   d. To attend Legislative Board and Publications Board.
3. Internal Editor
   a. To be the primary contact with the printer.
   b. To evaluate the layouts and determine any problems.
   c. To know how to work the computer software used for layouts.
   d. To attend Legislative Board and Publications Board.

4. Faculty Adviser
   a. To be chosen by the editor(s).
   b. One faculty adviser is to be chosen from the English department.
   c. Any other faculty advisers may be chosen as the editor(s) deems necessary.
   d. The faculty advisers are not required to attend meetings although they should be available for consultation.
   e. The editorial board will meet with the faculty adviser(s) so that the faculty adviser(s) will be aware of the publication actions.
   f. To vote on all entries.

5. Patrons’ Page Coordinator/Editor-in-Training
   a. To coordinate patron and ad sales.
   b. To be responsible for overseeing bookkeeping involving ad sales and patrons.
   c. To directly assist editors in layout and production of the magazine.
   d. To attend Editors’ meetings.
   e. To attend Legislative Board and Publications Board if neither editor can attend.
   f. To handle correspondence between Incunabula and patrons (thank-you’s, receipts, etc.)

CC. Duties of the Officers of Salemite
1. Editor-in-Chief (or Co-Editors)
   a. To fill all offices, by appointment, after consultation with the Assistant Editor.
   b. To call and conduct meetings.
   c. To assign stories and photographs.
   d. To proofread, and approve final copy and layout of the paper.
   e. To work with the business manager on ads and accounts.
   f. To assist in laying out the editorial and news pages.
   g. To head the Editorial Board.
   h. To serve on the Publications Board.
   i. To serve on the Legislative Board.
   j. To serve on the President’s Council.
   k. To make sure the duties of an unfilled office are reassigned.

2. Assistant Editor*
   (*Office not filled if there are Co-Editors-in-Chief)
   a. To assist the Editor-in-Chief in all duties.
   b. To assign the duty of distribution of the paper.
   c. To oversee the photography staff.
   d. To oversee the ordering of supplies.
   e. To serve on Editorial Board.

3. Business Manager*
   a. To keep an accurate account of all receipts and expenditures.
   b. To keep the Editor-in-Chief informed of the budget.
   c. To send notices to any advertisers of bills outstanding.
   d. To send notices to any classified ad buyers of bills outstanding.

4. Copy Editor
   a. To edit all material.
   b. To proofread all material after it has been laid out in the computer.
   c. To recheck all material including headlines, ads, schedules, etc., after each issue has been glued to flats.

5. Layout Editor
   a. To be responsible for the layout of each issue.
   b. To oversee layout work done by the other staff members.
c. To constantly be aware of any problems in the design of the paper and to make the necessary corrections.

6. Advertising Editor
   a. To oversee the selling of ads.
   b. To consult layout work done by the other staff members.
   c. To constantly be aware of any problems in the design of the paper and to make the necessary corrections.

7. Sports Editor
   a. To assign sports articles
   b. To assign sports photographs.
   c. To assist laying out the sports page.
   d. To serve on Editorial Board.

8. Features Editor
   a. To assign feature articles
   b. To assign feature photographs.
   c. To assist in laying out the features page.

9. Staff Reporters
   a. To attend all staff meetings.
   b. To meet all deadlines.
   c. To proofread own articles.
   d. To type own articles into publications computer.
   e. To contribute to the evaluation of each issue.

10. Faculty Adviser
    a. To consult the Editor-in-Chief (or Co-Editors) on any problems.
    b. To offer suggestions and criticism.

DD. Duties of the Officers of Sights and Insights
1. Two Editors-in-Chief shall serve and split the duties as such.
   a. Layout and Design Editor
      i. To oversee and coordinate the entire publication of the annual and to be the final judge of all plans, photographs, and written material.
      ii. To assign staffing for layouts.
      iii. To call and preside at meetings of the entire Sights and Insights staff.
      iv. To serve on Publications Board.
      v. To serve on Legislative Board.
   b. Business Editor
      i. To oversee and coordinate the entire publication of the annual and to be the final judge of all plans, photographs, and written material.
      ii. To assign staffing for advertisement sales and fund-raisers.
      iii. To keep an accurate account of all receipts and expenditures.
      iv. To call and preside at meetings of the entire Sights and Insights staff: layout staff meetings, ad meetings, and general meetings.
      v. To serve on Publications Board.
      vi. To serve on Legislative Board.

