

Marshall University SGA Executive Branch By-Laws

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1. **Name**

The name of this organization shall be the Marshall University Student Government Association Executive Branch.

1. **Order of Procedure**
   1. The Marshall University SGA Executive Branch shall operate under the following order of precedence:
2. Any Federal, State, Local, or University Law of policy.
3. The Marshall University Student Government Association Constitution.
4. The Marshall University SGA Executive Branch By-Laws.
5. **Mission Statement**

We, the Executive Branch, under the direction and leadership of the Student Body President, will serve as the agent of the student body at Marshall University, and forward the concerns, requests, and issues manifested by our students to the appropriate members of the Marshall administration and faculty, as well as the Huntington community.

We, the Executives, will regularly meet with and field communications from our designated student constituencies and take subsequent action in their best interests, and in the best interests of the student body as a whole.

We will also seek to eliminate the traditional barriers cast between various student groups and organizations, and hereby pledge to work with and advise such groups in their planning and programming according to the desires and interests expressed to us by our constituents.

We, the executives of the Marshall University Student Government Association, having been directly elected by a majority of student voters or appointed by the Presidential victor of such an election, hereby proclaim to execute our collective offices with diligence, determination, and devotion. Every executive will strive to follow in the footsteps of prominence of all of the Sons and Daughters of Marshall University who came before us, and will faithfully uphold the traditions of our University. In an effort to serve as a beacon over dark water, guiding students to truth and light, WE ARE the Marshall University Student Government Association Executive Branch.

1. **Office Responsibilities**
2. Each executive is expected to carry out the following responsibilities:
3. To adhere to the duties of his position as listed herein for each position, in addition to and in accordance with the duties described in Article III the Constitution of the Marshall University Student Government Association Constitution;
4. To maintain regular contact with the Student Body President (President), Student Body Vice President (Vice President) and Chief of Staff through any medium required by the President, including but not limited to voice calls, text messages, email, etc.
5. To keep regular office hours in the Stone-Hensley SGA Office, to work on SGA tasks or generally be available to speak with fellow students. A minimum of six (6) weekly office hours are required of each executive, of which 3 should be posted on door of each cabinet member, as well as on the SGA website. These times will be monitored by the Dean of Student Affairs and President. Should either deem office attendance inadequate, said executive will be subject to a performance review completed by the President and his appointee(s).
6. In addition to the duties listed herein, the Vice President and all other executives are expected to complete any tasks not specifically listed, at the request of the President, given that completion would not conflict with their class responsibilities.
7. **Meetings**

