

Towson University
Student Government
Association



Constitutional Bylaws

TABLE OF CONTENTS

<i>ARTICLE I - ORGANIZATION</i>	3
Section One – Name and Structure	3
Section Two – Membership	3
<i>ARTICLE II – LEGISLATIVE BRANCH</i>	3
Section One – The Student Senate	3
Section Two – Duties & Responsibilities	4
Section Three – Standing Committees	4
Section Four – Ad Hoc Committees	7
Section Five – Senate Leadership	7
<i>ARTICLE III – EXECUTIVE BRANCH</i>	9
Section One – Structure	9
Section Three – Executive Cabinet Duties & Responsibilities	13
Section Four – Assistant Director Duties and Responsibilities	24
<i>ARTICLE IV – JUDICIAL BRANCH</i>	25
Section One – Structure	25
Section Two – Duties & Responsibilities	25
<i>ARTICLE V – AMENDMENTS AND RATIFICATION</i>	27

ARTICLE I - ORGANIZATION

Section One – Name and Structure

- A. This organization shall be the Towson University Student Government Association. The SGA shall be comprised of three branches: Legislative, Executive, and Judicial.
- B. The SGA shall serve the purpose of preserving an atmosphere of free discussion, inquiry, and self-expression, to ensure the personal freedom and general welfare of the Student Body, and to promote principles of all aspects of diversity through advocating for the best interest of the Student Body.
- C. The SGA shall be advised by:
 - a. The Director of Student Activities
 - b. The Coordinator of Student Organizations
 - c. The Vice President for Student Affairs
 - d. The Associate Vice President for Student Affairs Campus Life
 - e. The President of Towson University.

Section Two – Membership

- A. SGA members must:
 - a. Be full-time fee paying undergraduate Towson University main campus students;
 - b. Be elected by the Student Body, or appointed by the President or Vice President and confirmed by a two-thirds [2/3] vote by the Student Senate
 - c. Be in good academic standing with the University
 - d. Participate in at least five (5) community service events a semester, one of which must be SGA sponsored.

ARTICLE II – LEGISLATIVE BRANCH

Section One – The Student Senate

- A. The Student Senate shall:
 - a. Be the Legislative Branch of the SGA

- b. Be comprised of twenty-eight (28) Senators and the Vice President
- c. Convene weekly from 5:00 p.m.-7:00 p.m. every Tuesday.

Section Two – Duties & Responsibilities

- A. Attend all mandatory SGA events and meetings, with exceptions established by the Vice President, including:
 - a. Weekly General Assemblies from 5:00 p.m.-7:00 p.m. every Tuesday
 - b. Weekly Pre-Meetings from 5:00 p.m.-6:00 p.m. every Thursday, outside of two excused absences, excluding Special Sessions, per semester
 - c. All Student Organization Summits, Treasurer’s Workshops, Financial Advisory Committee (FAC) meetings when requested by a student organization, and Budget Hearings
- B. Complete a minimum of five (5) office hours per week. However, Senate Leadership must complete ten (10) office hours per week
- C. Serve on either the Appropriations Committee or Government Operations Committees
- D. Reply to emails within two (2) business days
- E. E-mail Student Organizations about important dates and deadlines
- F. Complete weekly Senate Progress Reports and submit them to the Vice President and the President Pro Tempore
- G. Exercise voting power in all legislative sessions unless there is evident conflict of interest
 - a. All votes are to be cast keeping the best interests of Towson University students in mind.
- H. Advocate for the student body through the presentation of legislation
- I. Act as a liaison between Student Organizations and the Student Government Association
- J. Confirm all Presidential and Vice-Presidential appointments by a two-thirds [2/3] majority vote
- K. Adhere to all Accountability Procedures and expectations established by the Executive Board

Section Three – Standing Committees

- A. Rules Committee
 - a. The Rules Committee shall:

- i. Be chaired by the President Pro Tempore
- ii. Be comprised of Senate Leadership, four (4) senators selected by the President Pro Tempore, and the Vice President;
- iii. Include the SGA Vice President, who will serve as a non-voting ex-officio member
- iii. Convene weekly/bi-weekly as determined during a time established by the chair
- iv. Be responsible for the review and editing of official SGA documents, including but not limited to, the SGA Constitution and Bylaws, financial policies, and election policies

B. Appropriations Committee

- a. The Appropriations Committee shall:
 - i. Be chaired by the Appropriations Chair
 - ii. Be comprised of fourteen (14) senators selected by the Vice President and Senate Leadership
 - iii. Include the SGA Treasurer, who shall serve as a non-voting ex officio member
 - iv. Convene weekly during a time established by the chair
 - v. Discuss and give recommendations on finance bills, budget changes, and budget bills using and strictly following the Financial Policy for Student Organizations (FPSO);
 - vi. Exercise voting power regarding finance bills and budget changes during Appropriations Committee meetings. In the case of a tie, the Chair shall decide upon a recommendation
 - vi. Review the FPSO and FPSO Guidebook, as well as update any necessary information yearly
 - vii. Present recommendations of finance bills and budget changes on request of the Vice President in General Assembly meetings of the Student Senate.

