

Student Government Association Day 1 Retreat Meeting Minutes (Summer – 7/8/24)

Date of Call		Called to order at 9:00 AM						
Attendance:	✓	Courtney Hawkins	✓	Jennifer Van Corey	✓	Timothy Reim (TJ)		
	✓	Ava Wilson	✓	Joseph Wolpert	✓	Denzel Chance		
	✓	Diallo Taylor	✓	Aiden Kaleta	✓	Alvin Abarca		
	✓	Mimi Rivers	✓	Christian Earnerson	✓	Dashawn Rustin		
	✓	Katie Dolan	✓	Gabreilla Toscano	✓	Marlon Charles		
					✓	Diante Keita		
					✓	Thomas Milling		
								Assignment/Action
Roberts Rule of Order/Protocol (Courtney)		<p>1. Roberts Rule of Order:</p> <ul style="list-style-type: none"> - The basics on the Roberts Rule of Order had been discussed by Courtney. <p>a. Voting Method:</p> <ol style="list-style-type: none"> 1. When an idea or opportunity arises towards a vote, an individual must say "I move the motion too...". 						

	<ol style="list-style-type: none">2. Another member must second this motion: "I second this motion to...".3. Once the original and second motion are implemented a process of "discussion" will take place as members of the voting process will discuss the opinions and ideas towards the moved motion.4. After this process, the President or Coordinator will count on whom approves and disapproves of the motion. Those who favor must say "aye" and raise their hands, while those who oppose say "No" and raise their hand during objection.5. If the motion is moved or carried, the President or Coordinator must announce that the vote towards the original motion has been approved. If the original motion has not been approved, then the original motion will fall off.	
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**Budget Report
(Dom/Jen/Courtney/TJ)**

1. Introduction to the financial report that must be voted on for the 2025 Term:

- Dom had discussed all the changes made reported in the financial report for the 2025 Term.
- The document (Campus Association Budgets – FY25) presented within the SGA retreat day one is attached here (Buffers and Percentages are also included): [SGA Budget Proposal FY25 w Account Codes \(1\) - Copy.xlsx](#)

2. Question(s) that have been brought upon the Budget Report section:

- **The Fund Balance:** Power amongst the Fund Balance is not fully in our power as it is up to the Board of Trustees/President at any time to withhold the funds that are not used in the balance towards other alternatives that may be seen as more effective in the College of Southern Maryland.
- **Power Amongst CA Members:** CA Members are obligated to have their own opinion on any decisions that have been made in result to Funds, Voting Processes, and any other changes similarly however they do not have the power to halt or change a decision made by the President or Board.

	<ul style="list-style-type: none"> - Fund Balance: A copy of the Fund Balance had been requested and given to all SGA members in the Day 1 retreat. - Section (Office Supplies - Printing): A printer has now been added to each CA. <p>VOTE STARTING</p> <ul style="list-style-type: none"> - Diante Keita moves the motion to approve the budget for the 2025 Term. - Marlon seconds this Motion <p>VOTE:</p> <p>Yes: 12 Hands Raised No: 0</p> <p>Motion to approve the budget for the 2025 Term has been approved</p> <p>MOTION CARRIES</p>	
Depart from Leonardtown	1. SGA members had departed to arrive at Sotterly Museum	
Arrive from Sotterly Museum	1. SGA members had departed from Sotterly Museum: <ul style="list-style-type: none"> - Understood the historical events and information of Sotterly plantation. 	

