



**Bylaws 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 Bylaws 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 meet with a representative from the Inclusive Initiatives Committee once per semester to align on initiatives.

**Clause 9.** The President shall attend all Representative Council meetings.

**Clause 10.** The President shall be responsible for student appointments to Trustee and Alumna Advisory Committees, in consultation with the Executive Board.

**Clause 11.** The President shall serve as an Election Commissioner for SGA elections.

**Clause 12.** 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 13.** 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 14.** The President shall meet regularly with the Presidents of the other three student councils at Columbia University.

**Clause 15.** The President shall serve as a primary point person for concerns of Representatives as well as facilitate their progress and problems.

**Clause 16.** The President shall meet with the Chair of the Board of Trustees at least once a year.

**Clause 17.** The President shall meet with the President of the College at least once a semester individually.

**Clause 18.** The President shall be a voting member of the Alumnae Association of Barnard College and shall attend meetings and functions as expected.

**Clause 19.** The President shall serve as a member of the Representative Council.

**Clause 20.** The President is an elected position, unless there is a mid-year vacancy and special appointments process.

## 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.

**Subclause 1.** The VP Policy shall document all amendments and referenda passed by the Representative Council.

**Subclause 2.** The VP Policy shall conduct all parliamentary procedures during Representative Council meetings including operational obligations such as taking attendance and keeping a Speakers List.

**Subclause 3.** The VP Policy shall track the outcomes and distributions of each vote conducted by 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 compile a comprehensive list of all students on committees, including Tripartite, Internal, or Advisory Committees.

**Clause 4.** The VP Policy shall chair the Committee on Policy.

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

**Subclause 2.** The VP Policy shall meet with the Title IX Coordinator at least once per semester.

**Subclause 3.** The Committee on Policy shall work with members of the Representative Council on Policy-related research and proposals. They will meet with each member of Representative Council every academic year to identify opportunities for collaboration.

**Subclause 4.** The Committee on Policy shall work with the Committee on Public Relations in the planning of Town Halls, including their topics of discussion.

**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 5.** The VP Policy shall run the mid-term appointments process, and assist in transitioning newly appointed representatives along with the person vacating the position being filled through the appointments process.

**Subclause 1.** The VP Policy shall abstain when the Representative Council is voting on the appointments, because of their involvement in the process.

**Clause 6.** The VP Policy shall chair the Constitutional Review Committee during years of constitutional review.

**Subclause 1.** The Committee on Policy shall document all proposed amendments between years of constitutional review. Details about amendments shall be documented in the VP Policy's transition documents.

**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 meet with a representative from the Inclusive Initiatives Committee once per semester to align on initiatives.

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

**Clause 11.** The VP Policy is an elected position, unless there is a mid-year vacancy and appointments process.

## Section 3. The Vice President for Equity (VP Equity)

**Clause 1.** The VP Equity shall serve as the primary point person for SGA's long-term equity initiatives, intra-SGA relations, and administrative inclusion and equity initiatives. The purpose of the

VP Equity shall be primarily to plan for and manage issues of equity and inclusivity that occur within SGA, and additionally to manage SGA's involvement in college-level equity initiatives.

**Clause 2.** The VP Equity shall make an active effort address issues pertaining to the all (but not limited to) the following identities and shall do so in an intersectional manner:

**Subclause 1.** Socioeconomic status, sexuality, religion, race, political viewpoints, language, gender identity, family background, educational background, dis/ability status, and citizenship status.

**Clause 3.** The VP Equity shall sit on the Committee for Inclusive Initiatives.

**Clause 4.** The VP Equity shall sit on the College Council on Diversity, Equity and Inclusion and any other relevant college committees and task forces as they see fit.

**Clause 5.** The VP Equity shall meet regularly with the Executive Director for Equity.

**Clause 6.** The VP Equity shall undergo training from the Office of Student Life at the beginning of their term.

**Clause 7.** The VP Equity shall organize once-per-semester Community Discussions for the Representative Council to debrief on inclusion and equity within SGA and the Representative Council internally. These forums should serve as a platform for Representatives to voice their concerns, explain their issues, and have a productive dialogue to understand the perspectives and goals of all Representatives.

**Subclause 1.** The VP Equity shall organize this in conjunction with Student Life, and the SGA Advisor or another relevant administrator shall be present as an observer but not a participant.