C. Government Operations Committee

- a. The Government Operations Committee shall:
 - i. Be chaired by the Government Operations Chair

- ii. Be comprised of thirteen (13) senators selected by the Vice President and Senate Leadership; iii. Include the SGA Attorney General who shall serve as a non-voting ex-officio member
- iii. Convene weekly during a time established by the chair
- iv. Discuss and give recommendations on resolutions, using official SGA documents
- v. Exercise voting power regarding resolutions during Government Operations Committee meetings. In the case of a tie, the Chair shall decide upon a recommendation
- vi. Present recommendations on request of the Vice President in General Assembly meetings of the Student Senate

D. Grant Review Committee

- a. The Grant Review Committee shall:
 - i. Be chaired by the Attorney General
 - ii. Be comprised of Senate Leadership, who shall be the sole voting members
 - iii. Be advised by the Treasurer and the Director of Student Organizations
 - iv. Convene within five (5) business days of receiving grant requests
 - v. Exercise voting power regarding grant requests.

E. Budget Allocation Committee

- a. The Budget Allocation Committee shall:
 - i. Be chaired by the Treasurer
 - ii. Be comprised of eight (8) Senators selected by Senate Leadership
 - iii. This eight (8) will also include Senate Leadership
 - iv. Committee should not convene if a minimum of five (5) Senators are not available to be members on this committee
 - v. Convene on dates established by the Committee Chair
 - vi. Discuss and give recommendations on student organizations' budgets
 - vii. Present final budget recommendations to be voted on in General Assembly meetings of the Student Senate

Section Four – Ad Hoc Committees

A. Ad Hoc Committees

- a. Ad Hoc Committees shall:
 - i. Be formed for a specific task or objective, and dissolved after the completion of the task or achievement of the objective
 - ii. Be established by the SGA President, who will appoint a Chair
 - iii. Convene weekly during a time established by the Chair
 - iv. E-mail meeting minutes to the SGA President within one (1) business day
 - v. Report to the SGA President

Section Five – Senate Leadership

Senate Leadership shall be comprised of the President Pro-Tempore, Appropriations Chair, and Government Operations Chair. They will serve as mentors to senators to develop a productive and efficient Senate. Members of Senate Leadership will be chosen through an internal election during the annual SGA Summer Retreat. The Student Senate shall nominate members of the Senate for the three Senate Leadership positions. Members of the Student Senate who wish to run for Senate Leadership may not campaign for the position(s). If a member is found in violation, they will be disqualified from running for the position, regardless of if they are nominated.

A. President Pro-Tempore shall:

- a. Be responsible for overseeing the Legislative Branch
- b. Complete a minimum of ten (10) office hours per week
- c. Serve as the presiding officer and chairperson over any General Assembly meetings
- d. Monitor the activities and initiatives of the Student Senate to make sure that it is fulfilling its responsibilities
- e. Retain the duties and responsibilities of Senator
- f. Serve as the Chair of the Rules Committee
- g. Serve as a member of the Senate Selection Committee
- h. Serve as a member of the Grant Review Committee

- i. Record all voting records
 - j. Coordinate and arrange Senator applications and interviews
 - k. Conduct semesterly meetings (one-on-ones) with individual Senators
 - l. Assess Senator performance and evaluations through Senator Progress Reports
 - m. Coordinate new Senator training
- B. Appropriations Chair shall:
- a. Retain the duties and responsibilities of Senator
 - b. Serve as the Chair of the Appropriations Committee
 - c. Appoint a Vice-Chair for the Appropriations Committee as deemed necessary
 - d. Serve as a member of the Rules Committee
 - e. Serve as a member of the Grant Review Committee
 - f. Serve as a member of the Senate Selection Committee
 - g. Deliver recommendations of the Appropriations Committee during General Assemblies
 - h. Complete a minimum of ten (10) office hours per week
 - i. Assist the Treasurer with matters concerning the FPSO and the budgeting
- C. Government Operations Chair shall:
- a. Retain the duties and responsibilities of Senator
 - b. Serve as the Chair of the Government Operations Committee
 - c. Appoint a Vice-Chair for the Government Operations Committee as deemed necessary
 - d. Chair General Assemblies when Senate Rules are suspended
 - e. Serve as a member of the Rules Committee
 - f. Serve as a member of the Grant Review Committee
 - g. Serve as a member of the Senate Selection Committee
 - h. Deliver recommendations of the Government Operations Committee during
 - i. General Assemblies
 - j. Complete a minimum of ten (10) office hours per week
 - k. Assist the Attorney General with matters concerning official SGA documents and Accountability Procedures

ARTICLE III – EXECUTIVE BRANCH

Section One – Structure

- A. Executive Board
 - a. President, Vice President, Treasurer, Attorney General, and Chief of Staff.
- B. Deputy Chief of Staff, Director of Academic Affairs, Director of Civic Engagement, Director of Community Outreach, Director of Diversity Outreach, Director of Legislative Affairs, Director of Health and Wellness, Director of Special Projects, Director of Sustainability, Director of New Student Development, Director of Student Organizations, Director of Communications, Director of Marketing, Director of Campus Activities, Greek Life Representative, University Residence Government Representative, Athletic Affairs Representative, Transfer Student Representative, International Student Representative, Maryland Higher Education Commission Student Advisory Council Representative, and the Towson University Northeastern Campus Representative.
- C. Executive Organizations
 - a. Campus Activities Board, Freshman Council, Transfer Council.
- D. Sponsored Organizations
 - a. TigerTHON, Alternative Break Connections, Relay for Life.

