

Rhodes Student Government

Standing Responsibilities

1. The President
2. The Vice President and Chair of the Senate
3. The Treasurer
4. The Vice Treasurer
5. The Chair of Internal Affairs
 - a. The Director of Recruitment
 - b. The Secretary/Historian
 - c. The Elections Commissioners
 - d. The Parliamentarian / Whip
6. The Chair of Student Organization Relations
 - a. The Executive Director to Student Organizations
7. The Chair of Student Services
 - a. The Executive Representative to Alumni and Career Services
8. The Chair Campus Outreach
 - a. The Director of Web Services
 - b. The Editor of RSG News
 - c. The Director of Campus Publicity
9. The Senator

SECTION I. The President of Rhodes Student Government

- I. Is elected from among the full-time students of Rhodes College during Officer Elections to serve a one-year term as the President of the Student Body, the President of Rhodes Student Government, and as a Student Trustee on the Board of Trustees of Rhodes College;
- II. Reports directly to the Student Body and the Student Senate of Rhodes College;
- III. Is vested with the executive authority of the Student Body and shall serve as the chief spokesperson of the Student Body;
- IV. Serves as an *ex officio* member of the Student Senate and, as such, has no voting power in the Senate;
- V. Is responsible to propose actions and resolutions to the Senate and has the authority to ensure the enactment of the resolutions of the Senate;
- VI. Is vested with the power to veto all actions of the Senate, though the Senate may override any such veto by a two-thirds (2/3) vote;
- VII. Shall appoint the Treasurer of Rhodes Student Government from among applicants solicited by Internal Affairs, subject to the simple approval of the Senate;
- VIII. Presents student input at meetings of the Board of Alumni as well as Faculty meetings, serving as a liaison between these bodies and Rhodes Student Government;
- IX. Is responsible for the executive branch of Rhodes Student Government and shall use such as means of executive action and/or pursuant to the will of the Senate. The President shall convene a meeting of the Chairs of the semi-autonomous bodies of the executive branch (as defined by the Constitution of Rhodes Student Government) at least once each month to evaluate and assess the status, needs, etc. of such bodies. At least once each month, a segment of the President's report during a regular meeting of the Senate shall describe the discussions of his or her meeting(s) with the Chairs of the semi-autonomous bodies of the executive branch;
- X. Shall submit standardized reports, as a student representative (to the Board of Trustees and any other faculty and/or administrative committees/bodies) and shall work closely with that individual to maintain consistent communication between Rhodes Student Government and the Student Trustees elected at-large;
- XI. Serves on the Senate Steering Committee of Rhodes Student Government;
- XII. Supervises and is responsible for the efficient management of all work done by Senators as classes to better efficacy as class senators;
- XIII. Works closely with the Senate and other members of the Community to actively advance, achieve, and pursue the goals of Rhodes Student Government;

XIV. May be appointed additional duties by and at the discretion of the Senate of Rhodes Student Government.

SECTION II. The Vice President and Chair of the Senate

- I. Is elected from among the full-time students of Rhodes College during Officer Elections to serve a one-year term as the Vice President of the Student Body, the Vice President of Rhodes Student Government, and the presiding officer of the Student Senate;
- II. Reports directly to the Student Body and the Student Senate of Rhodes College;
- III. Is responsible for upholding the Constitution and Standing Rules of Rhodes Student Government and is the final authority on the interpretation of these documents, though any such decision may be overruled by a majority vote of the Senate;
- IV. Supervises, has authority over, and is responsible for the efficient management of all committees, Chairs, and other positions of the Senate in accordance with the Constitution and Standing Rules of Rhodes Student Government. This authority includes, but is not limited to, the powers to:
 - a. Create and disband committees when deemed appropriate
 - b. Reassign senators, Chairs, and representatives when deemed appropriate
 - c. Dismiss senators, Chairs, and representatives from Rhodes Student Government, subject to a 2/3 majority approval by the Senate
- V. Makes recommendations regarding any business considered by the Senate, but shall vote as a member of the Senate only to break a tie vote;
- VI. Is vested with the power to appoint and dismiss ex officio members to Senate committees, subject to the approval of the Senate. Such ex officio members may propose motions in the Senate, but shall have no voting power;
- VII. Is vested with the power to negotiate the terms of any services contracted by Rhodes Student Government, subject to the approval by the Senate;
- VIII. Works closely with the President, Senate, and other members of the community to actively advance, achieve, and pursue the goals of Rhodes Student Government;
- IX. May be appointed additional duties by and at the discretion of the Senate of Rhodes Student Government