**Subclause 2.** The first Community Discussion shall occur in the two weeks following Fall Break, and the second in the two weeks following Spring Break.

**Subclause 3.** Two hours shall be allotted per Community Discussion in order to hear as many voices and perspectives as possible.

**Clause 8.** The VP Equity shall meet with each member of the Representative Council at the beginning of each semester to understand their goals and ensure SGA is actively and adequately representing students as a cohesive governing board.

**Clause 9.** The VP Equity shall be responsible for managing decorum during Representative Council meetings.

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

**Clause 11.** The VP Equity is an elected position, unless there is a mid-year vacancy and appointments process.

#### **Section 4.** 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 Event, 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, 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 meet with a representative from the Inclusive Initiatives Committee once per semester to align on initiatives.

**Clause 10.** The VP Campus Life shall serve as a member of the Representative Council.

**Clause 11.** The VP Campus Life is an elected position, unless there is a mid-year vacancy and appointments process.

#### **Section 5.** 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.

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

**Subclause 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 new SGA President and Vice President for Finance shall be present at F@CU. The incoming VP Finance and outgoing VP Finance shall go over procedure in the Spring following elections.

**Subclause 2.** 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 Co-Sponsorship 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.** Should one form, The VP Finance shall sit on the college Advisory Committee on Socially Responsible Investing (ACSRI).

**Clause 6.** 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 7.** 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 8.** 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 9.** 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 10.** The VP Finance shall meet with a representative from the Inclusive Initiatives Committee once per semester to align on initiatives.

**Clause 11.** The VP Finance shall serve as a member of the Representative Council.

**Clause 12.** The VP Finance is an elected position, unless there is a mid-year vacancy and appointments process.

**Section 6.** 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 email 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 relevant 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 meet with a representative from the Inclusive Initiatives Committee once per semester to align on initiatives.

**Clause 13.** The VP Communications shall serve as a member of the Representative Council.

**Clause 14.** The VP Communications is an elected position, unless there is a mid-year vacancy and appointments process.

**Section 7.** 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 chair the University Relations Committee with an appointed co-chair.

**Clause 5.** The University Senator shall meet with the VP Policy at least once a semester to discuss University-wide policy measures.

**Clause 6.** The University Senator shall make a presentation to the Representative Council at least once a semester about the Senate.

**Clause 7.** 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 8.** The University Senator shall meet regularly with the Dean of the College throughout their term.

**Clause 9.** The University Senator shall meet with a representative from the Inclusive Initiatives Committee once per semester to align on initiatives.

**Clause 10.** The University Senator shall serve as a member of the Representative Council.

**Clause 11.** The University Senator is an elected two-year position, unless there is a mid-year vacancy and appointments process.

#### **Section 8.** 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.** Should one form, The Senior Representative to the Board of Trustees shall sit on the college Advisory Committee on Socially Responsible Investing (ACSRI).

**Clause 7.** 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 8.** 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 9.** The Junior and Senior Representatives to the Board of Trustees shall reach out and attempt to work with all GBB-recognized clubs, with a special emphasis on affinity groups, to learn about their different initiatives that may benefit from support from the Board of Trustees.

**Clause 10.** The Senior Representative to the Board of Trustees shall be the chairperson of the Elections Commission in charge of all College Elections.

**Clause 11.** The Senior Representative to the Board of Trustees shall meet with a representative from the Inclusive Initiatives Committee once per semester to align on initiatives.

**Clause 12.** The Senior Representative to the Board of Trustees shall serve as a member of the Representative Council.

**Clause 13.** The Senior Representative is an elected position, unless there is a mid-year vacancy and appointments process. The Senior Representative is elected as Junior Representative and automatically becomes Senior Representative the following year.

#### **Section 9.** 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 and Senior Representatives to the Board of Trustees shall reach out and attempt to work with all GBB-recognized clubs, with a special emphasis on affinity groups, to learn about their different initiatives that may benefit from support from the Board of Trustees.

**Clause 9.** The Junior Representative to the Board of Trustees shall meet with a representative from the Inclusive Initiatives Committee once per semester to align on initiatives.

**Clause 10.** The Junior Representative to the Board of Trustees shall serve as a member of the Representative Council.

**Clause 11.** The Junior Representative to the Board of Trustees shall serve as an Election Commissioner for SGA elections.