Section Two – Executive Board Duties and Responsibilities

- A. The SGA President shall:
 - a. Attend all mandatory SGA events and meetings,
 - i. Weekly General Assemblies from 5:00 p.m.-7:00 p.m. every Tuesday
 - ii. Weekly Pre-Meetings from 5:00 p.m.-6:00 p.m. every Thursday, outside of two excused absences, excluding Special Sessions, per semester
 - iii. Weekly Executive Board Meetings; iv. Student Organization Summits and Budget Hearings, as well as any other SGA events or meetings
 - b. Complete a minimum of twenty (20) office hours per week
 - c. Reply to emails within two (2) business days
 - d. Adhere to all Accountability Procedures and expectations established by the Executive Board
 - e. Chair all Executive Board Meetings

- f. Ensure the faithful execution of all acts of the Senate, these By-laws, and the Constitution
- g. Facilitate the transmission of information between the administration and the SGA
- h. Recommend students for appointment to university committees and boards in all cases
- i. Encourage the Senate, through its standing committees, to investigate the issues of student concern
- j. Coordinate the selection of delegates for any conferences the SGA may occasionally attend
- k. Sit on the Board of Visitors, the University Senate, the Board of Directors for the Alumni Association, the Resource Planning and Advisory Committee, and any special committees designated by the President of Towson University
- l. Attend meetings of the Greater Towson Council of Community Association, unless another designee is identified
- m. Oversee SGA expenditures
- n. Meet monthly with the President of Towson University and the Vice President for Student Affairs
- o. Meet weekly with the Director of Student Activities
- p. Represent the SGA at the University System of Maryland Student Council unless a different representative is appointed.
- q. Assist in choosing a nomination for Student Regent
- r. Appoint and if necessary, remove Directors, Assistant Directors and Representatives to the Executive Cabinet
- s. Attend University System of Maryland Student Council (USMSC) meetings monthly, or as the USMSC determines
- t. Prepare and provide a report for the campus community following each meeting of the USMSC
- u. Assume the duties and responsibilities outlined in the governing documents of USMSC

B. The SGA Vice President shall:

- a. Attend all mandatory SGA events and meetings, unless otherwise specified by the SGA President, including but not limited to:
 - i. Weekly General Assemblies from 5:00 p.m.-7:00 p.m. every Tuesday
 - ii. Weekly Pre-Meetings from 5:00 p.m.-6:00 p.m. every Thursday
 - iii. Weekly Executive Board Meetings; iv. Student Organization Summits, FAC Meetings, and Budget Hearings, as well as any other SGA events or meetings.
 - b. Complete a minimum of twenty (20) office hours per week
 - c. Reply to emails within two (2) business days
 - d. Attend all Student Organization Summits and Budget Hearings, as well as any other SGA events or meetings
 - e. Adhere to all Accountability Procedures and expectations established by the Executive Board
 - f. Meet monthly with the Vice President for Student Affairs
 - g. Serve on University Committees as assigned by the SGA President
 - h. Serve on the University Senate
 - i. Meet with the Provost and Director of Academic Affairs monthly
 - j. Meet with Senate Leadership and the President Pro-Tempore weekly
 - k. Uphold the duties and responsibilities of the SGA President if the SGA President is unable to fulfill their duties and responsibilities
- C. The SGA Treasurer shall:
- a. Attend all mandatory SGA events and meetings, unless otherwise specified by the SGA President, including but not limited to:
 - i. Weekly General Assemblies from 5:00 p.m.-7:00 p.m. every Tuesday
 - ii. Weekly Pre-Meetings from 5:00 p.m.-6:00 p.m. every Thursday
 - iii. Weekly Executive Board Meetings; iv. Student Organization Summits, FAC Meetings and Budget Hearings, as well as any other SGA events or meetings.
 - b. Complete a minimum of fifteen (15) office hours per week
 - c. Reply to emails within two (2) business days

- d. Adhere to all Accountability Procedures and expectations established by the Executive Board
- e. Review the governing SGA Financial Policy for Student Organizations semesterly
- f. Maintain financial records for Student Organizations
- g. Serve as a nonvoting ex-officio member of the Appropriations Committee
- h. Maintain a list of fundraising opportunities available upon request by student organizations
- i. Schedule Initial Budget Submission, FAC Meetings, Final Budget Submission, and Budget Hearings
- j. Act as an advisor during Budget Hearing
- k. Communicate to student organizations when and if their accounts are frozen due to being over expended and if their funds have been revoked within a week after receiving the names of the student organizations from the SGA Coordinator for Finance & Programs

