



FERRIS STATE UNIVERSITY

STUDENT GOVERNMENT

2013-2014 Governing Document and Manual of Duties

I, Andrew Kalinowski, elected President of the Student Government of Ferris State University, present this Governing Document to direct the function and the action of the General Assembly for the approval by the Members of the General Assembly. Upon consideration and approval, this Document shall serve as the outline for the structure of The Student Government of Ferris State University for the two-thousand thirteen to two-thousand fourteen academic year, or until the swearing-in of any new President, whichever is in the best interest of the Students of Ferris State University as determined by the General Assembly.

Article I: Committees and Divisions

Section I: All Committees and Divisions

All Committees shall assist the President in developing and achieving short-term and long-term goals with the General Assembly of the Student Government.

Section II: Finance Division

The Finance Division shall operate under the Rules of Appropriation and Allocation set forth by the General Assembly.

Section III: Student Government Fee

The Student Government fee shall be appropriated in a manner deemed fit by the General Assembly and President, according to the policies and procedures established by the Treasurer.

Section IV: Internal Assessment Committee

The Internal Assessment Committee shall follow the Mandate of Internal Assessment set forth by the Director of Internal Assessment and approved by the General Assembly.

Section V: Internal and University Committees

Internal committee chairs shall be appointed by the President. Internal committees shall, after their first meeting, present to the General Assembly a document outlining goals and actions necessary to achieve such goals. This document shall serve as a charge for the committee and may be updated by the President, Executive Vice President, Committee chair or General Assembly as necessary. Internal committees can also be formed and dissolved as necessary by the General Assembly and/or the President.

University committees shall serve as the communication between appropriate faculty and staff, department or office and the Student Government. These committees shall meet no less than monthly to maintain such communication.

Article II: Executive Vice President

Section I: The Executive Vice President

The Executive Vice President shall immediately assist the President in overseeing all Directors and Committees. The Executive Vice President shall be responsible for monitoring and coordinating the internal activities of Student Government.

In the event that the President is unable to attend a regularly scheduled General Assembly meeting, the Executive Vice President of Student Government shall act as President Pro-Tempore with consent of the General Assembly.

The Executive Vice President shall be Yer Xiong.

Article III: Directors

Section I: Directors

All directors shall advise the President and Executive Vice President with respect to their position within Student Government. Directors shall be considered members of the cabinet, and shall attend all cabinet functions.

All Directors shall meet with the appropriate faculty, staff, department, or office no less than monthly to maintain communication between administration, faculty, and staff.

Section II: Finance

The Director of Finance shall act as Chairperson for the Division of Finance. The Director of Finance shall be responsible for reporting the status of the budgets of all funds under the supervision of the Finance Division to the General Assembly at the first regular meeting of each month.

The Director of Finance shall be Noah Moss.

Section III: Internal Assessment

The Director of Internal Assessment shall act as Chairperson for the Internal Assessment Committee. The Director of Internal Assessment, with the aid of his/her committee, shall ensure the general membership meets the requirements outlined in the constitution to retain within the organization. The Director of Internal Assessment, with the aid of his/her committee shall be required to conduct an initial interview following the third General Assembly meeting of any potential member and report their findings to the General Assembly prior to induction of said member.

Director of Internal Assessment with the aid of his/her committee shall be responsible for maintaining and updating the General Assembly on Five Star related activities and

information. He/she will also be responsible for the Five Star binder and reporting all community service on behalf of all members of the General Assembly.

The Director of Internal Assessment, with the aid of his/her committee shall also be responsible for the Student Government Presidential and Senator elections.

The Director of Internal Assessment shall be Kelsey Beson.

Section IV: Technology

The Director of Technology shall attend any meetings related to Technology on campus if he or she is available for such meetings. The Director of Technology shall meet regularly with the Manager of Student and Administrative Technical Services (SATS), and the Manager of Technical Services. The Director of Technology shall be responsible for reporting the status of the network and other technology related issues to the General Assembly.

The Director of Technology shall maintain, update, and administrate as necessary, the computers in the Student Government office as well as maintain a log of those who the Student Government laptop is lent to.

The Director of Technology or his or her designee shall be responsible for maintaining and updating the Student Government server and all Student Government websites, including but not limited to the Student Government homepage, The Big Event, and OrgSync.

The Director of Technology shall investigate all feasible ways to improve operational efficiency through the use of technology and report such findings to the President.

The Director of Technology shall be Travis Hill.

Section V: Public Relations

The Director of Public Relations shall strive to make known the actions of Student Government to the Student Body of Ferris State University, as well as the surrounding community where appropriate.

The Director of Public Relations will also be responsible for meeting with all ad-hoc committees to discuss the goal and objectives of that committee, through a four-step planning process. A template of this document will also be constructed by the Director of Public Relations to ensure the understanding of the four-step process.

The Director of Public Relations shall be Carman Plank.

Article IV: Other Positions

Section I: Parliamentarian

The parliamentarian shall be responsible for ensuring that meetings are run according to Robert's Rules of Order. He/She shall be responsible for reading, interpreting, and understanding the constitution and all other documents of Student Government and its committees.

The Parliamentarian shall be Trevor Waller.

Section II: Administrative Assistant to the President

The Administrative Assistant to the President shall be responsible for the maintenance of the Office of Student Government, distributing and recording the minutes for each meeting, and any other duties as assigned by the President.

The Administrative Assistant to the President shall be Amanda Jewell.

Section II: Treasurer

The Treasurer will be responsible for keeping track on the monies in Student Government budget and the Student Government Fee funds.

The Treasurer will be responsible for being the contact person for any person who needs reimbursement from the office of the Vice President of Student Affairs.

The Treasurer will be responsible for coordinating and meeting with the office of the Vice President of Student Affairs any money being spent for operational expenses.

The Treasurer shall meet with representatives of any Registered Student Organization in good standing requesting funds from the Student Government Fee. The Treasurer will be responsible for developing a process and application for requesting funds from Student Government.

The Treasurer shall perform further duties as defined in the constitution and as outlined by the President.

The Treasurer shall be Joshua DeMars.

Article V: Succession and Chain of Command

Section I: Order of Succession

In the event the President is no longer able to perform his or her duties as President, or otherwise vacates the office of the President, the Executive Vice President of Student Government shall take the position of President and shall fulfill all duties of the office of the President.

If the Executive Vice President is unable or unwilling to fulfill the office of President, the Director of Finance shall take the position of President.

In the event neither the Executive Vice President of Student Government nor the Director of Finance are willing or able to accept the position of President, elections shall be held to determine the next President of Student Government as directed by the Director of Internal Assessment.