



Student Government Association

# SGA

## BEREA COLLEGE

Student Member Manual

Fall 2022



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# Contents

Purpose .....	3
SGA Governance Structure .....	4
Branches of Student Government .....	5
Fall 2022 Calendar .....	10
The Basics of Being an SGA Officer .....	11
SGA Position Specifics .....	12
How to Run an Effective Meeting .....	13
Event Planning Guidelines .....	14
Financial Policy .....	15
Funding Process .....	16
Types of Legislation.....	17
Appendix .....	18

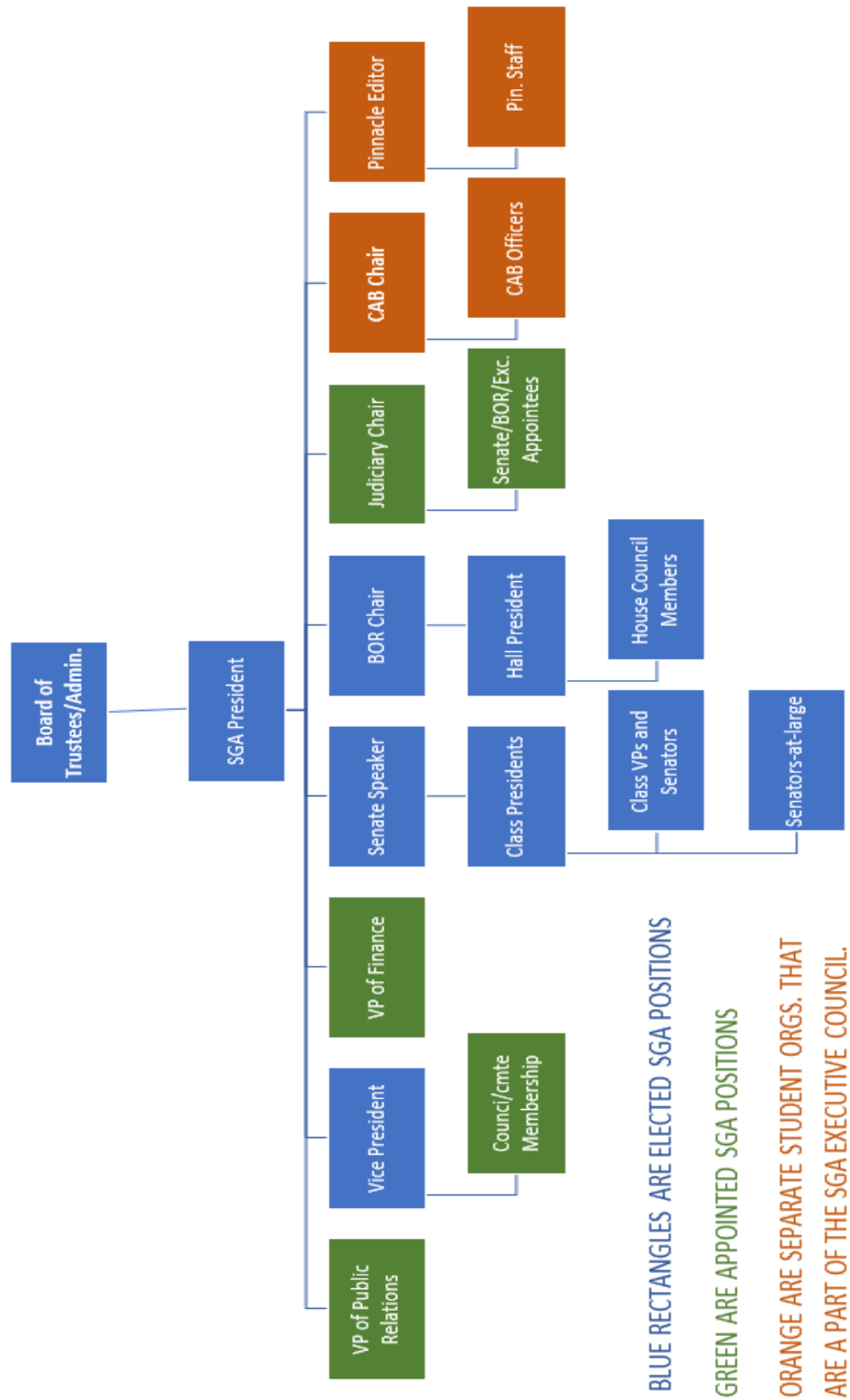
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## Purpose