D. The SGA Attorney General shall:

- a. Attend all mandatory SGA events and meetings, unless otherwise specified by the SGA President, including but not limited to:
 - i. Weekly General Assemblies from 5:00 p.m.-7:00 p.m. every Tuesday
 - ii. Weekly Pre-Meetings from 5:00 p.m.-6:00 p.m. every Thursday
 - iii. Weekly Executive Board Meetings; iv. Student Organization Summits and Budget Hearings, as well as any other SGA events or meetings.
- b. Complete a minimum of ten (10) office hours per week
- c. Reply to emails within two (2) business days
- d. Adhere to all Accountability Procedures and expectations established by the Executive Board
- e. Be the Executive Board liaison for the Judicial Board
- f. Aid student organizations in their requests for grant funds
- g. Chair the Grant Review Committee
- h. Enforce the Accountability Procedures, Executive Board Expectations, as well as all other SGA rules and regulations.

E. The SGA Chief of Staff shall:

- a. Attend all mandatory SGA events and meetings, unless otherwise specified by the SGA President, including but not limited to:
 - i. Weekly General Assemblies from 5:00 p.m.-7:00 p.m. every Tuesday
 - ii. Weekly Pre-Meetings from 5:00 p.m.-6:00 p.m. every Thursday
 - iii. Weekly Executive Board Meetings; iv. Student Organization Summits and Budget Hearings, as well as any other SGA events or meetings.
- b. Complete a minimum of fifteen (15) office hours per week
- c. Reply to emails within two (2) business days
- d. Adhere to all Accountability Procedures and expectations established by the Executive Board
- e. Be the Executive Board liaison for the Executive Cabinet, Council, and Office of the Solicitor General
- f. Provide a weekly statement of Executive Board initiatives and agendas
- g. Conduct semesterly meetings (one-on-ones) with the Directors, Assistant Directors, Solicitor General, and Deputy Solicitor General
- h. Aid the SGA President in selecting Directors, Assistant Directors, Representatives and the Solicitor General
- i. Schedule Cabinet and Council meetings
- j. Plan and coordinate all SGA Retreats

Section Three – Executive Cabinet Duties & Responsibilities

A. The SGA Director of Academic Affairs shall:

- a. Attend all mandatory SGA events and meetings, unless otherwise specified by the SGA Chief of Staff, including but not limited to:
 - i. Weekly General Assemblies from 5:00 p.m.-7:00 p.m. every Tuesday
 - ii. Weekly Pre-Meetings from 5:00 p.m.-6:00 p.m. every Thursday
 - iii. Student Organization Summits and Budget Hearings, as well as any other SGA events or meetings
 - iv. Complete ten (10) office hours per week
 - v. Reply to emails within two (2) business days

- vi. Adhere to all Accountability Procedures and expectations established by the Executive Board
- vii. Meet with the Provost monthly
- viii. Meet with all of College Deans once during the academic year
- ix. Advocate for students concerning matters affecting Academic Affairs
- x. Maintain and oversee the Department of Academic Affairs
- xi. Engage in dialogue with the student body regarding academics at Towson University

B. The SGA Director of Sustainability shall:

- a. Attend all mandatory SGA events and meetings, unless otherwise specified by the SGA Chief of Staff, including but not limited to:
 - i. Weekly General Assemblies from 5:00 p.m.-7:00 p.m. every Tuesday
 - ii. Weekly Pre-Meetings from 5:00 p.m.-6:00 p.m. every Thursday
 - iii. Student Organization Summits as well as any other SGA events or meetings
- b. Complete ten (10) office hours per week
- c. Reply to emails within two (2) business days
- d. Adhere to all Accountability Procedures and expectations established by the Executive Board
- e. Meet with the Director of Sustainability monthly
- f. Coordinate and organize the facilitation of sustainability programs and initiatives
- g. Be a resource for opportunities in sustainability initiatives, and service learning opportunities
- h. Maintain and oversee the Department of Sustainability

C. The SGA Director of Community Outreach shall:

- a. Attend all mandatory SGA events and meetings, unless otherwise specified by the SGA Chief of Staff, including but not limited to:
 - i. Weekly General Assemblies from 5:00 p.m.-7:00 p.m. every Tuesday
 - ii. Weekly Pre-Meetings from 5:00 p.m.-6:00 p.m. every Thursday
- b. Complete ten (10) office hours per week
- c. Reply to emails within two (2) business days