2. Staff members
   a. All of their duties will be assigned to them by the Editors-in-Chief of the annual.
   b. To attend all meetings called by the Editor-in-Chief.

EE. Duties of the Officers of the Ambassadors
1. President
   a. To preside at all meetings.
   b. To coordinate the Senior Pledge Program.

2. Vice President
   a. To preside at all meetings in the absence of the President.
   b. To be student chair of the Phonathon.

3. Corresponding Secretary
   a. To send committee news to members of campus and to members during summer break.
4. Recording Secretary  
   a. To record and distribute minutes from fundraising projects.

5. Treasurer  
   a. To manage funds for the committee from fundraising projects.

FF. Duties of the Co-Chairs of Fremdendienerin  
1. To call meetings and notify other members of meeting times.  
2. To preside at the meeting in the absence of the admissions representative.  
3. To inform the student body of prospective student weekends and to assist with those weekends.  
4. To act as liaison between the Admissions Office, other Fremdendienerin members and the rest of the student body.

GG. Duties of the Officers of the International Club  
1. President  
   a. To preside at all meetings.  
   b. To call meetings when deemed necessary.  
   c. To oversee all club sponsored activities.  
   d. To appoint any committees necessary for the success of club functions.

2. Vice President  
   a. To assume the duties of the President in her absence.  
   b. To assist the President in her duties.  
   c. To coordinate and distribute a newsletter to remind members of upcoming special events.  
   d. To coordinate publicity matters.

3. Secretary  
   a. To keep minutes at each meeting.  
   b. To keep an accurate record of membership.  
   c. To alert members to meeting dates and times.  
   d. To carry on and file any necessary correspondence.

4. Treasurer  
   a. To keep an accurate ledger of receipts and expenditures.  
   b. To collect all dues.

5. Fundraising Chair  
   a. To organize all fundraising events.  
   b. To place orders for fundraising materials.  
   c. To appoint a committee for each fund-raiser and delegate all relevant responsibilities.

HH. Duties of the Officers of ONUA  
1. President  
   a. To be elected in the spring SGA elections.  
   b. Will preside over organizational meetings.  
   c. Will act as liaison between faculty/staff and organizational members.  
   d. Will oversee the duties of all other officers in the organization.  
   e. Will present the thoughts and ideas of ONUA as a whole to the larger communal body of the College and community.

2. Vice President  
   a. Will be chosen by majority vote.  
   b. Will preside in the absence or disability of the President.  
   c. Will assist the President in the overseeing of officer functions.  
   d. Will present the thoughts and ideas of ONUA as a whole to the larger communal body of the college and community.

3. Secretary  
   a. To be chosen by majority vote.  
   b. Handles all correspondences.  
   c. Posts all notices of meetings and sends individual notices of meetings when needed (including Faculty Adviser).  
   d. Keeps minutes of each meeting so they may be referred to for future reference.
e. Keeps a listing of all members and their attendance record.

4. Treasurer
   a. To be chosen by majority vote.
   b. Handles all financial transactions.
   c. Keeps a financial record.
   d. Works closely with the Fundraiser Chair.
   e. Keeps members informed of all financial transactions.
   f. Gives monthly financial statement to all members.
   g. Collects dues accordingly.
   h. Pays all organizational debts.

5. Fundraiser Chair
   a. To be chosen by majority vote.
   b. Provides ideas for fundraisers.
   c. Seeks information as to how to carry through projects.
   d. Obtains permission for projects through proper channels.
   e. Has knowledge of the location of all fundraising materials at all times.
   f. Keeps record of all allocated funds for project.
   g. Must conduct a minimum of one fundraiser per semester.
   h. Keeps her own copy of financial records and periodically balances them with those of the treasurer.
   i. Responsible for monthly financial statement to the treasurer.

6. Social Chair
   a. To be chosen by majority vote.
   b. Plans all social activities.
   c. Sends flyers pertaining to social activities.
   d. Informs all members of the allocation of funds for all social activities.
   e. Keeps members updated about the progress of social activities through weekly/monthly meetings.

7. Historian
   a. To be chosen by majority vote.
   b. Keeps a pictorial account of all organizational activities.
   c. Keeps written journal of organizational events or provide for her absence.
   d. Must present a report of each semester’s activities at the end of the semester.

