

TITLE III

Executive

Chapter 1

Authority

Section 1 In addition to the power vested in the President under Article VI of the Constitution of the SGA, the President shall be vested with the additional powers prescribed herein:

1. To authorize or establish whatever formal title, offices, departments, external Committees, divisions of labor, chains of command, or any other necessary structural bureaucracy s/he may, in her/his discretion, deem appropriate for the efficient operation of the Executive Branch.
2. To appoint or employ administrative/clerical aides to assist the University Student Trustee, the President, the Speaker, the Student Judiciary, or the Executive Cabinet, provided an act of the Senate has appropriated funds for said purpose.
3. To dismiss or remove from office, any member of the Executive Cabinet or the Executive Branch, whose dismissal or removal from office is not otherwise provided for by the Constitution or the By-laws of the SGA. The President is further empowered to delegate this power to members of the Cabinet.

Section 2 The President shall create no formal title, offices, departments, external Committees, divisions of labor, chains of command, or any other structural bureaucracy which is superior in rank to the Executive Cabinet.

Chapter 2

Community Meetings

Section 1 The President shall be required to establish a full schedule of all “Back to the People” community meetings, with dates, times and places, for the current semester at the first Senate meeting of every semester. The “Back to the People” community meetings shall be held no more than twice a semester and no more than once during a thirty day period, to be held at each Senators respective Dining Common area, or in the case of commuter Senators, at the Campus Center Concourse, at the Campus Center Concourse, the Student Union or other designated areas.

Section 2 The President, or one of the Executive Cabinet members, shall be responsible for attending each “Back to the People” community meeting

Chapter 3

The Executive Cabinet

Section 1 The President shall appoint, in a manner prescribed by the Constitution of the SGA, and the By-laws of the SGA, the Executive Cabinet, herein denoted the Cabinet.

Section 2 The Cabinet shall be directly responsible and accountable to the President, in whose name the Cabinet shall act.

Chapter 4

Composition of the Cabinet

Section 1 The Cabinet shall be composed of one named representative from each of the administrative areas prescribed herein:

1. The Secretary of Finance
2. The Secretary of The Registry
3. The Attorney General
4. The Secretary of Administrative Affairs
5. The Secretary of University Policy
6. The Secretary of Public Policy & Relations
7. The Secretary of Diversity Issues

Chapter 5

Cabinet Appointment

Section 1 The President shall, within thirty (30) calendar days of taking office, submit to the Senate one (1) named representative for each of the six (6) Cabinet post appointments.

Section 2 If the President shall have failed to submit to the Senate one (1) named representative for each of the six (6) appointments to the Cabinet within thirty (30) calendar days of taking office, the Senate shall be empowered to appoint and confirm the Executive Cabinet upon a majority vote of its membership in attendance at a scheduled meeting, provided the President shall not have acted by the convention of said meeting.

Section 3 If the Senate shall not have acted to confirm or deny a Cabinet appointment of the President within thirty (30) calendar days of receipt of said appointment, the Senate shall surrender its confirmation right.

Section 4 If the Senate shall have voted to deny a Cabinet appointment, the President shall submit a second named representative to the Senate within ten (10) calendar days.

Chapter 6

Term and Installation of Cabinet Members

Section 1 Cabinet members shall serve for the period of calendar time from her/his confirmation to April 1.

Section 2 The Cabinet shall, upon taking office, be administered the following affirmation by the SGA Chief Justice before the Senate membership:

1. "I do affirm to faithfully execute the office of Executive Cabinet Member and support the Constitution and By-laws of the Student Government Association "

Chapter 7

Cabinet Vacancies

Section 1 If a vacancy shall occur in a Cabinet post, the President shall, within thirty (30) calendar days of said vacancy, submit to the Senate, one (1) named representative for the Cabinet post vacated.

Section 2 If the President shall have failed to submit to the Senate one (1) named representative for the Cabinet post vacated within thirty (30) calendar days of the vacancy, the Senate shall be empowered to

appoint and confirm one named representative to the vacated Cabinet post, upon a majority vote of its voting membership in attendance at a scheduled meeting, provided the President shall not have acted by the convention of said meeting.

Section 3 If the Senate shall not have acted to confirm a Cabinet appointment of the President within fifteen (15) calendar days of receipt of said appointment, the Senate shall surrender its confirmation right.

Section 4 If the Senate shall have voted to deny a Cabinet appointment, the President shall submit a second named representative to the Senate within ten (10) calendar days.

