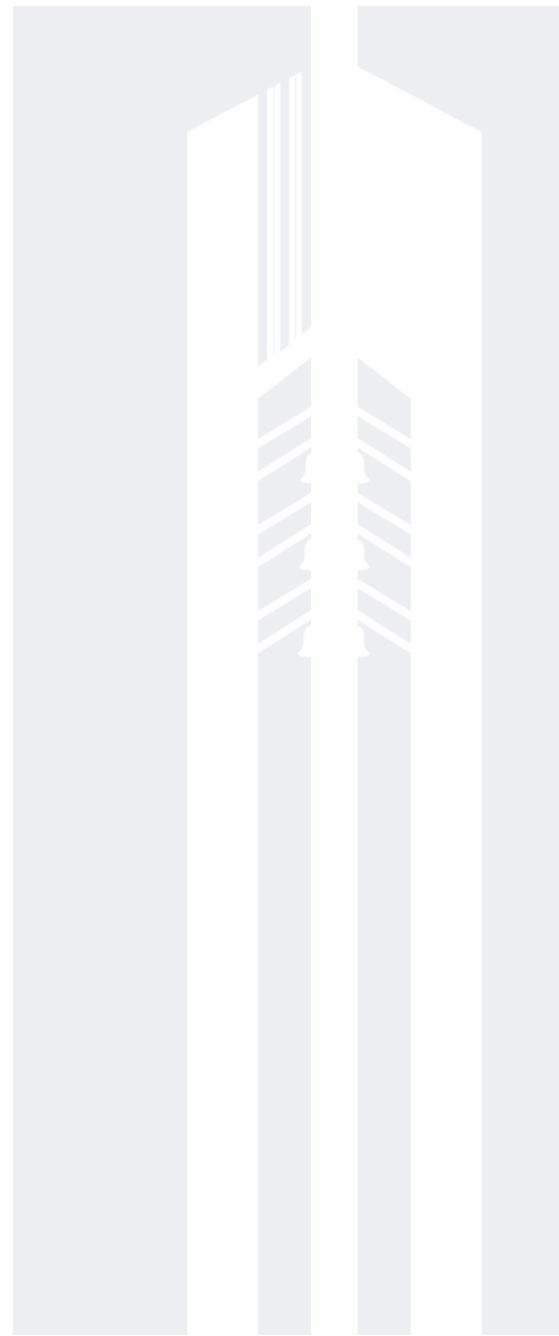


# **The Rules and Procedures of the Butler University Student Government Association Executive Branch**

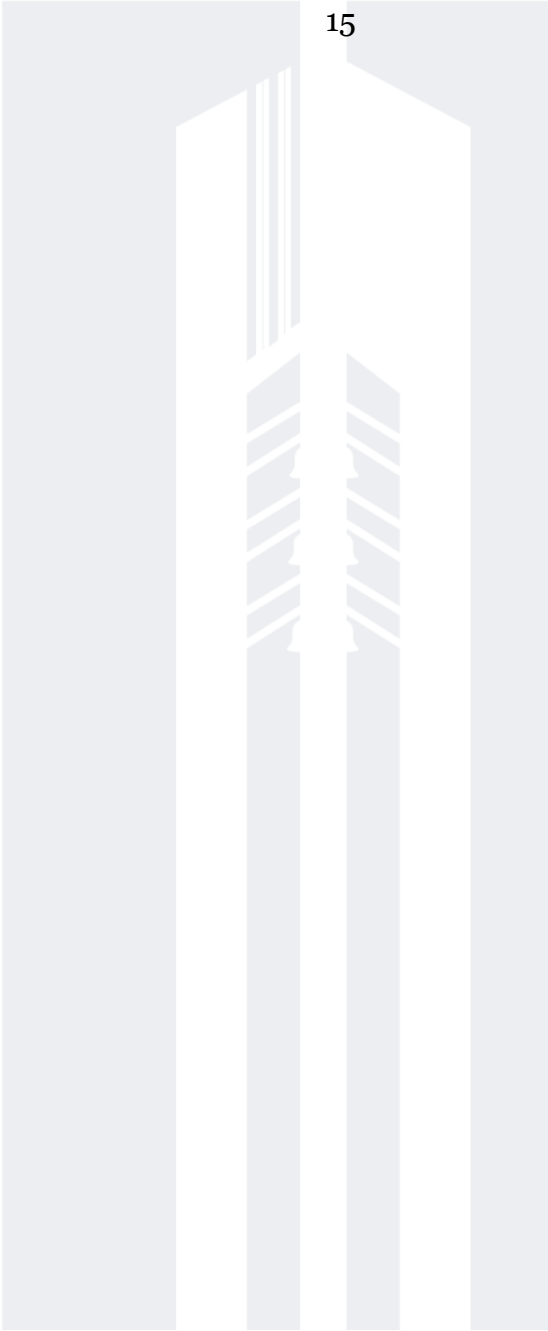
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## Preamble

