STUDENT GOVERNMENT ASSOCIATION

EXECUTIVE BRANCH BY-LAWS

REVISED FALL 2013

ARTICLE I- MEMBERSHIP

Section 1.

Membership in the Executive Branch of the Student Government Association such powers being defined as inherent privilege of the office shall comprise three classifications: Elected, Presidential Appointed, and Executive staff.

a. Elected officials shall upon certification of election results by the Election Commission Chairperson and the SGA Advisor, become eligible for office

b. Presidential appointed officers shall upon approval of the Student Senate, become eligible for immediate installation.

c. Executive staff personnel shall, upon appointment by the President, hold office.

Section 2.

Any member desiring to resign from this branch shall submit his/her resignation in writing to the Vice-President who shall present it to the President for action.

ARTICLE II- OFFICERS

Section 1.

The officers of the branch shall be a President, a Vice-President, a Treasurer and any other officers appointed by the President, Vice-President, or Treasurer. The president should appoint a cabinet that serves to head the various departments of his or her administration. The president should provide those officers with an office description before the officer is approved by the Student Senate. These officers shall perform the duties prescribed by the Constitution, these By-laws and the Laws of the Student Government Association.

Section 2.

The Executive Branch shall be led by the President, Vice-President, and Treasurer. Together they will comprise the three (3) member Steering Committee. The Steering Committee must approve any and all appointments to the Student Government Association and University Committees prior to Senate confirmation.

Section 3
The members of the Steering Committee shall be kept informed of all actions and policies of the Student Government Association and shall meet weekly to review state of the cabinet and its projects. Any actions and proposals of the Executive Branch must be approved by a majority of the Steering Committee.

Section 3.

Should the offices of President and Vice-President become vacant simultaneously, the Speaker of the Senate shall assume the Office of the President.

ARTICLE III- DUTIES OF OFFICERS

Section 1.

The President of the Student Government of The University of Memphis Student Body shall have the following duties and powers:

a. To execute the laws enacted by the Student Senate,

b. To call and preside over meetings of the Steering Committee,

c. To call and preside over meetings of the advisory board,

d. To call cabinet meetings at his/her discretion,

f. To appoint students to University-wide standing committees upon receiving approval from the Steering Committee,

g. To appoint representatives to the Tennessee Intercollegiate State Legislature upon receiving approval from the Steering Committee,

h. To appoint all members of the President’s Cabinet upon receiving approval from the Steering Committee, with the approval of two-thirds (2/3) of the Student Senate members present.

i. To appoint such other staff personnel as he may deem to be in the best interest of the Student Body upon receiving approval from the Steering Committee,

j. To remove any member of the President’s Cabinet upon receiving approval from the Steering Committee,

k. To recommend that the Student Senate create or abolish any appointed position,

l. To fill all vacancies in the Student Senate and the Student Court with approval of two-thirds (2/3) of the Student Senate membership,
m. To call special sessions of the Student Senate,

n. To attend all sessions of the Student Senate, or to send the Vice-President,

o. To veto acts of the Student Senate. If the President does not veto an act of the Student Senate within ten (10) days after passage, such acts become law without the President’s signature,

p. To require, when requested, a written interpretation by the Student Court of any provision of the Constitution or Laws of the SGA,

q. To assist the Frosh Camp program in any way possible, especially monetary

r. To have published prior to general elections and constitutions referendums in at least four (4) issues of the official newspaper a notice of such elections or referendum, including notice of such vacancies as are to be filled in said elections.

s. To execute all powers and duties found in the constitution and in the laws of SGA, and

t. To recommend that the Student Senate create or abolish any appointed position,

u. To serve on the Treasury Selection Committee,

v. To Chair the Steering Committee, and

w. The President should appoint an election commissioner by November 1 upon receiving approval from the Steering Committee.

Section 2.

The Vice-President of the Student Government Association/University of Memphis Student Body shall have the following duties and powers:

a. To execute the duties and powers of the President in his/her absence.

b. To perform duties as the President may assign,

c. To call and preside over meetings of the President’s Cabinet,

d. To coordinate the annual Inaugural Banquet

e. To serve on the Judicial Selection Committee,

f. To serve on the Treasury Selection Committee,
g. To expedite all programs and policies emanating from the President’s Cabinet

h. To keep the President of the SGA informed on all matters pertaining to those appointed officers serving in the President’s Cabinet

i. To supervise the preparation of all program and policy proposals originating in the President's Cabinet for consideration by the Central Committee and to present to the Student Senate each semester, upon request, a written report of the activities of the members of the President’s Cabinet,

j. To serve on the Steering Committee, and

k. To prepare and submit to the President, upon request, a monthly, written report of the activities of his office.

