

# Executive Policy

## **300.0 Composition**

- 300.1 All Executive Branch members appointed by the elected officials of Student Association must be fee paying undergraduate students.
  - 300.1.1 This does not pertain to the Director of Legal Services.
  - 300.1.2 This does not pertain to the Director of Operations.
  - 300.1.3 This does not pertain to the Assistant Director of Operations.
- 300.2 All appointed executive officers must attend executive board office meetings.
  - 300.2.1 There will be a minimum of two executive board meetings per month while classes are in session.
  - 300.2.2 In the event that an executive board member cannot attend said meeting, s/he must duly notify the Vice President and/or President at least 48 hours in advance.
- 300.3 Any appointed assistant, advisor, or ex-officio executive officer will have the option not to attend executive board office meetings unless:
  - 300.3.1 Specifically requested by the President, Vice President, or by any Executive Officer, whereby they would then be required to attend said meeting.
- 300.4 The Chair and the Vice-Chair of Student Association Senate, and one Head Officer per Student Association funded and recognized group shall be ex-officio, non-voting members of the Executive Branch.
  - 300.4.1 Only officers receiving a stipend must attend all board meetings.
- 300.5 All appointed executive board members or appointed ex-officio board members hereby listed in 300.0 Executive Branch section of policy are subject to the following confirmation and removal procedure by Student Association Senate.
  - 300.5.1 The President shall, at the regular Student Association Senate meeting immediately following his/her appointment of an executive or ex-officio board member, report the appointment to Student Association Senate which has to confirm it by two-thirds vote. If within 60 hours of the end of the second regular meeting after being informed of the appointment Student Association Senate does not confirm or refuse to confirm the appointment, then the appointment shall be valid.

February 4, 2009  
By Leah Rotella  
Student Association Senate Vice Chair

300.5.2 Can be subject to removal by the President and by a two-thirds vote of the Student Association Senate in the form of a bill.

300.5.3 An office assistant can be subject to removal on the advice of their office director by the President.

300.6 No Executive Branch officer or assistant whether elected or appointed may be a member of the Legislative and/or Judicial Branch.

300.7 All officers of the Executive Branch, when appointed, must be in good academic and judicial standing with the University with a cumulative GPA of 2.5 or higher.

300.8 Administrative Assistants are considered to be members of the executive branch.

### **301.0 Organization of the Executive Branch**

301.1 The operational and executive power shall be vested in the President of the Student Association. The President shall act as the spokesperson for the Student Association and its policies and be an advocate for student issues. (Article II, Student Association Constitution)

301.2 The President shall have the duty to recommend plans for the organization of the executive branch (Article III, Section 2d, Student Association Constitution)

301.2.1 The President, with consultation of the Vice President shall subject officer(s) to disciplinary measures if such officer(s) is/are found not to be performing her/his duties.

301.2.2 The person disciplined shall have a right to appeal to the Student Association Supreme Court.

301.3 The President shall have the power to constitute the administrative policies and the administrative procedures of the executive branch, which may be rejected by a two-thirds vote of the Student Association Senate.

301.4 The Executive Branch, when filling either appointed or stipend positions must observe all Federal and New York State Affirmative Action laws. An emphasis must be placed on protected class recruitment and retention.

### **302.0 Executive Branch Officers**

302.1 President

302.2 Vice President

302.3 Comptroller

Last Update: February 4, 2009  
By Leah Rotella  
Student Association Senate Vice Chair

- 302.4 Webmaster
- 302.5 Programming Director
- 302.6 Multicultural Affairs Director
- 302.7 Gender and Sexuality Concerns Advisor
- 302.8 Athletics Director
- 302.9 Marketing Director
- 302.10 Legislative Affairs Director
- 302.11 Greek Council Director