This document contains the Executive Branch Rules and Procedures of the Butler University Student Government Association. The Executive Branch Rules and Procedures are specific rules of policy and conduct for members of the Executive Branch and are consistent with the Student Government Association's Constitution and General Bylaws.

## Article I: Membership

### Section 1: Acknowledgement of Constitutional Membership Policies

All members of the Executive Branch shall carry out their duties in accordance with the Student Government Association Constitution and General Bylaws and uphold the dignity of the Student Government Association in their conduct and behavior.

### Section 2: Eligibility

In the event that an Executive Branch member's status with the University as outlined in Article III of the Constitution changes, the member must notify the Chief of Staff immediately.

### Section 3: Composition

The President, Vice President, Chief of Staff, Directors, and Executive Staff comprise the Executive Branch of the Student Government Association. Members of the Executive Cabinet Advisory Board will be considered non-voting, ex-officio members. The Executive Cabinet shall consist of the President, Vice President, and Directors, as well as the non-voting Chief of Staff.

### Section 4: Classification of Members

Membership in the Executive Branch of the Student Government Association shall be classified in four categories: elected officers, Cabinet officials, presidentially appointed officers, and executive staff.

1. **Elected officers:** those who are elected by the Student Body in an election that has its results certified by the Judicial Branch of the Student Government Association or assume such a role in proper succession outlined by the Student Government Association governing documents.
2. **Cabinet officials:** those members of the Board of Directors who are nominated by the President and confirmed by the Senate who oversee specific boards of

operation mandated by the Student Government Association governing documents or deemed significant areas of interest by the President and in possession of voting powers on relevant areas of Executive Branch business.

3. **Presidentially appointed officers:** those who are appointed by and serve at the President's pleasure.
4. **Executive staff:** those who are selected to serve on boards or hold a technical position within the Executive Branch. Executive staff serve at the President's pleasure.

The Executive Branch also oversees the members of the Executive Cabinet Advisory Board, which consists of liaisons from campus organizations invited to join the board in accordance with Article VII, Section 1 of this document.

### Section 5: Presidential Leave of Absence

The President may take a leave of absence (no longer than 30 calendar days) through a written and signed document delivered to the Vice President, Speaker of the Senate, and Chief Justice. The Vice President will then step in as acting President. At the acting President's discretion, an interim Vice President may be appointed. If the President does not return after 30 days, the office will be declared vacant and the Vice President will assume the Presidency. Any wages received by the President will be halted and docked during the leave of absence.

### Section 6: Vice Presidential Leave of Absence

The Vice President may take a leave of absence (no longer than 30 calendar days) through a written and signed document delivered to the President. At the President's discretion, a replacement may be appointed in the interim. If the Vice President does not return after 30 days, the office will be declared vacant. Any wages received by the Vice President will be halted and docked during the leave of absence.

### Section 7: Leave of Absence of Other Executive Officers and Staff

The Chief of Staff, members of the Board of Directors, and executive staff may take a leave of absence (no longer than 30 calendar days) through a written and signed document delivered to the President. At the President's discretion, a replacement may be appointed in the interim. If the member does not return after 30 days, the office shall be declared vacant. If relevant, the payment of wages will be halted and docked during the leave of absence.

## Section 8: Resignation

Any member of the Executive Branch who desires to resign shall submit a letter of resignation to the Chief of Staff, who shall present it to the President for review and action. In the case that the Chief of Staff wishes to resign, they shall present a letter of resignation directly to the President.

## Article II: Appointment Process

### Section 1: Presidentially Appointed Officers

Presidentially appointed officers will be directly appointed by the President, with the advice of the Vice President, through an application and interview process at a time determined by the President.

### Section 2: Executive Staff

Executive staff will be selected by the President, or designee, through an application and interview process at a time determined by the President, or designee.