**Clause 12.** 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.

**Clause 13.** The Junior Representative is an elected position, unless there is a mid-year vacancy and appointments process. The Junior Representative will automatically become Senior Representative in the second year of their term.

#### **Section 10.** 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 chair the Committee on Sustainability and shall serve on the Barnard's Sustainable Practices Committee.

**Clause 3.** The Representative for Sustainable Initiatives shall work closely with Barnard's Director of Sustainability and Environment.

**Clause 4.** 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 5.** The Representative for Sustainable Initiatives shall meet with a representative from the Inclusive Initiatives Committee once per semester to align on initiatives.

**Clause 6.** The Representative for Sustainable Initiatives shall serve as a member of the Representative Council.

**Clause 7.** The Representative for Sustainable Initiatives is an elected position, unless there is a mid-year vacancy and appointments process.

#### **Section 11.** 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 meet with students, faculty, the Deans, the Provost, and the Registrar as necessary throughout each semester.

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

**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 and other special academic programs.

**Clause 7.** The Representative for Academic Affairs shall meet with a representative from the Inclusive Initiatives Committee once per semester to align on initiatives.

**Clause 8.** The Representative for Academic Affairs shall serve as a member of the Representative Council.

**Clause 9.** The Representative for Academic Affairs is an elected position, unless there is a mid-year vacancy and appointments process.

#### **Section 12.** The Representative for Inclusive Initiatives

**Clause 1.** The Representative for Inclusive Initiatives shall work to foster community on campus through events and initiatives that uplift marginalized voices, promote open discussion, start productive dialogues, and engage the community in building an inclusive campus climate.

**Clause 2.** The Representative for Inclusive Initiatives shall serve as a liaison between students and administrators on issues related to inclusion and equity, in partnership with the VP Equity.

**Clause 3.** The Representative for Inclusive Initiatives shall chair the Committee on Inclusive Initiatives.

**Subclause 1.** A Representative from the Committee for Inclusive Initiatives shall meet with each member of Representative Council once per semester to align on initiatives.

**Clause 4.** The Representative for Inclusive Initiatives and the Committee for Inclusive Initiatives shall organize Bold, Beautiful, Black @ Barnard every spring (not occurring during Black History Month) in partnership with another committee or student group of their choice. Bold Beautiful Black @ Barnard are three days to uplift, celebrate and discuss the black population at Barnard College. The aim is to offer a celebratory space for black students outside the month of February.

**Clause 5.** The Representative for Inclusive Initiatives shall reach out to all identity-based groups and clubs to have an open line of communication regarding their needs and how SGA can support them.

**Clause 6.** The Representative for Inclusive Initiatives shall serve as a member of the Representative Council.

**Clause 7.** The Representative for Inclusive Initiatives is an elected position, unless there is a mid-year vacancy and appointments process.

#### **Section 13.** The Representative for Campus Affairs

- Clause 1.** The Representative for Campus Affairs shall serve as a point person between Residential Life, Public Safety, Facilities Services, Events Management, and the student body.
- Clause 2.** The Representative for Campus Affairs shall 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 work together to solve student concerns, the Representative for Campus Affairs shall meet with Public Safety at least once per semester and Facilities Services and Events Management once per academic year.
- Clause 6.** The Representative for Campus Affairs shall meet with a representative from the Inclusive Initiatives Committee once per semester to align on initiatives.
- Clause 7.** The Campus Affairs Representative should actively communicate with RA's to serve as a student government point-person for them and align on any relevant initiatives.
- Clause 8.** The Representative for Campus Affairs shall serve as a member of the Representative Council.
- Clause 9.** The Representative for Campus Affairs is an elected position, unless there is a mid-year vacancy and appointments process.