The purpose of the SGA is to facilitate student participation in campus governance by bringing about increased understanding of the responsibilities of democratic life, promoting student welfare, representing student concerns and opinions, protecting the interests of students, and fostering communication between students, staff, and faculty.



## SGA Governance Structure





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## Branches of Student Government

### Executive Council

#### Membership

Executive President

Executive Vice President

Speaker of the Senate

VP of Finance

VP of Public Relations

Student Judiciary Chair

Senior Class President

Junior Class President

Sophomore Class President:

Freshman Class President:

BOR Chair

CAB Chair

Pinnacle Editor

#### Function

The purpose of the Executive Council is to represent the SGA to students, faculty, administration, and staff and to administer all the legislation of the Senate and Board of Residents. The council also serves as an advisory board for the SGA president, informing them of matters pertaining to each representative's constituency. ***All members of the Executive Council are also voting members of the general faculty assembly.***



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# Senate

## Membership

Senior Class President (GFA)

Senior Class Vice President

Senior Class Senator

Junior Class President (GFA)

Junior Class Vice President

Junior Class Senator

Sophomore Class President  
(GFA)

Sophomore Class Vice President

Sophomore Class Senator

Freshman Class President (GFA)

Freshman Class Vice President

Freshman Class Senator

Senator-at-Large

Senator-at-Large

Senator-at-Large

Senator-at-Large

## Function

The purpose of the Senate is to allocate the funds of the SGA Treasury (most of which comes from student fees), encourage and sponsor campus events that contribute to awareness, knowledge, and thought about contemporary issues, establish election procedures for Senate and Executive positions, and make all legislation necessary and proper for campus governance.



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# Board of Residents

## Membership

Bingham Hall President

Talcott Hall President

Anna Smith Hall President

Pearson Hall President

Blue Ridge Hall President

Deep Green Hall President

Kettering Hall President

Dana Hall President

Danforth Hall President

Seabury Hall President

Fairchild Hall President

Elizabeth Rogers Hall President

Kentucky Hall President

## Function

The purpose of the Board of Residents is to encourage, sponsor, and organize residential events that raise awareness and discussion about contemporary issues or build community in a meaningful way, establish all election procedures for House Councils, and make all legislation necessary and proper to improve the quality of residential life and student experience.





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# Judiciary

## Membership

Executive appointee

BOR appointee

Senate appointee

## Function

The Student Judiciary is responsible for interpreting the Constitution, bylaws, and legislation passed by either the Senate or the Board of Residents when in dispute, work on establishing rules and policies concerning membership to **J-Boards** (see appendix), working with Residence Life to address any issues regarding J-Boards, and listen to student opinion regarding a variety of general campus policies, advising the SGA President and the administration on such matters.





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## Council/Committees

Executive Council (GFA)

Awards Committee (GFA)

Committee for Socially Responsible Investing (GFA)

Sustainability Committee (GFA)

Academic Program Council (GFA)

Athletic Affairs Committee (GFA)

Committee on General Education (GFA)

Convocation Committee (GFA)

Student Admissions and Academic Standing Committee (GFA)

Teacher Preparation Accountability Committee (GFA)

Labor Program Council (GFA)

Strategic Planning Council (GFA)

Student Life Council (GFA)

Accessibility Advisory Committee

Safety Committee

Campus Conduct Hearing Board (GFA)

### Function

Campus Committees play a major role in the creation, implementation, and facilitation of college projects and policies that impact students, staff, and faculty alike. The SGA President appoints students to these committees with the confirmation and approval of the senate. Student committee members share their opinions on a wide variety of campus issues and can shape college policy.