## Article III: Meeting Procedures

### Section 1: Executive Cabinet Meetings

Regular meetings of the Executive Cabinet must be held at least once per week during the regular academic year. Special meetings may be called by the President by email or in writing with at least 24 hours notice. To vote on official Student Government business, a quorum of Cabinet members, a minimum of 60%, must be present. The President shall be empowered to vote on all matters, excepting those of procedure, in which case they may vote only to break a tie.

### Section 2: Executive Cabinet Advisory Board Meetings

Regular meetings of the Executive Cabinet Advisory Board must be held at least twice per semester during the regular academic year. A schedule of Executive Cabinet Advisory Board meetings for each semester shall be published within the first month of each semester.

## Article IV: Duties of the Elected Officers

### Section 1: Duties of the President

The President of the Student Government Association shall:

1. Serve as the Chief Executive Officer of the Student Government Association.
2. Serve as the primary spokesperson for the Student Body.
3. Appoint members of the Executive Branch with the advice of the Vice President and applicable Cabinet members.
4. Assume responsibility for the proper execution of Student Government Association business.
5. Report branch expenditures exceeding \$499 to the Vice President and Executive Cabinet in a timely manner.
6. Oversee the implementation and dissemination of legislation passed by the Student Senate.
7. Coordinate student representation on Butler University committees.
8. Work actively with the university administration to ensure the well-being of the Student Body.
9. Possess the right to veto any legislation passed by the Student Senate.
10. Possess the authority to enter into contractual agreements with both external agencies and organizations with the approval of the Vice President of Student Affairs or designee.
11. Possess the ability to create task forces to investigate and solve campus-wide issues.
12. Possess the ability to call an emergency meeting of the senior Student Government Association officers (Branch Leaders, Vice President, and Chief of Staff, or designees) or the Executive Cabinet by accepted means, with at least 24 hours notice for mandatory attendance.
13. Use Executive Orders to aid in the mission of the Student Government Association.
  - a. Executive Orders can be repealed by a two-thirds vote of the voting members of the Student Senate within five (5) school days of the Order being made. If the Student Senate is not in session, Executive Orders can be tabled by the Speaker of the Senate until the next legislative session begins.
  - b. At the conclusion of the academic year in which an Executive Order is issued, it shall expire and require the vote of a majority of voting members of the Student Senate to become legislation.
  - c. Members of the Cabinet and the Chief of Staff must be notified by the

President immediately when an Executive Order is enacted, and shall be provided with pertinent information so as they can make proper explanation of the reasons behind and effect of the Order.

14. Convene and preside over meetings of the Executive Cabinet and Executive Cabinet Advisory Board.
15. Deliver a semesterly State of the Student Government address.
16. Report to the Student Senate on the status of legislation implementation on a semesterly basis.
17. Hold a minimum of two office hours per week in the designated and recognized Student Government Association office.

## Section 2: Duties of the Vice President

The Vice President of the Student Government Association shall:

1. Assume all the duties of the President in the President's absence or inability to perform.
2. Act as the President's deputy.
3. Chair the Audit Board.
4. Ensure that all accounts are properly kept, bills promptly paid, and revenues fully received.
5. Maintain detailed records of Executive Branch and Student Government Association expenditures.
6. Oversee the disbursement of wages.
7. Supervise the distribution of funds to recognized student organizations, as allocated by the Student Senate and in coordination with relevant Senators, Justices, and faculty members.
8. Coordinate the organization's capital budgeting requests.
9. Create, with advice from the President, the annual operating budget.
10. Draft and present to the Student Senate a comprehensive budget for the academic year in which their term takes place.
11. Train Student Government Association members on relevant fiscal policies and procedures in conjunction with the Judicial Branch.
12. Keep an accurate ledger of the Student Government Association budget.
13. Attend meetings of the Executive Cabinet and Executive Cabinet Advisory Board.
14. Establish and maintain a working, professional relationship with the university administration.
15. Complete other duties assigned by the President.
16. Hold a minimum of two office hours per week in the designated and recognized Student Government Association office.



### Section 3: Shared Duties

Both the President and Vice President shall collaborate and work strategically with the Student Government Association's faculty advisor(s) to implement the vision outlined in their campaign platform (insomuch as it is feasible). Furthermore, the President and Vice President will provide supervision and support to Cabinet members and presidentially appointed officers.

