



# SGA BYLAWS TRAINING



INTERNATIONAL  
TECHNOLOGICAL  
UNIVERSITY

**WELCOME TO SGA**

**ARE YOU INTERESTED IN SERVING SGA?**



# SGA

- Preamble

## **Student Government Association Statement:**

We, the students of ITU, in order to establish a representative government that strives to support all students' needs and act as the voice for the campus community and to serve as an outlet for student concerns do ordain and establish the constitution and bylaws of ITU's Student Government Association. The Student Government Association will promote student participation in campus life and investigate solutions to various issues that affect the campus as a whole. The Student Government Association is dedicated to and advocates for unity, teamwork, diversity, acknowledgment of excellence, mutual respect, and the **positive development of all individuals**. The Student Government Association acts with the **vision** not only to meet the needs of ITU's current students but also the needs of prospective students.

# SGA

## General Purpose & Duties

- SGA shall meet to be a voice for ITU's student body, **connecting students to staff and faculty**. They are **responsible for the planning and initiation of successful student representation, and for guaranteeing that every student voice can be, and is, heard**. SGA is a place where students can have a say in the policy, procedures, and direction of the University.
- SGA shall create and encourage student **enthusiasm** through active participation in school activities
- SGA shall maintain a safe and enjoyable learning environment for the school community.
- SGA shall raise money through fundraising activities to meet their particular goals and ongoing school and community service projects.
- SGA shall submit all projected programs, events, and activities to the SGA Advisor for final recommendation and submission for approval by the Director of Student Services.

# SGA

- **SGA Membership**
  - Executive Council
  - Representative Council
  - Club Delegate Council
  - Advisor
- **The General Student Body**
  - Is made of all students paying the student activity fee for the current trimester
  - These students are automatically represented by the SGA.
  - All members of the student body may raise issues to the SGA;
  - No "Open Campus" student will be permitted to run for office or hold a representative or leadership position within the SGA at any time.

# SGA

- **Formulation of Bylaws**

- The SGA shall have the power to adopt Bylaws for its operations, which shall include officers, meetings, and committees as necessary so long as they are not in conflict with this Constitution and other ITU policies and procedures, as detailed in any part of ITU's Policies, Regulations, and Rules.
- What is new at SGA?
  - SGA advisory board (former SGA members, faculty, staff)
  - SGA sponsored students assistants

# SGA BYLAWS

## Structure of Organization

- Executive Council:
  - One President
  - One Vice President
  - One Secretary/Treasurer
  - One Public Relations Officer
- Representative Council:
  - One representative **per degree program**
  - One Career/Alumni Representative
  - One Remote Student Representative
  - One Cultural Diversity Representative
  - **One First Trimester Representative**
- Club Delegate Council
  - One representative that is appointed from each student club organization that is recognized by ITU
- SGA Advisor

## Annual Election

- All foregoing **executive and representative** positions except the First Trimester Representative shall be chosen through popular ballot (annually in Fall) -- for one year.
- The **First Trimester Representative** can be selected by the Executive Council and approved by the SGA Advisor – for one trimester.

## Vacancies

- If a vacancy occurs in the **Executive Council**, the SGA Advisor may appoint any qualified member of the Student Council to temporarily fill the position. The position will only be effective until the next annual election.
- If a vacancy for the **Student Representative** occurs, a new Representative must be appointed by the Executive Council and approved by the SGA Advisor until the next annual election.

# SGA – WHERE ARE WE NOW?

## Structure of Organization

- Executive Council:
  - ✓ One President: Andrii Danylov (#4 trimester)
    - One Vice President
    - One Secretary/Treasurer
    - One Public Relations Officer
- Representative Council:
  - One representative **per degree program**
  - One Career/Alumni Representative
  - One Remote Student Representative
  - ✓ One Cultural Diversity Representative: Akif Tokuz (#4 trimester)
    - **One First Trimester Representative**
- Club Delegate Council
- Advisor: Michelle Liang

## Advisory Board

- Nutan Bhat (2015- 2016 Representative, 2016: executive member)
- Rakesh (VP, 2019)
- Jake (DA, Academic department Chair)

## SGA Sponsored Student Assistants

- Outreaching pipeline:
  - Project & Event Specialist (Johanna)
  - Marketing and Social Media Specialist (Ana)
  - Production and Content Specialist



# EXECUTIVE COUNCIL

## *Responsibilities and Duties*

- **President**

1. Shall **convene at least two (2) Executive Council and (1) Student Council meeting each month** and shall **preside** over all deliberations during such meetings.
2. Shall establish and monitor all agreements with the administration concerning SGA's responsibility and right to recommend and deliberate on all student issues concerning ITU.
3. Shall be the **official spokesperson** for the Student Council and is accountable to the SGA leadership for remarks made.
4. Shall arrange a meeting between ITU's **Executive Leadership** and SGA's **Executive Committee** at least once per trimester in order to discuss key issues.
5. Shall serve on at least one **designated committee** per trimester.
6. Must be available in the SGA meeting room for at least one (1) office hour each week.