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## Fall 2022 Calendar

### August

Move in Help	Saturday, August 20 <sup>th</sup>
BOR Election	August 26 <sup>th</sup> Open.31 <sup>st</sup> close
Community Dinner	Tuesday, August 23 <sup>rd</sup>
Senate Election Application Open	Tuesday, August 30 <sup>th</sup>

### September

Fall Involvement Fair Tabling	Thursday, September 1 <sup>st</sup>
Senate Debate	Tuesday, September 6 <sup>th</sup>
Voting Ends	Saturday, September 10 <sup>th</sup>
First Senate and BOR Meeting	Sunday, September 11 <sup>th</sup>
Senate Campus Wide Event	TBD
BOR Led Event	TBD
Full SGA Retreat	Saturday 24th, September

### October

Voter Registration Drive	TBD (Before the 11 <sup>th</sup> )
Mountain day Tabling	Wednesday, October 19 <sup>th</sup>
Senate Campus Wide Event	TBD
BOR Led Event	TBD
City Council Forum	Tuesday, October 25 <sup>th</sup>
Staff Forum	TBD

### November

Senate Campus Wide Event	TBD
BOR Led Event	TBD
Listening Table	Tuesday, November 8 <sup>th</sup>

### December

Very light programming. Maybe tabling and a community dinner but this largely depends on availability.

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## The Basics of Being an SGA Officer

### Basic Responsibilities

- Attend all meetings and assist with student government events.
- Understand the rules, regulations, and disciplinary processes of the College
- Understand the SGA constitution
- Engage with student constituency on a regular basis
- Take a lead or co-sponsor one initiative a semester
- Advocate for students/serve as a knowledgeable resource

### Attendance

- Members absent from three or more meetings in one semester will meet with the Senate speaker/BOR chair to discuss disciplinary action and potential expulsion from membership.
- Members must inform the Senate speaker/BOR chair at least 24 hours prior to a meeting of their absence.
- A member unable to attend a meeting may send a proxy in their place. The name of this person should be submitted to the Senate speaker/BOR chair at least 24 hours prior to a meeting.

### Voting

- A quorum of at least 50% attendance is required for any vote to be taken.
- Voting may take place via voice, secret ballot, or electric voting.
- Voting via email may only take place on funding request.





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## SGA Position Specifics

### Senate Speaker and BOR Chair

The Senate Speaker and BOR Chair are both Leadership positions within the SGA. Each is elected from and by their respective body. Both lead their respective branches and serve on the President's executive council. The Speaker and Chair are expected to complete their elected position responsibility along with planning their branches agendas, meetings, and any initiatives undertaken by their section of the SGA.

### Vice-President of Finance

The Vice-President of Finance manages the funds of the SGA. They are appointed by the president and report regularly to the senate. The Vice-President of Finance ensures all funding requests are fulfilled, the SGA budget is up to date and that provides financial recommendations to the Senate and BOR.

### Senate and BOR Clerks

Clerks are responsible for recording meeting notes and creating a summary of meeting outcomes. Clerks are elected from within their membership.

### Class President, Vice-President, Senator

Class representatives have specific responsibilities to represent their constituency. Each class representative should understand the issues their class experiences. Any initiatives or events put on by a class representative should focus primarily on issues that their class faces. For example, a representative from the first-year class should focus on building community among first years, helping student navigate class registration and advocating for first-years. Sophomore, junior, and senior representatives should similarly focus on issues related to their class.

### Hall President

Hall presidents should understand the needs and issues of the students they represent. Events, advocacy, and initiatives taken by hall presidents should all be done with the goal of best serving the needs of their hall and the residents that call it home.