SECTION III. The Treasurer

- I. Is appointed by the President and confirmed by the Senate from applications solicited from the Student Body by Internal Affairs;
- II. Reports directly to the President and the Senate of Rhodes Student Government;
- III. Is the Chief Financial Officer of the Student Body and is vested with the responsibility to supervise and control all financial matters of Rhodes Student Government, subject to review by the Senate;
- IV. Is required to provide monthly reports to the Senate and President regarding the expenditures of the Rhodes Student Government discretionary fund;
- V. Serves as an *ex officio* member of the Senate and, as such, has no voting power in the Senate;
- VI. Chairs the Allocations Board in accordance with the By-Laws of the Allocations Board and presents the general activities budgets for approval in the Spring and Fall at the Senate meeting immediately following Allocations Hearings, provided it is before the last meeting of the semester;
- VII. Works closely with the Vice Treasurer of Rhodes Student Government to assure the accuracy of organizations' reported expenditures of funds appropriated by the Allocations Board and any revenues generated, communicating such to the Allocations Board during Allocations Hearings;
- VIII. Submits to the Senate of Rhodes Student Government, bi-monthly financial reports reflecting the activity of the Student Activity Fund and archives these reports (hardcopies duplicated on disk) in the Office of Rhodes Student Government;
- IX. Serves on the Senate Steering Committee of Rhodes Student Government;
- X. May be assigned additional duties by and at the discretion of the President and/or the Senate of Rhodes Student Government.

SECTION IV. The Vice Treasurer

- I. Is appointed by the Treasurer in conjunction with Internal Affairs, subject to simple approval by the Senate;
- II. Reports directly to the Treasurer and the Vice President of Rhodes Student Government;
- III. Works closely with the Treasurer and Chair of Student Organization Relations and identifies needs of student organizations and facilitates the meeting of said needs through Rhodes Student Government;
- IV. Assures at least one report (hardcopy and e-mailed, digital form) every other month is submitted by every student organization to Rhodes Student Government through the Vice Treasurer, starting the first month of the semester;
- V. The Standardized Student Organization Report Form includes, but is not limited to,
 - i. Meeting times and locations
 - ii. Number of people in attendance at any meetings/events
 - iii. Events/Activities
 - iv. Projects on which the organization is working, if applicable
 - v. All expenditures of funds appropriated by the Allocations Board and any revenues generated by the organization
 - vi. Constitutional amendments needing approval by Rhodes Student Government
- VI. A report will be required each period even if an organization does not meet even once per month. Student Organizations shall be required to submit said report(s) to the Vice-Treasurer by the last Monday of each period;
- VII. The last day of each month, assures actual expenditures as reported by the College Bursar's Office match allocated budget and Budget Expense Report, and reports any discrepancies to the Treasurer;
- VIII. Submits, in conjunction with the Treasurer, via e-mail, a Bi-monthly summary report of the fiscal activity of all student organizations to the Chair of Internal Affairs, Vice President, and President of Rhodes Student Government and archives a copy (hardcopy duplicated on disk) of the report in the Rhodes Student Government office. This report shall be submitted to the Vice President, and President of Rhodes Student Government and archived in the Rhodes Student Government office no later than the first Monday of every other month;
- IX. Works closely with the Treasurer of Rhodes Student Government to assure the accuracy of organizations' reported expenditures of funds appropriated by the Allocations Board and any revenues generated,

X. Serves as the Secretary to the Allocations Board;

XI. May be appointed additional duties by and at the discretion of Treasurer and/or the Vice President of Rhodes Student Government.