- d. Adhere to all Accountability Procedures and expectations established by the Executive Board
 - e. Coordinate and organize the SGA's involvement, as well as other student organization involvement, in community service projects
 - f. Serve as the SGA liaison for Alternative Break Connections, Relay for Life, and TigerTHON;
 - g. Meet with the Coordinator of Community Service monthly
 - h. Coordinate Town and Gown events
 - i. Be a resource for student organizations for opportunities in community service
 - j. Maintain and oversee the Department of Community Outreach.
- D. The SGA Director of Diversity and Inclusion shall:
- a. Attend all mandatory SGA events and meetings, unless otherwise specified by the SGA Chief of Staff, including but not limited to:
 - i. Weekly General Assemblies from 5:00 p.m.-7:00 p.m. every Tuesday
 - ii. Weekly Pre-Meetings from 5:00 p.m.-6:00 p.m. every Thursday
 - iii. Student Organization Summits and Budget Hearings, as well as any other SGA events or meetings
 - b. Complete ten (10) office hours per week
 - c. Reply to emails within two (2) business days
 - d. Adhere to all Accountability Procedures and expectations established by the Executive Board
 - e. Maintain contact with cultural student organizations and the Council for Diverse Student Organizations (CDSO)
 - f. Meet with the CDSO monthly
 - g. Act as a liaison between cultural student organizations and the SGA
 - h. Meet with the Assistant Vice President of Student Affairs for Diversity bi-weekly
 - i. Meet with Greek Council Diversity Chairs monthly
 - j. Plan and promote diversity-centered events and initiatives at Towson University
 - k. Act as a resource for student organizations for opportunities in diversity awareness
 - l. Maintain the Department of Diversity & Inclusion

E. The SGA Director of Health and Wellness shall:

- a. Attend all mandatory SGA events and meetings, unless otherwise specified by the SGA Chief of Staff, including but not limited to:
 - i. Weekly General Assemblies from 5:00 p.m.-7:00 p.m. every Tuesday
 - ii. Weekly Pre-Meetings from 5:00 p.m.-6:00 p.m. every Thursday
- b. Complete (10) office hours per week
- c. Reply to emails within two (2) business days
- d. Adhere to all Accountability Procedures and expectations established by the Executive Board
- e. Act as a liaison between the health services on-campus and the student body
- f. Advocate for students for the improvement of University health policies and resources
- g. Provide students with information, programs, and activities to promote health and wellness
- h. Promote the importance of mental health, nutritional health, physical health, and healthy relationships amongst students
- i. Maintain and oversee the Department of Health and Wellness.

F. The SGA Director of Higher Education shall:

- a. Attend all mandatory SGA events and meetings, unless otherwise specified by the SGA Chief of Staff, including but not limited to:
 - i. Weekly General Assemblies from 5:00 p.m.-7:00 p.m. every Tuesday
 - ii. Weekly Pre-Meetings from 5:00 p.m.-6:00 p.m. every Thursday
 - iii. Student Organization Summits and Budget Hearings, as well as any other SGA events or meetings.
- b. Complete ten (10) office hours per week
- c. Reply to emails within two (2) business days
- d. Adhere to all Accountability Procedures and expectations established by the Executive Board
- e. Maintain a relationship, ongoing communication, and records of all Baltimore County Public School partnerships
- f. Schedule, coordinate, and plan higher education visits

- g. Recruit volunteers to attend visits
 - h. Maintain a semester's master calendar of visits
 - i. Maintain a partnership with University Admissions
 - j. Maintain and oversee the Department of Higher Education
- G. The SGA Director of Governmental Affairs shall:
- a. Attend all mandatory SGA events and meetings, unless otherwise specified by the SGA Chief of Staff, including but not limited to:
 - i. Weekly General Assemblies from 5:00 p.m.-7:00 p.m. every Tuesday
 - ii. Weekly Pre-Meetings from 5:00 p.m.-6:00 p.m. every Thursday
 - b. Complete ten (10) office hours per week
 - c. Reply to emails within two (2) business days
 - d. Adhere to all Accountability Procedures and expectations established by the Executive Board
 - e. Organize and coordinate Tiger Pride Day annually
 - f. Hold student forums to develop the Tiger Pride Day Agenda
 - g. Report on Local, State, and Federal legislation pertaining to Towson University students
 - h. Meet with the Assistant to the President for Governmental Relations monthly
 - i. Produce and publish Towson University SGA's Legislative Agenda annually
 - j. Meet with the Director of Civic Engagement and Social Responsibility monthly
 - k. Coordinate and organize the facilitation of civic engagement programs and initiatives
 - l. Be a resource for opportunities in civic engagement, sustainability initiatives, and service learning opportunities
 - m. Remain in contact with Community Law & Action Baltimore Non-profit monthly
 - n. Maintain and oversee the Department of Civic Engagement
 - o. Coordinate communication to legislators regarding higher education legislation affecting Towson University students
 - p. Act as a resource for student organizations advocating in the State Capitol
 - q. Maintain and oversee the Department of Legislative Affairs
- H. The SGA Director of Student Organizations shall:

