

#### Section 4

##### Treasurer

- A) Shall have a vote in the Senate.
- B) Chair the finance committee and vote only in case of a tie.
- C) Manage and keep records of SGA and club finances.
- D) Establish and maintain an audit system for all campus organizations in accordance with University policy.
- E) Present financial reports to the Senate on demand
- F) Shall assume the office of President if the office of President and Vice President becomes vacant simultaneously, and shall finish out the remainder of the Presidents' term.
- G) Sign all checks to be co-signed by the SGA advisor.
- H) Submit a statement to each active and registered student organization within the first three weeks of each semester as to their financial status of those organizations.

#### Section 5

##### Executive Secretary

- A) Shall have a vote in the Senate.
- B) Keep a record of attendance at all meetings.
- C) Record, maintain, and post complete minutes of each SGA meeting.
- D) Keep and maintain a permanent record of the constitution of the SGA
- E) Shall monitor SGA members' GPA, to assure compliance with the SGA constitution.
- F) In the event of simultaneous vacancies in the office of President, Vice President, and Treasurer, the Executive Secretary shall, become President and finish out the remainder of the Presidents term.

#### Section 6

##### Committee Secretary

- A) Shall have a vote in the Senate.
- B) Be responsible for maintaining and filing club organization and committee reports.
- C) Maintain club mailboxes.
- D) Maintain a list of committees, and their members.
- E) Maintain a list of all active clubs and their officers.
- F) Be responsible for all correspondence to clubs and committees.
- G) Shall assist the Vice President with duties relating to the Organizational Advisory Board.