



## Student Government Association (SGA)

Duties and Responsibilities of the:

### **Vice President**

- Assumes the duties of the President in their absences, upon their request, or upon their removal from office.
- Carries out any responsibilities assigned by the President.
- Coordinates with other Executive Officers to veto any bill that does not follow the scope of the Constitution, within five class days of passage.
- Collects and stores S.G.A. Memorabilia (Flyers, Awards, Publications, Pictures, Etc....)
- Attends all event Sponsored or Co-Sponsored or assisted by the S.G.A.
- Maintain and organize up-to-date Scrapbook at Every General Meeting for Viewing.
- Be familiar with Robert's Rules of Order and Proper Procedures during meetings and respond to all questions regarding Robert's Rules of Order.