



The University of West Florida
Student Government Association

Cabinet Restructure Bill

Legislation: 16-17 Bill XVII
Author(s): President Herbert

First Reading: _____	Second Reading: _____
Yes: _____	Yes: _____
No: _____	No: _____
Abstain: _____	Abstain: _____

Ms. Leonie Dupuis
Senate Pro Tempore

Be it known that Student Government 16-17 Bill XVII is hereby signed on _____.

Pass Veto

Date

Mr. Jacob Hebert
Student Body President

Legislative Intent:

To add fluidity to a previously rigid Cabinet structure. Expands President's support staff and lets the President make judgements regarding staffing based on the available talent in a particular year.

Chapter 200: Presidential Duties and Authority

200.12 The President shall not have the power of Line Item Veto.

Chapter 204: President's Cabinet

204.1 The President ~~'s Cabinet~~ shall be empowered to appoint a group of supporting staff hereafter known as the President's Cabinet (hereafter Cabinet). These staff should be appointed in an effort to assist the President with the execution of their duties and realization of their priorities. ~~composed of:~~

~~A. The primary cabinet positions of Chief of Staff, Director of Communications, and Director of Governmental Affairs.~~

~~B. Other extended cabinet offices which the president deems necessary.~~

~~C. The president may at their discretion appoint as President Emeritus any currently enrolled former Student Body President from the University of West Florida.~~

204.2 The Cabinet will be composed of three major areas of operation: Administration, Campus Affairs, and External Affairs.

A. The President may appoint any position outlined in the remainder of this statute at any time. All appointments must go before the Senate for a confirmation by majority vote.

B. Any Cabinet positions not defined in statute shall require the Student Body President to submit a job description to every Senator forty-eight hours prior to the meeting to be approved by majority vote of the Senate, after which the appointment shall be voted on.

~~All appointments to Executive offices shall be made by the President, with confirmation by Majority Vote of the Senate.~~

204.3 In the event that the Student Body President makes an appointment during a recess of the Senate last longer than 14 calendar days~~the summer Senate recess~~, the appointee may act as an interim for the position until the appointment is approved by the Senate. If the interim officer serves as interim for a period lasting longer than 30 days, they may begin to collect the due compensation for their work starting on their 31st day as interim.

204.4 The President may at their discretion appoint as President Emeritus any former University of West Florida Student Body President who is in good standing as a currently enrolled student at UWF.

- A. The President Emeritus shall serve as an advisor to the Student Body President.
- B. The President Emeritus may serve as a member of the Executive Committee.
- C. The President Emeritus may not receive compensation for their service.
- D. The President Emeritus shall not be required to complete office hours.
- E. The appointment of the President Emeritus is not subject to Senate approval.
- F. The term of a President Emeritus shall conclude with that of the President which appointed them.

~~204.4 Additional deputies, assistants, and committees may be appointed by the Student Body President.~~

~~204.5 All Cabinet appointments not defined in statute shall require the Student Body President to submit a job description to every Senator forty-eight hours prior to the meeting to be approved by majority vote of the Senate, after which the appointment shall be voted on.~~

Chapter 205: ~~Chief of Staff~~Office of Administration

205.1 The Office of Administration (hereafter OA) serves to assist the President in the administration of their daily tasks, and prepare them for their meetings.~~The Chief of Staff should fill in for the Student Body President on University business as needed.~~

~~205.2~~ ~~Oversee the Director of Communications and Director of Governmental Affairs.~~ OA is responsible for the following:

- ~~A. Scheduling meetings between the President and the Cabinet, Senators, students, staff, or administration.~~
- ~~B. Ensuring the President is prepared and aware of upcoming meetings of all Boards and Committees on which the President has membership.~~
- ~~C. Booking and filing travel for any members of SGA upon the President's request and in coordination with the SGA Advisor or Graduate Assistant.~~
- ~~D. Ensuring the President and Cabinet are informed of any activities of the Student Senate.~~
- ~~E. Draft Senate legislation upon the President's request.~~
- ~~F. Attend all meetings of the Board of Trustees.~~
- ~~G. Advise the President on any matters relating to Information Technology.~~
- ~~H. Manage any electronic publications the President has requested in coordination with the Department of Communications.~~
- ~~I. Oversee the elections process and the elections commission.~~
- ~~J. Assist the President in the selection of appointees for any positional vacancies.~~
- ~~K. Manage any ad hoc Committees the President appoints.~~
- ~~L. Assist the President with any other special projects.~~

~~205.3~~ ~~Attend weekly Executive and Senate meetings.~~

~~205.4~~ ~~Manage ad hoc Committees.~~

~~205.5~~ ~~Coordinate weekly meetings with the President's Cabinet.~~

- ~~205.6 Manage Cabinet positions and meetings.~~
- ~~205.7 Perform all additional duties as deemed necessary by the President.~~
- ~~205.8 The Chief of Staff shall receive a stipend of \$3,000, which shall be allocated appropriately throughout the course of their term.~~

Chapter 206: ~~Office of Communication~~Office of Campus Affairs

~~206.1 There shall be a Director of the Office of Communications titled Director of Communications, Assistant Director of Communications, two Marketing Coordinators, and two Social Media & Technology Coordinators.~~The Office of Campus Affairs (hereafter OCA) serves to assist the President in the execution of all campus based programs and initiatives.

