



The University of West Florida Student Government Association

The Executive Branch

Legislation: 24-25 Bill III

Author(s): Senate Pro Tempore Jones, President Brown, Vice President Griffin, Chief of Staff Bennett, Treasurer Johnson

First Reading: <u>9/27/24</u>	Second Reading: <u>9/27/24</u>
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Abstain: <u>0</u>	Abstain: <u>0</u>

Ichelle Jones
 Ms. Ichelle Jones
 Senate Pro Tempore

Be it known that Student Government 24-25 Bill III is hereby signed on 9/27

✓ _____
 Pass 9/27/24 Veto
 Date

Maggie Brown
 Ms. Maggie Brown
 Student Body President

TITLE II: THE EXECUTIVE BRANCH

Chapter 200: Presidential Duties and Authority

200.01 The President shall be empowered to call by Executive Order meetings of the Student Senate provided time and place are advertised twenty-four hours in advance.

200.02 The Student Body President along with the Vice President and Treasurer shall administer the Student Government Association budget for the fiscal year of their term of office and submit to the Senate a proposed budget in the Fall semester for the current fiscal year. The Student Body President shall be the only Student Government signature that can initiate any financial expenditure.

200.03 The President shall be empowered to represent the student body officially within the University, to any state and national student association that the University of West Florida Student Government Association is a member, the Board of Trustees, the legislature, and at all other appropriate forums extended to the university.

200.04 The President shall coordinate the work of the Student Government Association, ~~the student members of the University Standing Committees,~~ and Executive ad hoc committees.

200.05 The President shall maintain communications between the Student Government Association and the University of West Florida administration.

200.06 The President shall be a non-voting member of all Senate committees.

200.07 The President shall appoint the Election Commission ~~at least six weeks prior to the Spring Election.~~ ~~by the end of the fall semester.~~

200.08 The President shall be empowered to form Executive ad hoc committees by Executive Order. Appointments to these committees do not have to be approved by the Senate.

200.09 The President shall have a cell phone allowance while in office so they may be reached at all times. This will be used to facilitate communication between the Student Body President and the students, the Student Government office, and the administration. The money to pay for the cell phone allowance shall be appropriated in the Student Government budget each year.

200.10 The President shall submit to the Senate all nominations regarding appointments to vacant elective offices.

200.11 Upon signing an Executive Order, the Student Body President should send a copy to each Senator, announce the Executive Order at the next Senate meeting, or otherwise make known the ratification of an Executive Order.

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

200.13 The President shall chair the Executive Committee of the Student Government Association. If the President is not able to chair the Executive Committee, the Vice President may chair the Executive Committee.

200.14 The President shall oversee the creation of the Executive Committee Agenda and distribute the Executive Committee minutes as taken by the Secretary of the Senate.

200.15 The Student Body President of the University of West Florida Pensacola campus shall represent the student body as a voting member of the University of West Florida Board of Trustees.

200.16 The President shall receive a stipend of \$7,500.00, which shall be allocated appropriately throughout the course of their term.

Chapter 201: Vice Presidential Duties and Authority

201.01 The Vice President shall serve as coordinator for all campus issue projects.

201.02 The Vice President shall serve as liaison to the Emerald Coast Campus Student Government.

201.03 The Vice President shall have the responsibility of forming the Freshman Committee.

201.04 The Vice President shall plan and organize Student Government Association retreats, banquets, and all other internal SGA events.

201.05 The Vice President shall prepare the Senate agenda and oversee the preparation and distribution of Senate minutes.

201.06 The Vice President shall ~~not~~ have the option to vote in the case of a tie, ~~or when their vote can change the outcome of the vote~~ However, If any Senator or Committee Chair ~~were~~ **is** to serve as Senate President, they shall have the ~~option to vote in the case of a tie or when the vote of the Senate President can affect the outcome.~~ **same option.**

201.07 The Vice President shall be responsible for enforcing the attendance policy in coordination with the Senate Pro Tempore and the Secretary of the Senate, as stated in Article IV, Section 3, subparagraph A8 of the Student Body Constitution. Also, see Statutes 304 and 314.

201.08 The Vice President shall preside over removal proceedings unless such proceedings are Vice Presidential removal proceedings in which case the Senate Pro Tempore shall preside.

201.9 The Vice President shall be an ex-officio, non-voting member of all Senate Committees.

201.10 Throughout the academic year, the Vice President shall conduct bi-weekly meetings of the Senate Leadership, including the Senate Pro Tempore, the Secretary of the Senate, and the committee chairs.

201.11 The Vice President shall report on Senate business to the Student Body President at least once a month. These reports shall include the Committee's progress in accomplishing goals and projects.

201.12 The Vice President shall serve as a student representative on the University of West Florida's Historic Trust

201.13 The Vice President shall serve as the SGA Representative to The University of West Florida Foundation Board.

201.14 The Vice President shall serve as the student advocate for students needing help with judicial proceedings.

201.15 The Vice President shall receive a stipend of \$5,000.00, which shall be allocated appropriately throughout the course of their term.

Chapter 202: Treasurer Duties and Responsibilities

202.01 The President, Vice President, and Treasurer shall be responsible for the administration of the Student Government Association budget. All expenditures shall require the signature of the Treasurer and the President, or the Treasurer and the officer to whom the Senate delegated the budget.

