By-Laws of the Student Government Association of Barnard College
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Article I: DUTIES OF OFFICERS

Section 1. The SGA President (President)

Clause 1. The President shall preside at all meetings of the Student Government Association’s Executive Board.

Clause 2. The President shall be a voting member of all committees so stated in the Statutes of the College and in the By-Laws of the Tripartite Committee Structure.

Clause 3. The President shall act as the chief liaison between the student body and the faculty and administration.

Clause 4. The President shall be responsible for the Student Government Association’s external relations with other colleges and institutional organizations.

Clause 5. The President shall deliver a speech at convocation and will be a voting member of the student commencement speaker selection committee.

Subclause 1. The President shall be a Senior Marshal at commencement.

Subclause 2. The President shall be a voting member of the committee that selects student speakers for commencement. In the event that the President chooses to apply to speak at Commencement, the Senior Class President shall replace them on the committee.

Clause 6. The President shall act as chief liaison with the student divisions of the University.

Clause 7. The President shall send the weekly SGA student body email.

Clause 8. The President shall attend all Representative Council meetings.

Clause 9. The President shall be responsible for student appointments to Trustee and Alumnae Advisory Committees, in consultation with the Executive Board.

Clause 10. The President shall serve as an Election Commissioner for SGA elections.

Clause 11. The President shall assist the VP Finance in all matters pertaining to College and University budgetary concerns, including attending the F@CU meeting at the end of the academic year at both the beginning of their term and at the end.

Clause 12. The President shall organize and plan an annual retreat for the Representative Council to happen over the summer with the assistance of the Executive Board.

Clause 13. The President shall meet regularly with the Presidents of the other three
student councils at Columbia University.

Clause 14. The President shall serve as a primary point person for concerns of Representatives as well as facilitate their progress and problems.

Clause 15. The President shall meet with the Chair of the Board of Trustees at least once a year.

Clause 16. The President shall meet with the President of the College at least once a semester individually.

Clause 17. The President shall be a voting member of the Alumnae Association of Barnard College and shall attend meetings and functions as expected.

Clause 18. The President shall serve as a member of the Representative Council.

Section 2. The Vice President for Policy (VP Policy)

Clause 1. The VP Policy shall serve as the primary point person for Representative Council policy, the committees, parliamentary procedures, appointment of students to Representative Council, and disciplinary measures for the members of the Representative Council.

Clause 2. The VP Policy shall be a voting member of those committees stated in the Statutes of the College and a nonvoting member of all Representative Council Committees.

Clause 3. The VP Policy shall chair the Committee on Policy.

Subclause 1. The Committee on Policy shall explore all policy related issues on campus, as well as issues of gender-based discrimination and harassment, including sexual assault and all other forms of gender-based misconduct.

Subclause 2. The Committee on Policy shall document all proposed amendments between years of constitutional review. Notes from meetings and details about amendments shall be documented in the VP Policy’s transition documents.

Clause 4. The VP Policy shall chair the Appointments Committee when making appointments to committees and to fill vacancies on the Representative Council. The VP Policy shall assist in transitioning along with the person vacating the position being filled through Appointments.

Subclause 1. The VP Policy shall abstain when the Representative Council is voting on the Appointments Committee recommendations.

Clause 5. The VP Policy shall chair the Constitutional Review Committee during years of constitutional review.

Clause 6. The VP Policy shall compile a comprehensive list of all students on committees, be they Tripartite, Internal, or Advisory.

Clause 7. The VP Policy shall document all amendments and referenda passed by the Representative Council.
Clause 8. The VP Policy is in charge of parliamentary procedures during Representative Council meetings including operational obligations such as taking attendance and keeping a Speakers List.

Clause 9. The VP Policy shall be the liaison between SGA and the Title IX Coordinator and shall meet with the Title IX Coordinator at least once a semester.

Clause 10. The VP Policy shall serve as a member of the Representative Council.

Section 3. The Vice President for Campus Life (VP Campus Life)

Clause 1. The VP Campus Life shall be the point person for all Barnard College programming and student life.

Clause 2. The VP Campus Life shall be a voting member of all committees so stated in the Statutes of the College.

Clause 3. The VP Campus Life shall chair the Committee for Campus Life with an appointed co-chair.

Subclause 1. The Campus Life Committee shall work towards the development of community on campus through planning events including, but not limited to: Desserts After Dark, an SGA Day, the SGA Body Brunch, and the Student Leadership Awards Dinner.

Clause 4. The VP Campus Life shall work with their Columbia counterparts on all matters related to university-wide programming including, but not limited to: Homecoming, the Tree Lighting and Yule Log Ceremony, Basketball Mania, and Glass House Rocks.

Clause 5. The VP Campus Life shall chair the Leadership Awards Dinner Committee, composed of the Class Secretaries and members of the Campus Life Committee.

Clause 6. The VP Campus Life shall meet regularly with the Student Life program advisors and facilitate proposals for potential changes to programs, such as the New Student Orientation Program (NSOP).

Clause 7. The VP Campus Life shall meet with the McIntosh Activities Council when necessary and work with Class Councils to improve programming on campus.

Clause 8. The VP Campus Life shall act as the primary liaison for inter-council programming.

Clause 9. The VP Campus Life shall serve as a member of the Representative Council.

Section 4. The Vice President for Finance (VP Finance)

Clause 1. The VP Finance shall be the Financial Advisor to the Student Government Association: they shall be responsible for efficient allocation of student activities fees, as well as appropriate use of these funds.

Sub-clause 1. The VP Finance shall allocate student activities fees to the Representatives of SGA, the Executive Board, and Class Councils.

Sub-clause 2. The VP Finance shall allocate student activities fees to student clubs and organizations at Funding at Columbia University (F@CU) with the
other four undergraduate student councils. The incoming and outgoing Presidents and Vice Presidents for Finance shall be present at F@CU.

**Sub-clause 3.** The VP Finance shall monitor the appropriate use of the allocated funds through monthly reconciliation forms submitted on the first of every month by the parties allocated to.

**Clause 2.** The VP Finance shall be responsible for guiding the Class Council Treasurers on their Class Council budgets.

**Subclause 1.** The VP Finance shall work with their counterparts on CCSC, ESC, and GSSC to establish a four council ratio based on the number of students attending each undergraduate institution at the beginning of the year for inter-council events.

**Clause 3.** The VP Finance shall be a voting member of all committees so stated in the Statutes of the College.

**Clause 4.** The VP Finance shall serve as the SGA representative to the Joint Council CoSponsorship Committee (JCCC), the Capital Investment Fund, and Presidents and Provost Fund as well as any other undergraduate finance funds initiated by the undergraduate councils.

**Clause 5.** The VP Finance shall co-chair the Finance Committee with an appointed co-chair.

**Subclause 1.** The Finance Committee shall be composed of at least five members who shall be appointed through the appointments process.

**Subclause 2.** Members of the Finance Committee shall attend meetings of JCCC, the Capital Investment Fund, the Presidents and Provost Fund, and any other funds initiated by the undergraduate councils.

**Subclause 3.** The Finance Committee shall see that the selected SGA Endowment projects in the fall semester are completed in conjunction with the Chief Operating Officer of Barnard College.

