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F16RS EO No. 1

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ENROLLED

**STUDENT SENATE
F16RS
EXECUTIVE ORDER NO. 1
BY: PRESIDENT FAIRCLOTH**

THE EXECUTIVE BRANCH CHARTER

TO ESTABLISH THE EXECUTIVE BRANCH ORGANIZATION OF THE LOUISIANA STATE UNIVERSITY STUDENT GOVERNMENT AS PERMITTED BY **ARTICLE III SECTION J** OF THE STUDENT GOVERNMENT CONSTITUTION PERTAINING TO THE EXECUTIVE BRANCH AND REQUIRED BY **ARTICLE II, SECTION 4** OF THE STUDENT GOVERNMENT BYLAWS.

ARTICLE I: SENIOR STAFF

CHIEF OF STAFF – WILL BE CHARGED WITH THE FOLLOWING:

- ACT AS THE MAIN LIAISON BETWEEN THE PRESIDENT AND VICE PRESIDENT AND THE DIRECTORS OF THE EXECUTIVE DEPARTMENTS, AND;
- COORDINATE INTERNAL EXECUTIVE BRANCH COMMUNICATION, AND;
- OVERSEE ALL EXECUTIVE OFFICES AND THEIR ACTIVITIES, AND;
- COORDINATE EXECUTIVE STAFF MEETINGS, AND;
- ASSIST THE PRESIDENT AND VICE PRESIDENT IN ANY EXECUTIVE MATTER THAT THEY SEE FIT, AND;
- ASSIST THE SENIOR ADVISORS ON SPECIAL PROGRAMS FOR THE PRESIDENT AND VICE PRESIDENT, AND;
- PLAN THE SG RETREAT AND SG TRANSITION RETREAT, AND;
- MAINTAIN THE STUDENT GOVERNMENT EMAIL ACCOUNT AND CALENDAR.

DEPUTY CHIEF OF STAFF – WILL BE CHARGED WITH THE FOLLOWING:

- ASSIST THE CHIEF OF STAFF IN ALL DUTIES, AND;
- ENSURE THAT EXECUTIVE STAFF MEETING MINUTES ARE KEPT AND DISBURSED, AND;
- MAINTAIN RECORDS OF ABSENCES, STUDENT OUTREACH POINTS AND SENATE EXECUTIVE OFFICER REPORTS, AND;
- PLAN THE END-OF-THE-YEAR BANQUET AND THE INAUGURATION.

EXECUTIVE ASSISTANTS – WILL BE CHARGED WITH THE FOLLOWING:

- COORDINATE MEETINGS INVOLVING CAMPUS OFFICIALS AND OTHER TASKS AS DELEGATED BY THE PRESIDENT AND VICE PRESIDENT, AND;
- ORDER OFFICE SUPPLIES AS NEEDED, AND;
- HELP TO MANAGE AND ORGANIZE THE COLLEGE COUNCILS, AND;
- COORDINATE THE SCANTRON AND BLUEBOOK DISTRIBUTION PROGRAM.

CHIEF ADVISOR – WILL BE CHARGED WITH THE FOLLOWING:

- CREATE THE ANNUAL LSU SG MEMBERSHIP REPORT, AND;
- ACT AS THE MAIN LIAISON BETWEEN THE PRESIDENT AND VICE PRESIDENT AND THE LEGISLATIVE BRANCH, THE JUDICIAL BRANCH, THE LSU FACULTY SENATE, THE LSU STAFF SENATE, AND ANY OTHER UNIVERSITY GOVERNING BODIES AS DELEGATED BY THE PRESIDENT AND VICE PRESIDENT.

SENIOR ADVISOR TO THE PRESIDENT – WILL BE CHARGED WITH THE FOLLOWING:

- AID THE PRESIDENT IN THE IMPLEMENTATION OF INITIATIVES, AND;
- SERVE IN PLACE OF THE PRESIDENT AT OFFICIAL MEETINGS AND FUNCTIONS AS DELEGATED BY THE PRESIDENT, AND;
- PLAN OLE WAR SKULE WEEK, THE SG DEBATE, AND OTHER SPECIAL PROGRAMS FOR THE PRESIDENT.

