

Florida Atlantic University
Student Government
Student Body Statutes

Title V. Executive Branch

Chapter 500. Executive Branch Statutes

500.100 Purpose – The purpose of this chapter is to define and outline the structure of the Executive Branch within Student Government.

500.200 Scope – This chapter provides the framework and body of how the entities of the Executive Branch operate.

500.300 Composition of the Executive Branch

500.310 The Student Body President, assisted by the Student Body Vice President shall serve as head of the Executive Branch for all of the campuses.

500.320 The Campus Governors on FAU's campuses shall serve as head of the Executive Branch for their respective campuses.

500.330 Executive Program – An Executive Program is an administrative unit of the Executive Branch created as a direct support service for the Student Body as a whole. It is responsible for enhancing the health, education, welfare and/or safety of all students at Florida Atlantic University. All Executive Programs shall be delineated in the Student Body Statutes Chapter 1100.

500.400 Authority of the Executive Branch

500.410 The power of entities within the Executive Branch is derived from the Student Body President's constitutional investiture of the executive powers of the Student Government.

500.420 The Executive Branch shall be the administrative arm of the Student Government

500.430 The Executive Branch shall be responsible for the enforcement and execution of the Student Body Statutes.

500.440 The Executive Branch shall be responsible for the planning and execution of programs, projects, and services provided to the students through the Student Government.

- 500.450 The Executive Branch shall be responsible for researching and developing programs to enhance the well-being of the Student Body of Florida Atlantic University.
- 501.000 Duties of the Student Body President
- 501.100 Constitutionally granted powers of the Student Body President are those powers delineated in the Student Government Constitution, Article IV, Section 3.
- 501.200 Statutorily granted powers are those powers granted to the Student Body President by these and other Student Body Statutes. These powers, duties and responsibilities are:
- 501.210 Call and Chair the first meeting of the University Budget and Appropriations Committee (UBAC) of Student Government and review and approve the University-wide Activity and Service Fee budget allocation.
- 501.220 Represent the Student Body as a member of the University Board of Trustees
- 501.230 Appoint the Chair of the Elections Board, Homecoming Director, Student Media Outlet Senior Leadership, and Presidential Executive Cabinet positions.
- 501.240 Chair meetings of the Board of Governors.
- 501.250 Provide a State of the Student Body Address to the entire Student Body.
- 501.260 Initiate legislation for consideration by the Senate.
- 501.270 Approve or veto Campus House or Senate legislation.
- 501.280 Chair meetings of Student Government ad-hoc committees, sit as a member of the Graduate Student Association Advisory Board, and on University committees as assigned by the Senior Vice President for Student Affairs.
- 501.290 Perform any and all other actions necessary and proper to carry out the duties of this office; such actions are subject to approval by a majority vote of the Senate.
- 502.000 Duties of the Student Body Vice President

- 502.100 Constitutionally granted powers of the Student Body Vice President are those powers delineated in the Student Government Constitution, Article IV, Section 4.
- 502.200 Statutorily granted powers are those powers granted to the Student Body Vice President by these Statutes. These powers, duties and responsibilities are:
- 502.210 Assist the Student Body President with organizing the State of the Student Body Address
 - 502.220 Chair the UBAC each year.
 - 502.230 Chair the Senate meetings each year as the President of the Senate.
 - 502.240 Create and maintain accurate records of Senate agendas and meeting minutes.
 - 502.250 Keep accurate records of Senate legislation.
 - 502.260 Notify the Campus Governors of vacancies on the Senate.
 - 502.270 Represent the Student Body in the absence of the Student Body President.
 - 502.280 Chair meetings of ad-hoc committees and perform any and all other actions necessary and proper to carry out the duties of this office; such actions are subject to approval by majority vote of the Senate.
- 503.000 Duties of the Campus Governors
- 503.100 Constitutionally granted powers of the Campus Governors are those powers delineated in the Student Government Constitution, Article IV, Section 5.
 - 503.200 Statutorily granted powers are those powers granted to the Campus Governors by these Statutes. These powers, duties and responsibilities are:
 - 503.210 Sit as member of the Board of Governors.
 - 503.220 Oversee the operation of the Governor's Cabinet on his/ her Campus.
 - 503.230 Appoint students to serve on all Executive advisory boards and ad hoc committees on his/her Campus.
 - 503.240 Approve or veto Campus House legislation.