SECTION V. The Chair of Internal Affairs

- I. Is appointed by the Vice President of Rhodes Student Government from the Senate;
- II. Reports directly to the Vice President of Rhodes Student Government;
- III. Serves on the Senate Steering Committee of Rhodes Student Government;
- IV. Maintains a working knowledge of the most recent edition of *Robert's Rules of Order* such that he/she can conduct meetings in the absence of the Vice President of Rhodes Student Government and ensure the constitutional soundness of all documents, resolutions, and actions of the Rhodes Student Government;
- V. Trains and supervises the Secretary/Historian of Rhodes Student Government in generating accurate and complete minutes of each meeting. Ensures that the Secretary/Historian properly archives the minutes of the Senate and its committees in the Office of Rhodes Student Government and publishes them online, after such minutes are approved by the Senate;
- VI. Trains and supervises Elections Commissioners to ensure all elections under the jurisdiction and/or management of the Rhodes Student Government are well publicized, efficient, and in accordance with the Constitution of Rhodes Student Government and/or the Elections By-Laws;
- VII. Trains and supervises Parliamentarian/Whip of Rhodes Student Government in maintaining order and procedure during meetings of the General Session;
- VIII. Manages the appointment process of Rhodes Student Government, which includes:
 - a. The identification of available positions within Rhodes Student Government and the identification of available positions on faculty and administrative committees and throughout campus
 - b. The soliciting for applications throughout the entire Student Body
 - c. The convening and chairing of an appointments committee, composed of four different Senators (one from each year) for each respective convening;
- IX. Maintains communication with all Chairs of Rhodes Student Government, including the compilation of bi-weekly Chair reports and their submission to the Vice President;
- X. May solicit aid in the form of a committee, funds, or otherwise—subject to the approval of the Vice President—from Rhodes Student Government, the Student Body, and/or other members of the Campus Community, to address and consider issues pertaining to the Internal Affairs of Rhodes Student Government;
- XI. May be appointed additional duties by and at the discretion of the Vice President of Rhodes Student Government.

SECTION Vb. The Secretary/Historian

- I. Is appointed by the Internal Affairs Committee and confirmed by the Senate from applications solicited from the Student Body by Internal Affairs;
- II. Reports directly to the Chair of Internal Affairs;
- III. Assists the Publicity Chair(s), at the discretion of the Chair of Internal Affairs;
- IV. Is responsible for recording minutes at every meeting of the Senate and its committees inclusive of, but not limited to, the following information:
 - a. Type, purpose, date, time, and location of meeting
 - b. Individuals in attendance, those absent, and those arriving late/leaving early
 - c. The meeting agenda
 - d. A summary of individuals'/committees' comments and/or reports
 - e. All motions and seconds
 - f. All voting records, including totals and specific individuals' votes
 - g. A copy of any considered and/or adopted resolution, action, correspondence, or otherwise;
- V. Is responsible for submitting the unapproved minutes of the previous meeting to the Vice President of Rhodes Student Government at least two days prior to the beginning of the next regular meeting of the Senate for approval by that body;
- VI. Is responsible for archiving minutes after approval in the Office of Rhodes Student Government (hardcopy duplicated on disk);
- VII. Is responsible for assuring sufficient minutes are taken in his/her absence from a committee or Senate meeting and that the aforementioned duties are fulfilled;
- VIII. Is responsible for ensuring the attendance of individuals at meetings of the Senate and Committees of Rhodes Student Government is in accordance with the provisions of the Constitution and Standing Rules of Rhodes Student Government. The Secretary/Historian is responsible to alert the Vice President of individuals in violation of such provisions;
- IX. Is responsible for researching, upon request, previous Rhodes Student Government positions on important issues to assure the consistency and awareness of Rhodes Student Government where appropriate;
- X. May be assigned additional duties by and at the discretion of the Chair of Internal Affairs and/or the Vice President of Rhodes Student Government.

