



SOAR Bylaws



**Student Government Association
Embry-Riddle Aeronautical University – Prescott**



SOAR Bylaws

Office of the SGA Secretary

Revised and Voted on: 27 September 2021

PURPOSE

SOAR is a voluntary underclassmen introductory program led by the *SGA Secretary*. SOAR's goal at its inception is to get students interested in SGA, and to begin their career in campus leadership. In this program students will understand the ability to lead others, increase problem solving skills, engage in student advocacy, communication skills and most of all serving their campus. This program is an embedded *auxiliary* in SGA dedicated to building premier student advocates for tomorrow's student body.

OPERATIONS

General Meetings

1. SOAR members will meet at least bi-weekly. General meetings should be no longer than one hour each unless a large amount of discussion is present.
2. The SOAR Assistant Director will send out the agenda 24 hours before the meeting to club presidents and SOAR members.
 - a) The SGA Secretary will receive agenda at least 36 hours in advance.
3. The SOAR Director will call each meeting to order and take attendance.
4. Each general meeting will be comprised of feedback from SOAR committees, ideas for new programs, plans of action for a new program, and any concerns brought up by other students on campus. **Details of the SOAR general meeting will be included in the SGA Secretary Report during SGA Closed Meetings.**
5. The SOAR Assistant Director will distribute meeting minutes within 48 hours after the meeting to SOAR and clubs, if applicable.
6. Following the SGA Closed Meeting, the Secretary will share what was said during the meeting regarding SOAR during the next SOAR meeting. This includes any questions and answers, other council members' opinions etc. This will allow for more transparent communication between the two groups.
7. Potential volunteer opportunities for events such as tailgates and SGA sponsored events will be advertised to students.

SOAR Executive Meetings

1. Executive meetings will occur weekly, or up to the discretion of SOAR executive board.
2. Meetings shall cover attendance, advertisement, general meeting topics, future plans for general meeting, and concerns of campus.

SGA President and SOAR Executives Round Table

1. The SGA President and SOAR Executive Board shall meet up *at least* once a semester.

2. These meetings shall discuss moving forward with SOAR, how SGA can help improve SOAR, and overall assessment of how the program is going.
3. An agenda will be sent out to the SGA President 24 hours before meeting.

Attendance

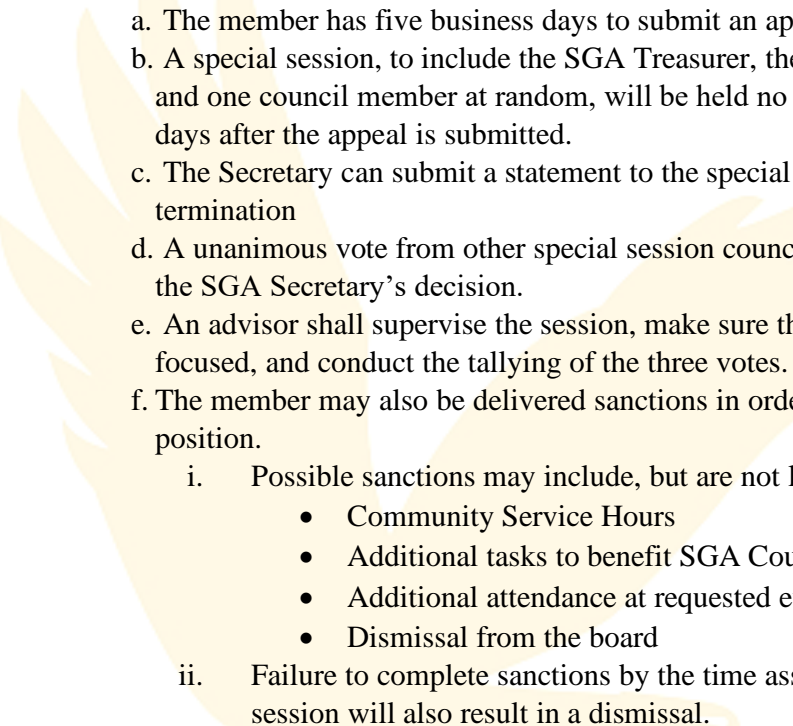
1. If an executive board member misses up to *two* executive meetings with no communication to the SOAR Assistant Director, they will have an evaluation with the SGA Secretary.
2. If an executive board member will be absent during a meeting, they will let the rest of board and Secretary know.
3. If the general member misses up to four committee meetings without prior notice, they shall be called into an evaluation with the SGA Secretary.
4. SOAR Members shall inform the SOAR Director if they cannot attend general SOAR Meetings.

