STUDENT GOVERNMENT

BY-LAWS

SECTION 306  NO. 02

Last Amended: 4/09/12

SUBJECT: Student Government Secretary

BY-LAW BODY

I. Qualifications
   A. Be a Student in Good Standing as defined in by-law 405.01;
   B. Cannot hold a Senate or Judicial Board position once installed as Student Government Secretary;
   C. Must be appointed by the Student Government President;
   D. Must be approved by a 2/3 vote of the Senate.

II. Student Government Secretary Duties and Responsibilities shall include, but not be limited to the following:
   A. Record, type, and file minutes of Executive Committee and Senate meetings;
   B. Keeps records of absentees and roll-call votes;
   C. Notify the President of the Senate of those Senators who are excessively absent;
   D. The Secretary will attend all Executive Committee meetings with the allowance of three absences per academic year.
   E. Attend the University Planning Committee meetings and any other committee meetings that the President deems important;
   F. Advise the President in appointing students to the University Standing Committees;
   G. Create and update a current database of all students’ name, their respective committee, phone, address, email address, major/minor, how many years they have attended Southeast, number of hours completed, and any other necessary information. The database must be presented within a week upon a formal or informal request of any
member of Student Government. The database must be updated at least every six (6) weeks so that Student Government can be certain that students are attending their respective University Standing Committees, and the Chairs of such committees are contacting and involving the students;

H. Carry out the actions of advertising and accepting applications of University Standing Committees as outlined in by-law 306.01;

I. Attend Executing Committee and Senate meetings to help address issues relating to any University Standing Committees and relate those issues to the student appointed to the respected University Committee;

J. Ensure that students are attending their respective University Standing Committees and the Chairs of such committees are contacting and involving the students;

K. Hear and consider semesterly reports from Student Representatives on University Committees;

L. Give a weekly report to the Senate of actions taken in University Committees based upon the reports by the student representative of those Committees.

M. Be responsible for updating and maintaining the Student Government website with minutes and any other pertinent information.