EXECUTIVE BRANCH BYLAWS

*of the*

STUDENT GOVERNMENT ASSOCIATION

*of the*

UNIVERSITY OF MEMPHIS

**ARTICLE I – MEMBERSHIP**

**Section 1.**

Membership in the Executive Branch of the Student Government Association, with such powers being defined as inherent privilege of the office, shall comprise three classifications: elected, presidentially appointed, and executive staff.

1. Elected officials shall, upon certification of election results by the Chair of the Election Commission and the SGA Advisor, become eligible for office.
2. Presidentially appointed officers shall, upon approval of the Senate, become eligible for immediate installation.
3. 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 this branch shall be a President, a Vice President, and any other officers appointed by the President. The President should appoint a cabinet that serves to head the various departments of his/her administration. The President should provide those officers with an office description before the officer is approved by the Senate. These officers shall perform the duties prescribed by these bylaws and the laws of the Student Government Association.

**Section 2.**

The Executive Branch shall be led by the President and Vice President.

**Section 3.**

If the office of the President shall become vacant, it shall be filled by the Vice President. If the office of the Vice President should become vacant, a replacement shall be appointed by the President, with the approval of two-thirds (2/3) of the Senate. In the event the offices of President and Vice President are vacant simultaneously, for any reason, the Speaker of the Senate shall immediate succeed to the office of President and appoint a Vice President.

**ARTICLE III – DUTIES OF THE PRESIDENT AND VICE PRESIDENT**

**Section 1.**

The President of the Student Government Association shall have the following duties and powers:

1. To execute all powers and duties found in the Constitution and laws of the Student Government Association,
2. To issue Executive Orders to aid in the administration of his/her agenda,
3. To execute the laws enacted by the Senate,
4. To call Cabinet meetings at his/her discretion,
5. To appoint students to university-wide standing committees with Vice President,
6. To approve delegates of the Tennessee Intercollegiate State Legislature,
7. To appoint all members of the cabinet with the Vice President and with the approval of two-thirds (2/3) of the Senate membership present,
8. To appoint the Chair/ Co-Chairs of First Year Senate with the approval of two-thirds (2/3) of the Senate membership present,
9. To appoint such other staff personnel as he/she may deem to be in the best interest of the student body,
10. To remove any member of the cabinet,
11. To recommend that the Senate create or abolish a cabinet position,
12. To fill vacancies in the Senate and on the Student Court with approval of two-thirds (2/3) of the Senate member present,
13. To call special sessions of the Senate,
14. To attend Senate sessions as he/she wishes,
15. To veto acts of the Senate. If the President does not veto an act of the Senate within ten (10) business days after passage, such acts become law without the President’s signature,
16. To require, when requested, a written interpretation by the Attorney General of any provision of the Constitution or laws of the SGA,
17. To oversee the SGA budget,
18. To serve on the Chief Justice Selection Committee, and
19. To preside over the Attorney General, the secretary of Well-being, Director of Communications, and First Year Senate.

**Section 2.**

The Vice President of the Student Government Association shall have the following duties and powers:

1. To execute all powers and duties found in the Constitution and in the laws of SGA,
2. To execute the duties and powers of the President in his/her absence,
3. To perform duties as the President may assign,
4. To call and preside over meetings of the President’s Cabinet,
5. To serve on the Chief Justice Selection Committee,
6. To keep the President informed on all matters pertaining to those appointed officers serving in the President’s Cabinet,
7. To supervise the preparation of and to expedite all program and policy proposals originating in the President’s Cabinet,
8. To prepare and submit to the President, upon request, a monthly, written report of the activities of his/her office, and
9. To preside over the Secretaries of Finance, Student Services, and Government Relations.

**ARTICLE IV – DUTIES OF CABINET OFFICERS**

**Section 1.**

The Secretary of Finance shall have the following duties:

1. To complete three (3) office hours per week,
2. To prepare and present the fiscal budget to the Senate prior to submission to the Student Activity Fee Committee,
3. To maintain the budget and approve any and all expenditures by the SGA,
4. To oversee the Student Government travel fund allocation process,
5. 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,
6. To present to the Senate a monthly report on the financial state of the SGA, and
7. 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:

1. To complete three (3) office hours per week,
2. To advocate for improvements to the overall student experience at the University of Memphis,
3. To work alongside the chair of the Senate Student Services Committee,
4. To implement legislation concerning student services as passed by the Senate, and
5. 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:

1. To complete three (3) office hours per week,
2. To create opportunities to connect students to legislators,
3. To oversee efforts to register students to vote,
4. To plan and coordinate student legislative visits to Nashville, Tennessee, and Washington, D.C.,
5. 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
6. 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:

1. To complete three (3) office hours per week,
2. To be familiar with the Constitution and all other laws and bylaws of the SGA,
3. To represent the President in all cases before the Student Court,
4. To investigate allegations against SGA members for violations of the provisions of the Constitution and all other laws or bylaws,
5. 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,
6. To work with the Senate to ensure that legislation is consistent with the Constitution and enforceable under current SGA laws,
7. To draft, when requested, Executive Orders to be signed by the President, and
8. 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:

1. To serve as the liaison between the Executive Branch and the Legislative and Judicial Branches,
2. To deliver duly passed legislation to the President for signature or veto,
3. To organize and ensure that signed or veto-overridden legislation is stored physically and digitally,
4. 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,
5. To ensure that Cabinet Officers and Senators fulfill their respective office hour requirements,
6. To oversee updates to the Student Government Association webpage, and
7. To perform other duties that may assigned by the President or Vice President.

**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:

1. Membership in First Year Senate shall consist of 25-35 first year students. Members must maintain at least a 2.5 grade point average.
2. A Chair/ Co-Chairs shall be appointed by the President with two-thirds (2/3) approval from the Senate.
3. 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.
4. 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:

1. A showing of leadership potential, and
2. 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.

**Section 5.**

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

1. To oversee the planning of each First Year Senate meeting, and
2. To teach members of First Year Senate the following concepts:
3. The fundamentals of Parliamentary Procedure,
4. How to write legislation, and
5. 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:

1. Researching ideas for legislation to improve the first year experience at the University of Memphis, and
2. Participating in the implementation of legislation passed by the Senate in conjunction with the appropriate Cabinet Officer.

**ARTICLE VII – AMENDMENTS**

**Section 1.**

All amendments to the Executive Branch bylaws must be proposed by a member of the Executive Branch and must be approved by the President and Vice President.