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## How to Run an Effective Meeting

1. Give notice of the meeting at least two weeks in advance. Include the date, time, and location of the meeting.
2. Develop an agenda that is distributed to the membership in advance.
3. Hold the meetings in the proper physical setting.
4. Designate a member to record the minutes of the meeting.
5. Start on time, and end on time.
6. Give everyone a chance to become acquainted with each other.
7. Conduct one piece of business at a time.
8. Invite and facilitate communication. Be sure all members contribute to the discussion.
9. Direct questions back to the group. Ask experienced or creative members to respond and seek input from new members. Don't be the focal point of the meeting.
10. Keep the conversation focused on the topic and directed to an eventual solution. Summarize the discussion frequently.
11. Concentrate on reaching decisions through consensus of the members.
12. Delegate responsibilities to SGA members. Clearly state the scope, nature, and time limits of the task. Be sure expectations are clear.
13. Keep your meetings short--generally within 60 minutes. Members are more willing to attend if they know when the meeting will be over. If the meeting is likely to go beyond 60 minutes, be sure to include that in the agenda or meeting announcement so club members can plan their time accordingly.

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## Event Planning Guidelines

### Plan in Advance

- Events should generally be planned at least month in advance but may need more or less time depending on the circumstances.

### Have a Clear Purpose

- Does the event support the mission of the SGA?
- Do you have a clear reason to hold the event?
- Do you know what needs the event meets?

### Build a Budget

- How much does the senate/BOR have left?
- Do you have an itemized list and total cost?
- Is your event cost-effective?

### Know Your Location

- Have you made arrangements and reservations to obtain the space?
- What do you need to make the space look nice?
- Who will set it up, how many people do we need to help, and when can you start setting up in the space?

### Know Your Attendees

- Who are your target attendees?
- Does the event need specific attire?
- Make sure to track attendance!

### Using RSVPs?

- Use Berea Engage
- How many people can attend?
- When is the deadline to RSVP?

### Food

- What is going to be served?
- Expect any allergies and dietary restrictions and provide options.
- What is the price per person?

### Promotion

- How will people know about your event?
- Social media, email, posters, word of mouth, Berea Engage.
- Send out reminders.



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## Financial Policy

Each semester, the Student Government Association collects a Student Activities Fee which amounts to \$9 from each student.

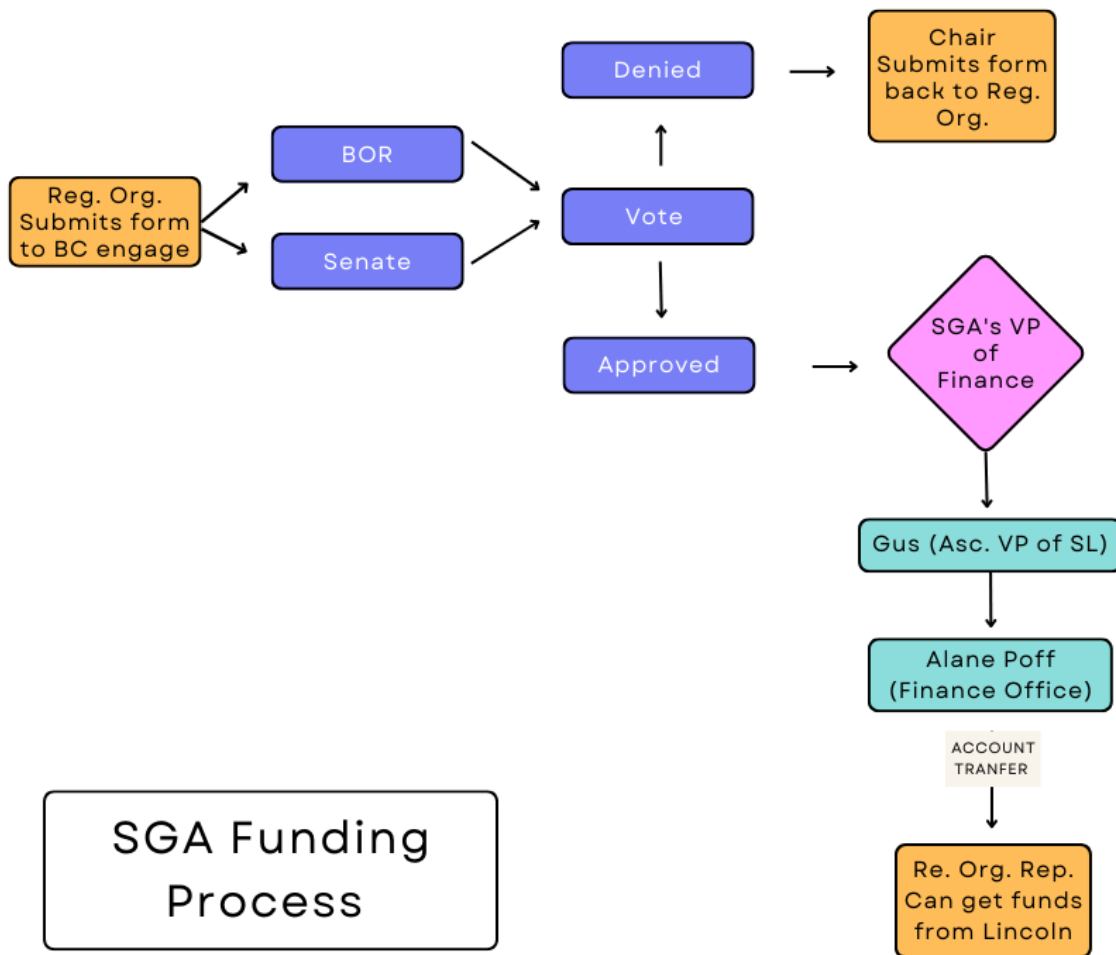
### Philosophy of Student Activities Fee