## Article V: Duties of Cabinet Members & Presidentialy Appointed Officers

### Section 1: Chief of Staff Duties

The Chief of Staff shall:

1. Work to implement the vision set by the President and Vice President.
2. Provide advice to the President and Vice President on policy issues that affect the administration of the Student Government Association.
3. Be an active representative of the Student Government Association and be able to efficiently communicate its projects and initiatives to the Student Body, administration, and other relevant members of the public.
4. Maintain a friendly, positive, productive, and professional culture within the Student Government Association.
5. Handle internal operations of the Executive Branch.
6. Provide supervision and support to the Directors.
7. Review weekly activity reports from each of the Directors.
8. Meet individually with each Director at least twice per month during the regular academic year to discuss their work in the Student Government Association.
9. Oversee, and assist with, the hiring process for all executive staff.
10. Complete other duties assigned by the President or Vice President.
11. Hold a minimum of two office hours per week in the designated and recognized Student Government Association office.

### Section 2: General Director Duties

The Directors shall:

1. Submit a weekly activity report to the Chief of Staff.
2. Attend all meetings of the Executive Cabinet.
3. Assist other Directors in their respective areas of expertise.
4. Vote on those matters designated by the Student Government Association governing documents.



5. Serve as experts in their field at relevant Judicial or Senate hearings.
6. Be knowledgeable on Student Government Association happenings.
7. Schedule, and preside over, at least two meetings per month during the academic year of their respective boards, if applicable.
8. Supervise their respective board members, if applicable.
9. Hold a minimum of two office hours per week in the designated and recognized Student Government Association office.

### Section 3: Non-mandated Directors and Boards

The Student Government Association Constitution and General Bylaws mandate that the Board of Directors consist, at a minimum, of Directors representing the areas of Public Relations and Diversity, Equity, and Student Belonging. These Directors are empowered to oversee boards to further the goals of the administration. The President holds the authority to create additional Directorships at the Cabinet level and corresponding boards to address areas of concern or importance within their administration. The Executive Branch Rules and Procedures shall be subsequently amended to reflect the inclusion of any additional Directors or boards and their duties. The inclusion of additional Directorships or boards in the Executive Branch Rules and Procedures shall not be considered binding for future administrations, and, if by the first meeting of the Executive Cabinet, a Directorship included within this document is not filled, and no active search to fill the Directorship is in progress, then the corresponding language shall be struck automatically, and updated versions of this document must be conveyed to relevant parties.

### Section 4: Director of Public Relations Duties

The Director of Public Relations shall:

1. Oversee the operations of the Public Relations Board and all activities regarding the Student Government Association's public relations.
2. Maintain a positive image of the Student Government Association both on and off-campus.
3. Collaborate on campus-wide projects and initiatives as deemed appropriate.
4. Coordinate the Student Government Association's participation in special events on and off-campus.
5. Inform the Student Government Association's leadership of programs and events across campus.
6. Be aware of both University and local media and maintain contact with these organizations to ensure a positive Student Government Association image.
7. Publicize Student Government Association projects and initiatives.



8. Be responsible for updating the Student Government Association's televisions and related infrastructure.
9. Maintain all public-facing Student Government Association accounts.
10. Oversee the development and maintenance of the Student Government Association website.
11. Oversee the regular issue of The Carillon, the newsletter of the Student Government Association, and manage the staff thereof.
12. Ensure consistency in Student Government Association messaging in both style and methodology.
13. Ensure proper use of Public Relations Board wages with assistance from the Vice President.

### Section 5: Director of Diversity, Equity, and Student Belonging Duties

The Director of Diversity, Equity, and Student Belonging shall:

1. Oversee the operations of the Diversity, Equity, and Student Belonging Board.
2. Advise the President and Vice President on matters of diversity, equity, and student belonging.
3. Attempt to foster equity within the Student Government Association.
4. Take primary executive responsibility for Student Government Association activities that promote diversity, equity, and student belonging.
5. Maintain correspondence with relevant diversity, equity, and inclusion administrators within the Division of Student Affairs and other professional campus groups.
6. Work with endorsed student organizations and campus initiatives that enhance diversity, equity, and student belonging on Butler's campus.
7. Work with and represent historically marginalized student populations within the Butler community.
8. Collaborate and communicate with the Diversity, Equity, and Student Belonging Affairs Committee of the Student Senate, and the Chairperson thereof.
9. Work with relevant Senate and Judicial representatives to coordinate diversity, equity, and student belonging training and education for the Student Government Association members.