#### **Section 14.** The Representative for Student Development

- Clause 1.** The Representative for Student Development shall serve as the point person between Beyond Barnard, Alumni Relations, Transfer students, International Students, Commuter students, and the greater student body.
- Clause 2.** The Representative for Student Development shall chair the Committee on Student Development with an appointed co-chair.
- Subclause 1.** If the Representative for Student Development is not a Transfer, International, or Commuter student, the appointed co-chair must identify as a member of at least one of those groups.
- Clause 3.** The Representative for Student Development shall meet regularly with the Associate Dean of Beyond Barnard.
- Clause 4.** The Representative for Student Development shall meet with the office of Alumni Relations at least once per academic year, as well as sub-sections of Beyond Barnard as relevant to student needs.
- Clause 5.** The Committee for Student Development shall work to guarantee the interests of Transfer, International, and Commuter students.
- Subclause 1.** The Committee for Student Development shall plan and hold a transfer student, international student, and commuter student oriented joint event once per semester.
- Subclause 2.** The Committee for Student Development shall actively solicit input and concerns from Transfer, International, and Commuter students and work with relevant offices to solve those issues.
- Clause 6.** The Representative for Student Development shall meet with a representative from the Inclusive Initiatives Committee once per semester to align on initiatives.
- Clause 7.** The Representative for Student Development shall serve as a member of the Representative Council.
- Clause 8.** The Representative for Student Development is an elected position, unless there is a mid-year vacancy and appointments process.

#### **Section 15.** 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 chair the Food Advisory Board with an appointed co-chair.

**Clause 3.** The Representative for Food and Dining Services shall meet regularly with the Director of Dining Services.

**Clause 4.** The Representative for Food and Dining Services shall meet regularly with the Vice President for Campus Services.

**Clause 5.** The Representative for Food and Dining Services shall meet with the Representative for Health Services at least once per semester.

**Clause 6.** The Representative for Food and Dining Services shall meet with a representative from the Inclusive Initiatives Committee once per semester to align on initiatives.

**Clause 7.** The Representative for Food and Dining Services shall serve as a member of the Representative Council.

**Clause 8.** The Representative for Food and Dining is an elected position, unless there is a mid-year vacancy and appointments process.

#### **Section 16.** 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 5.** The Representative for Health Services shall meet with the Executive Director of Student Health and Wellness Programs, Program Director for Health Promotion and Education, Director of Disability Services, and the Director of Furman Counseling at least once per semester, and more as the Representative sees fit.

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

**Clause 5.** The Representative for Health Services shall meet with the Representative for Food and Dining Services at least once per semester.

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

**Clause 7.** The Representative for Health Services shall meet with a representative from the Inclusive Initiatives Committee once per semester to align on initiatives.

**Clause 8.** The Representative for Health Services is an elected position, unless there is a mid-year vacancy and appointments process.

#### **Section 17.** 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 the director of the Barnard Computer Science department.

**Clause 10.** The Representative for Information & Technology shall meet with a representative from the Inclusive Initiatives Committee once per semester to align on initiatives.

**Clause 11.** The Representative for Information & Technology shall serve as a member of the Representative Council.

**Clause 12.** The Representative for Information & Technology is an elected position, unless there is a mid-year vacancy and appointments process.

#### **Section 18.** 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 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 meet with students in the Manhattan School of Music double degree program, the Juilliard program, and all other similar programs. 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 Bylaws.

**Clause 5.** The Representative for Arts and Culture shall work with CU Arts on any relevant projects and initiatives.

**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 & Culture shall meet with a representative from the Inclusive Initiatives Committee once per semester to align on initiatives.

**Clause 8.** The Representative for Arts and Culture shall serve as a member of the Representative Council.

**Clause 9.** The Representative for Arts & Culture is an elected position, unless there is a mid-year vacancy and appointments process.

#### **Section 19.** 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 Schools.

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

**Subclause 1.** The Representative for Seven Sisters Relations should be in contact with their counterparts at Bryn Mawr, Mount Holyoke, Smith, Vassar, and Wellesley on a regular basis.

**Subclause 2.** The Representative should ensure contact information for each of the remaining Seven Sisters is passed on to their successor, to ensure institutional knowledge and continued contact between the affiliated schools.

**Clause 3.** The Representative for Seven Sisters Relations shall be the chair of the Seven Sisters Committee along with an appointed co-chair.

**Subclause 1.** In years that Barnard hosts the Seven Sisters Leadership Conference, this committee shall serve as the conference planning committee. In those years, the newly elected representative may choose to hold committee appointments in the spring semester in order to begin planning efforts over the summer.

**Subclause 2.** The year prior to Barnard College hosting the Seven Sisters Conference, the outgoing Representative for Seven Sisters Relations shall begin planning for the Conference that would take place the following fall, including pre-calendaring spaces.