**Subclause 4.** The Finance Committee shall meet regularly with the Chief Operating Officer of Barnard College to address financial concerns of students.

**Clause 6.** The VP Finance shall meet regularly with the SGA Bookkeeper and process all payments to clubs from the funds that SGA participates at a minimum on a monthly basis.

**Clause 7.** No student or student organization shall be paid for services rendered for the function and procedures of SGA without the approval of the Representative Council.

**Clause 8.** In the beginning of the fall semester, the VP Finance shall determine how to move forward with the SGA Endowment in conjunction with members of the Representative Council.

**Clause 9.** The VP Finance shall serve as a member of the Representative Council.

**Section 5.** The Vice President for Communications (VP Communications)
Clause 1. The VP Communications shall act as the chief publicity and communications officer of the student body. The VP Communications shall be responsible for publicizing Representative Council meetings and special events.

Clause 2. The VP Communications shall chair the Committee on Public Relations with an appointed student co-chair.

Clause 3. The VP Communications is responsible for maintenance and upkeep of the SGA webpage.

Clause 4. The VP Communications shall act as recording secretary for the Executive Board and for the Representative Council and take minutes accordingly.

Clause 5. The VP Communications shall assist in the public correspondence of the SGA to the student body and administrators, including drafting the weekly e-mail with the SGA President.

Clause 6. The VP Communications shall keep a complete and updated file of SGA’s media coverage.

Clause 7. The VP Communications shall facilitate communication between the student body and the administration through one fireside chat with President Spar each semester, and two town halls each semester.

Subclause 1. The VP Communications shall collaborate with the Representative Council and Executive Board to determine the topics of the fireside chats and town halls.

Clause 8. The VP Communications shall monitor all content on student government social media platforms.

Subclause 1. The VP Communications shall grant access to and train members of the Representative Council to maximize social media potential.

Clause 9. The VP Communications shall work closely with the Communications Office to maintain student oversight on announcements to the student body.

Clause 10. The VP Communications shall work closely with the Class Vice Presidents and committee chairs to publicize their events.

Clause 11. The VP Communications shall compile the agenda before every Representative Council as well as reach out to administrative guests.

Clause 12. The VP Communications shall serve as a member of the Representative Council.

Section 6. The Barnard College Senator to the University Senate (University Senator)

Clause 1. The University Senator shall represent Barnard College in the Columbia University Senate by developing initiatives that have University-wide benefits.

Clause 2. The University Senator shall attend all plenary and appropriate committee meetings.

Clause 3. The University Senator shall serve on the Student Affairs Committee and at least one other Senate committee.
Clause 4. The University Senator shall meet with the VP Policy at least once a semester to discuss University-wide policy measures.

Clause 5. The University Senator shall make a presentation to the Representative Council at least once a semester about the Senate.

Clause 6. The University Senator shall serve as an Election Commissioner for SGA elections unless they are in the last semester of their term and they are not a senior.

Clause 7. The University Senator shall meet regularly with the Dean of the College throughout their term.

Clause 8. The University Senator shall serve as a member of the Representative Council.

Section 7. The Senior Representative to the Board of Trustees

Clause 1. The Senior Representative to the Board of Trustees shall serve to represent the Barnard student community before the Board of Trustees. The Senior Representative to the Board of Trustees shall work with the Junior Representative to the Board of Trustees on all matters pertaining to the Board.

Clause 2. The Senior Representative to the Board of Trustees shall transition the Junior Representative to the Board and facilitate an introduction as needed to Board members.

Clause 3. The Representatives to the Board of Trustees shall meet together with the Dean of the College and the Secretary of the Board of Trustees at the beginning of each academic year to review pertinent information regarding future Board meetings and to discuss strategies for liaising between the Board and the student body.

Clause 4. The Senior Representative to the Board of Trustees shall attend Board of Trustees meetings during the semester and any special Board of Trustees committee meetings (including a two day retreat in the spring semester).

Subclause 1. The Representative shall conduct a presentation about campus life and issues at all Board of Trustees meetings on a topic of importance to Barnard students to the Student Life Committee.

Clause 5. The Senior Representative to the Board of Trustees shall coordinate with the Board of Trustees Secretary on the Trustees Dinners, which bring students and Trustees together.

Clause 6. The Senior Representative to the Board of Trustees shall meet with the Junior Representative for the Board of Trustees, the Executive Board, and the SGA Advisor once a semester to discuss campus life issues as they pertain to the health of the College.

Clause 7. The Junior and Senior Representatives to the Board of Trustees shall work with committee chairs and co-chairs to learn about different projects and problems as they arise to seek appropriate support from the Board of Trustees.

Clause 8. The Senior Representative to the Board of Trustees shall be the chairperson of the Elections Commission in charge of all College Elections.

Clause 9. The Senior Representative to the Board of Trustees shall serve as a member of the Representative Council.

Section 8. The Junior Representative to the Board of Trustees

Clause 1. The Junior Representative to the Board of Trustees shall serve to represent the Barnard student community before the Board of Trustees. The Junior Representative to the Board of Trustees shall work with the Senior Representative to the Board of Trustees on all matters pertaining to the Board.

Clause 2. The Representatives to the Board of Trustees shall meet together with the Dean of the College and the Secretary of the Board of Trustees at the beginning of each academic year to review pertinent information regarding future Board meetings and to discuss strategies for liaising between the Board and the student body.

Clause 3. The Junior Representative to the Board of Trustees shall attend Board of Trustees meetings during the semester and any special Board of Trustees committee meetings (including a two day retreat in the spring semester).

Subclause 1. The Representative shall conduct a presentation about campus life and issues at all Board of Trustees meetings on a topic of importance to Barnard students to the Student Life Committee.

Clause 4. The Junior Representative to the Board of Trustees shall meet with the Senior Representative for the Board of Trustees, the Executive Board, and the SGA advisor before these meetings to discuss campus life issues as they pertain to the health of the College. They shall also convene for follow up after these meetings.

Clause 5. The Junior Representative to the Board of Trustees shall coordinate with the Board of Trustees Secretary on the Trustees Dinners, which bring students and Trustees together.

Subclause 1. The Representatives shall provide the Secretary with a list of Barnard students to invite.

Clause 6. The Representatives shall work with students who are interested in interacting with the Board of Trustees.

Clause 7. The Junior and Senior Representatives to the Board of Trustees shall work with committee chairs and co-chairs to learn about different projects and problems as they arise to seek appropriate support from the Board of Trustees.

Clause 8. The Junior Representative to the Board of Trustees shall serve as a member of the Representative Council.

Clause 9. The Junior Representative to the Board of Trustees shall serve as an Election Commissioner for SGA elections.

Clause 10: The Junior Representative to the Board of Trustees shall serve as the Senior Representative to the Board of Trustees the following year.

Subclause 1: The position is a two year commitment.

Section 9. The Representative for Sustainable Initiatives
Clause 1. The Representative for Sustainable Initiatives shall serve as the primary point person on sustainability at Barnard.

Clause 2. The Representative for Sustainable Initiatives shall co-chair the Sustainability Initiatives Consulting Board and shall serve on the Barnard Sustainability Tripartite Committee with their co-chair.