### Section 6: Director of Mental Health and Well-Being

The Director of Mental Health and Well-Being shall:

1. Oversee the operations of the Mental Health and Well-Being Board.
2. Advocate for all accessibility, health, and safety issues.
3. Attempt to resolve issues of concerns for students with accessibility, health, and



safety concerns.

4. Collaborate and communicate with the University Life Committee of the Student Senate.
5. Collaborate and communicate with Student Disability Services, the Office of Health Services, the Office of Counseling and Consultation Services, the Office of Recreation and Wellness, the Office of Sexual Assault Response and Prevention, the Butler University Police Department, and other relevant campus resources.

## Section 7: Director of Student Engagement

The Director of Student Engagement shall:

1. Oversee the operations of the Student Engagement Board.
2. Develop and implement regular student engagement events to gain pertinent feedback from the Student Body.
3. Collaborate with all sectors of the Student Government Association to aid in the facilitation and coordination of outreach initiatives.
4. Coordinate the Student Government Association's participation in special events on and off campus.
5. Seek, and convey to the Student Government Association, the ideas, concerns, and frustrations of the Student Body.
6. Report feedback to the executive administration in a manner conducive to holding the Student Government Association and the university accountable for student needs.

## Section 8: Director of Policy and Procedure

The Director of Policy and Procedure shall:

1. Serve as a liaison between the Executive Cabinet and other branches of the Student Government Association.
2. Create Senate Resolutions and Executive Orders reflecting the priorities of the presidential administration and of the Student Government Association.
3. Create standardized procedures for common Student Government Association actions.
4. Consult members of the Student Government Association and the Student Body concerning the governing documents and organization actions or processes.
5. Be able to speak before the Student Senate and Supreme Court as an expert on the governing documents and official actions of the Executive Cabinet or members thereof.
6. Assist in the writing of official policy and statements.

## Article VI: Duties of the Executive Staff

### Section 1: Executive Secretary

The President shall have the authority, but not the obligation, to hire an Executive Secretary to assist in the functions of the Executive Branch. In the event that the President chooses not to hire an Executive Secretary, then the duties of that position shall be delegated to the Chief of Staff. The Executive Secretary shall:

1. Assist members of the Executive Cabinet with the execution of their duties.
2. Create meeting agendas at the direction of the President.
3. Take minutes and call roll at meetings of the Executive Cabinet and Executive Cabinet Advisory Board.
4. Organize reports and official documentation for members of the Executive Branch.
5. Assist the President and Vice President with any administrative needs, including, but not limited to, event and meeting planning.
6. Sort correspondence to proper Student Government Association personnel.
7. Maintain the Executive Branch calendar and Student Government Association calendars.
8. Perform other duties at the discretion of the President, Vice President, and Chief of Staff.

### Section 2: Auditor

The Auditor(s) will assist the Vice President in ensuring financial responsibility and sustainability of the Student Government Association through a rigorous auditing process. The Auditor(s) reports directly to the Vice President, and may also be called to report to the full Cabinet, if deemed necessary. Candidates for the Auditor position(s) shall be interviewed by the President, Vice President, and Chief of Staff, and hired upon mutual agreement of the aforementioned parties. The Auditor(s), in conjunction with the Vice President, shall be tasked with keeping accurate and easily-referenced records of Student Government Association spending. In addition, the Auditor(s) shall be tasked with ensuring funds allocated by the President or Senate for use by other campus groups are spent responsibly and in alignment with the intention of the allocation. The Auditor(s) will also be responsible for the creation of a non-biased report on each Grant passed by the Senate to assist the President in signing or vetoing decisions. These reports are expected to be provided to the President and Executive Secretary in a timely manner, though the President is not required to abide by recommendations in the report.

### Section 3: Public Relations Board

Members of the Public Relations Board shall report to the Director of Public Relations, or designee. Board members will work to develop and implement creative services, digital strategy, internal communications, and/or interface technologies. The Public Relations Board shall include an Assessment Coordinator who will be responsible for conducting an annual student life survey in the Spring Semester which shall be presented to the Executive Cabinet, recommending projects and initiatives to address relevant issues, and overseeing all additional surveys conducted by the Student Government Association. Board members are bound by the standards in Article I of these rules and procedures and the board member contract created by the Director of Public Relations and approved by the designated faculty advisor to the Student Government Association.