SECTION Vc. The Elections Commissioners

- I. Are appointed by the Internal Affairs Committee and confirmed by the Senate from applications solicited from the Student Body by Internal Affairs;
- II. Report directly to the Chair of Internal Affairs;
- III. Preside over the Elections Commission in accordance with the Constitution of Rhodes Student Government and the Elections By-Laws, ensuring fair and efficient elections;
- IV. May solicit aid in the form of a committee – subject to the approval of the Chair of Internal Affairs and the Vice President – from Rhodes Student Government, the Student Body, and/or other members of the Campus, to fulfill the aforementioned responsibilities;
- V. May be assigned additional duties by and at the discretion of the Chair of Internal Affairs and/or the Vice President of Rhodes Student Government.

SECTION Vd. The Parliamentarian/Whip

- I. Appointed by the Internal Affairs Committee and confirmed by the Senate from applications solicited from the Student Body by Internal Affairs;
- II. Reports directly to the Vice President and Senate of Rhodes Student Government;
- III. Serves as an *ex officio* member of the Senate, having no voting power;
- IV. Actively promotes *Robert's Rules of Order* where they are not in conflict with the Standing Rules of Rhodes Student Government;
- V. Advises the Vice President and is well versed in the Constitution and Standing Rules of Rhodes Student Government;
- VI. Assists the Vice President in ensuring that all Senators are completely their duties faithfully by reviewing Committee Chair reports submitted to the Vice President.
- VII. Attends all meetings of the Senate;
- VIII. May be appointed additional duties by and at the discretion of the Chair of Internal Affairs and/or the Vice President of Rhodes Student Government.

SECTION VI. The Chair of Student Organization Relations

- I. Is appointed by the Vice President of Rhodes Student Government from the Senate;
- II. Reports directly to the Vice President of Rhodes Student Government;
- III. Serves on the Senate Steering Committee of Rhodes Student Government;
- IV. Works closely with Treasurer and Vice-Treasurer to identify and address the needs of student organizations and facilitate the meeting of said needs through Allocations;
- V. Works closely with the Dean of Student Affairs, the Dean of Multicultural Affairs, the Director of Student Activities, and the Director of Greek Affairs to identify and address the needs of student organizations and facilitate the meeting of said needs through Rhodes Student Government;
- VI. Works closely with all student and Greek organizations to identify and address organizational needs and facilitate the meeting of said needs through Rhodes Student Government;
- VII. Obtains an accurate, current, and documented listing (hardcopy, duplicated on disk) of all student organizations, their respective chief officer, his/her contact information (mailing/dorm address, campus mailbox number, phone number, and e-mail address), and the organization's regular meeting time/location from the Office of Student Activities. Assures the file is available to members of Rhodes Student Government in the RSG Private Folder on the Student Community Fileserver, and a hardcopy (duplicated on disk) of such is archived in the Rhodes Student Government office;
- VIII. Serves as the communication liaison between Rhodes Student Government, the Office of Student Activities and all student organizations in conjunction with the Vice-President;
- IX. Trains and supervises the Executive Director of Student Organizations to ensure efficient management of the Student Organizations Constitutional Review Board;
- X. May solicit aid in the form of a committee, funds, or otherwise – subject to the approval of the Vice President – from Rhodes Student Government, the Student Body, and/or other members of the Campus Community, to address and consider issues such as, but not limited to, those pertaining to the Internal Affairs of Rhodes Student Government;
- XI. Compiles bi-weekly reports and submits reports to the Chair of Internal Affairs and the Chair of Campus Outreach;
- XII. May be appointed additional duties by and at the discretion of the Vice-President.