Appointment

1. The SGA Secretary will appoint members to each SOAR Executive position. There will be three Executives – Director, Assistant Director, and Marketing Director. There will be one advisory position filled by a sophomore who was an active member of SOAR in the previous year; this can be an active general member or a previous executive member.
 - a. The process for appointment will be as follows:
 - i. Applications will be sent out for SOAR within the first two weeks of school.
 - ii. **Freshmen** shall run and be considered for Director, Assistant Director, and Marketing Director. Sophomores shall run and be considered for SOAR Sophomore Advisor.
 - iii. Applications will be reviewed by the SGA Secretary, SGA Treasurer, and a panel picked out by the Secretary and Treasurer.
 - iv. Interviews will be scheduled for chosen applicants; The panel *must* be present at all interviews.
 - v. The panel will review applicants, however final decisions for SOAR Executives will be made by the SGA Secretary.
 - vi. Emails will be sent out to chosen applicants where they shall accept or deny the position.
2. Term
 - a. The appointed SOAR Executives shall serve for one full academic year, beginning in the Fall term and ending in the Spring term.
 - b. Members must be enrolled full-time at Embry-Riddle.
 - c. Members must be able to hold their position for both Fall and Spring.
3. Vacancies
 - a. If an executive position is vacant, the SGA Secretary will appoint the position to a SOAR Member.

Misconduct Review Procedures

1. Procedures are as follows:
 - A. Any concerns regarding an Executive's misconduct can be introduced by any student, faculty, or staff enrolled in or employed by ERAU with proper and pertinent documentation. A letter shall be addressed to the Secretary and the advisors.

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- B. If necessary, a performance review is to be conducted by the Secretary and an SGA advisor.
 - C. The Secretary shall contact the Executive in question and notify them of the allegations and the proceedings to follow.
 - D. In extenuating circumstances, the Secretary has the power to terminate a member on the spot if they deem it necessary.
 - E. Should the terminated member feel they were not removed justly, they can submit an appeal to the SGA Executive Council:
 - a. The member has five business days to submit an appeal.
 - b. A special session, to include the SGA Treasurer, the SGA Vice President, and one council member at random, will be held no later than five business days after the appeal is submitted.
 - c. The Secretary can submit a statement to the special session to support the termination
 - d. A unanimous vote from other special session council members can overturn the SGA Secretary's decision.
 - e. An advisor shall supervise the session, make sure that the discussion remains focused, and conduct the tallying of the three votes.
 - f. The member may also be delivered sanctions in order to continue to hold their position.
 - i. Possible sanctions may include, but are not limited to the following:
 - Community Service Hours
 - Additional tasks to benefit SGA Council
 - Additional attendance at requested events
 - Dismissal from the board
 - ii. Failure to complete sanctions by the time assigned by this special session will also result in a dismissal.

Officer Duties

SGA Secretary shall:

1. Oversee the preparation of the meeting
2. Maintain the order and flow within each meeting
3. Be the main point of contact for questions

SOAR Executive Board:

1. Director

- a. Will be in charge sending and receiving updates from everyone in the program, after every committee meeting. This will be recorded and sent to the SGA Secretary following the meeting.
- b. Will keep account for attendance of each member in the program.

2. Assistant Director

- a. Will oversee sending out the agenda of each meeting prior to SOAR meetings and will also oversee that the meeting minutes are sent out within 48 hours of the meeting. Meeting minutes will be sent to SOAR members **and** the SGA Council Members.
 - b. **Must be a part of the SGA dining related committee.**
3. **Marketing Director**
- a. Will communicate with SGA Treasurer on obtaining funding for supplies and activities.
 - b. Will compile ideas on events and projects SOAR will work on.
 - c. Will create advertisements for meetings, events and more.
 - d. **Must be a member of the SGA Marketing Committee, overseen by the SGA Marketing Director.**
4. **SOAR Sophomore Advisor**
- a. The idea of the Sophomore Advisor is to help the execs run SOAR in the first semester.
 - b. They will help provide advice based off of previous occurrences that has happened in the previous year to ensure a smooth semester.
 - c. *Note: the addition of position will be left up to the discretion of the SGA Secretary.*

Communication

1. **Messaging (i.e GroupMe)**
 - a. This will be the main source of communication as members can easily contact each other.
2. **Email**
 - a. This is the Assistant Director's source of communication to the members – emails will include the general meeting agenda and the meeting minutes.
 - b. The SGA Secretary will create two groups through Outlook.
 - i) SOAR Executives
 - ii) SOAR General Members
3. **Virtual** (if needed)
 - a. An email with the meeting link and agenda will be sent to the SOAR Members by the SOAR Assistant Director.

Events

1. SOAR members will be in charge of Spirit Week each Spring semester.
2. SOAR members will be asked to help host SGA related events.
3. SOAR members must wear a SOAR t-shirt during events where they are helpers.
4. SOAR members may accept or deny helping an SGA hosted event.