
EXECUTIVE BRANCH BYLAWS
of the
STUDENT GOVERNMENT ASSOCIATION
of the
UNIVERSITY OF MEMPHIS

ARTICLE IV – DUTIES OF CABINET OFFICERS

Section 1.

The Secretary of Finance shall have the following duties:

- a. To complete three (3) office hours per week,
- b. To prepare and present the fiscal budget to the Senate prior to submission to the Student Activity Fee Committee,
- c. To maintain the budget and approve any and all expenditures by the SGA,
- d. To oversee the Student Government travel fund allocation process,
- e. To present to the Executive Council – President, Vice President, Speaker of the Senate, and Chief Justice – a monthly report on the financial state of the SGA,
- f. To present to the Senate a monthly report on the financial state of the SGA, and
- g. To represent the SGA in all matters of budgetary or financial concern to the student body.

Section 2.

The Secretary of Student Services shall have the following duties:

- a. To complete three (3) office hours per week,
- b. To advocate for improvements to the overall student experience at the University of Memphis,
- c. To work alongside the chair of the Senate Student Services Committee,
- d. To implement legislation concerning student services as passed by the Senate, and
- e. To perform other duties that may be assigned by the President or Vice President.

Section 3.

The Secretary of Government Relations shall have the following duties:

- a. To complete three (3) office hours per week,
- b. To create opportunities to connect students to legislators,
- c. To oversee efforts to register students to vote,
- d. To plan and coordinate student legislative visits to Nashville, Tennessee, and Washington, D.C.,

- e. To remain knowledgeable of and to communicate to the Senate any current state or federal legislation – including but not limited to those affecting higher education, academic regulations, or other policies – that may affect University of Memphis students, and
- f. To support the Head Delegate of the University of Memphis TISL Delegation by acting as a liaison and facilitating communication between the leadership of the delegation and the SGA at large.

Section 4.

The Attorney General shall have the following duties:

- a. To complete three (3) office hours per week,
- b. To be familiar with the Constitution and all other laws and bylaws of the SGA,
- c. To represent the President in all cases before the the Student Court,
- d. To investigate allegations against SGA members for violations of the provisions of the Constitution and all other laws or bylaws,
- e. To prosecute all cases before the Student Court involving violations of the provisions of the Constitution and all other laws or bylaws, except cases in which the President is a party,
- f. To work with the Senate to ensure that legislation is consistent with the Constitution and enforceable under current SGA laws,
- g. To draft, when requested, Executive Orders to be signed by the President, and
- h. To perform other duties that may be assigned by the President.

ARTICLE V – DUTIES OF THE CHIEF OF STAFF

Section 1.

The Chief of Staff, appointed by the President as an Executive Staff personnel, shall have the following duties:

- a. To serve as the liaison between the Executive Branch and the Legislative and Judicial Branches,
 - b. To deliver duly passed legislation to the President for signature or veto,
 - c. To organize and ensure that signed or veto-overridden legislation is stored physically and digitally,
 - d. To assist, in conjunction with the Dean of Students Office, the President and Vice President in vetting potential new members of the Student Government Association,
 - e. To ensure that Cabinet Officers and Senators fulfill their respective office hour requirements,
 - f. To oversee updates to the Student Government Association webpage, and
 - g. To perform other duties that may assigned by the President or Vice President.
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ARTICLE VI – First Year Senate

Section 1.

The purpose of First Year Senate is to aid in the socialization of first year students to the mission and values of the Student Government Association and to keep first year students abreast of the Student Government Association's work at the University of Memphis.

Section 2.

First Year Senate shall have the following structure:

- a. Membership in First Year Senate shall consist of 25-35 first year students. Members must maintain at least a 2.5 grade point average.
- b. A Chair/ Co-Chairs shall be appointed by the President with two-thirds (2/3) approval from the Senate.
- c. First Year Senate shall, by the second regular Senate meeting of the Fall semester, elect four (4) members to serve as representatives in the Senate.
- d. The Chair/ Co-Chairs and the four (4) elected representatives shall together comprise First Year Senate Executive Council.

Section 3.

Criteria for membership in First Year Senate shall include, but shall not be limited to, the following:

- a. A showing of leadership potential, and
- b. A strong interest in student government,

Section 4.

The appointed Chair/ Co-Chairs may or may not currently serve as a Senator, but he/she must be an individual with substantial student government experience.

Commented [ACE(1)]: Does this mean high school experience?

Section 5.

The Chair/ Co-Chairs shall have the following duties:

- a. To oversee the planning of each First Year Senate meeting, and
- b. To teach members of First Year Senate the following concepts:
 1. The fundamentals of Parliamentary Procedure,
 2. How to write legislation, and
 3. The structure of the Student Government Association, with attention to branch relations, elections, and relations with University of Memphis faculty, staff, and administration.

Section 6.

First Year Senate shall have the following duties and powers:

- a. Researching ideas for legislation to improve the first year experience at the University of Memphis, and

- b. Participating in the implementation of legislation passed by the Senate in conjunction with the appropriate Cabinet Officer.