- 503.250 Initiate legislation for consideration by the Campus House of Representatives.
- 503.260 Appoint students to fill vacancies on the Student Senate and Campus Graduate Council subject to confirmation by the Campus House of Representatives.
- 503.270 Any and all other actions necessary and proper to carry out the duties of this office; such actions are subject to the approval by majority vote of the Campus House of Representatives.

504.000 Board of Governors

- 504.100 There shall be a Board of Governors (herein after BOG) that shall be composed of the Student Body President, Student Body Vice President and the Campus Governors.
- 504.110 Campus House Speakers may be invited to participate in the BOG.
- 504.200 The BOG exists to advise the Student Body President and to assist in the coordination of the Executive Branch across all campuses.
- 504.300 The BOG is a vehicle through which the Student Body President, Vice President and Campus Governors execute their constitutional powers and carry out their administration's programs, projects, and agenda.
- 504.400 The BOG shall meet at a time called by the Student Body President provided reasonable notice has been given to the Campus Governors, Vice President and the Student Body.
- 504.500 The BOG must meet at least twice per semester.
- 504.600 All BOG meetings shall be open to anyone wishing to attend.
- 504.700 Minutes of BOG meetings will be recorded and kept on record.
- 504.800 The BOG may not issue legislation or resolutions.
- 505.000 Executive Cabinet
 - 505.100 There shall be an Executive Cabinet to advise the Student Body President and Student Body Vice President.
 - 505.200 There shall be a President's Chief of Staff, Executive Aide to the President, and Executive Aide to the Vice President within the Executive Cabinet.
 - 505.210 Duties of the Student Body President's Chief of Staff
 - i. Shall report directly to the Student Body President
 - ii. Shall structure the Administrative Cabinet staff system
 - iii. Shall be responsible for the overall management of the President's

Administrative Cabinet

- iv. Shall be the chief liaison between the President and the Student Government Programs on all campuses.
- v. Shall preside over the President's Administrative Cabinet meetings in the absence of the President.
- vi. Shall be assist the President with anything deemed necessary and proper that benefits Student Government
- vii. Shall be appointed by the president and approved by a majority vote of the Senate.
- viii. Shall Create, maintain and post meeting agendas and executive memorandums.
- ix. Shall work to solve problems, mediate disputes, and deal with issues before they are brought to the Student Body President.
- x. May work up to twenty (20) hours per week

505.220 Deputy Chief of Staff

- i. There may be a Deputy Chief of Staff
- ii. Responsible for the smooth running of the Student Government bureaucracy
- iii. Other duties as the Chief of Staff assigns to him or her.

505.230 Duties of the Student Body President's Executive Assistant

- i. Report directly to the Student Body President
- ii. Work closely with the Student Body President in business relating to his/her projects for the year. The Student Body President's assistant may:
 - a. Arrange meetings between the Student Body President and other parties when necessary
 - b. Assist in planning events, such as The State of The University Address, or others relating to the President's projects.
 - c. At times when the Student Body President is preoccupied with other obligations, volunteer to travel to a particular event in place of the Student Body President so as to represent him/her in a meaningful way.
- iii. Keep in regular contact with the President's Administrative Cabinet (PAC), for the purpose of the following necessary tasks;
 - a. Coordinating the schedules of the members of the PAC to ensure attendance at scheduled PAC meetings.
 - b. Encouraging the PAC to participate in team endeavors
 - c. Scheduling and taking thorough meeting minutes for each PAC meeting, as well as other meetings called by the Student Body President, such as Board of Governors meetings.
 - d. Assisting the Student Body President in communicating with the Student Body as a whole as well as FAU administration.

505.240 Duties of the Student Body Vice President's Executive Assistant

- i. Report directly to the Student Body Vice President
- ii. Keep in regular contact with the University-Wide Senate, for the purpose of the following necessary tasks:
 - e. Assisting the Student Body Vice President in scheduling Senate meetings at least twice (2) per semester.
 - f. Encouraging Senators to plan and participate in regular