Clause 3. The Representative for Sustainable Initiatives shall work with the SGA VP Finance and the Finance Committee on the SGA Green Fund every academic year.

Clause 4. The Representative for Campus Sustainable initiatives shall serve as a member of the Representative Council.

Section 10. The Representative for Academic Affairs

Clause 1. The Representative for Academic Affairs shall serve as a point person for academic related concerns on campus.

Clause 2. The Representative for Academic Affairs shall sit on the Committee on Instruction, which meets every other week.

Clause 3. The Representative for Academic Affairs shall serve as the point person for all academic-related policy issues for students, faculty, the Deans, the Provost, and the Registrar.

Clause 4. The Representative for Academic Affairs shall chair the Student Academic Advisory Committee with an appointed student co-chair, which shall address student needs as they pertain to academic policy.

Clause 5. The Representative for Academic Affairs shall assist with the review process of the curriculum.

Clause 6. The Representative for Academic Affairs shall advocate for the interests of students pursuing a dual degree programs.

Clause 7. The Representative for Academic Affairs shall serve as a member of the Representative Council.

Section 11. The Representative for Inclusion and Equity

Clause 1. The Representative for Inclusion and Equity shall work to promote open discussion, foster community dialogues, support and develop policies, programs, and practices that engage the community in building an inclusive campus climate.

Clause 2. The Representative for Inclusion and Equity shall serve as a liaison between students and administrators on issues related to inclusion and equity.

Clause 3. The Representative for Inclusion and Equity shall co-chair the Committee on Inclusion and Equity.

Clause 4. The Representative for Inclusion and Equity shall serve as a member of the Representative Council.

Section 12. The Representative for Campus Affairs

Clause 1. The Representative for Campus Affairs shall serve as a point person between Residential Life, Career Development, Barnard College Alumnae Relations, Public Safety, and the student body.

Clause 2. The Representative for Campus Affairs shall co-chair the Campus Affairs Committee with an appointed co-chair.

Clause 3. The Representative for Campus Affairs shall meet regularly with the Executive Director of Residential Life.

Clause 4. In order to communicate student concerns, the Representative for Campus Affairs shall meet with the following offices at least once a semester: Office of Career Development, Barnard College Alumnae Relations, and Public Safety.

Clause 5. The Representative for Campus Affairs shall serve as a member of the Representative Council.

Section 13. The Representative for Food and Dining Services

Clause 1. The Representative for Food and Dining Services shall serve as the primary point person for all food related issues and services for students on campus.

Clause 2. The Representative for Food and Dining Services shall co-chair the Food Advisory Board with an appointed co-chair.

Clause 3. The Representative for Food and Dining Services shall meet regularly with Vice President for Student Services.

Clause 4. The Representative for Food and Dining Services shall meet regularly with the Representative for Health Services.

Clause 5. The Representative for Food and Dining Services shall serve as a member of the Representative Council.

Section 14. The Representative for Health Services

Clause 1. The Representative for Health Services shall serve as the primary point person for all health and wellness related issues for students.

Clause 2. The Representative for Health Services shall act as the primary liaison between Primary Health Care, Furman Counseling, the Office of Disability Services, Well Woman, and the student body.

Clause 3. The Representative for Health Services shall chair the Student Health Advisory Committee with an appointed co-chair.

Clause 4. The Representative for Health Services shall meet regularly with the Vice President for Student Services.

Clause 5. The Representative for Health Services shall meet regularly with the Representative for Food and Dining Services.

Clause 6. The Representative for Health Services shall serve as a member of the Representative Council.

Section 15. The Representative for Information & Technology

Clause 1. The Representative for Information & Technology shall serve as a point person for technology on campus.

Clause 2. The Representative for Information & Technology shall communicate regularly with their counterparts on CCSC, ESC, and GSSC.

Clause 3. The Representative for Information & Technology shall sit on the Barnard Library and Academic Information Services (BLAIS) Committee.

Clause 4. The Representative for Information & Technology shall meet regularly with Barnard College Information Technology (BCIT).

Clause 5. The Representative for Information & Technology shall meet regularly with the Manager of Student Computing Services to address student-computing concerns.

Clause 6. The Representative for Information & Technology shall meet regularly with Instructional Media and Technology Services (IMATS).

Clause 7. The Representative for Information & Technology shall meet with student members on the Barnard Library and Academic Information Services (BLAIS) outside of tripartite BLAIS meetings, as needed.

Clause 8. The Representative for Information & Technology shall work closely with the VP Communications in matters pertaining to technology outreach for the Representative Council, including but not limited to archiving the records, resolutions, and official statements of the Representative Council in the given academic year.

Clause 9. The Representative for Information & Technology shall meet regularly with Barnard Events Management.

Clause 10. The Representative for Information & Technology shall serve as a member of the Representative Council.

Section 16. The Representative for Arts and Culture

Clause 1. The Representative for Arts and Culture shall serve as a point person for arts on campus.

Clause 2. The Representative for Arts and Culture shall co-chair the Committee on Arts with an appointed co-chair.

Subclause 1. The Representative for Arts and Culture shall coordinate at least one student art showcase with the Committee on Arts.

Subclause 2. The Representative for Art and Culture shall maintain a physical arts space for the Committee on Arts.

Subclause 3. The Representative for Arts and Culture shall coordinate one event which highlights an element of Barnard culture/current events through artistic mediums.

Clause 3. The Representative for Arts and Culture shall guarantee the interests of students in the Manhattan School of Music double degree program, the Juilliard program, and all other similar programs by meeting with them regularly. The Representative shall also work with the film, theater, dance, art, architecture, music majors and their departments.
Clause 4. The Representative for Arts and Culture shall maintain the Faces of Barnard project.

Subclause 1. The Representative for Arts and Culture shall appoint and work closely with a project coordinator.

Subclause 2. The Representative for Arts and Culture shall ensure that the project is following the project By-Laws.

Clause 5. The Representative for Arts and Culture shall work with CU Arts.

Clause 6. The Representative for Arts and Culture shall contact departments, offices, and students for art projects and opportunities and make those opportunities known to their constituency.

Clause 7. The Representative for Arts and Culture shall serve as a member of the Representative Council.

Section 17. The Representative for Seven Sisters Relations

Clause 1. The Representative for Seven Sisters Relations shall work to maintain a functional relationship with the Seven Sisters Coalition.

Clause 2. The Representative for Seven Sisters Relations shall serve as a representative to the Seven Sisters Coalition Coordinating Board and the coordinator of the Barnard delegation.

Subclause 1. The Representative for Seven Sisters Relations is responsible for the events, activities and cooperation of the Barnard delegation including selection of student representatives to the Seven Sisters Fall Leadership Conference and participation or a proxy agreement to be the automatic nomination as conference head when Barnard hosts the conference.

Subclause 2. The Representative for Seven Sisters Relations shall ensure all representatives are added to the Coordinating Board Google group list and shared on all Coalition documents.

Subclause 3. The Representative for Seven Sisters Relations shall be present at all meetings of the Coordinating Board unless other representatives agree to proxy. The coordinator or proxy shall take notes for the delegation or volunteer to take minutes for the Coordinating Board.