**Clause 4.** In years that Barnard does not host the Seven Sisters Leadership Conference, the Representative for Seven Sisters Relations shall serve as the coordinator of the Barnard delegation to the annual Conference, held in the fall of each year.

**Subclause 1.** The Representative is responsible for spearheading the involvement and cooperation of the Barnard delegation at the Leadership Conference.

**Subclause 2.** The Representative shall select student representatives to attend the Leadership Conference. It is recommended that student representatives be representatives can be a combination of both members of the Representative Council, committee members, and other student body members. those who are not actively involved with SGA.

**Clause 5.** The Representative for Seven Sisters Relations shall work with the Seven Sisters Schools to develop and maintain an alumnae network amongst the Seven Sisters.

**Clause 6.** The Representative for Seven Sisters Relations shall meet with a representative from the Inclusive Initiatives Committee once per semester to align on initiatives.

**Clause 7.** The Representative for Seven Sisters Relations shall serve as a member of the Representative Council.

**Clause 8.** The Representative for Seven Sisters Relations is an elected position, unless there is a mid-year vacancy and appointments process.

## **Section 20.** 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, and may select to delegate these responsibilities with the Senior Class Vice President as they see fit:

**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 Beyond Barnard on various events supporting seniors in selecting a path for post-graduation.

**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 email updates to the Senior Class, on behalf of the Senior Class Council.

**Clause 4.** The Senior Class President shall sit on the Senior 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 support the Junior Class Council in its endeavors by providing volunteers and other assistance as needed.

**Clause 9.** The Senior Class President shall organize a meeting once per semester between the SGA class council presidents and vice presidents in order to foster the exchange of ideas and to encourage collaboration.

**Clause 10.** 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 11.** 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 12.** The Senior Class President shall serve as an Election Commissioner for SGA elections.

**Clause 13.** The Senior Class President shall meet with a representative from the Inclusive Initiatives Committee once per semester to align on initiatives.

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

**Clause 15.** The Senior Class President is an elected position, unless there is a mid-year vacancy and appointments process.

#### **Section 21.** 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 20, Clause 2, with an emphasis on event planning efforts.

**Clause 5.** The Senior Class Vice President shall attend a meeting once per semester 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 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 be elected through the spring elections process, but is not a member of the Representative Council.

**Section 22.** 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 appointed through the Class Council application process.

**Clause 4.** The Senior Class Treasurer shall be responsible for organizing class fundraising events.

**Clause 5.** The Senior Class Treasurer shall be responsible for processing all monetary forms on behalf of the Senior Class Council.

**Clause 6.** The Senior Class Treasurer shall be responsible for submitting monthly reconciliation forms.

**Clause 7.** 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 8.** The Senior Class Treasurer shall assist the Senior Class Council in all duties as outlined in Section 20, Clause 2.

**Clause 9.** 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 10.** 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 11.** The Senior Class Treasurer shall allot funds to contribute to the Student Career Dinner.

**Section 23.** The Senior Class Secretary

**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 appointed through the Class Council application process.

**Clause 4.** 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 5.** The Senior Class Secretary shall keep records of all Senior Class activities.

**Clause 6.** The Senior Class Secretary shall be responsible for coordinating the publicity of Senior Class events.

**Clause 7.** The Senior Class Secretary shall be responsible for reserving event space, tabling space, and/or banner space as deemed necessary for class events.

**Clause 8.** The Senior Class Secretary shall assist the Senior Class Council in all duties as outlined in Section 20, Clause 2.

**Clause 9.** 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 10.** The Senior Class Secretary shall serve as a member of the Leadership Awards Dinner Committee.

**Section 24.** 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 email updates to the Junior Class, on behalf 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 serve as a member of the Representative Council.

**Clause 6.** The Junior Class President shall attend a once-per-semester 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 Junior Class President shall support the Senior Class Council in its endeavors by providing volunteers and other assistance as needed.

**Clause 8.** The Junior Class President shall chair, support, and oversee the happenings of all designated Class Giving Representatives.

**Clause 9.** The Junior Class President shall meet with a representative from the Inclusive Initiatives Committee once per semester to align on initiatives.

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

**Clause 11.** The Junior Class President is an elected position, unless there is a mid-year vacancy and appointments process.

#### **Section 25.** 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 24, Clause 2, with an emphasis on event planning.