8. Public Relations Chair
   a. To be chosen by majority vote.
   b. Will act as liaison between organization and community.
   c. Provides means for public knowledge of organizational activities.
   d. Plans at least one organizational/community function per semester.
   e. Keeps track of all community members and their contributions and donations.
   f. Will send appreciation notices accordingly.
   g. Keeps historian informed of all community contributions and donations.

II. Duties of the Officers of Omicron Delta Kappa

1. President
   a. To preside at all meetings.
   b. To appoint all committees.

2. Vice President
   a. To attend all meetings.
   b. To aid the President in preparation for meetings and activities.

3. Faculty Secretary
   a. To keep minutes of each minute.
   b. To correspond with the national office and to inform them of the society’s activities.

4. Treasurer
   a. To keep an accurate account of all receipts and expenditures.

JJ. Duties of the Officers of Alpha Lambda Delta

1. President
   a. To perform induction ceremonies of new members.
b. To correspond with National Headquarters and to inform them of the society’s activities.

2. Vice President
   a. To assume the duties of the President in her absence.

3. Secretary
   a. To keep an accurate record of attendance and proceedings of each meeting.

4. Treasurer
   a. To keep an accurate account of all receipts and expenditures.

KK. Duties of the Officers of Alpha Psi Omega

1. President
   a. To organize Christmas Readers Theater and initiation of new members in the spring.
   b. To inform members of theater performances in the community.
   c. To organize special projects (i.e. paper drive).
   d. To keep a record of the accumulation of crew hours a person has for Pierrettes when she is working toward membership in Alpha Psi Omega,

2. Treasurer
   a. To keep an accurate record of all receipts and expenditures.

LL. Duties of the Officers of the Arete Chapter of Mortar Board

1. President
   a. To preside at all meetings.
   b. To be responsible for the audit of the chapter financial reports.
   c. To vote upon the election of new members, upon request, and in the case of a tie.
   d. To appoint all committees and delegate responsibilities.

2. Vice President
   a. To preside in the absence or disability of the President.
   b. To work with the Secretary/Treasurer in carrying out necessary duties for the chapters as indicated by the President.

3. Secretary/Treasurer
   a. To notify all members and advisers of meetings and to keep the minutes of each meeting.
   b. To file and carry on necessary correspondence.
   c. To handle all finances, pay bills and submit a report to the President twice yearly.
   d. To collect dues.

MM. Duties of the Officers of Phi Alpha Theta

1. President
   a. To call and preside over all meetings.
   b. To be responsible for the development of the chapter.
   c. To initiate new activities and programs.
   d. To assure that the dictates of the constitution (both national and local) are being upheld at all times.
   e. To assure applicants have fulfilled the requirements for membership as stated in the constitution.
   f. To initiate new members into the chapter at the designated time once qualifications of applicants have been satisfied.

2. Secretary/Treasurer
   a. To carry out all correspondence for the chapter.
   b. To preserve the constitution and all records of the chapter.
   c. To handle all finances and keep accurate records.
   d. To work closely with the faculty adviser.

3. Faculty Adviser
   a. To be a resource person working with chapter officers.
   b. To review qualifications of applicants with the President.
   c. To maintain stability in the chapter through the transition of new officers and new initiates.
To work with the chapter members to promote continuing in history in the chapter and on campus.

**NN. Duties of the Officers of the Catholic Student Association**

1. **President**
   a. To conduct all meetings of officers and membership.
   b. To maintain contact with the group’s faculty sponsor.
   c. To delegate projects and responsibilities as needed

2. **Vice President**
   a. To conduct meetings in the absence of the President.
   b. To assist the President with all duties as needed.
   c. To assume the office of President should the President be unable to fulfill her elected role.

3. **Secretary/Treasurer**
   a. To attend all meetings.
   b. To record the minutes of all meetings.
   c. To maintain finances and financial records of the group.

4. **Peer Ministry Council Members**
   a. To attend all meetings.
   b. To conduct committee meetings.
   c. To delegate responsibilities within the respective committee.
   d. To report all committee activities and decisions to the entire group.

