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Policy on Communication with University Administration

The Student Government Association (SGA) has been given the privilege by the Liberty University Administration to represent the student body to the University Administration. To properly execute this responsibility, the SGA must establish a chain of communication governing its members' interactions with the University Administration; specifically regarding communication with Liberty University's Executive, Senior, and Higher Administration. The SGA Executive Branch hereby establishes the following Communications Policy to be approved by the University Administration.

1. All SGA members shall abide by this Communications Policy. Any member's violation of this Communications Policy may result in disciplinary consequences for that member, the extent of which shall be determined by the SGA's Student Court.
2. This Communications Policy addresses each SGA member's ability to communicate with University Executive, Senior, and Higher Administration using the member's official SGA position. SGA encourages all student members to utilize the availability of all faculty and staff members, yet recognizes that the use of SGA titles, logos, and/or reputation must be limited to only that use which is necessary for members to carry out their responsibilities.
3. The definition of University Administration includes the following:
 - a. Executive Administration and Senior Administration are provided for on the Liberty University Website.¹
 - b. Higher Administration is defined as Senior Executive Directors, Executive Directors, Directors, Senior Associate Directors, Head Athletic Coaches, Sodexo District Managers, Sodexo General Managers, LUPD Chief of Police, Dean of Students and Associate Dean of Students.

The Chain of Communication is as follows:

1. All members of SGA may contact any member of the University Administration in a manner that befits the Liberty Way, excluding Executive, Senior, and Higher Administration.
2. All communication between SGA and Liberty University Executive, Senior, and Higher Administration shall be handled through the Student Body President, unless otherwise noted in this Communications Policy.
 - a. The Student Body President may independently communicate with any Executive, Senior, or Higher University Administrator on his own behalf or on behalf of another member of SGA.
 - b. The Student Body Vice President may independently communicate with Executive, Senior, and Higher University Administration after receiving any written approval from the Student Body President.

¹ <https://www.liberty.edu/aboutliberty/index.cfm?PID=6911>

- c. The Speaker of the House, the Senate President, the Chief of Staff, and the Chief Justice may independently communicate with Executive, Senior, and Higher University Administration, except for the Office of the President, after receiving any written approval from the Student Body President.
- d. If a Delegate or a Senator wishes to speak with Executive, Senior, or Higher University Administration, they must go through their respective Chamber Leader.
- e. The Executive SGA Cabinet may independently communicate with only the following Senior and Higher University Administrators after receiving any written approval from the Student Body President:
 - i. The Treasurer may communicate with the following departments regarding SGA finance matters: Accounting, Financial Planning and Budgeting, Card Services, Procurement, Student Accounts, and Dining, Cashier's Office.
 - ii. The Director of Events may contact the following departments regarding SGA Events matters: Athletics, IT, and University Events.
 - iii. The Director of Clubs may contact the following departments regarding SGA Club matters: University Events, IT, and the Liberty University Police Department.
 - iv. The Director of Communications may contact the following departments regarding SGA Communications matters; Marketing, IT, Commuter Student Life, Office of Spiritual Development, Office of Residence Life, and Planning and Construction.
 - v. The Director of Internal Affairs may contact the following departments regarding SGA Internal Affairs matters: IT and the Office of Community Life.
 - vi. The Spiritual Life Director may contact the following departments regarding SGA Spiritual Life matters: Office of Spiritual Development and Equity and Compliance and Inclusion.
- f. The Class Presidents may independently communicate with Senior and Higher University Administration after receiving any written approval from the Student Body President.