SENIOR ADVISOR TO THE VICE PRESIDENT – WILL BE CHARGED WITH THE FOLLOWING:

- AID THE VICE PRESIDENT IN THE MANAGEMENT OF THE COLLEGE COUNCILS AND THE IMPLEMENTATION OF INITIATIVES, AND;
- SERVE IN PLACE OF THE VICE PRESIDENT AT OFFICIAL MEETINGS AND FUNCTIONS AS DELEGATED BY THE VICE PRESIDENT, AND;
- PLAN THE ALUMNI SPEAKER SERIES AND OTHER SPECIAL PROGRAMS FOR THE VICE PRESIDENT.

DIRECTOR OF COMMUNICATION – WILL BE CHARGED WITH THE FOLLOWING:

- ACT AS THE HEAD OF THE DEPARTMENT OF COMMUNICATION, AND;
- OVERSEE THE CONTENT AND DISTRIBUTION OF ALL OFFICIAL STUDENT GOVERNMENT EXTERNAL COMMUNICATIONS, AND;
- MONITOR AND APPROVE ALL COMMUNICATION THAT INCLUDES, BUT IS NOT LIMITED TO SOCIAL MEDIA, GRAPHIC DESIGN, AND THE STUDENT GOVERNMENT WEBSITE, AND;
- COORDINATE ALL PRESS RELEASES AND ADVERTISING, AND;
- ENSURE THAT THE LSU SG LOGO IS ON ALL GRAPHICS AND RELEASES, AND;
- CREATE AND DISTRIBUTE WEEKLY UPDATES OF STUDENT GOVERNMENT PROGRESS.

DIRECTORS OF POLICY – WILL BE CHARGED WITH THE FOLLOWING:

- CREATE THE ANNUAL LSU SG INITIATIVES REPORT, AND;
- MONITOR ALL INITIATIVES SET FORTH BY THE EXECUTIVE OR LEGISLATIVE BRANCHES, AND;
- AID ALL DIRECTORS AND SENATORS IN THE IMPLEMENTATION OF INITIATIVES.

ATTORNEY GENERAL – WILL BE CHARGED WITH THE FOLLOWING:

- MAINTAIN A KNOWLEDGE OF ALL CURRENT STUDENT GOVERNMENT DOCUMENTS, AND;

- ACT AS AN ADVISOR TO THE EXECUTIVE BRANCH IN SUCH MANNERS DEALING WITH THE DOCUMENTS, AND;
- REPRESENT THE EXECUTIVE BRANCH BEFORE THE UNIVERSITY COURT AS NEEDED, AND;
- ACT AS A LIAISON OF THE EXECUTIVE BRANCH WHEN GOVERNING DOCUMENTS HAVE BEEN CALLED INTO QUESTION.

DIRECTOR OF GOVERNMENTAL RELATIONS – WILL BE CHARGED WITH THE FOLLOWING:

- ACT AS AN ADVISOR TO THE PRESIDENT, VICE PRESIDENT, AND SENIOR STAFF IN ALL GOVERNMENTAL MATTERS AFFECTING LSU AT THE STATE AND CITYWIDE LEVEL, AND;
- ACT AS THE CHAIR OF THE LSU STUDENT ADVOCACY COMMISSION (SAC).

PRESIDENTIAL PRESS SECRETARY – WILL BE CHARGED WITH THE FOLLOWING:

- ACT AS A PUBLIC RELATIONS ADVISOR TO THE PRESIDENT AND EXECUTIVE STAFF, AND;
- ISSUE PRESS RELEASES AND PUBLIC ANNOUNCEMENTS ON BEHALF OF THE PRESIDENT;

VICE PRESIDENTIAL PRESS SECRETARY – WILL BE CHARGED WITH THE FOLLOWING:

- ACT AS A PUBLIC RELATIONS ADVISOR TO THE VICE PRESIDENT AND COLLEGE COUNCILS, AND;
- ISSUE PRESS RELEASES AND PUBLIC ANNOUNCEMENTS ON BEHALF OF THE VICE PRESIDENT;

DIRECTOR OF STUDENT OUTREACH – WILL BE CHARGED WITH THE FOLLOWING:

- ACT AS THE HEAD OF THE DEPARTMENT OF STUDENT OUTREACH, AND;
- MAINTAIN RELATIONS WITH REGISTERED STUDENT ORGANIZATIONS, AND;
- PLAN AND CONDUCT ORGANIZATIONAL VISITS, AND;
- WORK WITH STUDENT ORGANIZATIONS TO INCREASE VISIBILITY AND ACCESSIBILITY OF STUDENT GOVERNMENT, AND;
- DISSEMINATE INFORMATION TO STUDENTS ABOUT RELEVANT STUDENT GOVERNMENT NEWS, AND;
- PROVIDE SUPPORT AND ASSISTANCE TO STUDENTS AND ORGANIZATIONS THROUGH THE DEPARTMENT OF STUDENT OUTREACH.

