



2006 Governing Document and Manual of Duties

I, Jonathan Gaskell, elected President of the Student Government of Ferris State University, present this Governing Document to direct the function and action of the General Assembly, for 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 Winter academic semester of two thousand six. This document shall remain in effect until the end of the Winter academic semester of the year two thousand six 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 1: 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 2: Finance Division

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

Section 3: Internal Assessment Committee

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

Section 4: Facultative Committees

Facultative 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. Facultative Committees shall be formed and dissolved as necessary by the General Assembly.

Article II: Executive Vice President

Section I: The Executive Vice President

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

The Executive Vice President or his or her designee shall oversee the training and acclimation of new members.

The Executive Vice President shall be Michael T. Finch.

Article III: Associate Vice Presidents

Section 1: All Associate Vice Presidents

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

All Associate Vice Presidents shall meet with the appropriate Faculty, Staff, Department, or Office no less than monthly to maintain communication between Administration, Faculty, and Staff.

Section 2: Finance

The Associate Vice President of Finance shall act as Chairperson for the Division of Finance. The Associate Vice President 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.

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

The Associate Vice President of Finance shall be Libby Schmidt.

Section 3: Internal Assessment

The Associate Vice President of Internal Assessment shall act as Chairperson for the Internal Assessment Committee.

The Associate Vice President of Internal Assessment shall be Ronald Lovelace.

Section 4: Academic Affairs

The Associate Vice President of Academic Affairs shall work to better the academic environment at Ferris State University; and shall make active efforts to improve the relationships between Students and Faculty on campus.

The Associate Vice President of Academic Affairs shall establish and maintain communications with administration by way of meeting with the Vice President of Academic Affairs of Ferris State University or his or her designee.

The Associate Vice President of Academic Affairs shall further strive to improve relationships between Students and Faculty by attending or appointing a member to attend Academic Senate meetings with the President. The President and the Associate Vice President of Academic Affairs or his or her appointee shall represent the views and opinions of the Student Body in discussions with the Academic Senate.

The Associate Vice President of Academic Affairs shall actively pursue the maintenance and creation of education and learning oriented environments on campus, and ensure that these areas are available to students at times and places where they are needed.

The Associate Vice President of Academic Affairs shall be Todd McGee.

Section 5: Student Affairs

The Associate Vice President of Student Affairs shall work to improve the student life at Ferris State University not relating to academics.

The Associate Vice President of Student Affairs shall establish and maintain communications with administration by way of meeting with the Vice President of Student Affairs of Ferris State University or his or her designee.

The Associate Vice President of Student Affairs shall address student concerns relating to student life as they are presented to the Student Government of Ferris State University, or shall delegate the duty of addressing specific concerns. Should the Associate Vice President of Student Affairs choose to delegate such duties, it is his or her responsibility to see that the concerns are dutifully addressed and responded to.

The Associate Vice President of Student Affairs shall actively seek to preserve the rights of the Students of Ferris State University.

The Associate Vice President of Student Affairs shall be Joelle Sawisch.

Section 6: Technology

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

The Associate Vice President 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 Associate Vice President of Technology or his or her designee shall be responsible for maintaining and updating the MyFSU Student Government group.

The Associate Vice President of Technology shall be Charles Peirce.

Section 7: Public Relations

The Associate Vice President 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 Associate Vice President of Public Relations shall be Zack East.

Article IV: Other Positions

Section I: Coordinator of Special Events

The Coordinator of Special Events shall oversee and organize events held by Student Government. These events shall include, but are not necessarily limited to, the Women Investing in Leadership and Learning (W.I.L.L.) Conference, and the Pancakes with the President Study Break event.

The Coordinator of Special Events shall assist the President and Executive Vice President in the planning of the Student Government Gala as well as any other ceremonies, social events, or conferences held by Student Government.

The Coordinator of Special Events shall be permitted to form a committee for events as deemed necessary with approval of the General Assembly.