### **303.0 Job Descriptions**

- 303.1 President
  - 303.1.1 The President of the Student Association shall be the Chief Executive Officer of the Student Association.
  - 303.1.2 The President shall be responsible for carrying out the duties and powers of the President as specified in the Student Association Constitution including but not limited to establishment of Student Association operations and procedures.
  - 303.1.3 All authority herein vested in the subordinate officers of the Student Association is a delegation of the operational and executive powers and its use is subject to the President's review and recall when necessary.
  - 303.1.4 The President is hereby empowered to carry out the Student Association Constitution and shall expedite all measures resolved by Student Association Senate. (Article III, Section 2a, Student Association Constitution)
  - 303.1.5 The President shall have the power to call the legislature into a special session. (Article III, Section 2b, Student Association Constitution)
  - 303.1.6 President shall give a weekly report to Student Association Senate while they are in session. (Article I, Section 2c, Student Association Constitution)
  - 303.1.7 The President shall recommend changes to a yearly Student Association budget, proposed by the Board of Finance, subject to revision and approval of a two-thirds vote of Student Association Senate to be presented no later than the last academic day of the Spring Semester.
  - 303.1.8 At the beginning of the term, the President shall have the duty to recommend the organization of the Executive Branch to Student Association Senate. This shall go into effect upon a two-thirds vote of approval by Student Association Senate. (Article II, Section 2d, Student Association Constitution)
  - 303.1.9 The President shall have the power to grant organizational recognition in accordance to the procedures established by the Student Association Senate and shall report the status of such requests to the body. (Article II, Section 2e, Student Association Constitution)

Last Update: February 4, 2009  
By Leah Rotella  
Student Association Senate Vice Chair

- 303.1.10 *Emergency Powers Act*: The President shall have the power to act for the Student Association in an emergency with the approval of the Chairperson of the Student Association Senate, the Vice Chairperson of the Student Association Senate, the Chairperson of the Board of Finance, and two other members of the Student Association Senate. An emergency is defined as any occurrence that arises that cannot be postponed until the next regular Student Association Senate meeting. (Article II, Section 2f, Student Association Constitution)
- 303.1.11 The President has the right to veto any Student Association Senate bill, except those pertaining to internal legislative matters. Any bill not acted upon by the President within six business days of its passage, will become law. The President may not use a Line Item Veto, and must either approve or veto a bill in its entirety, as passed by the Senate. The Student Association Senate can override the veto by two-thirds majority vote.
- 303.1.12 The President shall nominate members to the Supreme Court, including a Chief Justice, when there are vacancies. These nominations shall be subject to a two-thirds approval of Student Association Senate except as stipulated in Article V, Section 2d of the Student Association Constitution.
- 303.1.13 The President of the Student Association shall be responsible for the oversight and management of Dippikill.
- 303.1.14 The President may appoint an executive assistant. The assistant shall serve at the discretion of the President.
- 303.1.15 President of the Student Association shall oversee the organization of the Student Association Officers Alumni Association.
- 303.1.16 The President shall remain at the University during the summer, unless appropriate Educational Opportunities arise that present a valuable academic experience for the elected person. All appropriate educational opportunities shall be defined as Internships within their field of study, Studying Abroad, Fellowships, and Independents studies. In such circumstances the Vice President must assume the duties of the President for the duration of the summer, with exception to the last two weeks in which all Officers given an Exemption must report to the University. The allocated summer stipend of the President will be placed in a line for appropriations for student groups for the upcoming year. All exemptions will be approved by a majority of the Senate two weeks before the end of the academic year in which the President was elected.
- 303.1.17 In accordance with Article II, Section 1 of the by-laws of University Auxiliary Services at Albany, Inc. the President has the power to appoint members of the UAS Board.
- 303.1.17.1 The President, or if he or she so designates, the Vice President of the Student Association shall serve on the UAS Board of Directors.

Last Update: February 4, 2009  
 By Leah Rotella  
 Student Association Senate Vice Chair

303.1.17.2 The President shall appoint four members of the student body of the State University of New York at Albany to provide broad-based, diverse living area and class year representation on the Board.