ARTICLE II: DEPARTMENTS

DEPARTMENT OF ACADEMICS

THIS DEPARTMENT WILL BE CHARGED WITH ANY ACTIVITY PERTAINING TO THE ACADEMIC AFFAIRS OF LSU. THIS INCLUDES ANY STUDENT GOVERNMENT-LED EFFORT TO BETTER STUDENTS' ACADEMIC EXPERIENCES THROUGH CHANGES TO THE INFRASTRUCTURE AND ENRICHMENT OF ACADEMIC SERVICES. THE RESPONSIBILITIES

OF THE DEPARTMENT OF ACADEMICS SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FORMULATION AND THE EXECUTION OF THE FOLLOWING INITIATIVES:

- GENERATING MORE STUDENT ACCESS TO FREE E-TEXTBOOKS, AND;
- IMPROVING PS-22 TO INCLUDE A MORE SPECIFIC EXCUSED ABSENCE POLICY, AND;
- CREATING A POLICY THAT EXCUSES STUDENTS FOR JOB OR GRADUATE SCHOOL INTERVIEWS AND CAREER FAIRS, AND;
- FACILITATING STUDENT INVOLVEMENT IN NEW FACULTY INTERVIEWS, AND;
- ORGANIZING FACULTY-STUDENT NETWORKING OPPORTUNITIES, AND;
- INCREASING ACCESSIBILITY TO SUPPLEMENTAL INSTRUCTION (SI) SESSIONS, AND;
- REVIEWING THE CAMPUS INCLEMENT WEATHER AND EMERGENCY POLICIES.

DEPARTMENT OF ATHLETICS

THIS DEPARTMENT WILL BE CHARGED WITH ANY ACTIVITY PERTAINING TO THE ATHLETIC POLICIES OF THE UNIVERSITY THAT AFFECT STUDENTS. THE RESPONSIBILITIES OF THE DEPARTMENT OF ATHLETICS SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FORMULATION AND THE EXECUTION OF THE FOLLOWING INITIATIVES:

- CREATING A PHONE NOTIFICATION FOR POST-GAME CONTRAFLOW, AND;
- CREATING AND DISTRIBUTING A MAP OF CONTRAFLOW, AND;
- ORGANIZING A PILOT PROGRAM FOR POST-GAME BUSES THAT RUN TO HEAVILY STUDENT POPULATED OFF-CAMPUS AREAS IN CONJUNCTION WITH THE DEPARTMENT OF TRANSPORTATION, AND;
- ENSURING AFFORDABLE STUDENT FOOTBALL AWAY AND BOWL GAME TICKETS, AND;
- FORMING A NEW STUDENT SECTION AT ALEX BOX STADIUM.

DEPARTMENT OF CAMPUS AFFAIRS AND SUSTAINABILITY

THIS DEPARTMENT WILL BE CHARGED WITH ANY INITIATIVES AND ACTIVITIES PERTAINING TO ENHANCING STUDENT LIFE AND INTERESTS, THE CONSTRUCTION OR DEVELOPMENT OF PHYSICAL ASPECTS OF CAMPUS, AND SUSTAINABILITY EFFORTS TO BE SOUGHT OUT FOR THE BETTERMENT OF LSU. THE DIRECTOR OF CAMPUS AFFAIRS AND SUSTAINABILITY WILL SERVE AS THE CHAIR OF THE SUSTAINABILITY FEE COMMITTEE. THE RESPONSIBILITIES OF THE DEPARTMENT OF CAMPUS AFFAIRS AND SUSTAINABILITY SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FORMULATION AND THE EXECUTION OF THE FOLLOWING INITIATIVES:

- ENSURING LSU IS HELD TO THE STANDARDS OUTLINED IN THE AMERICANS WITH DISABILITIES ACT (ADA), AND;
- IMPLEMENTING AND MANAGING A CONSTRUCTION UPDATE PAGE TO THE LSU SG WEBSITE.

