

HIGH POINT UNIVERSITY

THE PREMIER LIFE SKILLS UNIVERSITY

Student Government Association

Class Officer Position Responsibilities

From SGA Bylaws

ARTICLE I. CLASS OFFICERS

Section I. Class Officer Responsibilities.

1. In the event of any openings in Class Officer positions, the current Class Officers shall be vested with the powers to appoint individuals to the vacancy(ies);
2. Said appointments are subject to ratification by a majority of the Executive Council and may be overturned by a three-fourths vote of the Student Senate.
3. Attend all Student Government Association meetings. The only excused absences include:
 - a. Serious illness;
 - b. Family obligation/emergency (i.e., Death, Illness, etc.);
 - c. University/Academic Approved Events
 - d. All others approved at the discretion of the Attorney General, Secretary, and President;
4. In the event a Class Officer has three unapproved absences, they will be subject to review by the Executive Council and can be referred to the Disciplinary Committee by the President, Attorney General, and SGA Advisor. Sanctions may range from a warning to removal from position;
5. Complete any other duties assigned by the President of the Student Government Association;
6. Complete all duties as stated in SGA Constitution and Bylaws. Failure to do so can result in referral to Disciplinary Committee.
7. All class officers must abide by and uphold a positive representation of the University. Class officers cannot be on Disciplinary Probation (DP) or have a significant conduct history deemed by the SGA Advisor, President, Attorney General, and Chief Justice.

Duties and Powers of Elected Class Officers: The Class Officers of the Student Government shall have duties and powers, as indicated:

President: The President shall:

1. Schedule weekly meetings of the class officers;
2. Preside over class officer meetings;
3. Report all activities and decisions of the class officer meetings to the Executive Council;
4. Appoint, in collaboration with the remaining class officers, a new class officer, should a position be vacant;

5. Vote on bills and resolutions within the Student Senate;
6. Ensure that the class meets the semester requirements

Vice President: The Vice President shall:

1. Assist the president when need be;
2. Oversee the other class officers and assist in their duties if needed;
3. Promote Class events, Student Government Association events, individual Student Government Association organizations' events, and campus events;
4. Promote events in accordance with the High Point University mission, purpose, and image to better the well-being of the University community;
5. Vote on bills and resolutions within the Student Senate

Treasurer: The Treasurer shall:

1. Monitor all funds of their respective class;
2. Keep official records of all receipts and expenditures;
3. Submit any bills to the Student Senate;
4. Complete all After Action Reports and file requisition forms when needed;
5. Propose a budget during Budget Defenses;
6. Vote on bills and resolutions within the Student Senate

External Communications Chair: The External Communications Chair shall:

1. Manage Class social networking tools;
2. Monitor the class email and respond in a timely manner;
3. Vote on bills and resolutions within the Student Senate

Events Coordinator Chairs: The Events Coordinator Chairs shall:

1. Plan the mandatory service event;
2. Plan class social events;
3. Vote on bills and resolutions within the Student Senate