Duties / Powers of Officers

1: The President:
   a. Preside at meetings of SGA, the Executive Board, the Cabinet and the Administrative Committee (ADCOM);
   b. Have the power to call the Executive Board, the Cabinet and the Administrative Committee into special session;
   c. Is finally responsible for the administration of SGA;
   d. Head the Cabinet;
   e. Is the official representative of SGA to all organizations and individuals with whom the organization may have contact with, including attending meetings on behalf of SGA, save as otherwise stipulated in these bylaws;
   f. Appoint, with the advice and consent of the Executive Board, all representatives to Student/Faculty committees within the jurisdiction of SGA;
   g. Recommend, with the advice and consent of SGA, all student representatives to search committees for the positions of President, Provost, Vice-President, Associate Provost, Assistant Vice-President, Dean, Associate Dean and all other administrative positions;
   h. Prepare, in conjunction with the Financial Planner, a budget for SGA;
   i. Appoint office aides, a Parliamentarian, a Secretary and/or an Office Manager.
   j. Have the power of the Executive Committee when it is unable to meet. All decisions made under this clause must be ratified at the first meeting of the Executive Committee after the action is taken.

2: The Vice-President of Internal-Affairs (VPIA):
   a. Is the Chair of the Programming Committee (PROGCOM);
   b. Assist the President in the performance of the President’s duties;
   c. Perform all duties of the President in the absence of the President;
   d. Succeed to the presidency in the event that the President resigns;
   e. Become Acting President in the event that the President is removed from office or recalled;
f. Shall serve as the liaison of the SGA to the Business Office at Lehman College;

3: The Vice-President of External Affairs (VPEA):
   a. Is the Chair of the Club Committee (CLUBCOM);
   b. Assist the President in the performance of the President’s duties;
   c. Perform the duties of the Vice-President of Internal Affairs in the absence of the Vice-President of Internal Affairs;
   d. Is responsible for the continuing evaluation of all standing committees and administrative boards and other forms of internal organization that the Officers of this organization adopt;
   e. Is responsible for monitoring all campus-wide committees and CUNY-wide committees that require student representation from Lehman College;
   f. Is the official liaison to all Independent Boards as stipulated in these bylaws.

4: The Vice-President of Legislative Affairs (VPLA):
   a. Is the Chair of the Student Legislative Assembly (SLA);
   b. Assist the President in the performance of the President’s duties;
   c. Is the Head of the Legislative Steering Council, which shall serve as the Academic Affairs Officer’s primary method of internal organization;
   d. Inform the Executive Board of the activities of the Student Legislative Assembly, including the matters at hand in the Lehman College Senate and the Lehman College Senate Committees.

5: The Chief Financial Officer (CFO):
   a. Prepare, in conjunction with the President, the budget of SGA;
   b. Provide monthly reports on the financial status of SGA;
   c. Is responsible for ensuring that money is spent in accordance with the regulations established by the Executive Board, the Lehman College Association for Campus Activities and the Board of Trustees;
   d. Is responsible for the fundraising activities of the SGA;
   e. Investigate ways and means of increasing the funds of SGA;
f. Serve as the official representative to all individuals that deal with the budget of SGA;
g. Serve as an ex-officio member of the Cabinet and CCD; and as a non-voting member of the ADCOM and the PROGCOM.

6: The Community Activities Officer (CAO):
a. Advise student groups with respect to involvement in the community;
b. Initiate and administer programs of benefit to the members of the community and the students of Lehman College;
c. Is responsible for the administration of such programs as community tutorials, internal campus tours, benefit performance, workshops and lecture series, sponsored by SGA;
d. Serves as the official representative of SGA to all campus committees or organizations dealing with community work;
e. Serve as an ex-officio member of CCD.

7: The Events Coordinating Officer (ECO):
a. Is responsible for the administration of all cultural and social activities sponsored by SGA;
b. Prepare, in conjunction with the Communications Officer, a social calendar for the campus;
c. Coordinate student groups with respect to their social programs;
d. Chair the Production Committee, which shall serve as the Events Coordinating Officer’s primary method of internal organization;
e. Serve as an ex-officio member of the PROGCOM.

8: The Facilities & Planning Officer (FPO):
a. Is responsible for ensuring that the interests of students are met in the operation of the bookstore, cafeteria and library, Student Life Building and, furthermore, be the official representative in the management of those services, including being an ex officio member of all committees that deal with such campus services;
b. Is an ex officio member of all committees that deal with the physical master plan and development of the college;

c. Is an ex officio member of all committees that deal with the development and the operation of the physical plant and the supporting facilities of Lehman College;

d. Is responsible for the allocation of space in student facilities;

e. Serves as the official representative to all campus committees or organizations dealing with campus safety.

f. Serve as an ex-officio member of the ADCOM.

9: The Public Relations Officer (PRO):

a. Is responsible for the administration of all publicity of the activities and programs of SGA;

b. Is Chair of the Publications Board;

c. Is advisor to all campus organizations concerning publicity regulations;

d. Is the official representative to the media relations division of the college;

e. In conjunction with the Secretary/Officer is responsible for managing all correspondence sent out on behalf of the SGA;

f. Is responsible for the recruitment of students to the boards and committees of SGA, campus-wide committees, including Senate committees and CUNY-wide committees;

g. Serve as an ex-officio member of the PROGCOM.

10: The Research & Development Officer (RDO):

a. Is responsible for preparing quarterly reports of the activities of the organization in conjunction with the Communications Officer;

b. Investigate new ways and means of operating existing programs;

c. Assist all other Officers in the planning of new programs and activities;

d. Keep records of value to the organization such as rules and regulations of the Board of Trustees, the Lehman College Senate, the University Student Legislative Assembly relevant bills and proposals before the City Council, State Legislature and the Congress;
e. Assist the members of the Student Legislative Assembly in research matters of importance to them;
f. Is responsible for the devising ways and means of ascertaining the opinions and desires of students and faculty in matters of relevance to SGA;
g. Serve as an ex-officio member of the ADCOM.

11: The Student Outreach Officer (SOO):

a. Ensure that programs and activities sponsored by SGA are extended to transfer, weekend, part-time, graduate, evening and international students;
b. Initiate and administer programs of interest and value to transfer, weekend, part-time, graduate, evening and international students;
c. Be the official SGA representative to the Administration and Faculty, and of transfer, weekend, part-time, graduate, evening and international students.
d. Serve as an ex-officio member of the PROGCOM.

12: The Student Services Officer (SSO):

a. Shall serve as the official liaison of the Student Government to all student service departments and centers on campus;
b. Is responsible for ensuring that students’ interests are met and addressed in the operation of general campus services such as the administrative departments, the tutoring center, the athletic facilities and the health care center. Including being an ex-officio member of all committees that deal with such campus services and departments.
c. Shall be responsible Is an ex officio member of all committees and the official representative to all individuals dealing with the administration of orientation programs, tutorial programs, leadership training, athletic affairs, commencement, convocation, etc.
d. Chair the Commencement Committee;
e. Chair the Yearbook Committee;
f. Serve as an ex-officio member of the ADCOM
13: The Technology & Design Officer (TDO):
*Duties currently undefined*