- 206.2 OCA is responsible for the following:
- A. Governance over the Green Fee process and maintenance of the agreements which established it.
 - B. Creation and execution of other campus sustainability issues and projects.
 - C. Creation and execution of athletics initiatives relating to the student experience.
 - D. Outreach to minority groups on campus, creation of new programs to suit their needs.
 - E. Assist the Senate Student Affairs Committee in the execution of Diversity Week.
 - F. Promote student activism and coordinate with off-campus entities to register students to vote in local, state, and national elections.
 - G. Maintain communication with the university police

department over student safety and security concerns.

H. Coordinate and attend the campus safety walk each semester. Identify other opportunities to promote and improve campus safety.

I. Coordinate a yearly effort supporting the It's On Us campaign, attend quarterly It's On Us national and regional calls, and work with wellness to promote other sexual assault prevention efforts.

J. Develop and execute other programs promoting the President's campus initiatives and programs. ~~The Office of Communications shall:~~

~~K.~~

~~L. A. Maintain all marketing for Student Government Association events, programs and services.~~

~~M.~~

~~N. B. Maintain and update the Student Government Association website and all social media.~~

~~O.~~

~~P. C. Maintain internal and external communication.~~

~~Q.~~

~~R. D. Coordinate the promotion of Student Government Association's visibility and awareness on campus.~~

~~E. Be responsible for maintaining and coordinating the use of the event marquee to include any message promoting a Student Government Association sponsored event, senate meeting or other communication deemed necessary and prescribed by the Executive Committee.~~

~~206.3 The Director of Communications shall:~~

~~A. Be responsible for managing and directing all internal and external communication efforts of the Student Government Association.~~

~~B. Direct and supervise the Communications Office.~~

~~C. Attend all meetings and act as the liaison between executive members and the Office of Communications.~~

~~D. Collect activity reports from all executive members, prepare content for~~

~~distribution, and delegate appropriate tasks to each member of the communications staff.~~

- ~~E. Advise the President and executive members on all communication related efforts.~~
- ~~F. Submit weekly reports to the Chief of Staff and President outlining all activities of the Office of Communications.~~
- ~~G. Report directly to the Chief of Staff and perform all additional duties as deemed necessary.~~
- ~~H. The Director of Communications shall receive a stipend of \$2,200, which shall be allocated appropriately throughout the course of their term.~~

~~206.4 The Assistant Director of Communications shall:~~

- ~~A. Establish and maintain effective working relationships with relevant media representatives of print, broadcast, and internet media sources to help facilitate coverage of Student Government activities and events.~~
- ~~B. Oversee Marketing Coordinators.~~
- ~~C. Under the direction of the Director of Communications, produce and distribute press releases to all relevant media sources in sufficient time to ensure timely submission.~~
- ~~D. Report directly to, and perform all other duties deemed necessary by the Director of Communications.~~

~~206.5 The Marketing Coordinators shall:~~

- ~~A. Promote and support all Student Government Association events and activities using appropriate advertising methods, including graphic design, banners, signs, flyers, electronic marquees, etc.~~
- ~~B. Coordinate with the Social Media & Technology Coordinators to implement advertising through the Student Government Association website and all relevant social media platforms.~~

~~C. Conduct research to evaluate the effectiveness of all communication campaigns in order to achieve optimal results.~~

~~D. Report directly to the Director of Communications and perform all other duties deemed necessary.~~

~~206.6 The Social Media & Technology Coordinators shall:~~

~~A. Act as advisors to Student Government Association in all matters relating to information technology.~~

~~B. Coordinate the development of information technology, in accordance with the wishes of the President and all executive members, in order to promote the efficiency and responsiveness of the Student Government Association.~~

~~C. Facilitate the training of Student Government Association Members in the use of any information technology as necessary.~~

~~D. Monitor and manage the Student Government Association website and all integrated services (blogs, calendars, etc) in order to streamline all communication efforts in a modern, timely and efficient manner.~~

~~E. Implement all prepared content for the Student Government website with the direction of the Communications Director and according to the wishes of the President and executive members.~~

~~F. Develop and maintain working relationships with any and all outsourced internet services (web developers, hosting providers, domain registrars, etc).~~

~~G. Report directly to the Director of Communications and performs all other duties deemed necessary.~~

Chapter 207: Office of ~~Governmental~~ External Affairs

207.1 ~~There shall be a Director of Governmental Affairs, an Assistant Director of Governmental Affairs and a Supervisor of Elections.~~The Office of External Affairs (hereafter OEA) serves to assist the President in accurately and positively representing the University of West

Florida Student Body and Student Government Association.

