

TITLE IV - THE PRESIDENT

Created by S.B. 2013-2014/3 "Administrative Regulation Reform Act"

CHAPTER 100 - THE EXECUTIVE OFFICERS

ARTICLE I. POWERS OF THE PRESIDENT

- §1 **AUTHORIZATION.** This chapter and all its regulations are authorized pursuant to Article III(10)(d),(h) of the Student Government Constitution.
- §2 **PRESIDENTIAL POWERS TO DELEGATE.** The President may delegate the responsibilities granted to him under the Constitution and the rules and regulations of student government to Executive Officers. The President shall retain responsibility for the proper and legal execution of these responsibilities and may be punished accordingly should a failure occur.
- (a) Executive Officers shall be defined as all Directors and Executive Staff.
- §3 **EXECUTIVE ORDERS.** Per the constitution the President is vested with the Executive Power and shall provide Executive Orders which may direct officers and members of the Executive Officers and the Cabinet to take any action delegated to them therein by the Constitution and rules and regulations of student government. The President shall also make strictly ceremonial proclamations if he so chooses.
- §4 **EXECUTIVE ORDERS AS POLICY.** The President establish policy for the Cabinet, Chief of Staff and Commissions through executive order or approve any such policy the Cabinet or Commissions may establish. Executive Orders may be used to provide functional regulation to statutes which are incomplete or unclear or to execute the powers granted to the President by the Student Government Code and Constitution.
- §5 **RECESS APPOINTMENTS.** The President may make appointments to positions they are empowered by the Constitution or statute to fill when the Senate is not in session, but if the President wishes this recess appointment to remain in effect upon the resumption of the Senate, he must submit the person for approval in a manner that complies with the Constitution within fifteen (15) business days.
- §6 **SPECIAL ASSISTANTS** The President has the power to commission special assistants with specific responsibilities and roles which may assist the President and Cabinet but may not be

responsible for the execution of another officer's responsibilities. They shall be granted status as an Executive Officer.

- (a) These special assistants shall not be eligible for a wage expect in special circumstances and with the permission of the Dean of Students, and if this is the case they shall be accountable to report time worked for their wage to the Dean of Students Office or Student Government Advisor.
- (b) Special Assistant pay may never exceed that of the Chief of Staff.
- (c) The President must submit the appointment of special assistants to the Senate for confirmation by a majority vote.

§7 **REPORTING.** The President will report to the Senate new Commission or Cabinet policy, Executive Orders and other regulatory interments, in writing, within five business days.

ARTICLE II. EXECUTIVE STAFF

§1 **COMPOSITION.** The Executive Staff shall consist of the Chief of Staff and any Special Assistants.

§2 **PURPOSE.** To primarily support the President in the execution of Student Government's business and to support the Vice President and Cabinet as necessary.

§3 **REPORTING STRUCTURE.** The President may assign the reporting structure within the Cabinet and Executive Staff and in which case that reporting structure must be followed by said officers.

§4 **DUPLICATION OF RESPONSIBILITIES.** No officer, student worker nor the Chief of Staff or member of the Cabinet, shall assume the responsibilities, duties, or powers of any other position in the Executive Staff or Cabinet.

§5 **LIMITATION ON SIZE AND PAY.** One paid position shall be authorized in the Executive Staff.

§6 **CHIEF OF STAFF.** The Chief of Staff shall be hired by the President to support the President, Vice President and Cabinet. They shall assist in ensuring the completion of the day to day functions of Student Government. Their responsibilities shall include:

- (a) Advisor to the President.
- (b) Administrative duties for the Cabinet and staff meetings including, taking minutes, attendance and formal voting records.

- (c) Maintaining the schedules for the President and Vice President.
- (d) Be the student manager, if no other Dean of Students Staff is available, for any Student Workers hired.
- (e) Managing the office and maintaining office supplies.
- (f) Keeping clean the office space.
- (g) Other duties as assigned.
- (h) Assisting the President as assigned.

§7 **STUDENT WORKERS.** When student workers are hired they will be hired by the Dean of Students and in accordance with University policy and made available to all students. The student workers will have set job responsibilities and will not be called upon to do unusual or extraordinary tasks. Creation of Student Worker positions will require Dean of Students approval. Student worker responsibilities shall include:

- (a) Answer office phones and take messages.
- (b) Schedule appointments for the President, Vice President and Chief of Staff.
- (c) Make copies, scan and prepare documents as needed.
- (d) Log documents in need of signature.
- (e) File as needed.
- (f) Other tasks as assigned.

CHAPTER 200 - EXECUTIVE ORDERS

ARTICLE I. CODIFICATION OF EXECUTIVE ORDERS

§1 **AUTHORIZATION.** This chapter and all its regulations are authorized pursuant to Article III(10)(d) of the Student Government Constitution.

§2 **PURPOSE.** Executive Orders, which provide functional regulation to statutes which are incomplete or unclear, shall be recorded subsequent to this chapter. All other Executive Orders, memoranda or ceremonial proclamations shall not be recorded.

§1 **RECORDING.** Codification of Executive Orders shall occur pursuant to S.G.C.: I. §100.5(1)(a). Each individual Executive Order shall be codified as a new chapter in ascending order from 201 and shall follow the same format as outlined in S.G.C.: I. §001.3(1).

- §2 **AMENDMENT.** Withdrawal of or amendments to previous Executive Orders shall be reordered as such in the already established chapter for the order and shall not be recorded as a new chapter.
- §3 **CODING.** Executive orders shall be coded by the initials for “Executive Order” followed by the number in ascending order from 10 in ascending order followed by a period (.) and the academic years divided by a forward slash (/). An example: E.O. 10.2012/2013.
- §4 **FORMAT.** Executive Orders must be issued in a format confirming to the order found in S.G.C.: IV. §201.