Section 5 If the vacancy shall have occurred on or after March 1, the President shall submit to the Senate one (1) named representative for the Cabinet post vacated at her/his discretion, and the Senate shall act accordingly.

Chapter 8 Responsibilities of the Cabinet

Section 1 The Cabinet Members shall hold the responsibilities defined herein:

1. S/he shall be directly responsible for the effective implementation and execution of Acts of the SGA relevant to her/his administrative area.
2. S/he shall be responsible for representing the President's sentiments on matters relevant to her/his administrative area.
3. S/he shall be directly responsible for the execution of all tasks prescribed for her/his administrative area by the Constitution of the SGA, the By-laws of the SGA, Acts of the SGA, or the President.
4. S/he shall be responsible for submitting to the President, the Speaker, the Chief Justice, or any Senator, a written report on the activities and functions of her/his administrative area, no less than once every calendar month and upon request by any of the above.
5. S/he shall serve as an ex-officio member of the Senate

Chapter 9 The Secretary of Finance

Section 1 The Secretary of Finance shall:

1. The Secretary of Finance is responsible for ensuring compliance of RSO groups with the financial policies of the SGA. S/he is responsible for the keeping of accurate financial records and is responsible that all RSO accounts are in order. S/he shall ensure that all agencies, area governments, and student businesses are financially solvent. The Secretary of Finance will represent the SGA president and advocate student empowerment at all times.
2. The Secretary of Finance shall be accountable to the SGA president, and shall receive his/her direction from him/her.
3. The Secretary of Finance shall also schedule weekly meetings with the Business Manager of Student Activities Center, and with his/her consultations develop policy that addresses RSO financial issues.

4. The Secretary of Finance shall be responsible for appointing and giving direction to the SGA auditor. The Secretary of Finance shall serve as a mechanism for RSO financial support; s/he is responsible for long-term and short-term analysis of the SATF. S/he shall maintain records, and be abreast of issues including but not limited to: Administrative Overhead recharge policy, Copyright deficit/charges for Registered Student Organizations, Tix Unlimited responsibilities and procedures, and SATF allocation.

5. The Secretary of Finance to it is responsible for making the SGA Senate aware of all actions that he/she is currently taking with all things related to the SATF.

6. Tasks of the Secretary of Finance including but are not limited to:

- A. Managing Budgets of
 - I. Senate Operations
 - II. SGA Revenue Gifts account
 - III. SGA Stabilization account
- B. Advising Ways & Means, and Financial Chair on financial issues its surface during the course of his/her term.
- C. Oversight of S-1 Budget spending to
 - I. Signing off on fee account transfers
 - II. Reviewing unusual expenditures for appropriateness
 - III. Setting in conjunction with Student Activities Center, year-end spending guidelines for Registered Student Organizations, and Area Governments.
- D. Managing SGA fund-raising efforts
- E. Evaluating expenses of the Student Activities Trust Fund
 - I. The Secretary of Finance will have the authority to appoint an auditor.
 - a. The auditor shall assist the Secretary of Finance in systematically auditing accounts.
 - II. The Secretary of Finance will have the authority to freeze student group accounts on the SATF
 - a. The Secretary of Finance must keep abreast of groups spending and be aware if any RSO has a deficit in either of their accounts. This information is available from the Business department of Student Activities Center.
 - b. The Secretary of Finance will advise be RSO 15 days prior to suspension, s/he will also advise Student Activities Center at least 15 days prior.
 - c. Group suspension must be put in writing, and the Secretary of Finance will be responsible for maintaining a record of all suspensions and notices.

7. Secretary of Finance shall hold Signature Responsibility as defined by the University system.

Chapter 10

The Secretary of the Registry

Section 1 The Secretary of the Registry shall:

1. Act to effectively implement Title VII of the By-laws of the SGA.
2. Be empowered to suspend the Charter of an RSO which is in violation of the Constitution of the SGA, the By-laws of the SGA, or an Act of the SGA.
3. Act as the President's liaison to Registered Student Organizations and the Student Activities Center.
4. Be directly responsible for the official Registered Student Organization records of the SGA including, but not limited to, the Charters of Registered Student Organizations.
 5. Be an ex-officio member of the RSO Advocacy Committee and the Administrative Affairs Committee and shall assist the said committees with research and development of legislation.
6. Maintain the official University roster of SGA members.

