

Section 4: CLASS OFFICERS

Duties and Powers of the Class Presidents shall be to:

1. Serve as an advocate, ensure that all events and activities are aligned with the class officers' overall goals and objectives.
2. Serve as the Executive Officer of his/her respective class.
3. Preside at all class meetings, work closely with the SGA President in assisting with implementing campus-wide events and activities.
4. Ensure that the democratic process is met and all decisions are set forth and carried out in a majority vote manner.
5. Request, call, attend meetings with all Class committees and subcommittees.
6. Meet bi-weekly with fellow Class Officers cabinet and Advisor to discuss class-related matters.
7. Perform other duties assigned by the SGA President and/or Class Advisor.

Duties and Powers of the Class Vice Presidents shall be to:

1. Assume all Presidential duties and responsibilities in the absence of the President.
2. Implement, and coordinate at least two (2) class sponsored programs, activities, and events that will benefit the student body per semester.
3. Assist with ensuring that all events, activities are aligned with the class officers' overall goals and objectives.
4. Complete all campus facility request forms, events, activities, fliers and other promotional marketing materials for that class.
5. Create a class calendar of events that includes meeting dates and other class-related information.
6. Assist with implementing monthly-quarterly fundraisers.
7. Create and serve as the class social media outlet manager.
8. Perform other duties assigned by the Class President and/or Class Advisor.

Duties and Powers of the Class Secretaries shall be to:

1. Assume responsibility for recording the minutes and acting as official timekeeper of all Class officer meetings.
2. Maintain permanent records of all meeting minutes and official Class documents.
3. Ensure that copies of the minutes of all meetings are typed, submitted for approval in a timely manner.
4. Preside at Class Officer meetings in the absence of the President, Vice-President, and the Business Manager.
5. Assist with all event and activities expenditure reports.
6. Assist with implementing, coordinating, and sponsoring monthly-quarterly fundraisers.
7. Delegating and initializing all official Class correspondence.
8. Perform other duties assigned by the Class President and/or Class Advisor.

Duties and Powers of the Class Business Managers shall be to:

1. Serve as the official Business Manager of the representing class.
2. Keep accurate records of any monetary funds raised and/or transactions made by the class.
3. Report such transactions at each class meeting. No transactions may be made without prior approval from the Class President and/or Advisor.
4. Create all event and activities expenditure reports.
5. Assist with implementing monthly-quarterly fundraisers.
6. Provide an update on accumulated funds and balances to the Class President and/or Advisor.
7. Perform other duties assigned by the Class President and/or Class Advisor.

Duties and Powers of the SGA Class Representatives shall be to:

1. Serve as a class liaison to report any class matters at all scheduled Student Senate (Tiger House) meetings.
2. Serve as chairpersons or committee members on various class and/or SGA committees.
3. Follow the advisement of the SGA Vice President.
4. Assist with implementing, coordinating, and sponsoring monthly-quarterly fundraisers.
5. Assist in publicizing all SGA and Class sponsored events and activities.

Class Officers

1. Must be enrolled as a full-time student at the time of nomination and during office term, as verified by The Registrar & Student Records Office.
2. He/she must have a cumulative grade point average of a 2.5 or better at the time of their nomination. He/she must maintain a 2.5 or better during his/her office term.
3. Must have obtained the appropriate classification status and earned credit hours by the of beginning of his/her office term.
4. Must be in good disciplinary standing with no major sanctions received by the Judicial Hearing Committee and/or the Director of Residential Life which includes visitation violations during the current academic year.
5. Must have held a leadership position for a minimum of one (1) year in a registered campus student organization prior to his/her candidacy.

Class Kings and Queens

1. Must be enrolled as a full-time student at the time of nomination and during office term, as verified by The Registrar & Student Records Office.
2. He/she must have a cumulative grade point average of a 2.5 or better at the time of their nomination. He/she must maintain a 2.5 or better during his/her reign.
3. Must have obtained the appropriate classification status and earned credit hours by the of beginning of his/her reign..
4. Must be in good disciplinary standing with no major sanctions received by the Judicial Hearing Committee and/or the Director of Residential Life which includes visitation violations during the current academic year.
5. Must have held a leadership position for a minimum of one (1) year in a registered campus student organization prior to his/her candidacy.