- committee meetings.
- g. Taking Thorough meeting minutes for each Senate meeting
- h. Submitting finished meeting minutes to the Chief Justice within seventy-two (72) hours after the conclusion of the Senate meeting.
- i. Monitoring each Senator's attendance record and complying with Statute 407.400 regarding proper removal procedures when required.
- iii. Assist the Vice President in overseeing the University-Wide Budgeting and Allocations Committee.
 - a. Aid in planning timeline for committee meetings.
 - b. Ensure that all budget request forms are organized prior to UBAC meetings.
 - c. Assist the Student Body Vice President in contacting UBAC members prior to meetings to ensure quorum.
 - d. Assist the Student Body Vice President in contacting respective COSO presidents/organization representatives prior to the meeting at which their budget request will be discussed so that they have an opportunity to speak on behalf of their request and answer any questions the UBAC might have.
 - e. Take thorough meeting minutes for all UBAC meetings
 - f. Submit finished meeting minutes to the Chief Justice within seventy-two (72) hours after the conclusion of the Senate meeting.
- iv. Work closely with the Student Body Vice President in business relating to his/her projects for the year.
 - a. The Student Body Vice President's Assistant may:
 - i. Arrange meeting between the Student Body Vice President and other parties, when necessary.
 - ii. Assist in planning events, such as The State of The University Address, ore others relating to the Vice President's projects.
 - iii. At times when Student Body Vice President is preoccupied with other obligations, volunteer to travel to a particular event in place of the Student Body Vice President so as to represent him/her in a meaningful way.

505.300

The Student Body President shall post all Executive positions with the assistance of the SG Advisor for a minimum of two weeks on the Student

- Employment website and any other appropriate University medium.
- 505.300 A There shall be an Attorney General in the Executive Cabinet.
- 505.310 A Duties of the Attorney General.
- 505.311 A Serve as the primary legal advisor to the Student Body President and to assist in the interpretation of the Florida Atlantic University Student Government Constitution and Statutes.
- 505.312 A Appear before the Judicial Branch when deemed appropriate or necessary by the Student Body President.
- 505.313 A Draft and present Executive Orders as instructed by the Student Body President.
- 505.314 A Serve as an additional liaison between the Judicial and Executive Branches.
- 505.315 A Draft regular reports for the Student Body President the Student Body President's Chief of Staff.
- 505.300 B There shall be a Director of Communications in the Executive Cabinet.
- 505.310 B Duties of the Director of Communications.
- 505.311 B Oversee all the public and media relations.
- 505.312 B Facilitate and strengthen both the relationship and the communication between the Student Body and the Student Government of FAU
- 505.313 B Advertise all Student Government initiatives, projects, activities, and information.
- 505.314 B Produce a monthly newsletter for the Student Body detailing the Student Government's activities.
- 505.315 B Draft regular reports for the Student Body President and the Student Body President's Chief of Staff.
- 505.300 C There shall be an Executive Projects Manager.
- 505.310 C Duties of the Executive Projects Manager.
- 505.311 C Oversee and pilot the initiatives and projects of the Executive Projects Manager on behalf of the Student Body President.
- 505.312 C Track the progress of all Executive initiatives and special projects through all stages of development.
- 505.313 C Serve as liaison between the Branches of FAU Student Government in respect to all Executive projects and initiatives.
- 505.314 C Brief the Student Body President and the Student Body President's Chief of Staff on the progress of all current Executive projects and initiatives
- 505.315 C Draft regular reports for the Student Body President and the Student Body President's Chief of Staff.
- 505.300 D There shall be Historian within the Executive Cabinet.
- 505.310 D Duties of the Historian.
- 505.311 D "Attend and document, via photo or video or written word, the events hosted by FAU Student Government.
- 505.312 D "Promote FAU Student Government through the use of photo and video campaigns.
- 505.313 D Create new photo campaigns in order to help FAU Student Government grow and change.