Chapter 11

The Attorney General

Section 1 The Attorney General shall:

1. Act to effectively implement Title III of the By-laws of the SGA.
2. Act, in conjunction and consultation with the Directing Attorney of Student Legal Services Office, as the chief legal counsel to the SGA.
3. Act as the President's liaison to the Student Judiciary, the Dean of Students Office, and the University Judicial System.
4. File charges with the Dean of Student's office for violations of the Code of Student Conduct relevant to the Constitution of the SGA, the By-laws of the SGA or Acts of the SGA.
5. Be directly responsible for the official judicial records of the SGA including, but not limited to, the Constitution of the SGA, the By-laws of the SGA, Acts of the SGA, and Student Judiciary Majority Rulings.
6. Supervise and coordinate the Judicial Advisors Program, as defined by the University.
7. Be an ex-officio member of the Senate Administrative Affairs Committee, and shall assist said committee in the research and development of legislation.
8. Be an ex-officio member of the Senate Administrative Affairs Committee Rules and Ethics Sub-Committee, and shall assist said sub-committee in the research and development of legislation.
9. Act as a member of the Student Legal Services Office Advisory Committee.

Section 2 The Attorney General may elect to represent any person(s) before the Student Judiciary.

Section 3 The Attorney General shall appoint a Deputy Attorney General who shall:

1. Act as the SGA's liaison to the University Department of Public Safety.

Chapter 12
The Secretary of Administrative Affairs

Section 1 The Secretary of Administrative Affairs shall:

1. Be directly responsible for the official records and correspondence of the SGA not otherwise provided for by the By-laws of the SGA.
2. Be directly responsible for the daily operations of the offices of the SGA.
3. Coordinate and supervise SGA administrative/clerical support and staff.
4. Coordinate presidential appointments, with the exception of Cabinet and Student Judiciary appointments.
5. Act as the President's bureaucratic liaison to the agencies of the Executive Branch prescribed herein:
 - A. The Center for Student Business
 - B. Office of ALANA Affairs
 - C. Commuter Services and Housing Resource Center
 - D. Student Center for Educational Research and Advocacy
 - E. Campus Center / Student Union Commission
 - F. Union Video Center
 - G. WMUA
 - H. University Productions and Concerts
 - I. Distinguished Visitors Program
6. Act as the President's liaison to Area Government.
 8. Be an ex-officio member of the RSO Advocacy Committee and the Administrative Affairs Committee and shall assist the said committees with research and development of legislation.

9. Act to effectively implement Title V of the By-Laws of the SGA.

Chapter 13

The Secretary of University Policy

Section 1 The Secretary of University Policy shall:

1. Act as the President's liaison to the University Campus Administration.
2. Represent the President before University Campus Administrative agents and bodies.
3. Act as the President's liaison to the Faculty Senate.
4. Be an ex-officio member of the Senate University Policy Committee and shall assist said committee in the research and development of legislation.
5. Be an ex-officio member of the Senate University Policy Committee Student Affairs and Academic Affairs Sub-Committees, and shall assist said sub-committee's in the research and development of legislation.

Chapter 14

The Secretary of Public Policy and Relations

Section 1 The Secretary of Public Policy and Relations shall:

1. Act as the President's liaison to the University Central Administration.
2. Act as the President's liaison to the media and coordinate the SGA's distribution of information.
3. Act as the President's liaison before agencies outside of the University.
4. Act as the President's liaison to the Town of Amherst.
5. Be an ex-officio member of the Senate Public Policy & Relations Committee and shall assist said committee in the research and development of legislation.

Chapter 15

The Secretary of Diversity Issues

Section 1

1. S/he shall be directly responsible for advocating on behalf of a diverse student representative governance body.
2. S/he shall be responsible for representing the President on matters relevant to his/her administrative area.
3. S/he shall be responsible for attending regularly scheduled meetings of the ALANA Caucus and ALANA RSO roundtables.
4. S/he will serve as an ex-officio member of the Senate Public Policy and Relations Committee

5. S/he will serve as an ex-officio member of the Senate Diversity Issues Committee.
6. S/he shall be responsible for convening a campus-wide Diversity Roundtable that shall meet no less than one (1) time per academic month to discuss campus wide diversity issues.
7. S/he shall be responsible for advocating and supporting all appropriate Acts and Resolutions of the Student Government Association relative to diversity.
8. Work with the Secretary of Public Policy and Relations, the Speaker, and Associate Speaker to promote Fall Senate elections to diverse campus populations.
9. S/he shall be responsible for obtaining and distributing information regarding outlets of diversity on campus upon request.