The Student Activities Fee (SAF) is paid by every member of the student body and is used to serve the student body. The SAF is used to support on-campus events, student organizations, and student initiatives that contribute to awareness and discussion about contemporary issues or build community in a meaningful way. The SAF should generally be used conservatively in order to benefit as many students as possible.

### General Funding Guidelines

- The SGA should rarely be the sole provider of funds. The senate/BOR are encouraged to partially fund events.
- SGA funds should not be used for a purpose another department already provides funding for I.E. conference or professional development funding.
- No one organization should receive an excessive amount of SGA funding.
  - o This includes the SGA. Funds spent internally that primarily benefit SGA officers (such as T-Shirts, office supplies, etc.) should not exceed 10% of the budget.
- Funding request forms must be completely and correctly filled out before they may be voted on. Funding requests filled out incorrectly should be sent back to the requester.
- Organizations should send receipts to the SGA by the date of their event.
- Organizations that fail to provide receipts should be ineligible to receive further SGA funds pending their improved behavior.
- **Funding should never be retroactive.**
- **The BOR should cover residence hall events.**
- **The Senate should handle campus-wide events and organizations.**

## Funding Process



1. A registered student organization submits a funding request via Bera Engage to the Senate or BOR at least two weeks prior to the event start date.
2. During the next meeting, the Senate or BOR will discuss and vote on the request.
3. If the funding request is approved, the Senate Speaker or BOR Chair should send the request to the VP of Finance and a copy to the requester and the official SGA email.
4. The Senate Speaker or BOR Chair and the requestor should be copied on all emails pertaining to their request.
5. The VP of Finance should send the funding request for final approval to the Associate Vice-President of Student Life the day after the request is approved by the SGA.

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## Types of Legislation

### Bills

Passing a bill in the Senate mandates that the Senate should choose knowledgeable representatives to present the bill to a campus governance committee relevant to the scope of the legislation. The bill should be presented as the result of the due deliberation of the Student Government and a representation of the best interests of the Student Body. For instance, amendments to the Student Handbook or SGA governing documents would go to the Student Life Council.

All bills must have an author, two sponsoring members of the senate, and a simple majority of the voting Senate Body to be passed.

### Resolutions

A Resolution serves as an official statement on behalf of the Student Body of Berea College. It has no power to act, only to express an idea or opinion or to make a recommendation to another body, organization, or individual. Resolutions in all forms require an author, two sponsoring members of the Senate, and a simple majority of the voting Senate Body to be passed.