202.02 The Treasurer shall be responsible to the student body, the Student Senate, and the Student Body President for the accurate and current record-keeping of all transactions made. All such records shall be maintained by the **Coordinator** Advisor of the Student Government Association, who shall keep the records on file in a secure central location and ensure that they are available for public inspection. The Treasurer shall be responsible for notifying the Student Body President and Student Senate of any irregularities.

202.03 The Treasurer shall be responsible for presenting an updated budget to the Student Senate once every month. The date shall be determined by the Vice President.

202.04 The Treasurer shall hold ~~at least one meeting bi-monthly meetings as needed~~ with each budget-holding member in the Student Government Association.

202.05 The Treasurer shall review the expenditures of the Student Government Association budget holding members for inconsistencies with the Student Government Association internal budget. Any improper uses of funding should be reported to the Student Body President for review.

202.06 The Treasurer shall serve as the chief financial advisor to the Students Body President. They should regularly brief them on changes to internal

budget projections, Activity and Service Fee projections, and pro forma, and budgetary issues relating to their role on the Board of Trustees and any other board the President serves on.

~~202.07 The Treasurer shall attend one Budget and Allocations Committee meeting a month. The Budget and Allocations Committee Chair shall determine which meeting the Treasurer shall attend for that month. The treasurer shall attend the first Budget and Allocations Committee meeting of the month and any meetings the Budget and Allocations Chair specifically requests the Treasurer to attend.~~

202.08 The Treasurer shall be responsible for having a general understanding of all University budget entities.

202.09 The Treasurer shall receive a stipend of \$2,500.00, which shall be allocated appropriately throughout the course of their term.

Chapter 203: The Executive Committee

203.01 The Executive committee shall be composed of the President, the Vice President, the Emerald Coast Governor, the President's Cabinet, each Senate Committee Chairperson, and the Freshman Committee Chair.

203.02 The Executive Committee shall be chaired by the President.

Chapter 204: President's Cabinet

204.01 The President's Cabinet shall be composed of:

A. The primary cabinet positions of

- Chief of Staff
- Director of Communications
- Director of External Affairs
- Director of Diversity Initiatives

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.

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

204.03 In the event that the Student Body President makes an appointment during the summer Senate recess, the appointee may act as an interim for the position until the appointment is approved by the Senate.

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

204.05 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 a majority vote of the Senate, after which the appointment shall be voted on.

Chapter 205: Office of the Chief of Staff

205.01 There shall be an Office of the Chief of Staff comprised of:

- Chief of Staff
- Programming Officer

205.02 The Chief of Staff should fill in for the Student Body President or Vice-President on University business when deemed necessary.

205.03 The Chief of Staff oversees the following offices:

- Office of Communications
- Office of External Relations
- Office of Diversity Initiatives

205.04 The Chief of Staff must attend mandatory Executive and Senate meetings.

205.05 The Chief of Staff shall chair all ad hoc Committees.

205.06 The Chief of Staff shall coordinate regularly scheduled meetings throughout the academic year with the following :

- President's Cabinet
- Office of Communications
- Office of External Relations
- Office of Diversity Initiatives

205.07 The Chief of Staff shall coordinate the work of the student members of the University Standing Committees.

205.078 Perform all additional duties as deemed necessary by the President.

205.089 The Chief of Staff shall receive a stipend of \$3,500.00, which shall be allocated appropriately throughout the course of their term.

205.0910 The Programming Officer shall:

- A. Maintain a working relationship with the Vice-President and Chief of Staff
- B. Plan and develop monthly bonding activities for Senate and Executive council Schedule and develop recruiting strategies for Senate and Executive positions
- C. Conduct quarterly Student Government Association's organizational surveys
- D. Perform all additional duties as deemed necessary by the Chief of Staff.

Chapter 206: Office of Communication

206.01: Office of Communication

A. There shall be an Office of Communications comprised of:

- Director of Communications
- ~~Assistant Director of Communications~~

206.02 The Office of Communications shall:

- A. Maintain all marketing for Student Government Association events, programs, and services.
- B. Maintain and update the Student Government Association website and all social media.
- C. Maintain internal and external communication.
- D. Coordinate the promotion of the 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.

206.03 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 Assistant Director of Communications.
- C. Attend all meetings and act as the liaison between executive members and the Office of Institutional Communications.
- D. Prepare content for distribution, and delegate appropriate tasks to the Assistant Director of Communications.
- 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. Promote and support all Student Government Association events and activities weekly using appropriate advertising methods, including graphic design, banners, signs, flyers, and electronic marquees, etc.

I. Produce and distribute press releases to all relevant media sources in sufficient time to ensure timely submission.

J. Generate video content to publicize on social media related to executive and legislative initiatives.

K. Submit weekly reports to the Chief of Staff outlining all activities.

L. Create and post a calendar each month for the Student Government Association

K. The Director of Communications shall receive a stipend of \$2,000.00, which shall be allocated appropriately throughout the course of their term.

~~206.04 The Assistant Director of Communications shall:~~

~~A. Assist Director of Communications in preparing content for distribution and in delegating appropriate tasks.~~

~~B. Submit weekly reports to the Chief of Staff outlining all activities.~~

~~C. Produce and create a posting calendar each month for The Student Government Association Social Media pages.~~

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

~~E. Report and serve as Director of Communications if deemed necessary or in case of absence.~~

~~F. Perform all additional duties as deemed necessary by the Director of Communications.~~

~~G. The Assistant Director of Communications shall receive a stipend of \$1,000.00, which shall be allocated appropriately throughout the course of their term.~~