DEPARTMENT OF COMMUNICATIONS

THIS DEPARTMENT WILL BE CHARGED WITH ANY ACTIVITY REGARDING EXTERNAL COMMUNICATIONS FROM OFFICIAL STUDENT GOVERNMENT OUTLETS. THE RESPONSIBILITIES OF THE DEPARTMENT OF COMMUNICATIONS SHALL INCLUDE, BUT

NOT BE LIMITED TO, THE FORMULATION AND THE EXECUTION OF THE FOLLOWING INITIATIVES:

- UPDATING, OVERSEEING AND MAINTAINING ALL ASPECTS OF THE STUDENT GOVERNMENT WEBSITE, AND;
- UPDATING, OVERSEEING AND MAINTAINING SOCIAL MEDIA ACCOUNTS, AND;
- CREATING AND DISTRIBUTING SG PROMOTIONAL ITEMS;
- DESIGNING GRAPHICS NEEDED BY STUDENT GOVERNMENT THROUGHOUT THE YEAR.

DEPARTMENT OF EXTERNAL AFFAIRS

THIS DEPARTMENT WILL BE CHARGED WITH ANY ACTIVITY PERTAINING TO CORPORATE DONATIONS, THE LSU STUDENT GOVERNMENT SPONSORSHIP PACKAGE, LSU SG RELATIONS WITH THE SURROUNDING COMMUNITY, THE LSU FOUNDATION AND THE LSU ALUMNI ASSOCIATION. THE RESPONSIBILITIES OF THE DEPARTMENT OF EXTERNAL AFFAIRS SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FORMULATION AND THE EXECUTION OF THE FOLLOWING INITIATIVES:

- CREATING THE SPONSORSHIP PACKAGE TO GENERATE LSU SG SPONSORS, AND;
- WORKING WITH LOCAL LEADERS TO CONNECT LSU STUDENTS WITH BATON ROUGE BUSINESSES (LSU LOCAL), AND;
- WORKING WITH VISIT BATON ROUGE TO BETTER PROMOTE BATON ROUGE EVENTS TO THE LSU COMMUNITY (LSU LOCAL), AND;
- STARTING A STUDENT-ALUMNI ASSOCIATION TO WORK IN CONJUNCTION WITH THE ALUMNI ASSOCIATION.

DEPARTMENT OF FINANCE

THIS DEPARTMENT WILL BE CHARGED WITH ANY ACTIVITY REGARDING STUDENT GOVERNMENT FINANCES. THE DIRECTOR OF FINANCE WILL SERVE AS THE CHAIR OF THE PSIF COMMITTEE. THE ASSISTANT DIRECTOR OF FINANCE WILL SERVE AS THE CHAIR OF THE ORF COMMITTEE. THE RESPONSIBILITIES OF THE DEPARTMENT OF FINANCE SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FORMULATION AND THE EXECUTION OF THE FOLLOWING INITIATIVES:

- KEEPING RECORDS OF THE LINE ITEM BALANCES IN THE GENERAL APPROPRIATIONS BILL, AND;
- PROVIDING FINANCIAL REPORTS TO THE PRESIDENT AND THE STUDENT SENATE, AND;
- SUBMITTING ALL REQUIRED FEES AND STUDENT GOVERNMENT EXPENSES TO BE POSTED ONLINE, AND;
- ISSUING THE SEMI-ANNUAL SG FINANCIAL REPORT, AND;
- MAKING THE APPROPRIATIONS TO STUDENT ORGANIZATIONS AND COLLEGE COUNCILS WHO HAVE BEEN APPROVED FOR SUCH FUNDING.

DEPARTMENT OF FIRST-GENERATION PROGRAMMING

THIS DEPARTMENT WILL BE CHARGED WITH ANY ACTIVITY PERTAINING TO FIRST GENERATION STUDENTS. THE RESPONSIBILITIES OF THE DEPARTMENT OF FIRST-

GENERATION PROGRAMMING SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FORMULATION AND THE EXECUTION OF THE FOLLOWING INITIATIVES:

- CREATING A MEANS OF CONGRATULATING AND CONNECTING FIRST GENERATION STUDENTS TO LSU AFTER THEIR FIRST SEMESTER (COLLEGIATE 100).