### Referendum

A referendum must have an author and three sponsoring elected SGA members to be presented to the Student Body for voting. It requires more than fifty percent of the entire Student Body's vote to be passed.

A passed referendum mandates that it should be presented to a campus governance committee relevant to its scope, either by a student on that committee or a Senate designee. The Senate is encouraged to be in communication with the author(s), as they may be the most knowledgeable and prepared to present the referendum.

### Funding Requests

Funding requests come from both SGA members and registered student organizations. Such requests should state the purpose and need for the fund and how the use of the funds can contribute to the SGA's mission. The request should also give a detailed budget with total cost, the expected number of attendees, and all other pertinent event details. For approval a funding requires a simple majority of the voting Senate Body to be passed.

### Note

Though the SGA has little formal power to enact change, we possess a great deal of informal authority. Berea College's mission is to serve students, and we represent those students. We have the power to originate and guide change, even while we require the collaboration of staff, faculty, and administrators to carry it to fruition.



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## Appendices

### Appendix 1.1-Definition of Terms

**Associate Vice-President of Student Life:** In Fall 2022, this means Gus. All funding requests have to go through him for final approval.

**General Faculty Assembly:** concerns itself with nonacademic affairs affecting the general welfare of the College and the fulfillment of its purposes. Within its purview are those matters not restricted to the College Faculty Assembly, including the labor program, financial aid, extracurricular activities, student conduct, residence hall life, College calendar, campus environment, some strategic planning initiatives, and the general working circumstances for staff.

**Student Life Council:** develops policy with respect to rules for student conduct, and policy for nonacademic aspects of campus life affecting students.

**J-Board:** Stands for **Judicial Board**. A cross-section of students selected by Student Life and the SGA Judiciary. They are empowered to hear charges of residential and campus policy violations referred to them by Student Life, have the authority to make a verdict of “Responsible” or “Not Responsible,” and to sanction students accordingly. J-Board fell out of use after the onset of the Covid-19 pandemic in 2020, but still exists on the books and could be reinstituted without much difficulty. In the past, they mostly dealt with minor policy violations.

**Student Activities Fee (SAF):** A fee paid by all current students, a portion of which goes to the SGA. In 2022, that portion was \$9. It’s possible to increase future SGA’s budgets, but only by simultaneously increasing future student fees.

**Student Handbook:** is a compilation of official policies of the College. The Handbook provides a reference for students, faculty members, and administrative staff regarding policies adopted by the General Faculty Assembly.