Subclause 4. The Representative for Seven Sisters Relations shall organize representatives of the delegation for all Coordinating Board meetings, specifically the transition meeting during April or May following Representative Council elections.

Subclause 5. The Representative for Seven Sisters Relations shall coordinate with the SGA Executive Board in order to ensure that representatives to the Seven Sisters Coalition Coordinating Board are appointed after Spring Elections.

Clause 3. During years in which Barnard College hosts the Seven Sisters Conference, the Representative for Seven Sisters Relations shall be the chair of the Seven Sisters
Committee along with an appointed co-chair beginning the spring semester before the conference through the fall semester of the conference.

**Clause 4.** The Representative for Seven Sisters Relations shall work with the Seven Sisters Coalition Coordinating Board to develop and maintain an alumnae network amongst the Seven Sisters Coalition.

**Clause 5.** The Representative for Seven Sisters Relations shall serve as a member of the Representative Council.

**Section 18.** The Senior Class President

**Clause 1.** The Senior Class President shall represent the Senior Class.

**Clause 2.** The Senior Class President shall lead the Senior Class Council in:

- **Subclause 1.** Meeting with the Senior Class Council weekly.
- **Subclause 2.** Organizing Senior Class events (study breaks and other activities) to raise class spirit and participation.
- **Subclause 3.** Planning the Senior Class Dinner with Alumnae Affairs.
- **Subclause 4.** Planning the Senior Class Toast.
- **Subclause 5.** Fundraising activities to raise money and class spirit, such as bake sales and candy grams.
- **Subclause 6.** Organizing events in collaboration with Columbia College, the School of Engineering and Applied Sciences, and the School of General Studies.
- **Subclause 7.** Assisting in the organizing of Lerner Pub.
- **Subclause 8.** Assisting in the selection of a Barnard Chair for Winter Gala, a formal for seniors, and aiding the Chair in the planning of the event.
- **Subclause 9.** Assisting in the selection of a Barnard Chair for Senior Week, along with the Student Life Office, and supporting the Chair as deemed necessary.
- **Subclause 10.** Collaborating with Career Development on various events.
- **Subclause 11.** Collaborating with the Dean of Studies Office on disseminating information to seniors.
- **Subclause 12.** Collaborating with the Student Life Office for Senior Announcements and Class Rings, for which the class council, in collaboration with the SGA Bookkeeper and the Senior Class Council advisor, may decide whether the class should receive a portion of the sales.
- **Subclause 13.** Organizing one blood drive with the Office of Disability Services.
- **Subclause 14.** Working with the other Senior class councils to design and sell the official Senior class T-shirt.

**Clause 3.** The Senior Class President shall e-mail updates to the Senior Class, on behalf of the Senior Class Council.

**Clause 4.** The Senior Class President shall sit on the Barnard Fund Committee to promote Senior Class donations.
Clause 5. The Senior Class President shall work with the Senior Class Dean and Barnard Commencement Committee.

Clause 6. The Senior Class President shall sit on the Barnard College Medal of Distinction Committee, to cast one of the votes for medal nominees.

Clause 7. The Senior Class President shall attend regular meetings with the Senior Class Vice President, the Senior Class Treasurer, the Senior Class Secretary, and the Student Life Advisor.

Clause 8. The Senior Class President shall meet regularly with their SGA Executive Board Advisor.

Clause 9. The Senior Class President shall support the Junior Class Council in its endeavors by providing volunteers and other assistance as needed.

Clause 10. The Senior Class President shall organize a semesterly meeting between the SGA class council presidents and vice presidents in order to foster the exchange of ideas and to encourage collaboration.

Clause 11. The Senior Class President shall regularly attend meetings in the spring semester with the Senior Class Vice President and the Alumnae Affairs office in preparation for the Senior Dinner.

Clause 12. The Senior Class President shall be one of three student speakers at the Barnard College Commencement.

Subclause 1. The Senior Class President shall replace the SGA President on the student commencement speaker selection committee if the SGA President applies as a speaker. The Senior Class President shall have full voting privileges.

Clause 13. The Senior Class President shall serve as an Election Commissioner for SGA elections.

Clause 14. The Senior Class President shall serve as a member of the Representative Council.

Section 19. The Senior Class Vice President

Clause 1. The Senior Class Vice President shall represent the Senior Class.

Clause 2. The Senior Class Vice President shall serve as a member of the Senior Class Council.

Clause 3. The Senior Class Vice President shall serve as a liaison between the Senior Class Council and the VP Communications.

Clause 4. The Senior Class Vice President shall assist the Senior Class Council in all duties as outlined in Section 18, Clause 2.

Clause 5. The Senior Class Vice President shall attend a semesterly meeting between the SGA class council presidents and vice presidents in order to foster the exchange of ideas and to encourage collaboration. This meeting should also be a platform for the Junior class to provide updates on the Career Dinner.

Clause 6. The Senior Class Vice President shall be a member of the Transfer, International, and Commuter Student Interests Committee (TICSI) which is composed
of the four class vice presidents. The TICSI Committee shall guarantee the interests of Transfer, International, and Commuter students in each class.

**Subclause 1.** The TICSI Committee shall plan and hold Tea is for Transfers at the beginning of the academic year.

**Clause 7.** The Senior Class Vice President shall regularly attend meetings in the spring semester with the Senior Class President and the Alumnae Affairs office in preparation for the Senior Dinner.

**Clause 8.** The Senior Class Vice President shall attend regular meetings with the Senior Class President, the Senior Class Treasurer, the Senior Class Secretary, and the Student Life Advisor.

**Clause 9.** The Senior Class Vice President shall serve as an Election Commissioner for SGA elections in the event that the University Senator is in their last semester of their term and is not a senior.

**Clause 10.** The Senior Class Vice President shall serve as a member of the Representative Council.

**Section 20.** The Senior Class Treasurer

**Clause 1.** The Senior Class Treasurer shall represent the Senior Class.

**Clause 2.** The Senior Class Treasurer shall serve as a member of the Senior Class Council.

**Clause 3.** The Senior Class Treasurer shall be responsible for organizing class fundraising events.

**Clause 4.** The Senior Class Treasurer shall be responsible for processing all monetary forms on behalf of the Senior Class Council.

**Clause 5.** The Senior Class Treasurer shall be responsible for submitting monthly reconciliation forms.

**Clause 6.** The Senior Class Treasurer shall meet with the treasurers of the other undergraduate class councils when planning events. They shall collaborate with the other treasurers to ensure the appropriate distribution of expenses and revenues between accounts.

**Clause 7.** The Senior Class Treasurer shall assist the Senior Class Council in all duties as outlined in Section 18, Clause 2.

**Clause 8.** The Senior Class Treasurer shall attend regular meetings with the Senior Class President, the Senior Class Vice President, the Senior Class Secretary, and the Student Life Advisor.

**Clause 9.** The Senior Class Treasurer shall meet regularly with the Student Life bookkeeper and the VP Finance to keep up to date records of the Senior Class budget.