The Coordinator of Special Events shall be Abby Lund.

Section II: Webmaster

The Webmaster shall be responsible for maintaining and updating the website of Student Government. The Webmaster shall maintain updated copies of documents on the website as they are given to him or her.

The Webmaster shall work with the Associate Vice President of Public Relations to disseminate appropriate information via the website.

The Webmaster shall be Joe Viviano.

Section III: Parliamentarian

The Parliamentarian shall be Troy Schneider.

Section IV: Administrative Assistant to the President

The Administrative Assistant to the President shall be responsible for the maintenance of the Office of Student Government.

The Administrative Assistant to the President shall be Dana Bissett

Section V: General Administrative Assistant

The General Administrative Assistant shall be responsible for the keeping of minutes of record at General Assembly meetings in absence of the Administrative Assistant to the President.

The General Administrative Assistant shall be announced upon his or her hire.

Article V: Succession and Chain of Command

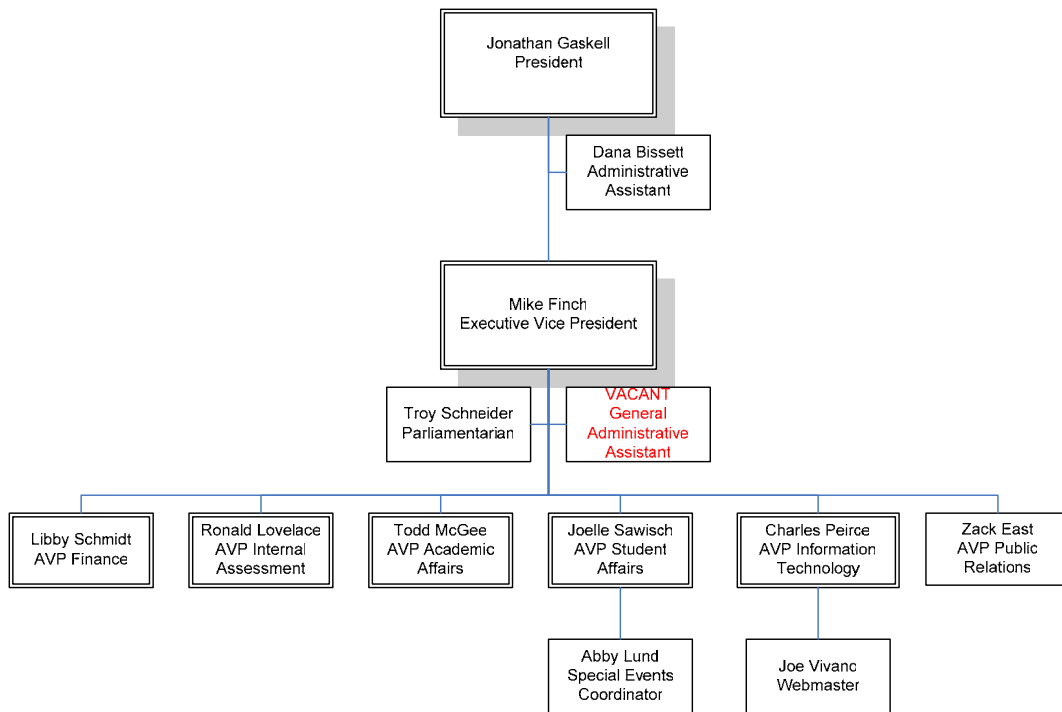
Section I: Order of Succession

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 Associate Vice President of Finance shall take the position of President and shall fulfill all duties of the office of the President.

If the Associate Vice President of Finance is unable or unwilling to fulfill the office of President, the Associate Vice President of Internal Assessment shall take the position of President.

In the event neither the Associate Vice President of Finance nor the Associate Vice President of Internal Assessment 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 Associate Vice President of Internal Assessment.

Section II: Chain Of Command



STUDENT GOVERNMENT OF FERRIS STATE UNIVERSITY

1/9/2006