**Clause 5.** The Junior Class Vice President shall attend a once-per-semester 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 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 be elected through the spring elections process, but is not a member of the Representative Council.

#### **Section 26.** 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 appointed through the Class Council application process.

**Clause 4.** The Junior Class Treasurer shall be responsible for organizing class fundraising events.



**Clause 5** The Junior Class Treasurer shall be responsible for processing all monetary forms on behalf of the Junior Class Council.

**Clause 6.** The Junior Class Treasurer shall be responsible for submitting monthly reconciliation forms.

**Clause 7.** 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 8.** The Junior Class Treasurer shall assist the Junior Class Council in all duties as outlined in Section 24, Clause 2.

**Clause 9.** 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 10.** 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 11.** The Junior Class Treasurer should allot funds to the Student Career/Networking Dinner and coordinate the contributions from the other class council treasurers.

#### **Section 27.** 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 appointed through the Class Council application process.

**Clause 4.** 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 5.** The Junior Class Secretary shall keep records of all Junior Class activities.

**Clause 6.** The Junior Class Secretary shall be responsible for coordinating the publicity of Junior Class events.

**Clause 7.** The Junior Class Secretary shall be responsible for reserving event space, tabling space, and/or banner space as deemed necessary for class events.

**Clause 8.** The Junior Class Secretary shall assist the Junior Class Council in all duties as outlined in Section 24, Clause 2.

**Clause 9.** 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 10.** The Junior Class Secretary shall serve as a member of the Leadership Awards Dinner Committee.

#### **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 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 once-per-semester 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 shall meet with a representative from the Inclusive Initiatives Committee once per semester to align on initiatives.

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

**Clause 8.** The Sophomore Class President is an elected position, unless there is a mid-year vacancy and appointments process.

#### **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, with a focus on event planning.

**Clause 5.** The Sophomore Class Vice President shall attend a once-per-semester 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 attend regular meetings with the Sophomore Class President, the Sophomore Class Treasurer, the Sophomore Class Secretary, and the Student Life Advisor.

**Clause 7.** The Sophomore Class Vice President shall be elected through the spring elections process, but is not 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 appointed through the Class Council application process.

**Clause 4.** The Sophomore Class Treasurer shall be responsible for organizing class fundraising events.

**Clause 5.** The Sophomore Class Treasurer shall be responsible for processing all monetary forms on behalf of the Sophomore Class Council.

**Clause 6.** The Sophomore Class Treasurer shall be responsible for submitting monthly reconciliation forms.

**Clause 7.** 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 8.** The Sophomore Class Treasurer shall assist the Sophomore Class Council in all duties as outlined in Section 28, Clause 2.

**Clause 9.** 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 10.** 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 11.** 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 appointed through the Class Council application process.

**Clause 4.** 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 5.** The Sophomore Class Secretary shall be responsible for coordinating the publicity of Sophomore Class events.

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

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

**Clause 8.** 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 9.** The Sophomore Class Secretary shall serve as a member of the Leadership Awards Dinner Committee.

### **Section 32.** 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 6.** Planning Winter Wonderland, a semiformal for First-Years attending Barnard College, Columbia College, and the School of Engineering and Applied Sciences.

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

**Clause 3.** The First-Year Class President shall email 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 attend a once-per-semester 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 First-Year Class President shall meet with a representative from the Inclusive Initiatives Committee once per semester to align on initiatives.

**Clause 7.** The First-Year Class President shall serve as a member of the Representative Council.

**Clause 8.** The First-Year Class President is an elected position, unless there is a mid-year vacancy and appointments process.

**Section 33.** 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 32, Clause 2, with a focus on event planning.

**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 once-per-semester 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 Vice President shall be elected through the spring elections process, but is not a member of the Representative Council.

**Section 34.** 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 appointed through the Class Council application process.

**Clause 4.** The First-Year Class Treasurer shall be responsible for organizing class fundraising events.

**Clause 5.** The First-Year Class Treasurer shall be responsible for processing all monetary forms on behalf of the First-Year Class Council.

**Clause 6.** The First-Year Class Treasurer shall be responsible for submitting monthly reconciliation forms.

**Clause 7.** 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 8.** The First-Year Class Treasurer shall assist the First-Year Class Council in all duties as outlined in Section 32, Clause 2.