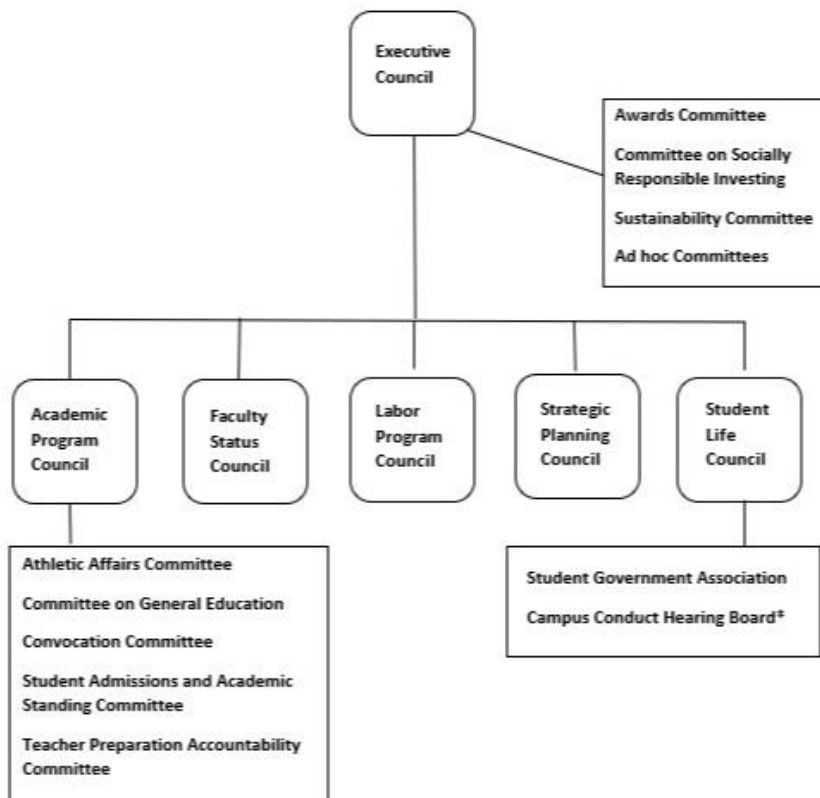
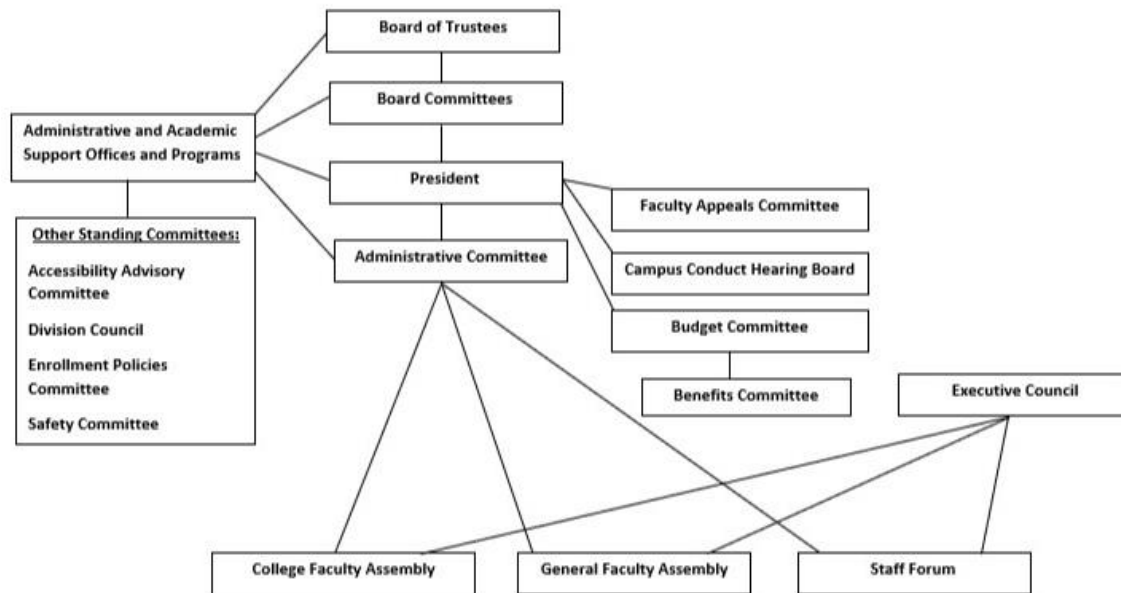
Link to handbook: <https://berea.smartcatalogiq.com/Current/Student-Handbook>

**Residential Living Guide:** is a compilation of the official policies and protocols that governs Residential Living.

Link to page with link to guide on it: <https://www.berea.edu/student-life/home/campus-life/residence-life/>

## Appendix 1.2-Campus Governance System

Governance Structure



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## Appendix 1.3-Parliamentary Procedure and Robert's Rules of Order

### The Six Types of Motions

**Main Motion:** Introduce a new item

**Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)

**Privileged Motion:** Urgent or important matter unrelated to pending business

**Incidental Motion:** Questions procedure of other motions (must consider before the other motion)

**Motion to Table:** Kills a motion

**Motion to Postpone:** Delays a vote (can reopen debate on the main motion)

### Every Motion has 6 Steps

1. Motion: A member rises or raises a hand to signal the chairperson.
2. Second: Another member seconds the motion.
3. Restate motion: The chairperson restates the motion.

4. Debate: The members debate the motion.
5. Vote: The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
6. Announce the vote: The chairperson announces the result of the vote and any instructions.

