

317<sup>th</sup> Student Assembly,

Senate Bill 317-005

A Bill

To Amend the Code of the Student Assembly

**The Student Outreach Department Act**

An Act of the 317<sup>th</sup> Student Assembly of the College of William and Mary,

Sponsored by Senators Ben Brown ('11) and Brittany Fallon ('11)

WHEREAS, the newly elected President and Vice President would like to establish a new Outreach Department;

WHEREAS, student outreach is an important and invaluable facet of the Student Assembly;

WHEREAS, the newly elected President, Vice President, and Senate Chairman would like to dissolve the Agency for Internal Affairs and transfer the duties of said Agency to a joint Legislative-Executive Committee to ensure a more cooperative relationship between both branches;

WHEREAS, the Agency for Internal Affairs has proven difficult to both staff and manage, and the duties of said Agency will be easily fulfilled by a joint Legislative-Executive Committee, or by individuals to which they delegate responsibility;

Now, therefore, be it

RESOLVED, that the Student Assembly of the College of William and Mary-

1. Hereby creates the Department of Student Outreach by amending Title 3 of the Code of the Student Assembly to read as follows:

**Chapter 7: Department of Student Outreach**

**§3.7-1.** There shall be an Executive Department of Student Outreach. The Department shall manage communication and act as the liaison to the various clubs and student organizations on campus.

**§3.7-2.** Within the Department of Student Outreach there shall be a Secretary of Student Outreach who shall control the Department. There shall also be Assistant Secretaries and other Deputies for the roles assigned to the Department, and as the President shall deem necessary. (2-1805, SB 312-037)

**§3.7-3.** The roles prescribed in **§3.7** may be expanded through the direction of the President. (2-1805, SB 312-037)

§3.7-4. The Department of Student Outreach is charged with reaching out to any and all student clubs and organizations in an effort to have the Assembly better serve their needs. Additionally, the Department shall be charged with planning and executing outreach programming, and reaching out to students on an individual basis to ensure that the Assembly is best representing the student body.

§3.7-5. The Department of Student Outreach shall have an assistant secretary charged with developing the Student Assembly website. The website will be developed in a fair manner with no favoritism of any one branch. Guidelines for website development will be set by the Joint Facilitation Committee.

2. Hereby transfers the duties and responsibilities of the Agency for Internal Affairs to the new Joint Facilitation Committee by creating said committee under Title 5, Chapter 5: Special, Select, and Ad-Hoc Committees, amending it to read as follows:

§5.5-4. The Joint Facilitation Committee, for internal affairs that are integral to accomplishing the overall mission of the Assembly. (4-03, SB)

1. The Joint Facilitation Committee shall be under the joint control of the Chairman of the Senate and Student Assembly President. They shall have vested authority over the workings of that Committee within those limitations set in legislation. (403, SB)
2. The Committee shall be composed of the Student Assembly President, Student Assembly Vice President, Executive Chief of Staff (or other designee), the Chairman of the Senate, the Secretary of the Senate, and a senior member of the Senate. (4-03 SB)
  - a. The Student Assembly President shall choose the designee or Chief of Staff to serve on the Committee.
  - b. The Chairman of the Senate shall choose the senior member of the Senate to serve on the Committee.
3. The Joint Facilitation Committee will be charged with facilitating and managing the internal operations of the Assembly including, but not limited to:
  - a. The tasks of office management of the SA Office, at the Williamsburg Campus of the College of William and Mary, which shall include overseeing supply and inventory, office equipment, office staffing, office access and clerical duties;
  - b. The tasks of keeping complete Archives. The Archives will be provided by an Archivist of the Assembly, who shall be chosen by the Joint Committee, and be open and publicly available to all students. They shall fulfill their duties as prescribed in the Student Assembly Constitution;
  - c. The task of handling all FOIA requests. The Committee shall choose an individual to serve as FOIA Officer, who shall be the principal contact for all Virginia Freedom of Information (VA FOIA) requests concerning the Student Assembly. He/she shall notify the President of the Student Assembly and Chair of the Senate of such requests within three business days of receiving them. The Committee shall take steps necessary to encourage and ensure the compliance of the Student Assembly with VA FOIA

regulations and inform the Senate and Executive of its efforts at the request of these bodies. The FOIA Officer, or his/her designee, is authorized to make official requests to the Virginia FOIA Advisory Council on behalf of the Student Assembly with the prior majority consent of the Senate. (3-1-05, 312-046)

- d. The posting of all meeting times. The Joint Facilitation Committee shall be responsible for the public posting of the date, time, and location of regular public meetings of the Executive, full Senate, committees of the Senate, Undergraduate Council, and Graduate Council as required by Virginia law. Such postings shall be made at least five business days prior to the meeting of the above mentioned bodies;
- e. The facilitation of the SA's Information Technology resources. The Joint Facilitation Committee shall be responsible for determining checking of the SA's email account, the allocation of the Student Assembly password, management of electronic mailing lists, and other IT resources;
- f. Fulfilling all other responsibilities necessary to the effective and efficient operation of the SA, and other duties assigned to the Joint Committee by Resolution of the Senate, or Decision of the Review Board.

2. Hereby dissolves the Agency for Internal Affairs by striking §5.3-1 - §5.3-7 from Title 5 the Code of the Student Assembly.