303.1.17.2.1 One of these students shall be a member of the Albany Student Dining Advisory Committee (ASDAC) to be nominated by the Co-Chairs of ASDAC, approved by the President of SA, and confirmed by the Senate. This Board member shall represent the Advisory Committee and their outreach efforts to the student body.

303.1.17.2.2 The final three seats shall be appointed by the President (taking into account the current make-up of the board with respect to class year and living area, and pursuant to by-law 301.4) and confirmed by the Senate.

## 303.2 Vice President

303.2.1 The Vice President shall serve as the chief administrative officer of the Student Association

303.2.1.1 The Vice President, with the approval of the President, shall be responsible for arrangement and notification of any and all executive board office meetings, which shall be held at least twice a month.

303.2.1.2 The Vice President of the Student Association shall be responsible for fulfilling all internal operations of Student Association.

303.2.2 The Vice President shall work in conjunction with the President on issues affecting the campus and the welfare of the students.

303.2.3 The Vice President, in the absence of the President, or at the President's request, shall assume any or all duties, powers, or responsibilities of the President.

303.2.4 The President may appoint an executive assistant. The assistant shall serve at the discretion of the Vice President.

303.2.5 The Vice President shall serve as an ex-officio member of all Executive Branch organized Task Forces, Boards, and other consulting bodies.

303.2.6 The Vice President shall oversee the operations and maintenance of Student Association Copies Plus.

303.2.7 The Vice President or a designate of the Vice President shall be responsible for the upkeep of all Student Association vehicles, if any. S/He shall also be empowered to levy sanctions against violations of Transportation Policy with the approval of both the Comptroller and the President.

Last Update: February 4, 2009

By Leah Rotella

Student Association Senate Vice Chair

303.2.8 The Vice President shall be part of the interview process for all applicable positions of Student Association. Being a part of shall be defined as, but not limited to attendance at all interviews.

303.2.9 The Vice President shall remain at the University over the summer, unless in the case of appropriate Educational Opportunities arise that present a valuable academic experience for the elected person. The Vice President will only have the ability to pursue these opportunities as described in by-law 303.1.16, if the President chooses to not pursue their own Educational Opportunities. In the case that the Vice President is able to pursue these opportunities they must be defined as Internships within their field of study, Studying Abroad, Fellowships, and Independent studies. In the event the Vice President is allowed to forgo their summer duties, their summer stipend shall be allocated to a line for appropriations for student groups. In the case that the President chooses to not pursue other Educational Opportunities and remains at the University over the summer, the Vice President's request for pursuing such opportunities must be approved by a majority of the Senate two weeks before the end of the academic year in which the Vice President was elected.

303.2.10 In accordance with Article II, Section 1 of the by-laws of University Auxiliary Services at Albany, Inc. the Vice President shall serve on the UAS Board of Directors if so designated by the President.

### 303.3 Comptroller

303.3.1 There is hereby established in the Executive Branch the position of Comptroller of the Student Association. The Comptroller will be the Chief Financial Officer of the Student Association and in charge of the Finance Division of the Executive Branch, and shall be a authorized signature on all vouchers.

303.3.2 The Comptroller of the Student Association shall be appointed by the Board of Finance of the Student Association and confirmed by two-thirds vote of the SA Senate. The Comptroller shall serve at the discretion of the President.

303.3.3 The Comptroller shall be considered an ex-officio, non-voting member of Student Association Senate.

303.3.4 The Comptroller may nominate assistants and upon their approval by the President, will be stipend as deemed necessary by the budget. The assistants shall serve at the discretion of the Comptroller.

303.3.5 In addition to the assistants mentioned above, the Board of Finance shall hold interviews for a semester deputy in the Comptroller's office.

303.3.5.1 These deputies will have on the job training from the Comptroller and are responsible for any and all responsibilities the Comptroller bestows upon them.

303.3.5.2 There will be a deputy both the Fall and Spring Semesters. Fall interviews will be held during the prior Spring. Spring interviews will be held in the Fall.

303.3.5.3 Deputies shall not be allowed to apply for a second opportunity within the Comptroller's office for the deputy position. However, they may be hired as an assistant.