SECTION VIa The Executive Director of Student Organizations

- I. Is appointed by the Vice President of Rhodes Student Government from the Senate;
- II. Reports directly to the Chair of Student Organization Relations;
- III. Is vested with the responsibility to convene the Student Organizations Constitutional Review Board along with the Director of Student Involvement and the Director of Campus Programming, as necessary;
- IV. Maintains an active dialogue and works with students trying to form new and/or defunct Student Organizations;
- V. May be assigned additional duties by and at the discretion of the Chair of Student Organizations Relations.

SECTION VIII. The Chair of Student Services

- I. Is appointed by the Vice President of Rhodes Student Government from the Senate;
- II. Reports directly to the Vice President of Rhodes Student Government;
- III. Serves on the Senate Steering Committee of Rhodes Student Government;
- IV. Is charged to address and consider matters involving Office of the Dean of Administrative Services and the Office of the Dean of Information Services;
- V. Serves as the Executive-Representative to the Bookstore, and Campus Safety and Physical Plant to ensure quality of work through effective management of the Bookstore Advisory Council and networking with management of the bookstore, and Campus Safety and Physical Plant
- VI. Trains, supervises, and assists the Executive-Representative to Food Services to ensure quality of work through effective management of the Food Service Advisory Council and networking with management of Food Services;
- VII. Trains, supervises, and assists the Executive-Representative to Library Services and ITS to ensure quality of work through effective management of the Library/ITS Advisory Council and networking with management of Library and Technology Services;
- VIII. Trains, supervises, and assists the Executive-Representative to Campus Safety and Physical Plant to ensure quality of work networking with management of Campus Safety and the Physical Plant;
- IX. Trains, supervises, and assists the Executive-Representative to Alumni and Career Services to ensure quality of work through effective networking of Alumni Affairs and Career Services;
- X. Compiles bi-weekly reports from the Executive-Representative to Food Services, the Executive-Representative to Library Services and ITS, and the Executive-Representative to Alumni and Career Services and submits reports to the Chair of Internal Affairs and the Chair of Campus Outreach;
- XI. May solicit aid in the form of a committee, funds, or otherwise – subject to the approval of the Vice President – from Rhodes Student Government, the Student Body, and/or other members of the Campus Community, to address and consider issues such as, but not limited to, those aforementioned;
- XII. May be appointed additional duties by and at the discretion of the Vice President.

SECTION VIIIa. The Exectutive-Representative to Alumni and Career Services

- I. Is appointed by the Vice President of Rhodes Student Government from the Senate;
- II. Reports directly to the Chair of Student Services and/or the Vice President of the Rhodes Student Government;
- III. Works closely with the Director of Alumni Affairs and the Director of Career Services;
- IV. Coordinates and manages student representatives to Alumni Affairs and Career Services to ensure student input and participation in all activities and events sponsored by Alumni Affairs;
- V. Maintains Student Discount Card such that:
 - a. Current participating businesses are contacted every year to confirm participation
 - b. Information regarding participating businesses is kept current and made available on the Rhodes Student Government web page
 - c. Students are made aware through various promotions of Student Discount Card and locations for usage
 - d. Student Discount card is updated and re-issued, as necessary;
- VI. Compiles monthly reports from the each RSG Liaison to the Class Councils to present at Senate meetings;
- VII. May be assigned additional duties by and at the discretion of the Chair of Student Services.