DEPARTMENT OF PHILANTHROPY

THIS DEPARTMENT WILL BE CHARGED WITH THE EXECUTION OF OFFICIAL STUDENT GOVERNMENT PHILANTHROPIC EFFORTS. THE RESPONSIBILITIES OF THE DEPARTMENT OF PHILANTHROPY SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FORMULATION AND THE EXECUTION OF THE FOLLOWING INITIATIVES:

- PLANNING AND OVERSEEING ALL STUDENT GOVERNMENT-SPONSORED PHILANTHROPIC EVENTS, AND;
- ORGANIZING STUDENT GOVERNMENT TEAMS FOR PARTICIPATION IN ON-CAMPUS PHILANTHROPIC EVENTS, AND;
- ACTING AS A LIAISON BETWEEN STUDENT ORGANIZATIONS AND COMMUNITY CHARITIES WITH THE DEPARTMENT OF ORGANIZATIONAL OUTREACH.

DEPARTMENT OF STUDENT AUXILIARIES AND SERVICES (SAS)

THIS DEPARTMENT WILL BE CHARGED WITH ANY ACTIVITY PERTAINING TO THE AUXILIARIES FOR STUDENTS. THE RESPONSIBILITIES OF THE DEPARTMENT OF STUDENT AUXILIARIES AND SERVICES SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FORMULATION AND THE EXECUTION OF THE FOLLOWING INITIATIVES:

- OFFERING A 24-HOUR UNION SPACE DURING FINALS WEEK, AND;
- FOSTERING A RELATIONSHIP WITH UPS (UNITED PARCEL SERVICE) AS THEY TRANSITION INTO LSU, AND;
- SIMPLIFYING THE ROOM RESERVATION PROCESS FOR STUDENTS.

DEPARTMENT OF STUDENT DIVERSITY

THIS DEPARTMENT WILL BE CHARGED WITH ANY ACTIVITY PERTAINING TO THE BETTERMENT AND GROWTH OF DIVERSITY ON CAMPUS. THE RESPONSIBILITIES OF THE DEPARTMENT OF STUDENT DIVERSITY SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FORMULATION AND THE EXECUTION OF THE FOLLOWING INITIATIVES:

- FOSTERING A SAFER AND MORE WELCOMING CAMPUS CLIMATE, AND;
- CREATING THE STRIVE PANEL, AND;
- CONNECTING THE STRIVE PANEL TO OTHER ON-CAMPUS GROUPS IN CONJUNCTION WITH THE DEPARTMENT OF ORGANIZATIONAL OUTREACH.

DEPARTMENT OF STUDENT OUTREACH

THIS DEPARTMENT WILL BE CHARGED WITH ANY ACTIVITY PERTAINING TO RELATIONS WITH LSU STUDENTS AND REGISTERED STUDENT ORGANIZATIONS. EACH COLLEGE COUNCIL WILL APPOINT ONE (1) MEMBER TO BE A PART OF THE DEPARTMENT. THE RESPONSIBILITIES OF THE DEPARTMENT OF STUDENT OUTREACH SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FORMULATION AND THE EXECUTION OF THE FOLLOWING INITIATIVES:

- PLANNING ORGANIZATIONAL VISITS, AND;

- DISSEMINATING INFORMATION TO STUDENT ORGANIZATIONS ABOUT RELEVANT STUDENT GOVERNMENT NEWS, AND;
- PROVIDING SUPPORT AND ASSISTANCE THROUGH THE ORGANIZATIONAL SUPPORT STAFF, AND;
- CREATING AN ON-CAMPUS JOB OPPORTUNITIES DATABASE, AND;
- SURVEYING AND POLLING STUDENTS ON CURRENT AND UPCOMING STUDENT ISSUES.

DEPARTMENT OF TRANSPORTATION

THIS DEPARTMENT WILL BE CHARGED WITH ANY ACTIVITY PERTAINING TO ANY AND ALL ASPECTS OF CAMPUS TRANSPORTATION AND PARKING. THE RESPONSIBILITIES OF THE DEPARTMENT OF TRANSPORTATION SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FORMULATION AND THE EXECUTION OF THE FOLLOWING INITIATIVES:

- IMPLEMENTING CAMPUS TRANSIT SAFE STOPS ON CAMPUS THAT ARE WELL LIT, VIDEO MONITORED, AND LSUPD APPROVED, AND;
- CREATING A ONE-TIME PARKING FORGIVENESS PLAN, AND;
- CONDUCTING THE HOLIDAY SHUTTLE COLLABORATION, AND;
- ORGANIZING A PILOT PROGRAM FOR POST-GAME BUSES THAT RUN TO HEAVILY STUDENT POPULATED OFF-CAMPUS AREAS IN CONJUNCTION WITH THE DEPARTMENT OF ATHLETICS, AND;
- RESEARCHING AND DEVELOPING A NEW CAMPUS MAP SYSTEM.