- 505.314 D Draft monthly reports of actions and of the activities of Student Government for the Student Body President and for the Student Body President’s Chief of Staff.”
- 505.300 E There will be a Press Secretary within the Executive Cabinet
- 505.310 E Duties of Press Secretary.
- 505.311 E Oversee and maintain all Communication and Press Releases with all on-campus and off-campus Media Outlets.
- 505.312 E Regularly draft Press Releases and submit these Press Releases to the Student Body President’s Chief of Staff and to the appropriate Media Outlets.
- 505.313 E Draft regular reports for the Student Body President and the Student Body President’s Chief of Staff on the functioning of Florida Atlantic University and of FAU Student Government.
- 505.314 E Ensure the efficiency of Communication between the Executive Branch and the Student Body.
- 505.322 Oversee and pilot the Student Body President’s Legislative initiatives in the Legislative Branch.
- 505.323 Draft and deliver regular reports to the Student Body President on the action and on the functioning of the Legislative Branch.
- 505.400 The Student Body President-Elect shall have the power to post, interview and appoint Executive Cabinet members of his or her administration prior to the Presidential Oath of Office.
- 505.400 A There shall be a Director of Government Relations with the Executive Cabinet.
- 505.410 Upon installation of the Student Body President-elect, all Executive Cabinet members of the new Presidential administration shall assume the position for which they were confirmed and all duties, responsibilities, rights, and compensation vested with the position.
- B Duties of the Director of Government Relations.
 Represent the Student Body of FAU when discussing Local, State, and Federal Governmental Legislative Initiatives.
 Provide regular reports to the Student Body President and to the Student Body on the Legislative action being taken at the Local, State, and Federal Governmental levels.
 Advocate for and support the Student Body President’s and University’s goals and initiatives.
 Organize and execute the “Rally In Tally” and officially represent FAU to Government officials.
 Draft Legislation relevant to the current events taking place in Local, State, and Federal Government.
 Raise Community and Governmental awareness of FAU and of FAU Legislative initiatives.
 Search for and facilitate opportunities for the Student Body of FAU to become involved with all levels of Government and of Governmental action.
 Inform the Student Government Senate of the Political and Legislative actions being taken at the Local, State, and Federal Governmental levels.
 Strive to keep FAU active in the Florida Student Association.
- 505.450 University-Wide Treasurer
- C Shall report directly to the President. The University-Wide Treasurer is the Chief

Financial Officer of Student Government. The University-Wide Treasurer shall be the highest authority on Student Government financial matters. Each Campus Treasurer shall report to the University-Wide Treasurer and the University-Wide Treasurer shall provide oversight and assistance to campus accounts.

- 505.451 Assist with maintaining accurate records of all financial transactions concerning all Student Government Accounts.
- 505.452 Aid with the accounting for all expenditures of all Student Government funds.
- 505.453 Advise the Student Body President and Student Body Vice President on all Financial affairs affecting all Student Government accounts.
- 505.454 Adhere to all policies, procedures, and guidelines as required for proper financial management and ensure the utilization of such by all Student Government funded accounts under his/her Jurisdiction.
- 505.455 Inform Student Government officials of any account where there seems to be mismanagement, inappropriate or unauthorized spending or failure to comply with established policies, procedures or guidelines.
- 505.456 Shall perform all necessary and proper duties delegated by the Student Body President.
- 505.457 Shall be appointed by the Student Body President and approved by a majority vote of the University-Wide Senate.
- 505.458 Shall attend and report to all President's Administrative Cabinet meetings. May work up to twenty (20) hours per week.
- 505.459 Participate on the Test Prep Program Committee and act as voting member alongside University Wide Chief Financial Officer and Campus Treasurers, for applicants applying for applying for test prep course vouchers.

- 505.500 The Student Body President shall interview for all vacant Executive positions with a hiring committee to include the Chief Justice, SG Advisor, and Student Body Vice President, and appoint all Executive positions upon approval by majority vote of the Senate.
- 505.510 The only exception to this is the Vice President's Executive Aide who will be interviewed by the Student Body Vice President with a hiring committee to include the Chief Justice and SG Advisor. The Vice President will select the appointment and the President will submit the appointment to the Senate on behalf of the Vice President.
- 505.600 The Student Body President may create any unpaid position, that he or she deems necessary and proper provided that the Senate is notified of the action in writing.
- 505.700 Any individual appointed to a Cabinet level position as indicated in the Student Body Statutes shall require confirmation by the Senate including new unpaid positions created by the current Student Body President.
- 505.800 The terms of all Executive Office appointees shall end when they are removed, impeached, graduate, resign, or upon installation of their successor.
- 506.000 Procedures for Removal of a Presidential Appointee
- 506.100 The purpose of this chapter is to define the procedures to be used for the removal of a Student Body Presidential Executive Cabinet appointee.
- 506.200 The Student Body President shall have the authority to remove an appointee for the following reasons:
- 506.210 Not performing his or her duties as outlined in Statutes.
- 506.220 Misuse of Activity and Service Fees.
- 506.230 Falsification of Time Sheets.