**Clause 10.** The Senior Class Treasurer shall allot funds to contribute to the Student Career Dinner.

**Section 21.** The Senior Class Secretary

*By-Laws of the Constitution of the Student Government Association, Revised April 2016*
Clause 1. The Senior Class Secretary shall represent the Senior Class.
Clause 2. The Senior Class Secretary shall serve as a member of the Senior Class Council.
Clause 3. The Senior Class Secretary shall be responsible for taking minutes at Senior class council meetings and then distributing them to the Senior Class Council. They shall keep a record of these minutes for transition documents.
Clause 4. The Senior Class Secretary shall keep records of all Senior Class activities.
Clause 5. The Senior Class Secretary shall be responsible for coordinating the publicity of Senior Class events.
Clause 6. The Senior Class Secretary shall be responsible for reserving event space, tabling space, and/or banner space as deemed necessary for class events.
Clause 7. The Senior Class Secretary shall assist the Senior Class Council in all duties as outlined in Section 18, Clause 2.
Clause 8. The Senior Class Secretary shall attend a regular meeting with the Senior Class President, the Senior Class Vice President, the Senior Class Treasurer, and the Student Life Advisor.
Clause 9. The Senior Class Secretary shall serve as a member of the Leadership Awards Dinner Committee.

Section 22. The Senior Class Representative
Clause 1. The Senior Class Representative shall represent the Senior Class.
Clause 2. The Senior Class Representative shall serve as a member of the Senior Class Council.
Clause 3. The Senior Class Representative shall assist the Senior Class Council in all duties as outlined in Section 18, Clause 2.
Clause 4. One Class Representative shall serve as the designated Class Giving Representative and will work with the other Class Giving Representatives from each class year in addition to the Senior Fund, if needed.

Section 23. The Junior Class President
Clause 1. The Junior Class President shall represent the Junior Class.
Clause 2. The Junior Class President shall lead the Junior Council in:
   Subclause 1. Meeting with the Junior Class Council weekly.
   Subclause 2. Organizing Junior Class events (study breaks and other activities) to raise class spirit and participation.
   Subclause 3. Planning the Junior Class Dinner.
   Subclause 4. Fundraising activities to raise money and class spirit, such as bake sales and candy grams.
   Subclause 5. Organizing events in collaboration with Columbia College, the School of Engineering and Applied Sciences, and the School of General Studies.
   Subclause 6. Reaching out to Juniors studying abroad.
Subclause 7. Organizing one blood drive with the Office of Disability Services.
Subclause 8. Planning a Student Career/Networking Dinner.

Clause 3. The Junior Class President shall e-mail updates to the Junior Class, on behalf of the Junior Class Council.

Clause 4. The Junior Class President shall attend a regular meeting with the Junior Class Vice President, the Junior Class Treasurer, the Junior Class Secretary, and the Student Life Advisor.

Clause 5. The Junior Class President shall meet regularly with their SGA Executive Board Advisor.

Clause 6. The Junior Class President is a member of the Student Life Committee of Trustees, which meets twice a semester.

Clause 7. The Junior Class President shall serve as a member of the Representative Council.

Clause 8. The Junior Class President shall attend a semesterly meeting between the SGA class council presidents and vice presidents in order to foster the exchange of ideas and to encourage collaboration.

Clause 9. The Junior Class President shall support the Senior Class Council in its endeavors by providing volunteers and other assistance as needed.

Clause 10. The Junior Class President shall chair, support, and oversee the happenings of all designated Class Giving Representatives.

Clause 11. The Junior Class President shall serve as a member of the Representative Council.

Section 24. The Junior Class Vice President

Clause 1. The Junior Class Vice President shall represent the Junior Class.

Clause 2. The Junior Class Vice President shall serve as a member of the Junior Class Council.

Clause 3. The Junior Class Vice President shall serve as a liaison between the Class Council and VP Communications.

Clause 4. The Junior Class Vice President shall assist the Junior Class Council in all duties as outlined in Section 23, Clause 2.

Clause 5. The Junior Class Vice President shall attend a semesterly meeting between the SGA class council presidents and vice presidents in order to foster the exchange of ideas and to encourage collaboration.

Clause 6. The Junior Class Vice President shall be a member of the Transfer, International, and Commuter Student Interests Committee (TICSI) which is composed of the four class vice presidents. The TICSI Committee shall guarantee the interests of Transfer, International, and Commuter students in each class.

Subclause 1. The TICSI Committee shall plan and hold Tea is for Transfers at the beginning of the academic year.
Clause 7. The Junior Class Vice President shall attend regular meetings with the Junior Class President, the Junior Class Treasurer, the Junior Class Secretary, and the Student Life Advisor.

Clause 8. The Junior Class Vice President shall support the Senior Class Council in its endeavors by providing volunteers and other assistance as needed.

Clause 9. The Junior Class Vice President shall serve as a member of the Representative Council.

Section 25. The Junior Class Treasurer

Clause 1. The Junior Class Treasurer shall represent the Junior Class.

Clause 2. The Junior Class Treasurer shall serve as a member of the Junior Class Council.

Clause 3. The Junior Class Treasurer shall be responsible for organizing class fundraising events.

Clause 4. The Junior Class Treasurer shall be responsible for processing all monetary forms on behalf of the Junior Class Council.

Clause 5. The Junior Class Treasurer shall be responsible for submitting monthly reconciliation forms.

Clause 6. The Junior Class Treasurer shall meet with the treasurers of the other undergraduate class councils when planning events. They shall collaborate with the other treasurers to ensure the appropriate distribution of expenses and revenues between accounts.

Clause 7. The Junior Class Treasurer shall assist the Junior Class Council in all duties as outlined in Section 23, Clause 2.

Clause 8. The Junior Class Treasurer shall attend regular meetings with the Junior Class President, the Junior Class Vice President, the Junior Class Secretary, and the Student Life Advisor.

Clause 9. The Junior Class Treasurer shall meet regularly with the Student Life bookkeeper and the VP Finance, to keep up to date records of the Junior Class budget.

Clause 10. The Junior Class Treasurer should allot funds to the Student Career/Networking Dinner and coordinate the contributions from the other class council treasurers.

Section 26. The Junior Class Secretary

Clause 1. The Junior Class Secretary shall represent the Junior Class.

Clause 2. The Junior Class Secretary shall serve as a member of the Junior Class Council.

Clause 3. The Junior Class Secretary shall be responsible for taking minutes at Junior Class Council meetings and then distributing them to the Junior Class Council. They shall keep a record of these minutes for transition documents.

Clause 4. The Junior Class Secretary shall keep records of all Junior Class activities.
Clause 5. The Junior Class Secretary shall be responsible for coordinating the publicity of Junior Class events.

Clause 6. The Junior Class Secretary shall be responsible for reserving event space, tabling space, and/or banner space as deemed necessary for class events.

Clause 7. The Junior Class Secretary shall assist the Junior Class Council in all duties as outlined in Section 23, Clause 2.

Clause 8. The Junior Class Secretary shall attend regular meetings with the Junior Class President, the Junior Class Vice President, the Junior Class Treasurer, and the Student Life Advisor.

Clause 9. The Junior Class Secretary shall serve as a member of the Leadership Awards Dinner Committee.

Section 27. The Junior Class Representative

Clause 1. The Junior Class Representative shall represent the Junior Class.