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### Requesting Point of Something

Certain situations need attention during the meeting, but they don't require a motion, second, debate or voting. It's permissible to state a point during a meeting where the chairperson needs to handle a situation right away. SGA members can declare a Point of Order, Point of Information, Point of Inquiry, or Point of Personal Privilege.

**Point of Order:** Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.

**Point of Information:** A member may need to bring up an additional point or additional information (in the form of a nondebatable statement) so that the other members can make fully informed votes.

**Point of Inquiry:** A member may use point of inquiry to ask for clarification in a report to make better voting decisions.

**Point of Personal Privilege:** A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.

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## **Appendix 1.4-Committee Descriptions**

### **Academic Program Council (1 student)**

The Academic Program Council has comprehensive responsibility for the academic program, with specific responsibilities for curriculum planning, continual review of current programs, policy development, and general supervision of practices, requirements, and services affecting academic affairs.

### **Athletic Affairs Committee (2 students)**

The Athletic Affairs Committee has within its purview both intercollegiate and student activity clubs involved in athletic competition.

### **Committee on General Education (1 student)**

The Committee on General Education, guided by the aims of the General Education curriculum, is charged with acting as the steering committee for the General Education curriculum.

### **Convocation Committee (1 student)**

The Convocation Committee is primarily concerned with annual program planning. It selects events and presentations that advance the College's educational purpose and enriches the life of the campus and community.

### **Awards Committee (1 student)**

The Awards Committee solicits nominations from the College community for honorary degree and Berea College Service Award candidates. After reviewing the nominations, it recommends candidates for approval by the appropriate bodies.

### **Student Admissions and Academic Standing Committee (1 student)**

The Student Admissions and Academic Standing Committee monitors current policies and practices with regard to admission, scholarship, probation and suspension, and formulates policy recommendations.

### **Teacher Preparation Accountability Committee (2 students, 1 elementary education and 1 secondary education)**

The Teacher Preparation Accountability Committee engages in curriculum development, reviews applications for the teacher education program and student teaching, and serves as liaison between the teacher education program, the college community, and school partners.

### **Campus Conduct Hearing Board (4 students)**

The Hearing Board serves as a pool of persons from which panels are selected to hold formal hearings on matters presented to it. For staff hearings, these matters may include individual complaints of discrimination, sexual harassment, or other employment-related grievances which apply to all employees of the College. For students, the Board hears all suspendable. nonacademic cases of student misconduct, including violations of the Student Conduct Regulations and misconduct arising from the student labor program or financial aid programs.

### **Safety Committee (1 student)**

The Safety Committee is responsible for coordinating and directing safety efforts on campus.

### **Committee for Socially Responsible Investing (2 students)**

The Committee for Socially Responsible Investing is charged with helping to understand and develop investment strategies in light of the Great Commitments.

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**Sustainability Committee (2 students)**

The Sustainability Committee advises, monitors, and reports on sustainability goals, progress, opportunities, and initiatives.

**Labor Program Council (2 students)**

The Labor Program Council has as its principal concern interpreting and applying the vision for the Student Labor Program.

**Strategic Planning Council (2 Students)**

The Strategic Planning Council conducts continuous planning for institutional change based on the mission of the College, interpreted in light of opportunities and constraints created by changing internal and external circumstances.

**Student Life Council (2 Students)**

The Student Life Council develops policy with respect to rules for student conduct, and policy for nonacademic aspects of campus life affecting students.

**Accessibility Advisory Committee (1 student)**

The Accessibility Advisory Committee advises the President and the Administrative Committee on accessibility-related issues, analyzes campus policies and procedures pertaining to compliance with applicable federal and state mandates, and promotes the awareness of accessibility.

## **Appendix 1.4-Master Calendar**

This master calendar for campus-wide programming is helpful for planning large events. Try to be certain there's no major conflict. Be sure to upload your event to Engage so that Student Life can add it to the calendar.

Link: <https://app.smartsheet.com/b/publish?EQBCT=d721b0df56e4496693b7f3f0b813ad3e>.