303.3.5.4 At the end of the Spring semester the Comptroller, if he or she chooses, shall endorse one of these two deputies to the Board of Finance to become the next Comptroller.

303.3.5.5 The Board of Finance shall not be obligated to hire said endorsed candidate, however said candidate shall be taken into serious consideration for the position.

303.3.5.6 These deputies shall receive a stipend greater than that of an assistant and according to the budget set forth by the board of Finance.

303.3.6 The Comptroller shall be responsible, in conjunction with the President and Vice President, for the communication of Student Association finance and group policies to the funded student organizations and agency accounts.

303.3.7 The Comptroller shall be involved in the planning of all major events.

303.3.8 The Comptroller shall remain at the University during the summer.

#### 303.4 Programming Director

303.4.1 There is hereby established in the Executive Branch the existence of a Programming Office of the Student Association. This office shall be the Programming Division of the Student Association. The Programming Director shall head the office.

303.4.2 The Programming Director of the Student Association shall be appointed by the President in consultation with the Vice President. The Programming Director shall serve at the discretion of the President and Vice President.

303.4.2.1 The Programming Office shall have up to three Assistant Programming Directors who shall be nominated by the Programming Director and be subject to approval by the Vice President. They shall serve under the guidance of the Director.

303.4.2.2 The Programming Director shall designate two assistants to the following positions:

##### 303.4.2.2.1 Student Association Promotions

303.4.2.2.1.1 This assistant shall be responsible for the promotion of all Student Association events. This is including but not limited to general

Last Update: February 4, 2009

By Leah Rotella

Student Association Senate Vice Chair

Student Association events, events organized by directors, and student group events.

#### 303.4.2.2.2 University Programming

303.4.2.2.2.1 This assistant shall be responsible for acting as a liaison between Student Association and the University office of Student Life and Activities. S/he shall be responsible for on campus activities, more specifically late night campus center programming.

303.4.2.3 The Programming Director shall have the following duties and responsibilities:

303.4.2.3.1 Shall aid groups in coordinating programs and assisting newly formed SA groups in understanding university and SA policies by:

303.4.2.3.1.1 Encouraging one-to-one contact between groups.

303.4.2.3.1.2 Working with groups to carry out specific budgeted programs.

303.4.2.3.2 Research and assess student needs for programming.

303.4.2.3.3 Assuring that the Media Director and the Street Team are consulted on all events organized by the Programming Office.

303.4.2.3.4 Submit a calendar of planned events for all internal offices and student groups to the Media Director and the Street Team who will be in charge of displaying it on the SA Website and other various public locations at the discretion of the President and the Vice President.

#### 303.5 Multicultural Affairs Director

303.5.1 There is hereby established in the Executive Branch the Multicultural Affairs Office of the Student Association. The Multicultural Affairs Office shall be the Diversity and Cultural Division of the Student Association. The Multicultural Affairs Director shall head the office.

303.5.2 . The Multicultural Affairs Director of Student Association shall be appointed by the President. The Multicultural Affairs Director shall serve at the discretion of the President.

303.5.3 The Multicultural Affairs Director shall have the following duties and responsibilities:

Last Update: February 4, 2009  
By Leah Rotella  
Student Association Senate Vice Chair



303.5.3.1 Shall oversee and coordinate the diverse and cultural groups through the following channels:

303.5.3.1.1 Shall serve as an advocate of the recognized diverse and cultural based student groups to the Executive Branch of the Student Association.

303.5.3.1.2 Shall, in consultation with the Programming Director, assist the diverse and cultural based groups with their programming.

303.5.3.1.3 Shall also assist these groups in the following ways:

303.5.3.1.3.1 Encouraging one-to-one contact between groups.

303.5.3.1.3.2 Work with the groups in preparing histories and assessment of past program plans.

303.5.3.1.3.3 Work with the groups to organize and execute programs.

303.5.3.1.4 Promote greater involvement of diverse students functioning in the Student Association.

303.5.3.1.5 Serve as an advocate for University wide concerns; particularly with regard to issues of diverse students, faculty, and administrative recruitment and retention.