- a. Attend all mandatory SGA events and meetings, unless otherwise specified by the SGA Chief of Staff, including but not limited to:
 - i. Weekly General Assemblies from 5:00 p.m.-7:00 p.m. every Tuesday
 - ii. Weekly Pre-Meetings from 5:00 p.m.-6:00 p.m. every Thursday
 - iii. Student Organization Summits and Budget Hearings, as well as any other SGA events or meetings
 - b. Complete ten (10) office hours per week
 - c. Reply to emails within two (2) business days
 - d. Adhere to all Accountability Procedures and expectations established by the Executive Board
 - e. Serve as a non-voting ex officio member of the Grant Review Committee
 - f. Monitor the student organization responsibilities for each Senator and provide the President Pro-Tempore and Attorney General with a report on Senator communication with student organizations
 - g. Meet with the Coordinator for Student Organizations monthly
 - h. Maintain and oversee the Tiger Stripes Program
 - i. Coordinate and organize Student Organization Summit(s) each semester
 - j. Be responsible for the overseeing and distribution of the SGA bi-weekly e-mails
 - k. Maintain and oversee the Department of Student Organizations.
- I. The SGA Director of Marketing:
- a. Attend all mandatory SGA events and meetings, unless otherwise specified by the SGA Chief of Staff, including but not limited to:
 - i. Weekly General Assemblies from 5:00 p.m.-7:00 p.m. every Tuesday
 - ii. Weekly Pre-Meetings from 5:00 p.m.-6:00 p.m. every Thursday
 - iii. Student Organization Summits and Budget Hearings, as well as any other SGA events or meetings
 - b. Complete a minimum of ten (10) office hours per week
 - c. Reply to emails within two (2) business days
 - d. Adhere to all Accountability Procedures and expectations established by the Executive Board
 - e. Develop marketing plans for SGA programs and events

- f. Approve all SGA Advertising and flyers in cooperation with the Director of Communication
 - g. Maintain and oversee the Department of Marketing
 - h. Advertise resources of the department to students and student organizations.
- J. The SGA Director of Communications shall:
- a. Attend all mandatory SGA events and meetings, unless otherwise specified by the SGA Chief of Staff, including but not limited to:
 - i. Weekly General Assemblies from 5:00 p.m.-7:00 p.m. every Tuesday
 - ii. Weekly Pre-Meetings from 5:00 p.m.-6:00 p.m. every Thursday
 - iii. Student Organization Summits and Budget Hearings, as well as any other SGA events or meetings.
 - b. Complete a minimum of ten (10) office hours per week
 - c. Reply to emails within two (2) business days
 - d. Adhere to all Accountability Procedures and expectations established by the Executive Board
 - e. Be responsible for communicating events, maintaining the SGA website, communications with the Towerlight, and maintaining all social media outlets
 - f. Maintain and oversee the SGA Departments of Communications
 - g. Advertise resources of the department to students and student organizations
 - h. Approve all SGA Advertising and flyers in cooperation with the Director of Advertising
 - i. Have access to the SGA email and delegate the email out to the respective executive board members.
- K. The SGA Director of Special Projects shall:
- a. Attend all mandatory SGA events and meetings, unless otherwise specified by the SGA Chief of Staff, including but not limited to:
 - i. Weekly General Assemblies from 5:00 p.m.-7:00 p.m. every Tuesday
 - ii. Weekly Pre-Meetings from 5:00 p.m.-6:00 p.m. every Thursday
 - iii. Student Organization Summits and Budget Hearings, as well as any other SGA events or meetings.
 - b. Complete a minimum of ten (10) office hours per week

- c. Reply to emails within two (2) business day
 - d. Adhere to all Accountability Procedures and expectations established by the Executive Board
 - e. Coordinate the event planning timeline and event requests with the Chief of Staff.
 - f. Co-chair the Tigerfest Planning Committee
- L. The SGA Director of New Student Development shall:
- a. Attend all mandatory SGA events and meetings, unless otherwise specified by the SGA Chief of Staff, including but not limited to:
 - i. Weekly General Assemblies from 5:00 p.m.-7:00 p.m. every Tuesday
 - ii. Weekly Pre-Meetings from 5:00 p.m.-6:00 p.m. every Thursday
 - b. Complete a minimum of ten (10) office hours per week
 - c. Reply to emails within two (2) business days
 - d. Adhere to all Accountability Procedures and expectations established by the Executive Board
 - e. Meet bi-weekly with the Office of New Student and Family Programs
 - f. Meet bi-weekly with Transfer Student Representative
 - g. Maintain and oversee the development of the Freshman Council
 - h. Coordinate and arrange Freshman Council applications and interviews
 - i. Coordinate Freshman Council Training Day
 - j. Conduct semesterly meetings (one-on-ones) with individual freshman council representatives
 - k. Advocate for legislation regarding freshman student interests
 - l. Advocate for legislation regarding transfer student interests
 - m. Maintain and oversee the SGA Department of New Student Development
- M. The SGA Director of Campus Activities Board shall:
- a. Attend all mandatory SGA events and meetings, unless otherwise specified by the SGA Chief of Staff, including but not limited to:
 - i. Weekly General Assemblies from 5:00 p.m.-7:00 p.m. every Tuesday
 - ii. Weekly Pre-Meetings from 5:00 p.m.-6:00 p.m. every Thursday
 - b. Complete a minimum of ten (10) office hours per week
 - c. Reply to emails within two (2) business days

- d. Adhere to all Accountability Procedures and expectations established by the Executive Board
- e. Meet with the Chief of Staff weekly
- f. Report on the status of the Campus Activities Board to the SGA monthly
- g. Submit a Budget Report to the SGA Treasurer semesterly to be included in the SGA Treasurer's report
- h. Perform all duties as designated by the CAB Constitution
- i. Plan and implement programming for the SGA