**Clause 9.** 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 10.** 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 35.** 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 appointed through the Class Council application process.

**Clause 4.** 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 5.** The First-Year Class Secretary shall be responsible for coordinating the publicity of First-Year Class events.

**Clause 6.** 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 7.** The First-Year Class Secretary shall assist the First-Year Class Council in all duties as outlined in Section 32, Clause 2.

**Clause 8.** The First-Year Class Secretary shall meet regularly with the Student Life Advisor.

**Clause 9.** The First-Year Class Secretary shall serve as a member of the Leadership Awards Dinner Committee.

## **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 Equity
- 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 Inclusive Initiatives
- The Representative for Campus Affairs
- The Representative for Student Development
- 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

### **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.

**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 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, unless otherwise stated, shall be passed by a simple 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 simple 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 forty-eight hours prior to the next meeting.

**Clause 10.** During the meeting, any representative 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.** Approval of the Agenda.

**Clause 3.** Community Guidelines read out by VP Campus Life.

**Clause 4.** Open Floor, a time allotted for drop-in meeting attendees to voice concerns.

**Clause 5.** External Announcements from representatives.

**Clause 6.** The rest of the meeting shall consist of any of the following:

**Subclause 1.** An administrative guest.

**Subclause 2.** General presentations on initiatives from guests such as students, staff members, faculty or from SGA Representatives.

**Clause 7.** Adjournment.

#### Section 5. Voting Procedures

**Clause 1.** It is in the inherent duty of the representatives to vote on issues presented to the Representative Council.

**Clause 2.** Any vote may be brought forward with a motion from any representative.

**Clause 3.** All votes pass with a simple majority, unless otherwise stated in the Constitution or Bylaws.

**Clause 4.** All votes should be non-anonymous between members of the Representative Council unless otherwise stated.

**Clause 5.** Representative Council may decide to hold an electronic vote with a simple majority vote.

**Subclause 1.** During an electronic vote, VP Policy will collect and tally all the votes. Once all votes are received, the VP Policy will release the data regarding how individual representatives voted to the Representative Council, such that the vote remains non-anonymous.

**Subclause 2.** Electronic votes shall time out after a set number of hours which may be determined on a case-by-case basis by the Executive Board.

**Subclause 3.** Representatives unable to vote during the allotted time shall contact the VP Policy to alert them before the vote is released. Representatives who do not contact the VP Policy in advance and fail to vote during the allotted time will be penalized with ½ an unexcused absence.

**Clause 6.** Abstentions shall not count in a tally, even if this means a quorum cannot be attained. If abstentions lead to lack of quorum, the motion may be brought forward again at a later date if a representative so chooses.

**Subclause 1.** Representatives shall abstain only in cases in which they are unable to vote, due to religious obligation (e.g., observation of the Sabbath), safety concerns, or lack of adequate information to make a decision. If a Representative wishes to abstain for a reason not outlined, they may self-elect to take ½ an unexcused absence.

#### **Section 6.** 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 a representative 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 more than fifteen minutes of a Representative Council meeting an unexcused absence will be added to their attendance record.

#### **Section 7.** 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 July 15.

**Clause 3.** If an officer foresees a conflict with the retreat they must notify the VP Policy no later than August 15.

**Clause 4.** Each member of the Executive Board shall lead a session of retreat pertinent to their position, experiences, and information for new representatives.

### **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 Equity

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 AND SGA STATEMENTS**

**Section 1.** In order to propose an SGA statement or referendum, any member of SGA may email the SGA President to present to the Representative Council.

**Section 2.** A referendum should be conducted in the case that an issue is brought to the Representative Council that the Representative Council feels the need to gather student input before making any statement in regards to that issue.

**Clause 1.** Following the presentation and request, a simple majority vote of the Representative Council is required to decide to hold a referendum.

**Clause 2.** Timeline

**Subclause 1.** All referenda shall take place in Spring elections.

**Subclause 2.** If Representative Council seeks to hold a referendum in a special election at a different time, a motion must be brought forward by three members of Representative Council to propose a date for the special election. That motion must pass by a two-thirds majority.

**Clause 3.** Creation

**Subclause 1.** Once approved, the referendum shall be drafted by the Vice President for Policy with input from multiple sources, including the Executive Board and Representative Council.