### Section 4: Diversity, Equity, and Student Belonging Board

Members of the Diversity, Equity, and Student Belonging Board report to the Director of Diversity, Equity, and Student Belonging, or designee. Board members will work to ensure intentional and equitable actions within the Student Government Association and advocate for the voices of underrepresented students. Board members are bound by the standards in Article I of these rules and procedures, and the board member contract created by the Director of Diversity, Equity, and Student Belonging and approved by the designated faculty advisor to the Student Government Association.

### Section 5: Mental Health and Well-Being Board

Members of the Mental Health and Well-Being Board report to the Director of Mental Health and Well-Being, or designee. Board members will work to develop and implement creative solutions to accessibility, health, and safety concerns as well as advocate for increased mental health and well-being services for students. Board members are bound by the standards in Article I of these rules and procedures and the board member contract created by the Director of Mental Health and Well-Being and approved by the designated faculty advisor to the Student Government Association.

### Section 6: Student Engagement Board

Members of the Student Engagement Board report to the Director of Student Engagement, or designee. Board members will work to ensure student feedback concerning Student Government Association and university action is collected and communicated to the former. Board members are bound by the standards in Article I of these rules and procedures, and the board member contract created by the Director of

Student Engagement and approved by the designated faculty advisor to the Student Government Association.

### Section 7: Policy and Procedure Board

Members of the Policy and Procedure Board report to the Director of Policy and Procedure, or designee. Board members will work to ensure compliance with governing documents by the various subsets of the Student Government Association and assist in the practical application of the executive administration's vision through official organization action. Board members are bound by the standards in Article I of these rules and procedures, and the board member contract created by the Director of Diversity, Equity, and Student Belonging and approved by the designated faculty advisor to the Student Government Association.

### Section 8: Other Executive Staff

All other executive staff will report to the Chief of Staff, or designee, and be assigned specific tasks and/or responsibilities. The President and Chief of Staff, in conjunction, shall have the authority to and create temporary positions unaffiliated with boards to assist in emergencies or pressing functions of the Executive Branch or Student Government Association.

## Article VII: Executive Cabinet Advisory Board

### Section 1: Composition

Each of the following recognized student organizations or campus entities must be asked to provide a representative to attend Executive Cabinet Advisory Board meetings:

1. Civic Engagement Program Council
2. Club Sports Council
3. Diversity Program Council
4. Interfaith Council
5. Interfraternity Council
6. Panhellenic Association
7. Student Honors Council
8. Unity Council
9. University Program Council
10. Bulldogs for Universal Design

The President, with an affirmative vote of eligible members of the Executive Cabinet, may invite additional organizations to the Executive Cabinet Advisory Board in order to



address specific issues or ongoing concerns. These members' term on the Executive Cabinet Advisory Board may not exceed the term of the President who invited them.

## Section 2: Duties

Executive Cabinet Advisory Board member organization delegates are expected to attend and participate at every meeting. The role of board members is to provide the Executive Cabinet with a broader range of student perspectives and concerns. Should a board member delegate demonstrate they are regularly unable to attend meetings or actively inhibit the board from the performance of its duties, then the President may request the member organization send a different delegate. In the event of continued issues, the President reserves the right to revoke an organization's invitation to the Executive Cabinet Advisory Board entirely for a specified period of time that is not to exceed the conclusion of that academic year.

## Article VIII: Ratification and Amendment

### Section 1: Ratification

The Executive Branch Rules and Procedures shall be ratified by an affirmative two-thirds vote of all the Executive Branch's elected officers and Cabinet, and go into effect on the date approved for implementation. Upon ratification, the Executive Branch Rules and Procedures shall be sent to the Speaker of the Senate and the Chief Justice.

### Section 2: Amendment

Once ratified, the Executive Branch Rules and Procedures may be amended by an affirmative majority of all the Executive Branch's elected officers and Cabinet. The President must be notified of any proposed amendments at least one week prior to them being discussed at an Executive Cabinet meeting, and the proposed amendment must then be promptly conveyed to all other voting members and the Chief of Staff for review. The Executive Branch Rules and Procedures are automatically amended in circumstances covered in Article V Section 3 of this document. Upon amendment, the Executive Branch Rules and Procedures shall be sent to the Speaker of the Senate and the Chief Justice.