DEPARTMENT OF VETERAN AND MILITARY STUDENT AFFAIRS

THIS DEPARTMENT WILL BE CHARGED WITH ANY ACTIVITY PERTAINING TO ANY AND ALL ASPECTS OF VETERANS AND THE VETERAN EXPERIENCE. THE RESPONSIBILITIES OF THE DEPARTMENT OF VETERANS AFFAIRS SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FORMULATION AND THE EXECUTION OF THE FOLLOWING INITIATIVES:

- ESTABLISHING A VETERANS' VOICE IN STUDENT GOVERNMENT, AND;
- CREATING MORE OPPORTUNITIES FOR VETERANS AT LSU.

DIRECTOR AND ASSISTANT DIRECTORS OF FRESHMAN LEADERSHIP COUNCIL (FLC)

THIS DIRECTOR WILL BE CHARGED WITH ANY ACTIVITY REGARDING THE FRESHMEN CLASS AND THE FRESHMEN LEADERSHIP COUNCIL. THE RESPONSIBILITIES OF THE DIRECTOR AND ASSISTANT DIRECTOR OF FRESHMAN LEADERSHIP COUNCIL SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FORMULATION AND THE EXECUTION OF THE FOLLOWING INITIATIVES:

- IMPLEMENTING STUDENT GOVERNMENT PROGRAMS AND INFORMATION SESSIONS DURING WELCOME WEEK WITH BENGAL BOUND, AND;
- COORDINATING AND SELECTING MEMBERS OF THE 2016-2017 FLC, AND;
- OVERSEEING FLC'S EXECUTION OF THE ANNUAL SENIOR STRIDE EVENT, AND;
- PLANNING AND EXECUTING THE FRESHMAN LEADERSHIP COUNCIL CURRICULUM.

STUDENT DIRECTOR AND ASSISTANT DIRECTOR OF WE'RE COMMITTED

THIS DIRECTOR WILL BE CHARGED WITH ANY ACTIVITY REGARDING THE WE'RE COMMITTED PROGRAM. THE RESPONSIBILITIES OF THE STUDENT DIRECTOR OF WE'RE COMMITTED SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FORMULATION AND THE EXECUTION OF THE FOLLOWING INITIATIVES:

- WE'RE COMMITTED.

DIRECTOR AND ASSISTANT DIRECTORS OF STUDENT GOVERNMENT STUDENT ENTERTAINMENT (SGSE)

THESE DIRECTORS WILL BE CHARGED WITH ANY ACTIVITY PERTAINING TO THE PROGRAMMING EFFORTS OF STUDENT GOVERNMENT STUDENT ENTERTAINMENT (SGSE). THE RESPONSIBILITIES OF THE DIRECTORS OF SGSE SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FORMULATION AND THE EXECUTION OF THE FOLLOWING INITIATIVES:

- BATTLE OF THE BANDS, AND;
- GROOVIN'.

ELECTION BOARD

THE ELECTION BOARD IS AN IMPARTIAL BODY OF SEVEN (7) STUDENTS APPOINTED BY THE PRESIDENT "TO ENSURE HONEST ELECTIONS, WHICH ARE FAIR TO ALL INVOLVED." THE ELECTION BOARD SHALL BE CHAIRED BY A COMMISSIONER OF ELECTIONS WHO SHALL BE APPOINTED BY THE PRESIDENT. STUDENTS ON THE ELECTION BOARD MUST REMAIN NEUTRAL REGARDING ALL STUDENT GOVERNMENT ELECTIONS.

THE ELECTION BOARD'S DUTIES ARE TO PUBLICIZE, ADMINISTER, AND ARBITRATE ALL ASPECTS OF THE STUDENT GOVERNMENT ELECTION PROCESS. ELECTION BOARD MEMBERS MUST BE WILLING TO COMMIT TIME AT VARIOUS DATES FROM THE 20TH THROUGH THE 55TH DAY OF CLASSES, NAMELY, FOR THE FILING OF OFFICES, THE GENERAL ELECTION, AND THE RUNOFF ELECTION. ELECTION BOARD MEMBERS ARE DELEGATED THE POWER TO HEAR COMPLAINTS ARISING FROM THE ELECTION PROCESS, TO RULE ON THOSE COMPLAINTS, AND TO APPLY SANCTIONS WHEN NECESSARY.

