

## **TITLE V - THE CABINET**

*Last Amended by S.B. 2016-2017.7 "Cabinet Reorganization Act"*

### **CHAPTER 100 - CABINET, COMMISSIONS AND DIRECTORS**

#### **ARTICLE I. ADMINISTRATIVE**

**TITLE IV - AUTHORIZATION.** This chapter and all of its regulations are authorized pursuant to Article III(10)(a),(d),(h) of the Student Government Constitution.

**TITLE V - PURPOSE.** This title exists to provide regulation over the various functions of the Cabinet and Commissions. Its primary purpose shall be to outline the job responsibilities for Directors, the purpose of Commissions and establish other regulations on the Cabinet as necessary.

#### **ARTICLE II. THE CABINET**

§1 **COMPOSITION.** The Cabinet shall be comprised of the Chairs of each of the Commissions, the President, the Vice President, the Senate Pro-Tempore, the House Leader, and Supreme Court Chief Justice. The Vice President shall serve as vice Chair of the cabinet and Chair in the event the President cannot attend.

§2 **PURPOSE.** The Cabinet is the primary forum, under the direction of the President, for the officers of Student Government to advise the President. The Cabinet has a collective responsibility to support each other and the President in order to achieve to the common vision of Student Government. As such members shall support or not oppose publicly decisions made in Cabinet, with the exception of the Chief Justice who shall provide his official court opinion without restriction. Generally, the Cabinet will make their recommendations to the President based on consensus, but majority vote will prevail otherwise. All members of Cabinet are encouraged to support consensus and majority vote recommendations. Members of Cabinet will keep confidential the discussions in Cabinet. The President can accept, reject, or change whatever the Cabinet recommends. In advising the President the Cabinet may:

- (a) Review legislation passed by the Senate or House and provide the President their recommendations on signing or vetoing the legislation.

- (b) Review and assist the President in proposing an annual budget, with each Director proposing specific allocations for their Commission.
- (c) Meet with the Student Government Advisors at least monthly.
- (d) Confirm recess appointments until reviewed by the Senate is possible.
- (e) Review and provide advice to the President on University and Student Government appointments.
- (f) Review and approve replacement Senators as forwarded by the Senate Committee on Selections and Appointments and decide which of the names is forwarded to the Senate for confirmation.
- (g) Review changes to any rules or regulations of Student Government before the Senate, unless the President overrides this requirement.

§3 **MANAGEMENT POWERS OF COMMISISON CHAIRS.** Commission Chairs shall have direct supervisory and administrative control of the Commissions they Chair but they, along with their Commission, shall report and comply with all lawful instructions of the President.

§4 **RANK OF CABINET MEMBERS.** Commission Chairs serve at the pleasure of the President and may be released from that obligation on authority of the President at any time. The Vice President, Supreme Court Chief Justice, and House Leader are permanent constitutional officers and members of Cabinet and cannot be removed from Cabinet or their office by the President.

§5 **INSTALLATION OF NEW CABINET UPON NEW TERM.** Directors shall offer their resignation upon the end of the President’s term or the special election of a new President or the installation of the Vice President as President.

§6 **REPORTING TO THE SENATE.** All Cabinet positions shall report to the Senate when called to do so.

§7 **CABINET MEETINGS.** Cabinet shall meet once weekly on a day as decided by the President.

- (a) Cabinet meetings may be closed to the public under Executive Session.
- (b) Failure to attend two (2) Cabinet meetings shall warrant removal from the cabinet and/or impeachment.
- (c) A summary of the meeting will be published with a week after the meeting.

§8 **COMMISSION MEETINGS AND ATTENDANCE.** Commissions shall meet as business warrants at times and locations as decided by the Chair. Two (2) absences from a Commission meeting is grounds for removal from the Commission and/or impeachment.

§9 **EXEMPTION FROM SENATE COMMITTEES.** Directors shall be exempt from service on all Senate committees. With the permission of the President members of Commissions may be exempt from attendance to Senate committees so long as that absence is necessary for them to complete Commission related business.