N. The SGA Athletic Affairs Representative shall:

- a. Attend all mandatory SGA events and meetings including:
 - i. Weekly General Assemblies from 5:00 p.m.-7:00 p.m. every Tuesday
 - ii. Weekly Pre-Meetings from 5:00 p.m.-6:00 p.m. every Thursday
- b. Reply to emails within two (2) business days
- c. Adhere to all Accountability Procedures and expectations established by the Executive Board
- d. Facilitate opportunities for SGA and the Athletic Department with co-sponsored events
- e. Prepare and provide a report to the Student Senate regarding Athletic events and updates from the Athletic Department

O. The SGA Greek Life Representative shall:

- a. Attend all mandatory SGA events and meetings including:
 - i. Weekly General Assemblies from 5:00 p.m.-7:00 p.m. every Tuesday
 - ii. Weekly Pre-Meetings from 5:00 p.m.-6:00 p.m. every Thursday
- b. Reply to emails within two (2) business days
- c. Adhere to all Accountability Procedures and expectations established by the Executive Board
- d. Facilitate opportunities for SGA and Fraternity and Sorority Life co-sponsored events
- e. Prepare and provide a report to the Student Senate regarding Fraternity and Sorority Life events and updates from Fraternity and Sorority Life

P. The SGA University Residence Government (URG) Representative shall:

- a. Attend all mandatory SGA events and meetings including:
 - i. Weekly General Assemblies from 5:00 p.m.-7:00 p.m. every Tuesday
 - ii. Weekly Pre-Meetings from 5:00 p.m.-6:00 p.m. every Thursday
- b. Reply to emails within two (2) business days
- c. Adhere to all Accountability Procedures and expectations established by the Executive Board
- d. Prepare and provide a report to the Student Senate regarding URG events and updates from the resident student population
- e. Work jointly with the Housing and Residence Life (HRL) Administration to strategically plan and delineate the needs of the resident student population
- f. Act as the liaison between the SGA and URG
- g. Perform any duties as stated in the URG Constitution

Q. The SGA Transfer Student Representative shall:

- a. Attend all mandatory SGA events and meetings including:
 - i. Weekly General Assemblies from 5:00 p.m.-7:00 p.m. every Tuesday
 - ii. Weekly Pre-Meetings from 5:00 p.m.-6:00 p.m. every Thursday
- b. Reply to emails within two (2) business days
- c. Adhere to all Accountability Procedures and expectations established by the Executive Board
- d. Act as a liaison between the SGA and the Transfer student population
- e. Prepare and provide a report to the Student Senate regarding Transfer Student
- f. Organization events and updates from the Transfer student population
- g. Advocate for legislation regarding Transfer student interests

R. The SGA International Student Representative shall:

- a. Attend all mandatory SGA events and meetings including:
 - i. Weekly General Assemblies from 5:00 p.m.-7:00 p.m. every Tuesday
 - ii. Weekly Pre-Meetings from 5:00 p.m.-6:00 p.m. every Thursday
- b. Reply to emails within two (2) business days
- c. Adhere to all Accountability Procedures and expectations established by the Executive Board
- d. Act as a liaison between the international student population and the SGA

- e. Prepare and provide a report to the Student Senate regarding International Student Association events and updates from the international student community
 - f. Advocate for legislation regarding international student interests
- S. The SGA Freshman Council Representative shall:
- a. Attend all mandatory SGA events and meetings including:
 - i. Weekly General Assemblies from 5:00 p.m.-7:00 p.m. every Tuesday
 - ii. Weekly Pre-Meetings from 5:00 p.m.-6:00 p.m. every Thursday
 - b. Reply to emails within two (2) business days
 - c. Adhere to all Accountability Procedures and expectations established by the Executive Board
 - d. Act as the liaison between the freshman population and the SGA, unless unable to do if. If this is the case, the Freshman Council President may appoint another member of the Freshman Council Executive Board to act as the liaison
 - e. Prepare and provide a report to the Student Senate regarding Freshman Council events and updates from the freshman population
 - f. Advocate for legislation regarding freshman student interests
 - g. Adhere to the duties and responsibilities of their position as outlined in the Freshman Council governing documents
- T. The SGA University System of Maryland Student Council (USMSC) representative shall:
- a. Be the SGA President and if the SGA President is unable to assume such duties, they must delegate them to another SGA member with a two-thirds [2/3] majority approval from the Student Senate
 - b. Attend all mandatory SGA events and meetings, unless otherwise specified by the SGA Chief of Staff, including but not limited to:
 - i. Weekly General Assemblies from 5:00 p.m.-7:00 p.m. every Tuesday
 - ii. Weekly Pre-Meetings from 5:00 p.m.-6:00 p.m. every Thursday
 - c. Reply to emails within two (2) business days
 - d. Adhere to all Accountability Procedures and expectations established by the Executive Board
 - e. Attend USMSC meetings monthly, or as the USMSC determines