SECTION IX. The Chair of Campus Outreach

- I. Is appointed by the Vice President of Rhodes Student Government from the Senate;
- II. Reports directly to the Vice President of Rhodes Student Government;
- III. Serves on the Senate Steering Committee of Rhodes Student Government;
- IV. Is vested with the responsibility of promoting Rhodes Student Government and building relations among the Student Body, Student Organizations, and the Rhodes Community through various methods of promotion and ensuring that all actions of the Rhodes Student Government are reported directly to the Student Body, Student Organizations, and the Rhodes Community;
- V. Maintains working relationship and communication with the President, Vice president, and all Chairs of Rhodes Student Government, including the compilation of bi-weekly Chair reports to be reported directly to the Student Body through appropriate media;
- VI. Supervises the Director of Campus Publicity and coordinates with such Director to ensure all actions and decisions of Rhodes Student Government are made known to the Student Body, the Rhodes Community, and, when appropriate, the public, through bulletin boards, flyers, and/or other means;
- VII. Supervises the Director of Web Services and coordinates with such Director to ensure that all actions and decisions of Rhodes Student Government are made known to the Student Body, the Rhodes Community, and, when appropriate, the public through the development, design, and maintenance of the website of Rhodes Student Government and/or any website under the management and/or jurisdiction of Rhodes Student Government;
- VIII. Supervises the Editor of the Rhodes Student Government Newsletter and coordinates with such editor to ensure that all actions and decisions of Rhodes Student Government are made known to the Student Body and the Rhodes Community through the use of a monthly newsletter;
- IX. Is responsible for, upon the Vice President and/or the President of Rhodes Student Government, accurately and effectively researching the extent to which publicity is creating student awareness of issues before and actions of Rhodes Student Government;
- XII. May solicit aid in the form of a committee, funds, or otherwise—subject to the approval of the Vice President—from Rhodes Student Government, the Student Body, and/or other members of the Campus Community, to address and consider issues pertaining to the Internal Affairs of Rhodes Student Government;

XIII. May be appointed additional duties by and at the discretion of the Vice President of Rhodes Student Government.

SECTION IXa. The Director of Web Services

- VIII. Is appointed by the Vice President of Rhodes Student Government from the Senate;
- IX. Reports directly to the Chair of Campus Outreach who has the power to review any and all content of any website developed, designed, and/or maintained by the Rhodes Student Government;;
- X. Is vested with the responsibility to develop, design, and/or maintain the website of Rhodes Student Government and/or any website under the management and/or jurisdiction of Rhodes Student Government;
- XI. Maintains an active dialogue and works with the staff of the Communications Department of the College, and the Office of the Dean of Informational Services (including the Computer Center), as necessary
- XII. May be assigned additional duties by and at the discretion of the Chair of Campus Outreach.

SECTION IXb. The Editor of the RSG Newsletter

- XIII. Is appointed by the Vice President of Rhodes Student Government from the Senate;
- XIV. Reports directly to the Chair of Campus Outreach who has the power to review any and all content of any newsletter created by the Rhodes Student Government;
- XV. Is vested with the responsibility to create a newsletter to be published once a month beginning in September and ending in April under the management and/or jurisdiction of Rhodes Student Government;
- XVI. Maintains an active dialogue and works with the President, Vice President, and all committee chairs to ensure accuracy of publication;
- XVII. May be assigned additional duties by and at the discretion of the Chair of Campus Outreach.

SECTION IXc. The Director of Campus Publicity

- I. Is appointed by the Vice President of Rhodes Student Government from the Senate;
- II. Reports directly to the Chair of Campus Outreach who has the power to review any and all content of any promotional material created by the Rhodes Student Government;
- III. Is vested with the responsibility to create and disseminate promotional material of Rhodes Student Government at the request of and under the direction of the Chair of Campus Outreach;
- IV. Maintains an active dialogue and works with the President, Vice President, and all committee chairs to ensure accuracy of materials;
- V. May be assigned additional duties by and at the discretion of the Chair of Campus Outreach.

SECTION X. The Senator of Rhodes Student Government

- I. Is elected from among the full-time students of each class at Rhodes College during General or Fall Elections to serve a one-year term to serve as class Senator;
- II. Reports directly to the Student Body and the Student Senate of Rhodes College;
- III. Can propose actions and resolutions to the Senate and in conjunction with the President of Rhodes Student Government, has the authority to ensure the enactment of the resolutions of the Senate;
- IV. Works closely with the Senate and other members of the Community to actively advance, achieve, and pursue the goals of Rhodes Student Government;
- V. May be appointed additional duties by and at the discretion of the President and/or Vice President of Rhodes Student Government.