1. The Executive Cabinet is encouraged to meet on a weekly basis so that all members are aware of current initiatives and projects. The Cabinet shall not go longer than three (3) weeks without meeting, with the exception of Summer and other extenuating circumstances. Meetings will be held at the discretion of the President, in a good faith effort to accommodate everyone’s availability. Attendance is mandatory at all Cabinet meetings, but absences may be excused by the President and advanced notice should be given.
2. President should attend all meetings of the Student Senate to maintain communication between the Legislative and Executive branches. Should the President be unable to attend, a representative of the Executive should be present to give messages of the President and answer any questions related to the agenda of the Executive.
3. **Executives and their Duties**
4. The Student Body President shall have the following duties and responsibilities:
   1. Represent the student body and strive to advocate on their behalf and in their best interest in all dealings.
   2. Meet with students to gauge their concerns and maintain open communication between the SGA and the student body through phone, email, or in-person meetings.
   3. Serve on the Board of Governors and attend all meetings.
   4. Meet monthly with the University President to discuss initiatives and projects.
   5. Represent the student body on all University boards and committees, including but not limited to: MU Alumni Association Board of Directors, MU Artists Series Board of Directors, Strategic Enrollment Planning Council, Student Recreation Center Advisory Committee, MSC Governing Board, Master Campus Plan Committee, Ground Lease Committee, Calendar Committee, Student Leadership and Service Awards Selection Committee. If President is unable to attend, a representative must be sent in his place.
   6. Oversee and execute the daily operations of the SGA.
   7. Represent the SGA and the student body as needed at all events, meetings, conferences, appearances, etc.
   8. Oversee the upkeep of the SGA website and social media.
   9. Appoint a Cabinet to which membership shall be defined by these By-Laws. The Cabinet should be comprised of at least the positions defined herein. Should the need arise to create or eliminate a salaried position, the proper amendment process outlined in Article VII of these By-Laws must be followed.
   10. Delegate work as needed among the Cabinet.
   11. Manage the Cabinet and oversee their performance accordingly.
   12. Serve on the State Advisory Council of Students or designate an appointee.
   13. Establish and chair the President’s Advisory Council for Student Activities Allocation every spring and make recommendations to the University President on funding for organizations.
   14. Ensure compliance with the SGA Constitution and these By-laws.
   15. Maintain communication with the SGA Advisors.
5. The Student Body Vice President shall have the following duties and responsibilities:
6. In addition to the duties listed in the SGA Constitution: Serve as President of Student Senate and coordinate all meetings and business therein,
7. Serve as the chief liaison between Legislative and Executive branches of SGA
8. Coordinate the external/public presence of the SGA (Ex: RecFest, Campus Explosion, etc.)
9. Coordinate the community service efforts of the SGA, in conjunction with the Office of Community Engagement.
10. The Chief of Staff shall have the following duties and responsibilities:
    1. Attend events at president’s discretion and on behalf of SGA.
    2. Oversee and ensure staff members are completing tasks.
    3. Act in a chief advisory role to President.
    4. Organize homecoming parade in conjunction with the President and ensure logistical operations are set.
    5. Organize and Chair the Memorial Fountain Ceremony Planning Committee.
    6. Oversee day-to-day operations of the Cabinet in absence of the President/VP.
    7. Assist the staff as needed on current projects and initiatives.
    8. Maintenance of/access to staff calendars for event coordination, review non-public hours logged by staff.
11. The Business Manager shall have the following duties and responsibilities:
    1. In addition to the duties listed in the SGA Constitution: Prepare the budget (Summer, Fall, and Spring) in compliance with Governmental Accounting Standards, and in accordance with Generally Accepted Accounting Principles (GAAP).
    2. Serve as Treasurer of the Club Sports Council and monitor all disbursements and balances of each team.
    3. Serve as ex-officio member of the Senate Finance Committee.
    4. Monitor spending of finance committee and all SGA accounts.
    5. Attend city council meetings as City Council SGA Liaison.
    6. Serve as delegate to the President’s Advisory Council for Student Activities Allocation.
    7. Manage all external SGA payments, including but not limited to disbursements to Homecoming Parade Float Competition winners, Memorial Ceremony related invoices, office expenditures, etc.
12. The Greek Liaison shall have the following duties and responsibilities:
    1. Serve as the SGA representative to all Greek lettered societies on Marshall’s Campus.
    2. Act as a neutral party and remained unbiased among Greek community members.
    3. Provide the bridge between Greek life and the broader campus community.
    4. Create initiatives and projects to further integrate Greek life into community and the University.
    5. Organize and host events to bring awareness of the Greek Community to the students of Marshall,
    6. Address issues facing the Greek community.
    7. Work to perpetuate a positive image for Greek Life.
    8. Keep in frequent contact with each chapter (presidents and members).
    9. Work closely with Greek Life/Fraternity and Sorority Life.
    10. Promote cohesion between IFC, PHC, NPHC, and professional fraternities.
13. The Athletics Liaison shall have the following duties and responsibilities:
    1. Serve as President of the Club Sports Council, paying careful attention to the monitoring money and remaining impartial.
    2. Adhere to the qualifications, responsibilities, and duties as described in the Club Sports Council Constitution.
    3. Play for a recognized Club Sport Team.
    4. Always be available as a point of contact to the Club Sports teams.
    5. Attempt to gain University and student support for club sports, as work gain support from Athletics.
    6. Make sure the club sports teams are representing the university in a positive light.
    7. Increase numbers and promote expansion of club sports via new teams.
    8. Serve Marshall Maniacs in any capacity deemed necessary.
14. The Diversity Affairs Liaison shall have the following duties and responsibilities:
    1. Ensure all students have a voice and feel comfortable regardless of race or ethnicity.
    2. Create and execute events and programs to showcase diversity.
    3. Promote diversity and involvement from a student perspective, regardless of race, religion, sexual orientation, etc.
    4. Work with Center for African American Students and Multi-Cultural Affairs to help plan and organize events.
    5. Advocate programming for anti-bullying campaigns.
15. The Press Secretary shall have the following duties and responsibilities:
    1. Represent the official stance of the SGA on issues.
    2. Maintain all social media efforts.
    3. Create press releases showcasing SGA progress, events, initiatives, etc.
    4. Coordinate all outreach efforts and serve as a point of contact to local media outlets and the Parthenon.
16. The Veterans Affairs Liaison shall have the following duties and responsibilities:
    1. Work to make Marshall more veteran-friendly.
    2. Coordinate events for the betterment of veterans on campus.
    3. Help acclimate veterans to student life.
    4. Assist veterans in becoming more proactive in the community
    5. Address any and all veteran issues.
17. **Removal of Officers**
    1. Rules concerning the removal/impeachment of the Student Body President and Vice President are outlined in the SGA Constitution, and hence will govern their removal.
    2. Any member of the Cabinet may be removed by the President at any time, should their performance be considered inadequate, they become incapacitated, or some other extenuating circumstance occur which would inhibit them from executing their office as described in these By-Laws. Removal should be considered after consultation with the SGA Advisors, but ultimately their approval is not required for termination. Should a vacancy occur in the Cabinet, the President shall present his replacement appointment to the Senate for approval within three (3) weeks from the time of vacancy.
18. **Amending the By-Laws**
    1. Pursuant to the SGA Constitution, any amendments to these Executive Branch By-Laws may only be made effective by approval of a majority vote of the Student Body in a special or regular election, to ensure that the Executive is held in accountability to the student body who voted them in office.
    2. By-Law amendments must be proposed by the current President in office.
19. **Effective Date of By-Laws**
    1. These By-Laws shall take effect immediately upon their final approval by the student body, and they shall be applicable in accordance with the Marshall University Student Government constitution as amended and current