



Article V

The Executive Council

Section 1: Executive Powers

- I. The executive power of the Senate shall be vested in the President of the Senate. Other executive officers shall be the Vice-President, the Administrative Assistant, Finance Chair, and the Public Relations Chair.

Section 2: Qualifications

- I. The Senate Executive Council shall be full-time students in accordance with Senate guidelines under Article III Section 2.C.
- II. Multiple Offices or Terms
 - A. No officer shall hold more than one office concurrently. Any officer may serve more than one term if re-elected.
- III. Training of Successor
 - A. All officers shall be responsible for training their successors at no cost to the Senate.

Section 3: Powers and Duties of The President

- I. The President shall preside over all sessions of the Senate.
- II. The President shall be the Chief Executive Officer of the Senate and shall execute the provisions of the Constitution, bylaws, and all other regulations of the Senate.
- III. Upon equal division of the Senate on any measure, the President shall exercise voting rights. The President shall not vote under any other matters during a Senate session, as defined in Article III, Section 4, Subsection II
- IV. The President shall approve all appropriations and expenditures from Senate funds.
- V. The President shall act as chair of the Executive Committee of the Senate, and to confer with the administration of the University concerning matters of interest to the Senate.
- VI. The President shall submit the Senate budget proposal to the General Activity Fund Allocations Committee and present the budget during hearings.
- VII. The President shall serve as a representative of the students before the Faculty, Administration, Student Federation, Board of Regents, Governor, and Legislature.
- VIII. The President shall set and distribute the agenda of the Senate.
- IX. The President shall distribute the minutes to the Senate.
- X. The President shall determine the requirements of "office hours".
- XI. The President shall have the ability to make an executive order
 - A. Executive orders can not be made in place of Resolutions, Bylaw Amendments, or Constitution Revisions.
 - B. Executive orders may be repealed or amended by the Senate with a $\frac{2}{3}$ vote.

Effective Date: October 13th, 2021



- C. The President has the ability to repeal or amend any existing Executive Order.
- D. Executive Orders shall remain in effect until repealed by the President or the Senate.

Section 4: Powers and Duties of The Vice President

- I. The Vice President shall appoint all members, in consultation with the President, to standing and temporary committees as described in Article XII. All appointments are subject to approval by a two thirds ($\frac{2}{3}$) vote of the Senate.
- II. The Vice President shall fill the Office of the President should the position become vacant.
- III. The Vice President shall carry out any duties deemed necessary by the President.
- IV. The Vice President shall serve as a representative of the students before the Faculty, Administration, Student Federation, Board of Regents, Governor, and Legislature.
- V. The Vice President shall serve as the chair of the SRO Audit Committee and the SRO Funding Committee. See Bylaw 13.3.1 and Bylaw 13.4.1.
- VI. The Vice President shall serve as an Advisor to the President pertaining to all SRO matters.

Section 5: Powers and Duties of The Administrative Assistant

- I. The Administrative Assistant shall keep an accurate and pertinent record of the proceedings of all regular and special sessions of the Senate.
- II. The Administrative Assistant shall perform roll call of the Senate members during sessions.
- III. The Administrative Assistant shall maintain the Constitutional Revision Record chronicling any and all changes made to the Constitution. A separate Bylaw Amendment Record shall be kept. Both shall be kept on file in both the Senate office and in Student Services.
- IV. The Administrative Assistant shall be in charge of organizing and maintaining all non-budget related documents and paperwork of the Senate.
- V. The Administrative Assistant shall carry out any duties deemed necessary by the President.
- VI. The Administrative Assistant shall review the minutes after they have been written by the recording secretary and once approved send them to the President.

Section 6: Powers and Duties of The Public Relations Chair

- I. The Public Relations Chair shall be responsible for posting the minutes of each session prior to the next session.
- II. The Public Relations Chair shall create and maintain the Senate website.
- III. The Public Relations Chair shall create and maintain the Senate social media presence.
- IV. The Public Relations Chair shall serve as the chair of the Public Relations Committee. See Bylaw 5.7.1.
- V. The Public Relations Chair shall carry out any duties deemed necessary by the President.

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Section 7: Powers and Duties of the Finance Chair

- I. The Finance Chair shall be responsible for administering all budgeting functions, including vouchers, reporting the Senate's budget to General Activity Fund Allocations Committee and to the Senate on a monthly basis.
- II. The Finance Chair shall keep accurate records of all Student Senate Association funds and shall give to the Senate a monthly report of all organization expenditures including records, checks, and receipts.
- III. The Finance Chair shall serve as an Advisor to the President pertaining to all expenditures and appropriations from Senate accounts.
- IV. The Finance Chair shall carry out any duties deemed necessary by the President.
- V. The Finance Chair shall represent the Senate on all financial matters.
- VI. The Finance Chair shall work with the President in preparing the Senate budget request before the General Activity Fund Allocations Committee.
- VII. The Finance Chair shall serve as the chair of the Finance Committee. See Bylaw 5.8.1.

Section 8: Compensation

- I. The executive officers shall receive monthly stipends, as determined by the Senate, the amount of which may be neither increased nor decreased during their term of office. The Senate shall make the salaries of all executive officers publicly available on the Senate website.