**OO. Duties of the Officers of the Methodist/Presbyterian Fellowship**

1. **President**
   a. To conduct all meetings of the officers and all meetings of the membership.
   b. To maintain contact with the adviser.
   c. To delegate responsibility for all activities of the Methodist/Presbyterian Fellowship in conjunction with the United Methodist and Presbyterian ministers.
   d. To provide Methodist/Presbyterian Fellowship members with service schedules and other activities of local United Methodist and Presbyterian churches.

2. **Secretary/Treasurer**
   a. To attend all meetings of officers.
   b. To record minutes of meetings of officers and meetings of members.
   c. To submit minutes of meetings of officers and minutes of meetings of members to the United Methodist and Presbyterian Campus Ministers.
   d. To maintain financial records of Methodist/Presbyterian Fellowship and have them approved by the United Methodist and Presbyterian Campus Ministers.

3. **Outreach/Service Coordinator**
   a. To attend all meetings of the officers.
   b. To promote Methodist/Presbyterian Fellowship to new students.
   c. To publicize activities of Methodist/Presbyterian Fellowship to the Salem College student body.
   d. To organize service projects.

4. **Fellowship/Program Coordinator**
   a. To attend all meetings of the officers.
   b. To work with the United Methodist and Presbyterian Campus Ministers to establish programs for group retreats.
   c. To develop fellowship programs for the Salem chapter.
   d. To develop fellowship programs for the Winston-Salem Methodist/Presbyterian Fellowship.

**PP. Duties of the Officers of the InterVarsity Christian Fellowship**

All officers are responsible to carry out the purpose, general policies and program of this organization as efficiently as possible. They are also responsible for the continuance of this organization from year to year. The offices may include the following:

1. **President**
   a. Organizes and facilitates weekly Lead Meetings.
2. Administrator
   a. Oversees publicity including emails, calls, posters, chapter calendar, etc.
   b. Oversees management of chapter funds.
   c. Coordinates chapter database for New Student Outreach and a chapter directory.

3. Outreach Coordinator
   a. Organizes strategy to reach out to new students.
   b. Plans outreach events on campus.
   c. Serves as a liaison with Wake Forest IV Chapter.

4. Small Group Leaders
   a. Lead weekly small group meetings.
   b. Meet weekly with other small group leaders to plan the meeting.
   c. Oversees publicity for small group meetings and events.

QQ. Duties of the Officers of Salem College Dance Company (SCDC)
1. President
   a. To preside at all meetings.
   b. To call special meetings when necessary.
   c. To keep a record of attendance of all members.
   d. To assist the Adviser in money matters when needed.
   e. To supply all publicity for the club during the year.

RR. Duties of the Officers of the College Republican Club
1. President
   a. To preside at all meetings of the Club and Executive Board.
   b. To call special meetings if she deems it necessary.
   c. To appoint special committees and members hereof.
   d. To be an ex officio non-voting members of all committees.
   e. To exercise general supervision over the activities.

2. Vice President
   a. To preside in the absence of the President.
   b. To assume the office of President should that office become vacant.
   c. To serve as chair of the Program Committee.

3. Secretary
   a. To keep the official minutes of the Club and Executive Board meetings.
   b. To maintain the official roll of the Club.

4. Treasurer
   a. To collect all the money of the Club.
   b. To pay all bills by check keeping a good account.
   c. To report to the membership of the Club at least once a semester.
   d. To serve as chairman of the Finance Committee.
   e. To keep an accurate record of all receipts and expenditures.
   f. To provide monthly reports.
   g. To handle all financial transactions.

SS. Duties of the Officers of Beta Beta Beta
1. President
   a. To call and preside over all meetings.
   b. To be responsible for the development of the chapter.
   c. To create all committees needed.
   d. To initiate new activities and programs.
   e. To assure that the dictates of the constitution (both national and local) are being upheld at all times.
   f. To assure applicants have handled the requirements for membership as stated in the constitution.
   g. To initiate new members into the chapter at the designated time once qualifications of applicants have been satisfied.

2. Vice President
   a. To preside in the absence of the President.
b. To help the President coordinate chapter activities.
c. To be specifically concerned with fundraisers.
d. To aid the Historian in reports sent to the National Society and Conventions.

3. Secretary
   a. To record and post proceedings of every meeting.
   b. To carry out all correspondence for the chapter.
   c. To obtain the names of qualified applicants before the qualifications are reviewed by the President and Faculty Adviser.
   d. To preserve the constitution and all records of the chapter.