~~207.2~~ ~~The Office of Governmental Affairs shall~~OEA includes two major Cabinet Departments; the Department of Governmental Affairs (DGov) and the Department of Communication (DComm).

207.2.1 DGov is responsible for the following:

- A. Build and foster relationships with representatives in the State and Federal governments.
- B. Keep the President and Cabinet informed of all legislative issues affecting UWF students and higher education in general.
- C. Create yearly a UWF SGA legislative agenda, ensuring the President has an educated stance on major issues affecting the University and its students.
- D. Build and foster relationships with municipal representatives and officials for Escambia County and the City of Pensacola.
- E. Keep the President and Cabinet informed of all municipal issues that could affect UWF or the students in the community.
- F. Maintain relations with the Florida Student Association (hereafter FSA), playing an active role in the meetings in which the legislative agenda is set and lobbying for the UWF SGA agenda to be integrated.
- G. Maintain a relationship with the University lobbyists, working with them to schedule meetings and plan UWF's day at the Capitol.
- H. Make arrangements for the FSA meeting which UWF hosts.
- I. Plan lobbying trips for UWF SGA as needed and where would be most effective.

207.2.2 DComm is responsible for the following:

- A. Promote and manage the UWF SGA Brand throughout campus, maintaining guiding documents outlining proper and improper use of the marks, colors, and fonts.
- B. Create promotional or marketing materials at the request of the President or Vice President, and for other SGA entities as time permits.
- C. Create marketing plans for any major SGA events at least one month prior to these events.
- D. Manage all UWF SGA Social Media accounts.
- E. Govern any usage of UWF SGA Primary Logo or Seal.
- F. Maintain relations with student media outlets.
- G. Maintain relations with University Marketing and Communications.
- H. Maintain relations with local and state media outlets, utilizing those relationships to promote UWF SGA initiatives.
- I. Issue press releases to highlight the opinions, initiatives, programs, and successes of UWF SGA.
- J. Create a quarterly SGA Corner for the Vice President for Student Affairs' newsletter.
- K. Create a yearly booklet recapping the accomplishments of UWF SGA.
- L. Plan and maintain stock for all UWF SGA promotional events and initiatives. Recurring stocks should be replenished using the Summer Budget.
- M. Coordinate the use of the UWF SGA event marquee with the SGA Advisor.
- N. Collect monthly activity reports from all operational offices, departments, committees or executives of UWF SGA in order to accurately report and promote.

~~A. Remain updated with state, local, national and university affairs.~~

- ~~B. Maintain relationship with state representatives in Tallahassee and Washington D.C.~~
- ~~C. Work with University of West Florida administration including the Director of Governmental Affairs.~~
- ~~D. Be responsible for overseeing the election process and any other referendum election.~~
- ~~E. Work with Chief of Staff to maintain student representation on university Standing Committees.~~
- ~~F. Gather student input through the Student Affairs Committee regarding university, state, national, and local issues.~~
- ~~G. Perform all other duties deemed necessary by the Director of Governmental Affairs.~~

~~207.3 The Director of Governmental Affairs shall:~~

- ~~A. Direct and supervise the Office of Governmental Affairs, including the Supervisor of Elections.~~
- ~~B. Be responsible for lobbying on behalf of the students.~~
- ~~C. Plan lobbying trips for SGA leadership to attend, including the Florida Student Association's Planning Conference and Rally in Tally.~~
- ~~D. Keep up to date with matters pertaining to the Florida Student Association.~~
- ~~E. Work with the University of West Florida administration including the Director of Governmental Relations.~~
- ~~F. Perform all other duties deemed necessary by the Chief of Staff.~~
- ~~G. The Director of Governmental Affairs shall receive a stipend of \$1,000, which shall be allocated appropriately throughout the course of their term.~~

~~207.4 The Assistant Director of Governmental Affairs shall:~~

- ~~A. Research issues affecting Escambia County and the University of West~~

~~Florida and inform the Senate of such findings.~~

~~B. Assist lobbying efforts on behalf of Pensacola and the University.~~

~~C. Help the Chief of Staff with maintaining representation on standing committees.~~

~~D. Work with the Director of Governmental Affairs to put on events such as Rock the Vote during elections.~~