	<ul style="list-style-type: none"> - Meet with two individuals whose mission is to restore and ensure the process of preserving the plantation's history. - Pictures and Highlights have been taken and will be posted to social platforms. - Advice has been given to the SGA that may be used to better our mission in The College of Southern Maryland purpose. 	
<p>Working Lunch/SGA Constitution (TJ/Courtney/Jen)</p>	<p>1. TJ revises the updated information that is seen in the Constitution for the 2025 Term</p> <p>Revised and Updated section of the Constitution:</p> <ul style="list-style-type: none"> - Article 1: No Changes Made - Article 2: No Changes Made - Article 3: No Changes Made - Article 4: <ul style="list-style-type: none"> a. Additions include that the president, three multi-campus representatives, and one secretary will no be members of the SGA Goals and Governance Board. b. The SGA president must be elected by the SGA. c. The SGA Executive Board will have the voting membership consist of the SGA President, Vice President of Programming, and the Vice President of Budgeting. - Article 5 (Section 1 – SGA President): 	

	<ul style="list-style-type: none">a. They will now supervise the execution of SGA policy and serve as the chair of the Goals and Governance Board.b. They will now meet with the Vice President of Student Equity and Success as well quarterly with the Dean of Student Development.c. They will monitor each Standing Board through regular contact with the chairperson.d. They will now prepare an agenda of the Executive Board and SGA general meetings at least once per week prior to the meeting date. An agenda will now be shared with the SGA secretary to provide with introductory members. <p>- Article 5 (Section 2 – SGA Vice President of Programming):</p> <ul style="list-style-type: none">a. They will now coordinate every college-wide SGA event and serve as chair of the College of Activities Board.b. They will now ensure all qualities of diversity in college-wide events and activities are presented to all campuses.c. Meet at least once per semester with the Vice President of Student Equity and Success and quarterly with the Dean of Student Development. <p>- Article 5 (Section 3 – Vice President of Budgeting):</p>	
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	<ul style="list-style-type: none">a. Meet at least once per semester with the Vice President of Student Equity and Success and quarterly with the Dean of Student Development.- Article 5 (Section 4 – SGA Vice President of Budgeting):<ul style="list-style-type: none">a. They must now assist the President in responding to all student concern relating to current budget spending.b. They must meet at least once semester with the Vice President.- Article 5 (Section 5 – SGA Secretary):<ul style="list-style-type: none">a. Within the SGA, there needs to be a roster information and list of each committee membership.b. They must provide the agenda for the SGA Executive Board and SGA general meetings to their president and meeting attendees for that meeting.c. Bring a copy of the SGA Constitution, By-Laws, and Budget Board guidelines, as well as the membership of the SGA and standing committees.- Article 5 (Section 6 – SGA Executive Board Members):	
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	<ul style="list-style-type: none">a. They must attend all SGA executive board meetings and report on all the assigned information.b. They must ensure that all goals and objectives of each Campus Association are being met and actively implemented.- Article 6: No Changes Made- Article 7: No Changes Made- Article 8 (Committees- Campus Association):<ul style="list-style-type: none">a. The Campus Association shall consist of elected officers: President, Vice President, Secretary, Treasurer, and three Representatives of the Campus Association.- Article 8 (Committees- Standing Boards):<ul style="list-style-type: none">a. The SGA executive Board must establish and regulate standing boards for tis effective operation, as specified in the Bylaws of the SGA:<ul style="list-style-type: none">1. Goals and Governance Board2. College Activities Board3. Budget Board- Article 9 (Bylaws):	
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	<p>a. The SGA Executive Board shall be responsible for maintaining and carrying out the Bylaws set forth by the Campus Association.</p> <p>VOTE START:</p> <ul style="list-style-type: none"> - Dashawn motions to approve the Constitution Laws. - Marlon seconds this motion to approve the Constitution. <p>VOTE</p> <p>Yes: 11 Hands Raised No: 0</p> <p>Motion to approve the Constitution Laws for the 2025 Term has been approved</p> <p>MOTION CARRIES</p>	
<p>SGA Bylaws (TJ/ Courtney/Jen)</p>	<p>1. TJ revises the current and improved amounts seen in the Bylaws</p> <p>Revised and Updated section of the Bylaws:</p> <ul style="list-style-type: none"> - Article 1: No Changes Made - Article 2: Members of the CA Association should maintain a 2.0 GPA for the school year and must be registered in 6 	

credits for the (Fall/Spring). (This may depend on a case-by-case basis).