- 505.240 Other reasons in the best interest of the Student Body.
- 506.300 The Student Body President shall inform the SG Advisor of his or her plans to remove an appointee and the reasons for removal before initiating the removal process.
- 506.400 The Student Body President shall meet in person with the appointee to give the appointee the opportunity to present his or her side of the issue.
- 506.410 This meeting must be held at least twenty-four (24) hours prior to the notification of removal.
- 506.500 The Student Body President must notify the appointee in writing that he or she is removed from office and the effective date of such removal which must be immediate.
- 506.600 The Student Court shall act as the formal appeal board for any Student Government student employee who feels his or her employment has been terminated without justifiable cause.
- 506.610 “Justifiable Cause” shall, for purposes of this chapter, refer to reasons for termination consistent with State or Federal Law regarding termination of employees.
- 506.620 The Student Court shall convene after a terminated employee files an official complaint of termination without justifiable cause to the Chief Justice, and he or she finds the complaint valid.
- 506.621 The Student Court may issue a decision or hold a hearing. 506.630
- The appealing employee shall have the burden of proof to show there was a lack of justifiable cause in his or her termination.
- 506.640 The Court shall then deliberate and announce the final decision to both parties.
- 506.650 The Student Court can find the following decisions: 506.651
- Uphold the removal by the Student Body President.
- 506.652 Overturn the removal by the Student Body President in which case the appealing employee shall be reinstated to his or her position.
- 506.700 The decision of the Student Court is final.
- 506.800 Removals of Presidential Cabinet Officers will not be fully approved and in effect until signed by the Senior Vice President for Student Affairs.

508.000 The State of the Student Body Address

508.100 The Student Body President shall be required to deliver a State of the Student Body address, held on the Boca Raton Campus, to the Student Body during the fall semester of each academic year.

508.110 The following people shall be invited and highly encouraged to attend the State of the Student Body Address:

508.110.a The Student Body Vice President

508.110.b The Executive Cabinet

508.110.c The Directors of all Executive Programs including Homecoming, Student Media Outlet and GSA

508.110.d All Campus Governors

508.110.e All Campus Speakers of the Houses

508.110.f The Chief Justice and all Associate Justices

508.110.g All Members of the Senate

508.110.h All Members of the Campus Houses of Representatives

508.110.i The Executive Boards of the Inter-Fraternity Council, Pan-Hellenic Council and the National Pan-Hellenic Council along with the Office of Greek Life Staff.

508.110.j The Executive Boards of all SG Programs on all of the four University campus groupings

508.110.k The Presidents of all Registered Student Clubs and Organizations on all of the four University campus groupings.

508.110.l The University Press, OWL TV, OWL Radio

508.110.m The General Student Body of Florida Atlantic University

508.120 An invitation shall also be extended to the President of the University and Executive Staff, the Senior Vice President for Student Affairs and Division of Student Affairs staff, and other members of the University Administration and Faculty.

- 509.000 State of the Campus Student Body Address
- 509.100 Each Campus Governor shall be required to deliver a State of the Campus Student Body Address to the Student Body of their campus by the sixth week of the fall semester.
- 509.200 The following people shall be invited and highly encouraged to attend the State of the Campus Student Body Address:
- 509.200a All Members of the Campus House of Representatives
 - 509.200.b Both members of that Campus' Student Senate
 - 509.200.c The Campus Associate Justice
 - 509.200.d The Directors of all Campus SG Programs
 - 509.200.e The Student Body President and Vice President
 - 509.200.f The Presidents of all Registered Student Clubs and Organizations on that campus
 - 509.200.g The Vice President for Student Affairs and the Campus Deans of Student Affairs
 - 509.200.h The University Press, OWL TV, OWL Radio
 - 509.200.i The General Student Body of the campus
- 509.300 An invitation shall also be extended to the President of the University and Executive Staff, the Senior Vice President for Student Affairs and Division of Student Affairs, and other members of the University Administration and Faculty.
- 510.000 University-Wide Executive Programs

- 510.100 Purpose – To clearly define and delineate the nature of the Student Government units known as University-wide Executive Programs and to distinguish them from other entities within the Executive Branch.
- 510.200 All University-wide Executive Programs shall be delineated in Title XI.
- 510.300 University-wide Executive Programs include all Student Media Outlets, Graduate Student Association, and Homecoming.

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