# EXECUTIVE COUNCIL

## *Responsibilities and Duties*

- ***Vice President***

1. Shall chair committees on special subjects as designated and approved by the Executive Council.
2. Shall convene and preside over all deliberations for Student Council Meetings only in the absence of the SGA President.
3. In the case of the SGA President being recalled, the SGA Vice President shall serve as Interim President until such time when a SGA election is held to elect a new SGA President.
4. Must serve on at least one designated committee per trimester.
5. Must be available in the SGA meeting room for at least one (1) office hour each week.

# EXECUTIVE COUNCIL

## *Responsibilities and Duties*

- **Secretary / Treasurer**

1. Shall be responsible for maintaining the SGA historical files such as the SGA Constitution & Bylaws and propose to the SGA to make any amendments or changes to its policies.
2. Shall be responsible for preparing meeting **agendas** with the SGA President.
3. Shall be responsible for **taking minutes** at all Executive Council meetings and Student Council meetings.
4. Shall be responsible for keeping a **current list** of all members of the Student Council and taking **attendance** at all SGA meetings.
5. Shall be responsible in preparing **budget** proposals and other official proposals on behalf of the Student Government Association.
6. Must serve on at least one designated committee per trimester.
7. Must be available in the SGA meeting room for at least one (1) office hour each week.

# EXECUTIVE COUNCIL

## *Responsibilities and Duties*

- **Public Relations Officer**

1. Shall be responsible for upholding ITU's **Constitution** and **By-Laws**.
2. Shall be responsible for maintaining the SGA **historical files** such as the SGA Constitution & Bylaws and propose to the SGA to make any **amendments** or **changes** to its policies.
3. Shall be responsible for designing the SGA logo as well as all the creation of **marketing materials** (e.g., brochures, flyers, and posters) for SGA activities. The Officer will also coordinate with the appropriate ITU offices to ensure materials meet university standards and are created in a timely manner.
4. Shall maintain up to date web content (e.g., **webpages** and **social media**) and coordinate with the appropriate ITU offices to ensure content is updated in a timely manner for the SGA.
5. Shall periodically write articles for the **newsletter**, respond to student communication (e.g., email) and other University communication concerning student activities hosted by the SGA.
6. Shall lead the SGA in the design and implementation of **research** intended to assist SGA in understanding student needs and preferences.
7. Must serve on at least one designated committee per trimester.
8. Must be available in the SGA meeting room for at least one (1) office hour each week.

# CLUB DELEGATE COUNCIL MEMBERS

## *Responsibilities and Duties*

- **Student Club Representatives**

1. Shall attend all SGA Student Council meetings.
2. Shall assist the Executive Council in the dissemination of information to the school and shall provide a link between the SGA and the members of each club organization as well as the members of the school.
3. Are required to attend all SGA Student Council meetings and provide updates on the running of their respective clubs and bring forth matters of concern for discussion with the SGA executive council, SGA representatives and the SGA Advisor. In addition, the Club Representatives are required to volunteer for at least one (1) SGA event per trimester in addition to events conducted by their own clubs.
4. Shall be active role models to the students of ITU and support all SGA events and activities.
5. Shall propose all club activities or events to the SGA for approval and support.
6. Shall be **non-voting** members of SGA.

# SGA ADVISOR

## *Responsibilities and Duties*

1. Shall attend all Executive Council and SGA meetings.
2. Shall be a **non-voting** member of SGA.
3. Shall meet with the Executive Council for the following reasons:
  - a. To discuss financial status of the SGA.
  - b. To discuss organizational roles.
  - c. To discuss any internal SGA difficulties
  - d. To discuss or advise any matters pertaining to the SGA and/or the student body.
4. Must be **familiar** with the SGA Constitution & Bylaws and be able to assist with its interpretation when called upon.
5. Shall assist in **orienting new officers** and development of leadership skills.

# SGA DOCUMENTATIONS

- The articles:
  - <https://drive.google.com/file/d/169AhFJZHFvI0n2VYiarLCBQYEPg1MG8F/view?usp=sharing>
- The application form:
  - <https://drive.google.com/file/d/160QK19NX-9kFyVG8rxkEwM56pvwBFvy4/view?usp=sharing>