- **Article 3:** No Changes Made

- **Article 4 (Section 1 – President):**
 - a. A weekly president report must be made and shared with the other Campus Association presidents.

 - b. They must ensure that all responsibilities are carried out within each of the Campus Association members.

 - c. They must always engage in the student body for opinion within their Campus.

- **Article 4 (Section 2 – Vice President):**
 - a. Taking responsibility for the planning and management of all Campus Association members, they must also support the Campus Activities Representative with the Student Government.

 - b. They must ensure that all members of their CA attend each of the committee meetings to stay up to date on all events and implementations.

	<ul style="list-style-type: none">c. Oversee all matinance regarding the update on the Campus Association Event calendar.d. Developing and designing promotional materials (flyers, CSM app posts, promoting in classes, emailing).- Article 4 (Section 3 – Secretary):<ul style="list-style-type: none">a. They will now additionally list all committee memberships.b. They now act as the corresponding agent representing the Campus Association with the student body.c. Provide and publish the agenda for all their CA general meetings to the president and meeting attendants for the meeting.d. They must bring a copy of the SGA constitution, By-laws, and Budget Board Guideline, and the membership of the SGA standing committees.- Article 4 (Section 4 – Treasurer): No Changes Made- Article 4 (Section 5 – Multi-Campus Representative (aka Presidential Representative)):<ul style="list-style-type: none">a. They are now the lead of a Multi-Campus Representative position (Hughesville).	
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	<ul style="list-style-type: none">b. They will Attend monthly SGA Executive Board meeting and report on all assigned information.c. Acts in connection with the SGA Executive Board and the Campus Association are being met and actively implemented.d. Ensure that the goals and objectives of each Campus Association are being met and actively implemented.e. Meet with the Multi-Campus Representative to strategize, coordinate, and implement activities at the Regional Hughesville campuses and their primary campus.f. Engage with the student body at both the Regional Hughesville campus and primary campus to share concerns and opinions with the Campus Association and SGA Executive Board. <p>- Article 4 (Section – Campus Activities Representatives)</p> <ul style="list-style-type: none">a. Attend monthly SGA Student Activities Board meeting and report on the assigned information.b. Have skillful knowledge of all programming/activities/events implemented college wide and campus specific.	
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	<ul style="list-style-type: none">c. Responsible for planning, attending, loading, set-up, decorate, host, load-out, clean-up of all college wide and campus association events.d. Oversee the maintenance and regular updating of the college-wide event calendar.e. Developing, designing, and maintaining promotional materials for college wide events.- Article 4 (Section – Club/Org Representatives (Assistant to Treasurer))a. Attending monthly SGA Budget Board meeting and report on the assigned information.b. Maintains club records for their assigned clubs, including receiving meeting minutes, monthly report, updates to the roster/executive board, club meeting and event dates, and budgetary reports (sending to the LAPL Treasurer too).c. Share club meeting minutes with the LAPL Secretary and monthly reports with the LAPL Coordinator. Upload both documents to the corresponding team's folder.d. Record club attendance at major events, including Fall Fest/Spring Fling, Pop-ups, SGA monthly meetings, and SGA banquet.	
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	<ul style="list-style-type: none">e. Send monthly email to clubs and organizations with important forms and dates of SGA meetings and events.- Article 5 (Section 1 – Election Time): No Changes Made- Article 5 (Section 2 – Elections Committee): No Changes Madea. Responsibilities: The Election committee is withheld to properly manage all elections of the Campus Association elections.b. Chairpersons: The Elections Committee Chairperson is appointed by the Student Life Coordinators.c. Membership: The Student Life Coordinators must appoint four people as a minimum from the student body, and one staff or faculty member from each campus.- Article 5 (Section 3 – Referendum(s)): No Changes Made- Article 6 (Section 1 – Publicity): No Changes Made- Article 6 (Section 2 – Filing): No Changes Made- Article 6 (Section 3 – Campaigning): No Changes Made- Article 6 (Section 4 – Polls): No Changes Made	
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	<ul style="list-style-type: none">- Article 6 (Section 5 – Ballots):<ul style="list-style-type: none">a. Electronic Balloting must be completed through a JotForm, student also must provide their school email, id number, and complete the entirety of the ballot. - Article 6 (Section 6 – Tabulation): No Changes Made- Article 6 (Section 7 – Announcement and Certificate of Results):<ul style="list-style-type: none">a. An election is deemed official when receiving a minimum of 50 tallies. b. The candidate is required to receive both a minimum of 50 tallies and receive a majority vote to become certified the winner of the election. c. A report must be presented to the student body within 24 hours after the election is official. - Article 6 (Section 8 – Vacancies): No Changes Made - Article 7 (Section 1 – Requirement Upon a Nominee):<ul style="list-style-type: none">a. A nominee must not only have a 2.0 cumulative but also have 6 credit hours. - Article 7 (Section 2 – Protest): No Changes Made - Article 7 (Section 3 – Recall/Impeachment):	
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a. A meeting must be held to hold a vote for a recall. A recall meeting must be In-Person for every attendee, approval of a virtual meeting with certain students is on a case-by-case basis. The Student Life Coordinators will attend the meeting In-Person and record it as well. A letter of warning must be issued to the attendees. After this, an officer can offer their own reasoning on why they should not be recalled. Once this discussion is exhausted, an officer will leave the room and additional discussion should take place. A vote will then take place, and once this is amended the officer will come back to the room. If recalled theyll be asked to leave. An officer recalled will receive a scholarship divided by their time they served in the CA and the full time the term ended at the end of the semester.