Clause 2. The Junior Class Representative shall serve as a member of the Junior Class Council.

Clause 3. The Junior Class Representative shall assist the Junior Class Council in all duties as outlined in Section 23, Clause 2.

Clause 4. One Class Representative shall serve as the designated Class Giving Representative and will work with the other Class Giving Representatives from each class year in addition to the Senior Fund, if needed.

Section 28. The Sophomore Class President

Clause 1. The Sophomore Class President shall represent the Sophomore Class.

Clause 2. The Sophomore Class President shall lead the Sophomore Council in:

Subclause 1. Meeting with the Sophomore Class Council weekly.

Subclause 2. Organizing Sophomore Class events (study breaks and other activities) to raise class spirit and participation.

Subclause 3. Planning the Sophomore Class Dinner.

Subclause 4. Planning the Sophomore Class Major Toast.

Subclause 5. Planning the Study Abroad High Tea Send Off during the spring semester.

Subclause 6. Fundraising activities to raise money and class spirit, such as bake sales and candy grams.

Subclause 7. Organizing events in collaboration with Columbia College, the School of Engineering and Applied Sciences, and the School of General Studies.

Subclause 8. Organizing one blood drive with the Office of Disability Services.

Subclause 9. Organizing a welcome event for the first year class in September upon the availability of funds in the fall semester.

Clause 3. The Sophomore Class President shall email updates to the Sophomore Class on behalf the Sophomore Class Council.
Clause 4. The Sophomore Class President shall attend a semesterly meeting between the SGA class council presidents and vice presidents in order to foster the exchange of ideas and to encourage collaboration. This meeting should also be a platform for the Junior class to provide updates on the Student Career/Networking Dinner.

Clause 5. The Sophomore Class President shall attend a regular meeting with the Sophomore Class Vice President, the Sophomore Class Treasurer, the Sophomore Class Secretary, and the Student Life Advisor.

Clause 6. The Sophomore Class President is a member of the Student Life Committee of Trustees, which meets twice a semester.

Clause 7. The Sophomore Class President shall serve as a member of the Representative Council.

Section 29. The Sophomore Class Vice President

Clause 1. The Sophomore Class Vice President shall represent the Sophomore Class.

Clause 2. The Sophomore Class Vice President shall serve as a member of the Sophomore Class Council.

Clause 3. The Sophomore Class Vice President shall serve as a liaison between the Class Council and the VP Communications.

Clause 4. The Sophomore Class Vice President shall assist the Sophomore Class Council in all duties as outlined in Section 28, Clause 2.

Clause 5. The Sophomore Class Vice President shall attend a semesterly meeting between the SGA class council presidents and vice presidents in order to foster the exchange of ideas and to encourage collaboration.

Clause 6. The Sophomore Class Vice President shall be a member of the Transfer, International, and Commuter Student Interests Committee (TICSI) which is composed of the four class vice presidents. The TICSI Committee shall guarantee the interests of Transfer, International, and Commuter students in each class.

Subclause 1. The TICSI Committee shall plan and hold Tea is for Transfers at the beginning of the academic year.

Clause 7. The Sophomore Class Vice President shall attend regular meetings with the Sophomore Class President, the Sophomore Class Treasurer, the Sophomore Class Secretary, and the Student Life Advisor.

Clause 8. The Sophomore Class Vice President shall serve as a member of the Representative Council.

Section 30. The Sophomore Class Treasurer

Clause 1. The Sophomore Class Treasurer shall represent the Sophomore Class.

Clause 2. The Sophomore Class Treasurer shall serve as a member of the Sophomore Class Council.

Clause 3. The Sophomore Class Treasurer shall be responsible for organizing class fundraising events.

Clause 4. The Sophomore Class Treasurer shall be responsible for processing all monetary forms on behalf of the Sophomore Class Council.

Clause 5. The Sophomore Class Treasurer shall be responsible for submitting monthly reconciliation forms.

Clause 6. The Sophomore Class Treasurer shall meet with the treasurers of the other undergraduate class councils when planning events. They shall collaborate with the other treasurers to ensure the appropriate distribution of expenses and revenues between accounts.

Clause 7. The Sophomore Class Treasurer shall assist the Sophomore Class Council in all duties as outlined in Section 28, Clause 2.

Clause 8. The Sophomore Class Treasurer shall attend a regular meeting with the Sophomore Class President, the Sophomore Class Vice President, the Sophomore Class Secretary, and the Student Life Advisor.

Clause 9. The Sophomore Class Treasurer shall meet regularly with the Student Life bookkeeper and the VP Finance, to keep up to date records of the Sophomore Class budget.

Clause 10. The Sophomore Class Treasurer shall allot funds to contribute to the Student Career/Networking Dinner.

Section 31. The Sophomore Class Secretary

Clause 1. The Sophomore Class Secretary shall represent the Sophomore Class.

Clause 2. The Sophomore Class Secretary shall serve as a member of the Sophomore Class Council.

Clause 3. The Sophomore Class Secretary shall be responsible for taking minutes at Sophomore Class Council meetings, and then distributing them to the Sophomore Class Council. They shall keep a record of these minutes for transition documents.

Clause 4. The Sophomore Class Secretary shall be responsible for coordinating the publicity of Sophomore Class events.

Clause 5. The Sophomore Class Secretary shall be responsible for reserving event space, tabling space, and/or banner space as deemed necessary for class events.

Clause 6. The Sophomore Class Secretary shall assist the Sophomore Class Council in all duties as outlined in Section 28, Clause 2.

Clause 7. The Sophomore Class Secretary shall attend a regular meeting with the Sophomore Class President, the Sophomore Class Vice President, the Sophomore Class Treasurer, and the Student Life Advisor.

Clause 8. The Sophomore Class Secretary shall serve as a member of the Leadership Awards Dinner Committee.

Section 32. The Sophomore Class Representative

Clause 1. The Sophomore Class Representative shall represent the Sophomore Class.
Clause 2. The Sophomore Class Representative shall serve as a member of the Sophomore Class Council.

Clause 3. The Sophomore Class Representative shall assist the Sophomore Class Council all duties as outlined in Section 28, Clause 2.

Clause 4. One Class Representative shall serve as the designated Class Giving Representative and will work with the other Class Giving Representatives from each class year in addition to the Senior Fund, if needed.

Section 33. The First-Year Class President

Clause 1. The First-Year Class President shall represent the First-Year Class.

Clause 2. The First-Year Class President shall lead the First-Year Class Council in:

Subclause 1. Meeting with the First-Year Class Council weekly.

Subclause 2. Planning the First-Year Class Dinner.

Subclause 3. Organizing First-Year Class events (study breaks and other activities) to raise class spirit and participation.

Subclause 4. Fundraising activities to raise money and class spirit, such as bake sales and candy grams.

Subclause 5. Organizing events in collaboration with Columbia College, the School of Engineering and Applied Sciences, and the School of General Studies.


Subclause 7. Organizing one blood drive with the Office of Disability Services.

Clause 3. The First-Year Class President shall e-mail updates to the First-Year Class, on behalf the First-Year Class Council.