**Subclause 2.** The VP Policy, along with any other members of the Executive Board, should reach out to all relevant parties (student groups, administration, etc.) giving them the opportunity to give input on the wording of the referendum.

**Subclause 3.** The wording of the referendum must be submitted for Representative Council's review at least 24 hours before the vote in order to solicit feedback on issues of wording.

**Subclause 4.** The final draft of the wording will be sent out at least 1 hour before the vote.

**Subclause 5.** A two-thirds majority vote of the Representative Council is required to approve the wording of the referendum.

**Subclause 6.** If the vote does not pass, the draft will go back to revision and the process repeats, including the 24-hour feedback solicitation period as outlined in Subclause 3.

**Clause 4.** Implementation

**Subclause 1.** Once the wording is approved by the Representative Council, the referendum shall be included in the next Spring election or in a special All-College vote, as outlined in Clause 3, Subclause 2.

**Subclause 2.** The final wording of the referendum must be posted on the SGA Website at least 24 hours before the vote.

**Clause 5.** Voting Procedures

**Subclause 1.** As official conductors of the vote, SGA Representatives shall remain neutral in public during the voting period.

**Subclause 2.** All campaigning efforts must adhere to SGA campaign guidelines and Barnard College posting policy during the voting period.

**Clause 6.** Results

**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 with a three-fifths majority.



**Subclause 2.** If the referendum passes, the Representative Council shall prepare a statement of the results to present to relevant parties, the wording of which will pass with a two-thirds majority vote. The VP Communications will contact those parties with the statement.

**Section 3.** An SGA statement should be released in the case that an issue is brought to the Representative Council that the Representative Council feels they already have an accurate understanding of student sentiment regarding the issue in question, and that sentiment is in line with the contents of the statement.

**Clause 1.** Following that presentation, a two-thirds majority vote is required to decide to issue an SGA statement.

**Clause 2.** The process for writing the statement shall be followed as outlined in Section 2, Clause 4.

**Clause 3.** Once the wording has passed, the VP Communications shall reach out to relevant parties to share the statement.

**Section 4.** In the case that an issue is brought to the Representative Council that the Council feels they do not have an accurate understanding of student sentiment for, the Representative Council may vote to release a statement on behalf of the Representative Council only, rather than and SGA Statement on behalf of the entire SGA. This medium may also be used if Representative Council would like to release a statement communicating between Representative Council and the remainder of SGA (i.e., the Student Body).

**Clause 1.** A two-thirds majority vote is required to decide to issue a Representative Council statement.

**Clause 2.** The drafting procedure for statements of this type shall follow the process as outlined in Section 2, Clause 4.

**Clause 1.** A similar statement may be released by the Executive Board in the case they wish to make a statement between the Executive Board and the remainder of SGA, in which the Executive Board may decide amongst themselves the best method to ensure due-diligence and ample revision time.

**Clause 2.** Statements released reflect the sentiments of their respective signees, and their sentiments only.

**Section 5.** In the case that a representative or group of representatives feels strongly opposed to a statement or announcement of referendum results, they may choose to write a dissenting opinion to be presented to relevant parties along with the presentation of the original statement.

**Clause 1.** There shall be a maximum of one dissenting opinion per statement released.

**Clause 2.** Representatives interested in writing a dissent shall announce their intent during the weekly Representative Council meeting or via the SGA Representative Council online chat, in order to solicit input from any other interested representatives and to alert the Executive Board. This shall be done within 48 hours following receipt of referendum results or the Representative Council decision to release a statement.

**Clause 3.** Representatives writing the dissenting opinion may coordinate and draft their statement according to a mutually agreed-upon procedure.

**Clause 4.** The dissenting opinion may take a maximum of one week to compose, in order to guarantee prompt release of the original statement as well as the dissent.

**Section 6.** Memoranda of Understanding (MOU) or Petitions

**Clause 1.** The Representative Council may choose to sign on to an MOU or a petition with a two-thirds vote.

## **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 any of the reasons listed in Article III, Section 5, Clause 2 of the Constitution.

**Subclause 1.** Regarding non-attendance related charges, 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. 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.** Regarding attendance-related charges, Vice President for Policy shall begin disciplinary procedures for attendance related charges immediately after the second unexcused absence.

**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 two-thirds vote by 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 two-thirds vote by anonymous ballot is required to remove the Representative from their position.