4. Historian
   a. To keep an accurate record of the chapter’s activities.
   b. To keep the scrapbook up-to-date.
   c. To submit articles to the Salemite to inform the student body of important events.
   d. To prepare a report to be presented at the District and National Conventions.
   e. To apply an annual activity report to the National Society.

5. Treasurer
   A. To handle all finances and keep accurate records.
   B. To handle all finances and keep accurate records.
   C. To work closely with the Vice President during fundraising projects.
   D. To be prepared to give financial reports at each meeting.
   E. To work closely with the Faculty Adviser.

6. Faculty Adviser
   a. To work closely with the Treasurer and to keep accurate records of all financial transactions.
   b. To be held ultimately accountable for all financial transactions.
   c. To review the qualifications of applicants with the President, and with the help of the Vice President.
   d. To maintain stability in the chapter through the transition of new officers and new initiates.

TT. Student Chapter of the Mathematical Association of America

1. President
   a. To preside at all meetings.
   b. To call all meetings.

2. Vice President
   a. To perform the duties of the President when she is unable to attend.

3. Secretary/Treasurer
   1. To keep an accurate record of attendance and proceedings at each meeting.
   2. To maintain a balanced budget.

UU. Duties of the officers of the Rotaract Club of Salem College

1. President
   a. To preside at all meetings.
   b. To appoint all standing and special committees with the approval of the board.
   c. To act as an ex officio member of all committees.
   d. To maintain communication with the sponsor club and district Rotaract representative.

2. Vice President
   a. To succeed the office of the President in the event of the removal of the latter, and shall preside at all meetings of the club and the board.

3. Secretary
   a. To maintain all club records.
   b. To keep minutes of all meetings and provide copies of such to the chairman of the sponsor Rotary club’s Rotaract committee.

4. Treasurer
   a. To oversee all club funds, maintain all necessary records and deposit all such funds at the Business Office.
b. To report on the club’s financial status at each meeting and hold all records available for inspection by any club members.

5. Committee of International Service
   To enhance knowledge and understanding of worldwide needs, problems and opportunities and developing activities to give service for promoting international understanding and goodwill toward all people.

6. Committee of Community Service
   To enhance knowledge and understanding of community needs, problems and opportunities, and for formulating and developing appropriate activities for serving the community.*

7. Committee of Professional Development:
   To develop a program designed to provide information about a wide cross-section of businesses and professions and to stimulate awareness and acceptance of high ethical standards in business and professional life.

*The International Service and Community Service committees shall each have the duty of initiating and planning one major activity in its field each year which shall involve all or most of the club membership.

VV. Duties of Lambda Pi Eta Officers
1. President
   a. To preside over all meetings.
   b. To announce all meetings.
   c. To actively promote the purposes of Lambda Pi Eta in the College community.
   d. To appoint such committees that shall be appropriate for furthering the purposes of Lambda Pi Eta.
2. Vice President
   a. To assume duties of the President in her absence.
   b. To head all special programs and projects of Lambda Pi Eta.
   c. To inform members of research opportunities and involvement in professional associations.
   d. Determine the eligibility and recruiting of new members.
   e. Present awards for outstanding member contribution.
3. Treasurer
   a. To collect annual chapter dues.
   b. To collect and transmit initiation fees and information.
   c. Establish a yearly budget.
   d. Disperse funds for appropriate organizational expenses.
   e. To account for all chapter funds.
4. Secretary
   a. To keep a complete set of minutes of chapter business.
   b. Deposit the minutes to the faculty adviser at the expiration off her term in office.
   c. Assure adequate media coverage of the activities of Lambda Pi Eta.
   d. Keep a record of all chapter activities.

Terms of Office
1. Eligibility
   a. All officers must be communication majors.
2. Elections procedures
   a. Officers shall be elected for one academic year.
   b. Officers shall be elected from and by all of the members at the last regular meeting of the academic year and shall assume their duties at the first regular meeting of the next academic year.
   c. If an officer cannot complete the term she is to be replaced by an election of current membership.

WW. Duties of Officers of the Salem College Democrats
1. President
   a. To preside at all meetings of the club and Executive Board of the organization.
b. To call special meetings if she deems necessary.
c. To appoint special committees and members hereof.
d. To be an ex officio non-voting member of all committees.
e. To exercise general supervision over all activities.

