



**American University of Ras Al-Khaimah (AURAK)
The Student Government Association (SGA)**

**MINUTES OF MEETING- 5
Subject - Building Spirit**

Date of Meeting: 7/16/2022	Start Time: 4:00 pm
Location: online	End Time: 5:20 pm
Chair:	Secretary:
Attendees: Gihad, momen, Salma, Urita	
Excused Absences: Ibrahim	
Unexcused Absences:	
AGENDA ITEM 1: Goal 5 of 90 Day Program (Building Spirit)	
<ul style="list-style-type: none"> • Constructing and marketing our brand; <ul style="list-style-type: none"> - The mascot! - University screens, blue boards, flyers, - Shooting videos - Personal relations with students - First week errands; going around, tours in gulf cart - Events; marketing for every event - Social media and word of mouth of course 	
AGENDA ITEM 2: Finalize Academic Goals	
<ol style="list-style-type: none"> 1) Advising 2) Research 3) Internships 4) Practical Assignments 5) Student Preparation Workshops 	
AGENDA ITEM 3: SGA Protocols / Committee Protocols	
<ul style="list-style-type: none"> • Valid September 1st – June 30th <ol style="list-style-type: none"> 1) Executive President <ul style="list-style-type: none"> - President's goal is to plan and oversee all executive members, committee members, and club members. - He represents all students as well as the student government as a whole. - Responsible of coordinating all executive members into student government activities. - In charge conducting SGA meetings. - Implements any kind of plan or rule that he sees fit. - President has a right to a veto vote. - In a position to choose the leadership style he sees is best (Democratic is most suitable) 	

- All activities, meetings, agendas, and events must be approved prior by the President.

2) Executive Vice President

- Must assist in all president goals, plans and duties
- In the absence of the President the Vice President automatically fills his role.
- In the absence of the President everything must be approved by the Vice President.

3) Public Relations Officer

- Must promote SGA meetings, programs, legislation, and activities.
- Must use a wide range of media and communication skills to sustain a good image of the SGA.
- Planning events and strategies to improve student satisfaction.
- Handling student inquiries and complaints.
- Must perform a leadership in representing students.
- Has the right to vote in meetings.

4) Treasurer

- In charge of maintaining the SGA's budget.
- Must assist in fund raising events.
- Must assist the President in the launch of the AURAK Charity Club.
- Every and all involvements with the budget must be overlooked by the treasurer.
- Is the Chair of all budget related meetings.
- Has the right to vote in meetings.

5) Secretary

- Responsible for keeping accurate notes (minutes of meetings).
- Responsible of ensuring all executive members ha access to these notes.
- Shall assist the President and Vice President's agendas.
- Responsible for setting meeting dates and agendas.
- Has the right to vote in meetings.

All meetings are subject to a voting system, if a vote was not submitted by the end of the set timing the vote is invalid.

Meeting Protocols

- All members of the Faculty have the right to attend any SGA meetings.
- All SGA members have the right to vote
- The agenda must be set before the meeting starts by at least 24 hrs prior of the meeting. All members are expected to present a written report or verbal report of their stance on the agenda.
- All members must attend all meetings, in case of any excused absences the President must be informed prior the meeting by an hour.
- All absences must be recorded by the Secretary, if the number of unexcused absences is increased the President has the right to launch an investigation and impeachment can be taken to effect if seen fit.
- meetings can occur at any time and any place.

Rules & Regulations

- Any executive member strongly disagrees with any point from meetings is required to converse with the president (unofficial timings included).
- Personal issues and matter can be discussed with the President if possible.
- If an executive had a disagreement or dispute with any executive or extended members they should report to the president.
- Every member is expected to understand that what is best for the team must be done even if it calls for extreme measures.
- Gossiping, alliances, and mentioning any members in ill will is prohibited and investigation can be launched to take aggressive measures.
 - In the case that any member is unsatisfied with a set task or goal, they have the right to express their disapproval to the President and it can be subject to removal.

Message

We are all members of the SGA family, every executive member has the right to present their points and voice their opinions while also keeping in mind the respect of others, at the end of the day each member represents the students and represents this family. But there must be rules and regulations to keep our work and this family in order.

(Effective 1st of September- 30th of June)

AGENDA ITEM 4: Bus Complaints

- Designated to Urita
- Create the petition and resolution
- Contact Amanda to get more logistics and information on the busses.
- Ask for permission from her on the sample
- Should be finished by the end of the week and finalized with Gihad.

Attachment:

Date of Next Meeting: TBA

Time: TBA

Place: TBA

Chair’s Signature:

Secretary’s Signature:

Distribution List:

SGA President:

Other – Specify:

***Please feel free to increase sections to accommodate as many agenda items as needed**