- **Article 8 (Section 1 – Purpose):** No Changes Made

- **Article 8 (Section 2 – Membership):**

a. The Budget Board now consists of the following:

1. SGA VP of Budgeting
2. Three Campus Association Treasurers
3. Three Campus Association Clubs and Organizations Representatives
4. LAPL Secretary
5. LAPL Student Life Coordinator

	<ul style="list-style-type: none">- Article 8 (Section 3 – Budget Allocation Process): No Changes Made- Article 8 (Section 4 – Rules of Procedure): No Changes Made- Article 8 (Section 5 – Appeals Process): No Changes Made- (New Article) Article 9 (Section 1 – Purpose):<ul style="list-style-type: none">a. The Student Government Board will establish a goal for each specified Campus Association and apply overall goals for the entire Student Government Association.b. They are responsible for implementing and tracking college wide and campus specific goals: In addition, they will be responsible for bringing in student concerns to the SGA.c. Will discuss all changes proposed by the Campus Association or larger SGA on every matter.- Article 9 (Section 2 – Membership):<ul style="list-style-type: none">a. The goals and governance board now consists of the following:<ul style="list-style-type: none">1. SGA President2. Three Campus Association Multi-Campus Representatives3. LEON Secretary	
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	<p>4. LEON Student Life Coordinator</p> <ul style="list-style-type: none"> - (New Article) Article 10 (Section 1 – Purpose): <ul style="list-style-type: none"> a. The College Activities Board’s purpose is to enhance and unite the college community at College of Southern Maryland. b. The board will work to use the four pillars of programming (Culture, Diversity, Cultural, Social Wellness) to provide collaborative, accessible, engaging, and sustainable events with a goal to improve student's experience. - Article 10 (Section 2 – Membership): <ul style="list-style-type: none"> a. The College Activities Board is now consisted of: <ul style="list-style-type: none"> 1. SGA VP of Programming 2. Three Campus Association Vice Presidents 3. Three Campus Association Campus Activities Representatives 4. PRIN Secretary 5. PRIN Student Life Coordinator 	
Adjourn (TJ/Courtney/Jen)	- Meeting Adjourned at 3:30 PM	