2. Vice President
   a. To preside in the absence of the President.
   b. To assume the office of President should that office become vacant.
   c. To serve as chair of the Program Committee.

3. Secretary/Treasurer
   a. To notify all members and advisers for meetings, and to keep the minutes of each meeting.
   b. To file and carry on necessary correspondence.
   c. To handle all finances, pay bills, and submit a report to the President twice yearly.

XX. Duties of the Officers of Sigma Tau Delta
   1. President
      To call and preside at all meetings.
      To appoint all committees.
      To be responsible for the development of the chapter.
      To work closely with the faculty sponsor.
   
   2. Vice President
      a. To preside in the absence of the President.
      b. To serve as Program Chair.
      c. To maintain the archives and the written continuing history of the society.
   
   3. Secretary/Treasurer
      a. To take minutes at all meetings.
      b. To carry out all correspondences for the chapter.
      c. To handle all finances and keep accurate records.

YY. Duties of Officers of Habitat for Humanity International
   1. Coordinator or Main Student Contact
      a. Initiate large meetings and meet with the committee chairs as needed.
      b. Serve as information medium between the local affiliate and the membership.
   
   2. Main Secretary
      a. Take notes at large meetings.
   
   3. Committee Secretaries
      a. Take notes at committee meetings.
   
   4. Treasurer
      a. Serve as chair of the Finance Committee.
      b. Institute fundraising ideas with the group.
      c. Keep track of the membership’s financial situation.
   
   5. Chairs of Publicity and Contact Committees
      a. Organize meetings for the committee and be responsible for advertising.
      b. Will call members of “Sisters for Habitat” to organize groups for building project.

VII. Removal from Office
   A. Honor Council shall remove from office any officer of a student organization violating the Honor Code.
   B. The Executive Board of Student Government shall remove from office any student who is on Academic Probation while holding a major or absolute office.
   C. Interdorm Council shall remove from office any officeholder to whom Interdorm issues a penalty of probation, suspension, expulsion, when the infraction warrants removal from office or upon repeated infractions.
   D. The Representatives to the Student-Faculty Committees shall be subject to removal form office by the joint authority of the Executive Board and the respective committee Chair.
   E. An ad hoc committee shall be formed to hear petitions to remove from office any officer found negligent in her duties and understood responsibilities.
   1. Procedure
a. It is suggested that prior to submitting a petition to the Executive Board charging an officer with negligence the concerned student speak with the officer in question about the observed negligence.

b. If the concerned student feels it necessary she shall submit a petition to the Executive Board stating charges of negligence.

c. An ad hoc committee consisting of the Executive Board and one student drawn randomly from each class and the off-campus students from a pool of all officers of Student Government elected in class or general elections shall hear the charges stated in the petition.

d. The ad hoc committee shall remove from office any officer found negligent in the execution of the duties and understood responsibilities of her office.

e. That after the hearing any questions about procedure would go to Appeal Board.

f. That after the hearing any questions about the committee's decision would go jointly to the Dean of Students and the President of the College.

g. Strict confidentiality shall be maintained with respect to all cases.

2. Membership

   a. The Executive Board of Student Government, consisting of President, Vice President, Secretary, Treasurer, Chair of Interdorm and Chair of the Honor Council.

   b. One student drawn randomly from each class and the off-campus students from a pool of all officers of Student Government elected in class or general elections.

3. Duties

   a. The chair of the committee will be the President of Student Government. Her duties are listed under Bylaw VI, Section A.

   b. The secretary of the committee will be the Secretary of Student Government. Here duties are listed under Bylaw VI, Section F.

   c. In the absence of either of these officers the Vice President of Student Government shall serve.

   d. If the case goes before the Appeal Board, the Vice President of Student Government will present the case but will not have a voice in the decision. If the board cannot reach an agreement the ad hoc committee will review the case and the decision again.

VIII. Responsibilities and Privileges of the Student Government

   A. Initiate petitions signed by ten percent of the student body for legislative action and to submit them to the Legislative Board of Student Council. The petition must contain only one proposal.

   B. To exercise the power of referendum in regard to decisions made by the Legislative Board if so desired. A referendum must be in the form of a petition signed by ten percent of the student body. All petitions must be submitted to the Legislative Board.

   C. To attend all meetings of the Student Government Association.

   D. To appear in any judicial matter individually before the Honor Council or Interdorm Council and present facts in the case.