- f. Prepare and provide a report for the campus community following each meeting of the USMSC
 - g. Assume the duties and responsibilities outlined in the governing documents of USMSC
- U. The SGA Maryland Higher Education Commission Student Advisory Council (MHEC SAC) Representative shall:
- a. Attend all mandatory SGA events and meetings including:
 - i. Weekly General Assemblies from 5:00 p.m.-7:00 p.m. every Tuesday
 - ii. Weekly Pre-Meetings from 5:00 p.m.-6:00 p.m. every Thursday
 - b. Reply to emails within two (2) business days
 - c. Adhere to all Accountability Procedures and expectations established by the Executive Board
 - d. Attend MHEC SAC meetings monthly, or as the MHEC SAC executive chairperson determines
 - e. Prepare and provide a report to the campus community following each meeting of the MHEC SAC
 - f. Assume all duties and responsibilities outlined in the governing documents of the MHEC SAC
- V. The SGA Towson University Northeastern Campus Representative shall:
- a. Attend one SGA General Assembly per month
 - b. Reply to emails within two (2) business days
 - c. Adhere to all Accountability Procedures and expectations established by the Executive Board
 - d. Prepare and provide a report on the state of affairs of the Towson University Northeastern Campus to the main campus community

Section Four – Assistant Director Duties and Responsibilities

- A. SGA Assistant Directors shall:
- a. Attend all mandatory SGA events and meetings, unless otherwise specified by the SGA Chief of Staff, including but not limited to:
 - i. Weekly General Assemblies from 5:00 p.m.-7:00 p.m. every Tuesday

- ii. Weekly Pre-Meetings from 5:00 p.m.-6:00 p.m. every Thursday
- b. Student Organization Summits and Budget Hearings, as well as any other SGA events or meetings
- c. Complete a minimum of five (5) office hours per week
- d. Reply to emails within two (2) business days
- e. Adhere to all Accountability Procedures and expectations established by the Executive Board
- f. Assist in the execution of the duties of their respective departments.

ARTICLE IV – JUDICIAL BRANCH

Section One – Structure

A. Judicial Branch

- a. The Judicial Branch shall be comprised of a Chief Justice, a Deputy Chief Justice, and three (3) Associate Justices
 - i. The Chief Justice shall be appointed by the SGA President and confirmed by two-thirds [2/3] of the Student Senate during the SGA Summer Retreat
 - ii. The Deputy Chief Justice shall be appointed by the Chief Justice

Section Two – Duties & Responsibilities

A. The SGA Chief Justice shall:

- a. Attend all mandatory SGA events and meetings, unless otherwise specified by the SGA Attorney General, including but not limited to:
 - i. Weekly General Assemblies from 5:00 p.m.-7:00 p.m. every Tuesday
 - ii. Weekly Pre-Meetings from 5:00 p.m.-6:00 p.m. every Thursday
- b. Student Organization Summits and Budget Hearings, as well as any other SGA events or meetings.
- c. Complete a minimum of ten (10) office hours per week
- d. Reply to emails within two (2) business days

- e. Adhere to all Accountability Procedures and expectations established by the Executive Board
 - f. Appoint a Deputy Chief Justice
 - g. Call the Judicial Board to order within five (5) business days of getting an appeal
 - h. Report an “Opinion of the Court” to the SGA regarding the decision made on a student and/or student organization’s appeal
 - i. Advise students organizations and students throughout the appeal process
 - j. Approve or deny appeals.
- B. The SGA Deputy Chief Justice shall:
- a. Attend all mandatory SGA events and meetings, unless otherwise specified by the SGA Attorney General, including but not limited to:
 - i. Weekly General Assemblies from 5:00 p.m.-7:00 p.m. every Tuesday
 - ii. Weekly Pre-Meetings from 5:00 p.m.-6:00 p.m. every Thursday
 - iii. Student Organization Summits and Budget Hearings, as well as any other SGA events or meetings.
 - b. Complete office hours as specified by the Chief Justice
 - c. Reply to emails within two (2) business days
 - d. Adhere to all Accountability Procedures and expectations established by the Executive Board
 - e. Assist the Chief Justice in their duties and responsibilities
 - f. Assume the duties and responsibilities of Chief Justice if the Chief Justice is unable to do so
 - g. Advise students organizations and students throughout the appeal process
 - h. Approve or deny appeals.
- C. SGA Associate Justices shall:
- a. Attend all mandatory SGA events and meetings, unless otherwise specified by the SGA Attorney General, including but not limited to:
 - i. Weekly General Assemblies from 5:00 p.m.-7:00 p.m. every Tuesday
 - ii. Weekly Pre-Meetings from 5:00 p.m.-6:00 p.m. every Thursday
 - iii. Student Organization Summits and Budget Hearings, as well as any other SGA events or meetings

- b. Complete office hours as specified by the Chief Justice
- c. Reply to emails within two (2) business days
- d. Adhere to all Accountability Procedures and expectations established by the Executive Board
- e. Advise students organizations and students throughout the appeal process
- f. Approve or deny sanctions
- g. Come up with one initiative to work on per semester with the assistance of Associate Justices

ARTICLE V – AMENDMENTS AND RATIFICATION

The Constitutional Bylaws shall be a supplemental document that specifies duties and responsibilities of members within the Student Government Association. The Bylaws shall be confirmed by a two-thirds [2/3] majority of the Senate