ARTICLE III: GENERAL INFORMATION

1. AS STATED IN THE STUDENT GOVERNMENT CONSTITUTION, THE STUDENT BODY PRESIDENT IS THE CHIEF EXECUTIVE OFFICER OF STUDENT GOVERNMENT AND IS THEREFORE ULTIMATELY RESPONSIBLE FOR ALL STUDENT GOVERNMENT PROGRAMS, FINANCES, AND OFFICE ACTIVITY. THE VICE PRESIDENT WILL ASSIST THE PRESIDENT IN ALL ENDEAVORS AND SHALL SERVE IN THIS CAPACITY IN THE ABSENCE OF THE PRESIDENT.
2. MEETINGS OF THE EXECUTIVE STAFF, INCLUDING THE PRESIDENT AND VICE PRESIDENT, SHALL BE HELD BIWEEKLY BEGINNING IN THE FALL. ALL DEPARTMENTAL DIRECTORS AND THE SENIOR STAFF SHALL BE REQUIRED TO ATTEND AND MAKE A REPORT.
3. MEETINGS OF THE SENIOR STAFF, INCLUDING THE PRESIDENT AND VICE PRESIDENT, SHALL BE HELD WEEKLY BEGINNING IN THE FALL. THE SENIOR STAFF SHALL BE REQUIRED TO ATTEND AND MAKE A REPORT.

4. DETAILED JOB DESCRIPTIONS SHALL BE KEPT IN THE EXECUTIVE OFFICE AND FILED WITH THE CHIEF OF STAFF FOR EVERY STAFF MEMBER.
5. ALL DIRECTORS SHALL BE RESPONSIBLE FOR MANAGING THE VOLUNTEERS ASSIGNED TO THEIR DEPARTMENT.
6. ALL STAFF WILL BE REQUIRED TO POST AND MAINTAIN OFFICE HOURS THAT MUST BE KEPT CURRENT THE CHIEF OF STAFF
7. ALL STAFF SHALL BE REQUIRED TO ATTEND TWO STUDENT SENATE MEETINGS PER SEMESTER, WHERE THEY WILL GIVE A REPORT ON CURRENT PROJECTS AND MAKE THEMSELVES AVAILABLE FOR QUESTIONS. THEY MAY BE ASKED TO APPEAR BEFORE THE SENATE FOR QUESTIONS REGARDING THEIR RESPECTIVE DEPARTMENTS.
8. ALL STAFF SHOULD KEEP DETAILED NOTES, INCLUDING ANY CONTACTS OR PROCEDURAL GUIDELINES, WHICH SHALL BE PASSED TO THE FOLLOWING ADMINISTRATION.
9. THE SENIOR STAFF SHALL CONSIST OF THE PRESIDENT, VICE PRESIDENT, CHIEF OF STAFF, CHIEF ADVISOR, SENIOR ADVISOR TO THE PRESIDENT, SENIOR ADVISOR TO THE VICE PRESIDENT, EXECUTIVE ASSISTANT, DIRECTOR OF COMMUNICATIONS, ATTORNEY GENERAL, DIRECTOR OF GOVERNMENTAL RELATIONS, DIRECTOR OF STUDENT OUTREACH, PRESIDENTIAL PRESS SECRETARY, AND VICE PRESIDENTIAL PRESS SECRETARY.
10. THE EXECUTIVE STAFF SHALL CONSIST OF THE SENIOR STAFF IN ADDITION TO THE DIRECTORS OF THE FOLLOWING DEPARTMENTS: ACADEMICS, ATHLETICS, CAMPUS AFFAIRS AND SUSTAINABILITY, COMMUNICATIONS, EXTERNAL AFFAIRS, FINANCE, FIRST GENERATION PROGRAMMING, FLC, PROGRAMMING, STUDENT OUTREACH, DIVERSITY, PHILANTHROPY, TRANSPORTATION, AND VETERAN AND MILITARY STUDENT AFFAIRS.
11. THE EXTENDED EXECUTIVE STAFF SHALL CONSIST OF ALL SENIOR STAFF, EXECUTIVE STAFF, ASSISTANT DEPARTMENTAL DIRECTOR(S), AS WELL AS LIAISONS, COMMITTEES AND ADVISORS.

Approved:

Alex de Gravelle
Speaker of the Senate

Zachary A. Faircloth
Student Body President

Date: _____

Date: _____