Clause 4. The First-Year Class President shall attend a regular meeting with the First-Year Class Vice President, the First-Year Class Treasurer, the First-Year Class Secretary, and the Student Life Advisor.

Clause 5. The First-Year Class President shall meet regularly with their SGA Executive Board Advisor.

Clause 6. The First-Year Class President shall attend a semesterly meeting between the SGA class council presidents and vice presidents in order to foster the exchange of ideas and to encourage collaboration.

Clause 7. The First-Year Class President is a member of the Student Life Committee of Trustees, which meets twice a semester.

Clause 8. The First-Year Class President shall serve as a member of the Representative Council.

Section 34. The First-Year Class Vice President

Clause 1. The First-Year Class Vice President shall represent the First-Year Class.
Clause 2. The First-Year Class Vice President shall serve as a member of the First-Year Class Council.

Clause 3. The First-Year Class Vice President shall serve as a liaison between the Class Council and the VP Communications.

Clause 4. The First-Year Class Vice President shall assist the First-Year Class Council in all duties as outlined in Section 33, Clause 2.

Clause 5. The First-Year Class Vice President shall attend a regular meeting with the First-Year Class President, the First-Year Class Treasurer, the First-Year Class Secretary, and the Student Life Advisor.

Clause 6. The First-Year Class President shall attend a semesterly meeting between the SGA class council presidents and vice presidents in order to foster the exchange of ideas and to encourage collaboration.

Clause 7. The Senior Class Vice President shall be a member of the Transfer, International, and Commuter Student Interests Committee (TICSI) which is composed of the four class vice presidents. The TICSI Committee shall guarantee the interests of Transfer, International, and Commuter students in each class.

Subclause 1. The TICSI Committee shall plan and hold Tea is for Transfers at the beginning of the academic year.

Clause 8. The First-Year Class Vice President shall serve as a member of the Representative Council.

Section 35. The First-Year Class Treasurer

Clause 1. The First-Year Class Treasurer shall represent the First-Year Class.

Clause 2. The First-Year Class Treasurer shall serve as a member of the First-Year Class Council.

Clause 3. The First-Year Class Treasurer shall be responsible for organizing class fundraising events.

Clause 4. The First-Year Class Treasurer shall be responsible for processing all monetary forms on behalf of the First-Year Class Council.

Clause 5. The First-Year Class Treasurer shall be responsible for submitting monthly reconciliation forms.

Clause 6. The First-Year Class Treasurer shall meet with the treasurers of the other undergraduate class councils when planning events. They shall collaborate with the other treasurers to ensure the appropriate distribution of expenses and revenues between accounts.

Clause 7. The First-Year Class Treasurer shall assist the First-Year Class Council in all duties as outlined in Section 33, Clause 2.

Clause 8. The First-Year Class Treasurer shall attend a regular meeting with the First-Year Class President, the First-Year Class Vice President, the First-Year Secretary, and the Student Life Advisor.

Clause 9. The First-Year Class Treasurer shall meet regularly with the Student Life bookkeeper and the VP Finance, to keep up to date records of the First-Year Class budget.

Section 36. The First-Year Class Secretary
Clause 1. The First-Year Class Secretary shall represent the First-Year Class.
Clause 2. The First-Year Class Secretary shall serve as a member of the First-Year Class Council.
Clause 3. The First-Year Class Secretary shall be responsible for taking minutes at First-Year Class Council meetings, and then distributing them to the First-Year Class Council. They shall keep a record of these minutes for transition documents.
Clause 4. The First-Year Class Secretary shall be responsible for coordinating the publicity of First-Year Class events.
Clause 5. The First-Year Class Secretary shall be responsible for reserving event space, tabling space, and/or banner space as deemed necessary for class events.
Clause 6. The First-Year Class Secretary shall assist the First-Year Class Council in all duties as outlined in Section 33, Clause 2.
Clause 7. The First-Year Class Secretary shall meet regularly with the Student Life Advisor.
Clause 8. The First-Year Class Secretary shall serve as a member of the Leadership Awards Dinner Committee.

Section 37. The First-Year Class Representative
Clause 1. The First-Year Class Representative shall represent the First-Year Class.
Clause 2. The First-Year Class Representative shall serve as a member of the First-Year Class Council.
Clause 3. The First-Year Class Representative shall assist the First-Year Class Council in all duties as outlined in Section 33, Clause 2.
Clause 4. One Class Representative shall serve as the designated Class Giving Representative and will work with the other Class Giving Representatives from each class year in addition to the Senior Fund, if needed.

Article II: THE REPRESENTATIVE COUNCIL

Section 1. Membership
Clause 1. All Representative Council members are elected by the student body, unless appointed to their position by the Appointments Committee.
Clause 2. Representative Council shall be comprised of the following:
   The SGA President
   The Vice President for Policy
   The Vice President for Campus Life
The Vice President for Finance  
The Vice President for Communications  
The Barnard College Senator to the University Senate  
The Senior Representative to the Board of Trustees  
The Junior Representative to the Board of Trustees  
The Representative for Sustainable Initiatives  
The Representative for Academic Affairs  
The Representative for Inclusion and Equity  
The Representative for Campus Affairs  
The Representative for Information and Technology  
The Representative for Arts and Culture  
The Representative for Food and Dining Services  
The Representative for Health Services  
The Representative for Seven Sisters Relations  
The President of each Class Council  
The Vice President of each Class Council  

Section 2. Duties of Representative Council Members  
Clause 1. All Representative Council members are required to fulfill the duties of their specific offices and committees as stated in Article I and in the Constitution.  
Clause 2. All members are required to attend Representative Council meetings as stated in Section 5 (below).  
Clause 3. Any member of the Representative Council may invite an outside representative or another member of the whole student body to appear and report on their activities.  
Clause 4. All members of the Representative Council are required to keep one office hour per week in the Student Government Association Office.  
Clause 5. All members of the Representative Council are expected to assist in Executive Board and general SGA initiatives.  
Clause 6. The Representative Council shall internally designate Representatives to attend meetings of Columbia College Student Council, the General Studies Student Council and the Engineering Student Council.  

Section 3. Representative Council Meeting Procedure  
Clause 1. All meetings shall be open to all members of the whole student body as well as outside representatives from Columbia University.  
Clause 2. Two thirds of the Representative Council must be present to constitute a quorum for voting procedures.  
Clause 3. The President shall preside over all Representative Council meetings. In the event that they will not be able to attend a meeting, they shall designate an executive board member as chair.  

Clause 4. All motions shall be passed by a majority vote of the Representative Council.
Clause 5. In appropriate situations, the Representative Council may retire to closed session upon a majority vote.
Clause 6. There shall be at least one meeting every week during the academic year on Mondays from 8-10pm.
Clause 7. At the beginning of every meeting, the agenda for said meeting must be ratified by a majority vote of the Representative Council.
Clause 8. At every Representative Council meeting, time may be allotted for student organizations to make general presentations concerning student life.
Clause 9. Any member of the whole student body or outside representative of the University may have an item placed on the agenda by contacting the VP Communications at least twenty-four hours prior to the next meeting.
Clause 10. During the meeting, any attendee may move to place an item on the agenda.
Clause 11. Once all items on the agenda have been discussed, a representative may move to adjourn the meeting.

