

The Treasurer shall

- 1) Represent the student body as a whole and assist the President in carrying out the regulations and policies of the Student Government Association, Houston Center and the University.
- 2) Keep and make available a permanent financial record of all transactions of the Student Government Association, Houston Center, and disburse funds with the approval of the Representative Council.
- 3) Research and communicate information regarding pending purchases by the Student Government Association, Houston Center.
- 4) Work in conjunction with the President in preparing the annual budget for presentation to the Representative Council and the Student Service Fee Allocation Committee. During the time spent in Denton presenting, the Treasurer will be actively observing the Committee at work, educating self by attending as many of the proceedings open to the TWU public at large as possible. In doing so, the Treasurer will gain perspective so as to more ably serve on the Student Service Fee Allocation Committee the following year. Travel fees for the Treasurer's participation will be paid by the Houston SGA budget.
- 5) Serve as a member of the Student Service Fee Allocation Committee.
In the event that the Treasurer is unable to present the budget to the Student Service Fee Allocation Committee, selection shall be pursued first among members of the Executive Council. If a suitable replacement cannot be found, the search will widen to the Representative Council. Only after all efforts have been exhausted within those two populations should others within the general student body be considered. The temporary replacement should possess the same qualifications required of an officer, shall be appointed by the President and approved by the Representative Council with a majority vote to serve in the Treasurer's stead.
- 6) Serve as a voting member of the Representative Council.
- 7) Perform other duties as the President of the Student Government Association, Houston Center shall assign to her/him.

E) The Outgoing Treasurer shall:

- 1) *Serve as a member of the Student Service Fee Allocation Committee (the year FOLLOWING their presentation to same committee as actual Treasurer). Travel fees for the Outgoing Treasurer's participation will be paid by the Student Service Fee Committee.*
- 2) *In the event that the Outgoing Treasurer is unable to so serve as a member of the Student Service Fee Allocation Committee, selection shall be pursued first among members of the Executive Council. If a suitable replacement cannot be found, the search will widen to the Representative Council. Only after all efforts have been exhausted within those two populations should others within the general student body be considered. The temporary replacement should possess the same qualifications required of an officer, shall be appointed by the President and approved by the Representative Council with a majority vote to serve in the Treasurer's stead.*