Section 3

The Treasurer of the Student Government Association/ University of Memphis Student Body shall have the following duties and powers:

a. To prepare and present the fiscal budget to the Student Senate prior to submission to the Student Activity Fee Committee,

b. To maintain the budget and approve any and all expenditures by the Student Government Association,

c. To oversee the travel fund request process,

d. To present to the Executive Council (President, VP, Speaker of the Senate, and Chief Justice) a weekly report on the financial state of the Student Government Association,

e. To present to the Senate a monthly report on the financial state of the Student Government Association,

f. To represent the Student Government Association in all matter of budgetary or financial concern to the student body,

g. To appoint an Assistant Treasurer to be approved by the Student Senate,

h. To serve on the Steering Committee, and

i. To serve on the Treasury Selection Committee.

ARTICLE IV- DUTIES OF CABINET OFFICERS

Section 1.

The following positions are optional positions for the president to appoint he or she may add or remove position as he or she sees fit.

Section 2.
The Secretary of Academic Affairs shall have the following duties:

a. To attend all meetings of the Academic Senate,
b. To keep abreast of developments regarding higher education,
c. To be aware of all matters pertaining to academic regulations and policies that affect the student body,
d. To be in charge of administering and coordinating academic related programs, including scholarships and academic awards, that are of benefit to the student body,
e. To be aware of the services and programs of the academic related administrative offices, including Research and Graduate Studies, to the Student Aid Office, and the Center for Student Development, except for personal counseling or in cases delegated elsewhere in these By-Laws,
f. To submit a report, upon request of the President or Vice-President, concerning the activities of his/her office, and
g. To perform such duties as may be assigned by the President or Vice-President

Section 3.

The Secretary of Adult Student Affairs shall have the following duties:

a. To attend all meetings of the Adult Student Association
b. To stay abreast of all developments concerning adult students,
c. To be aware of all programs of assistance available to adult students,
d. To submit a report, upon request of the President or Vice-President, concerning the activities of his/her office.
e. To perform such duties as may be assigned by the President or Vice-President

Section 4.

The secretary of Minority Student Affairs shall have the following duties:

a. To serve as an official liaison between the Student Government Association and both the Black Students Association and both the International Student Association, along with any other registered student organization concerned with the affairs of minorities,
b. To assist the Press Secretary in providing any needed information about the activities of the
Student Government to THE TORCH,

c. To aid in the planning of the annual International Fest each spring,

d. To express prominent issues concerning The University of Memphis minority population,

e. To submit a report, upon request of the President or Vice-President, concerning the activities of his/her office, and,

f. To perform such duties as may be assigned by the President or Vice-President.

Section 5.

The Secretary of Residence Life shall have the following duties:

a. To attend all meeting of the Residence Hall Association and any other meeting affiliated with residence hall students,

b. To help provide information to residence hall students on the activities of the Student Government Association,

c. To be familiar with all University regulations and policies affecting residence hall students,

d. To assist in providing two meetings in each residence hall no less than one per semester,

e. To submit a report, upon request of the President or Vice-President, concerning activities of his/her office, and,

f. To perform such duties as may be assigned by the President or Vice-President

Section 6.

The secretary of Welfare shall have the following duties:

a. To be in charge of administering Student Discount Card

b. To be familiar with campus security regulations

c. To coordinate the Area High School Student Council Day Program

d. To be aware of the programs and services of the Division of Student Educational Services,
Including the Educational Support Program, the Health Center, and any personal psychological counseling or advising services regardless of the division of department, except in cases delegated elsewhere,

e. To submit, upon request by the President or Vice- President, a report concerning the activities of his/her office, and

f. To perform such duties as may be assigned by the President or Vice-President.

Section 7.

The Secretary of Student Athlete Affairs shall have the following duties:

a. To address all concerns of all student athletes, scholarship and non-scholarship.

b. To keep abreast of all changes in athletic department policies,

c. To be aware of all special programs available to athletes at the University of Memphis,

d. To serve as chairperson of the SGA Committee on Intercollegiate Athletics,

e. To submit a report, upon request of the President or Vice-President, concerning the activities of his/her office, and,

f. To perform such duties as may be assigned by the President and Vice-President.

ARTICLE V- AMENDMENTS

Section 1

All amendments to the Executive Branch Bylaws must be proposed by a member of the Steering Committee and must receive majority approval of the Steering Committee.