~~E. Arrange Town Hall meetings when relevant to governmental issues.~~

~~F. Report directly to and perform all other duties deemed necessary by the Director of Governmental Affairs.~~

207.5

~~The Supervisor of Elections shall:~~

~~Organize the general elections in the spring semester in accordance with Title IV.~~

~~Organize referendum elections when necessary.~~

~~Maintain and inform the Senate and student body of any open seats or positions open within Student Government Association.~~

~~Oversee the interview and application process of all of Student Government Association.~~

~~Report directly to and perform all other duties deemed necessary by the Director of Governmental Affairs.~~

Chapter 208: Cabinet Membership and Compensation

208.1 The membership of the Cabinet functional areas is at the discretion of the President at the time of appointment. However, each office will receive a flat amount of (\$2000) for stipend allocations unless otherwise appropriated from the OPS line and approved by the Treasurer and the Vice President. The only exception to this is the Office of External Affairs, which will receive double that allocation. Additional guidelines for cabinet membership are as follows:

- A. The Office of Administration may have at most two executive assistants. These assistants can be equal roles with equal pay, or tiered with one as the primary

executive assistant.

Additionally, there must be a Supervisor of Elections and a Elections Commission as is outlined in the Student Election Code. The Supervisor will report to the Office of Administration.

B. The Office of Campus Affairs may have the following positions:

- a. Director
- b. Specialist(s)

The Director may be paid the full allocation to complete all duties of the office, with any specialists serving in an unpaid capacity. Alternatively, the work may be split among specialists, with no single specialist receiving more than $\frac{2}{3}$ of the total stipend allocation. In the event there is no appointed Director, the specialists will all report to the Office of Administration.

C. The Office of External Affairs Office may have the following positions:

- a. Senior Director
- b. Director(s)
- c. Specialist(s)

There must be at least one Senior Director or Director in the office. Otherwise, any combination of these positions is allowed. A Senior Director cannot receive more than $\frac{3}{4}$ of the total stipend allocation. A Director cannot receive more than $\frac{1}{2}$ of the total stipend allocation. A Specialist cannot receive more than $\frac{1}{4}$ of the total stipend allocation.

208.2 The President must have at least one appointment per office submitted to the Senate for consideration by the second Senate of the Fall semester.

A. The President cannot adjust the stipend amounts for appointees after their appointment.

B. The President cannot change the structure of an office once its members are appointed except by supermajority approval of the Senate.

Chapter 209: Assistant to the Vice President ~~Assistant to the President~~

209.1 There may be an Assistant to the Vice President appointed by the Vice President and confirmed by the Senate.

209.2 The Assistant to the Vice President shall:

- A. ~~208.1~~ ~~There shall be an Assistant to the President appointed by the President.~~ Assist the Vice President with selection of the Freshman Committee.
- B. Work with the Vice President and SGA Advisors to conduct and plan the meetings of the Freshman Committee.
- C. Serve as the secretary of the Campus Collaboration Board, preparing minutes, documents, and presentations as necessary.
- D. Assist the Vice President in the scheduling of meetings of the Campus Collaboration Board.
- E. Perform any other duties deemed necessary by the Vice President.
- ~~F.~~
- ~~G. 208.2~~ ~~The Assistant to the President shall:~~
- ~~H. Assist the President with special projects not specifically designated in the Statutes.~~
- ~~I.~~
- ~~J. Serve as President's designee to University Committees as needed.~~
- ~~K.~~
- ~~L. Perform any other duties deemed necessary by the President.~~
- ~~M.~~
- ~~N.~~
- ~~O. Chapter 209: Assistant to the Vice President~~
- ~~P.~~
- Q. 209.1 ~~There shall be an Assistant to the Vice President appointed by the Vice President.~~
- ~~R.~~
- S. 209.2 The Assistant to the Vice President shall:
- ~~T.~~
- ~~U. Assist the Vice President with advising and selecting the Freshmen Committee.~~
- ~~V.~~
- ~~W. Perform any other duties deemed necessary by the Vice~~

President.

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Chapter 210: President-Elect

210.1 Upon announcement of the official election results by the Supervisor of Elections during a regular election, the Presidential Candidate who has been identified as the next Student Body President shall formally be known as the President-Elect. Their term as President-Elect will last until they are duly inaugurated.

210.2 The President-Elect shall complete at least 5 hours per week in transition and planning meetings, and shall attend any official university functions, given at least 72 hours' notice.

210.3 The President-Elect shall be entitled to usage of SGA office space, as long as it does not hinder the execution of the sitting President's remaining duties.

210.4 The President-Elect shall be empowered to make appointments of their staff, to be added to the agenda immediately after the inauguration of all members currently awaiting their oath of office.