### **ARTICLE III. COMMISSION CHAIRS AS DIRECTORS**

§1 **DIRECTOR POWERS.** All Directors or the President may delegate their responsibilities to persons within their Commission so long as it is approved by the President. The Director is still responsible to see that all responsibilities and expectations are met. All Directors will have other powers and duties including:

- (a) Serve as Chair of the Commission they are charged with.
- (b) Be a Senator or *ex officio* Senator.
- (c) Attend weekly Monday night Senate meetings.
- (d) Attend weekly Cabinet meetings.
- (e) Supervisory powers over their Commission's allocated budget.
- (f) Remove and add members of their Commission, with permission of the President.
- (g) Other tasks, expectations and responsibilities as assigned by the President.

§2 **THE DIRECTOR OF PROGRAMS AND MARKETING.**

- (a) Develop a marketing and public relations plan for Student Government.
- (b) Serve as spokesperson and press secretary for Student Government
- (c) Design marketing tools and organize marketing campaigns for events and projects.
- (d) Maintain the Student Government website, social media and other media applications events.
- (e) Maintain the brand, standard, logo and formal seal of Student Government.
- (f) Coordinate the Student Government Roundtable events.
- (g) Coordinate the Student Government Fall and Spring Banquet

- (h) Ensure the Programs and Marketing Commission performs and fulfills its function.
- (i) Assist other directors in the marketing of Student Government events and programs.

§3 **THE DIRECTOR OF GOVERNMENT AFFAIRS.**

- (a) Be the President's representative from Student Government in federal, state and local government and must act as such and not speak on behalf of his or her own preferences.
- (b) Attend weekly or bi-weekly City of San Marcos Council Meetings.
- (c) Assist the President in representing the Texas State student body at the local, state and federal levels of government.
- (d) Advise the Cabinet on issues ongoing in local, state, and federal government.
- (e) Be or designate someone to be the City Council liaison.
- (f) Set the goals of the Government Affairs Commission and ensure the Commission meets its statutory and written expectations including deadlines and projects.

§4 **THE DIRECTOR OF FINANCE.**

- (a) Shall have a background in or be majoring or minoring in Finance or related fields of study, or have been the chief financial officer of another organization with comparable budget to that of Student Government.
- (b) Keep track of Student Government expenses and awarding of funds.
- (c) Report on the budget at each Cabinet meeting.
- (d) Set the goals of the Finance Commission and ensure the Commission meets its statutory and written expectations including deadlines and projects.

§5 **THE DIRECTOR OF FRESHMEN LEADERSHIP**

- (a) The Director of the Freshmen Leadership shall have served at least one year as a member of Student Government.
- (b) Attend Freshmen Council meetings and Freshmen Council Executive meetings.
- (c) Supervise the Freshmen Council and Coordinator for Freshmen Council.

- (d) Supervise the Coordinator for Freshman Mentorship.
- (e) Provide a Student Government focused leadership and technical training.
- (f) Work to provide a mentorship program between the Freshmen Council and Senators.
- (g) Set the goals of the Freshmen Leadership Commission and ensure the Commission meets its statutory and written expectations including deadlines and project.
- (h) Encourage participation in University leadership events including the Leadership Institute Conference.
- (i) Coordinate, plan, and execute the duties of the freshman tailgate.

§6 **THE DIRECTOR OF STUDENT SERVICES.**

- (a) Have a reasonable understanding of all student services provided by the University.
- (b) Have Actively seek out the opinion, concerns, and issues of all students at Texas State University.
- (c) Be able to effectively organize and assign tasks to members of the commission and see that members completely execute tasks assigned to them.
- (d) Have experience with the legislative procedure in the Senate, including the drafting of legislation.
- (e) Ensure the Student Services Commission performs and fulfills its function.
- (f) Ensure that all applicable service rules and regulations are followed
- (g) Assist with other matters and planning when called