Section 4. Order of Business
Clause 1. Call to order by the chairperson.
Clause 2. Roll call by VP Policy.
Clause 3. Approval of the Agenda.
Clause 4. The rest of the meeting shall consist of any of the following:
   Subclause 1. An administrative guest.
   Subclause 2. Any necessary updates from the Executive Board as needed.
   Subclause 3. General presentations on initiatives from guests such as students, staff members, faculty or from SGA Representatives.
Clause 5. Adjournment.

Section 5. Disruptive Behavior and Absences
Clause 1. Anyone present at the Representative council meeting who commits repeatedly disruptive behavior shall be asked to leave the Representative Council meeting.
Clause 2. In the event that an officer has a conflict with a Representative Council meeting, they must submit a written excuse to the VP Policy at least 24 hours prior to that meeting.
Clause 3. Attendance at Representative Council meetings is mandatory. Every Representative Council officer is to miss no more than two meetings a semester due to unexcused absences.
Clause 4. If an officer misses between ten to thirty minutes of a Representative Council meeting they must schedule an extra office hour for that week.
Clause 5. If an officer misses more than thirty minutes of a Representative Council meeting an unexcused absence will be added to their attendance record.
Section 6. Representative Council Retreat
Clause 1. The Representative Council retreat is mandatory for all Representative Council Officers.
Clause 2. The dates of this retreat shall be determined no later than June 1.
Clause 3. If an officer foresees a conflict with the retreat they must notify the VP Policy no later than August 1.

Article III: THE EXECUTIVE BOARD

Section 1. Membership
Clause 1. All Executive Board members are elected by the student body, unless appointed to their position by the Appointments Committee.
Clause 2. Executive Board shall be comprised of the following:
   - The SGA President
   - The Vice President for Policy
   - The Vice President for Campus Life
   - The Vice President for Finance
   - The Vice President for Communications

Section 2. Duties of the Executive Board
Clause 1. The Executive Board shall meet once a week, with the President presiding. At the meeting, each officer shall report on their current and planned activities.
Clause 2. Each Executive Board officer is expected to spend at least ten hours per week working productively on their SGA related duties, including residing in the office.
Clause 3. Each year, the Executive Officers shall collectively:
   - Subclause 1. Meet biweekly with the Dean of the College.
   - Subclause 2. Meet biweekly with the SGA Advisor.
   - Subclause 3. Meet once a semester with the President of the College.
Clause 4. The Executive Board shall meet with the GSSC Executive Board, ESC Executive Board and the CCSC Executive Board at least once a year.
Clause 5. After elections, each outgoing and incoming Executive Board officer shall share at least two office hours per week. If the incoming Executive Board officer is studying abroad, they shall spend two hours per week communicating with the appropriate outgoing Executive Board officer through audiovisual means.
Clause 6. The outgoing and incoming Executive Board shall meet at the end of the spring semester with the SGA advisor, the Dean of the College, and the President of the College.
Clause 7. The incoming and outgoing Executive Boards shall meet together as a whole to discuss concerns about the previous year and goals for the coming year as well as to share notes.
Article IV: REFERENDA

Section 1. Initiation
Clause 1. A referendum may be proposed by any member of the whole student body, as stated in Article VIII, Section 1 of the Constitution.

Section 2. Approval
Clause 1. A simple majority vote of the Representative Council is required to hold a referendum.
Clause 2. Abstentions shall not count in a tally, even if this means a simple majority cannot be attained. If abstentions make up a majority of the overall votes, there will be a re-vote until a simple majority is attained.
Clause 3. In the event that one Executive member, one non-Executive member and a third member of Representative Council agree that a vote is contentious, they can jointly override that motion and the motion will be re-voted, requiring a two thirds majority.

Section 3. Creation
Clause 1. Once approved, the referendum shall be drafted by the Vice President for Policy. A simple majority vote of the Representative Council is required to approve the wording of the referendum.
Clause 2. The Representative Council will then vote to confirm the thresholds for the referendum. A simple majority vote of the Representative Council is required to confirm these thresholds. These thresholds must be made public to the members of whole student body before the voting period.
   Subclause 1. In order for the results of the referendum to be valid, at least 25% of the student body must participate in the vote. The referendum will pass by a simple majority vote.
   Subclause 2. The Representative Council may override the thresholds set in Subclause 1 and enact new thresholds with a 2/3 hand vote. This may only occur prior to implementation.

Section 4. Implementation
Clause 1. Once the draft and the thresholds have been approved by the Representative Council, the referendum shall be included in the next general All-College election or in a special All-College vote.
Clause 2. The draft must be posted on the SGA Website at least 24 hours before the vote.

Section 5. Voting Procedures
Clause 1. As official conductors of the vote, SGA Representatives shall remain neutral
in public during the voting period.

**Subclause 1.** In the case that a referendum is initiated by Section 1 Clause 2, the student(s) who requested the referendum must adhere to SGA campaigning rules and Barnard College posting policy during the voting period.

**Section 6.** Results

**Clause 1.** A referendum shall be considered passed if it meets or exceeds the thresholds set by Section 3, Clause 2.

**Article V: IMPEACHMENT OF EXECUTIVE OFFICERS AND COUNCIL MEMBERS**

**Section 1.** Charges

**Clause 1.** A member of the Representative Council shall be brought up on impeachment charges for reasons stated in Article VII, Section 1 of the Constitution.

**Subclause 1.** Any two members of the whole student body may collectively bring forth a formal, written document to the VP Policy calling for impeachment of a Representative due to reasons stated in Article VII, Section 1, Clause 1 of the Constitution. Disciplinary procedures for non-attendance related charges shall then be followed.

**Subclause 2.** If the Representative in question is the VP Policy, the document shall be brought to the SGA President.

**Clause 2.** A Representative shall be brought up on impeachment charges for reasons stated in Article VII, Section 1, Clause 2 of the Constitution.

**Subclause 1.** After the second unexcused absence of the Representative, the Vice President for Policy shall begin disciplinary procedures for attendance related charges.

**Section 2.** Disciplinary Procedures for non-attendance related charges

**Clause 1.** The VP Policy shall verify the identity of the authors of the document calling for impeachment charges. The identity of the authors shall remain anonymous to everyone on the Representative Council except for the VP Policy.

**Clause 2.** The Vice President for Policy shall bring the impeachment charges before the Representative Council, notifying the charged Representative at least one week prior to the Representative Council review.

**Section 3.** Disciplinary Procedures for attendance related charges

**Clause 1.** Immediately after the second unexcused absence of a Representative, the VP Policy shall notify the officer that impeachment procedures shall automatically begin upon a third unexcused absence.
Section 4. Impeachment Procedures

Clause 1. The VP Policy shall present the impeachment charges to the Representative Council. A 2/3 anonymous ballot shall be required to move forward with impeachment.

Clause 2. If the Representative Council moves forward with impeachment, the charged Representative shall have an opportunity to present a defense to the Representative Council.

Clause 3. The Representative Council shall then consider all information placed before them and vote on impeachment. A 2/3 anonymous ballot is required to remove the Representative from their position.