303.5.4 The Multicultural Affairs Office shall have two Assistant Multicultural Affairs Directors who shall be nominated by the Multicultural Affairs Director, subject to approval by the Vice President. S/he shall serve under the guidance of the Director. The assistants shall be responsible for the following:

303.5.4.1 Interfaith Advisor:

303.5.4.1.1 The Interfaith Assistant shall serve as an advisor to the Multicultural Affairs Director in religious groups, programming, and shall have the following responsibilities:

303.5.4.1.1.1 Serve as liaison to the University at Albany Interfaith Council.

303.5.4.1.1.2 Shall attend all group/special meetings of the University at Albany Interfaith Council.

303.5.4.1.1.3 Shall serve as an advocate of the recognized religious based student groups to the Executive Branch of the Student Association.

Last Update: February 4, 2009

By Leah Rotella

Student Association Senate Vice Chair

303.5.4.1.1.4 Shall, in consultation with the Multicultural Affairs Director, assist the religious based groups with their programming.

303.5.4.1.1.5 Promote greater involvement of diverse students functioning in the Student Association.

### 303.6 Gender and Sexuality Concerns Director

303.6.1 There is hereby established in the Executive Branch of Student Association the office of Gender and Sexuality Concerns. This office shall be responsible for acting as a facilitating agent between the student body and the University at Albany on issues dealing with gender and sexuality.

303.6.2 The Gender and Sexuality Concerns Advisor shall be appointed by the President in consultation with the Vice President and is subject to a two-thirds approval vote of the Student Association Senate.

303.6.3 The Gender and Sexuality Concerns Advisor shall be specifically responsible for the following:

303.6.3.1 Acting as an informational resource on issues of gender and sexuality concern for the entire undergraduate body of the University at Albany.

303.6.3.2 Act as an educator and advocate on issues of Student Concern at the University at Albany.

303.6.3.3 Be available to perform diversity workshops.

### 303.7 Athletics Director

303.7.1 There is hereby established in the Executive Branch the Athletics Office of the Student Association. The Office of Athletics shall head University Intramural Sports, as well as head athletic event promotions for the Student Association. The Athletics Director shall head the office. The Director may, if they and the President find necessary, have an assistant to facilitate the daily operations of the office.

303.7.2 The Board of Intramurals shall head the Intramurals division of the Student Association office of Athletics.

303.7.3 The Board of Intramurals shall consist of:

303.7.3.1 The Athletics Commissioner

303.7.3.1.1 The Athletics Commissioner shall serve as Chairman to the Board.

303.7.3.1.2 The Athletics Commissioner shall have the authority to perform all tasks necessary, with approval of the Board of Intramurals.

Last Update: February 4, 2009  
By Leah Rotella  
Student Association Senate Vice Chair

### 303.7.3.2 Commissioners

303.7.3.2.1 There shall be (1) Commissioner for each sport approved by the Board of Intramurals. One commissioner shall be selected by the board to serve as Vice Chair. The Vice Chair shall be responsible for all secretarial task of the board.

### 303.7.4 Commissioner Responsibilities

303.7.4.1 Each Commissioner shall be responsible for the following:

303.7.4.1.1 Attending bi-weekly Board Meetings.

303.7.4.1.2 . Submitting a season schedule to the Board of Intramurals.

303.7.4.1.3 Submitting a weekly Referee Report Form.

303.7.4.1.4 Hiring all referees with the approval of the Athletics Director.

### 303.7.5 Intramural Grievance Board

303.7.5.1 The Intramural Grievance Board shall consist of:

303.7.5.1.1 The Athletics Director

303.7.5.1.2 The Student Association President

303.7.5.1.3 The involved Commissioner

### 303.7.5.2 Responsibilities

303.7.5.2.1 The Intramural Grievance Board shall be responsible for:

303.7.5.2.1.1 Hearing all grievances from teams and players.

303.7.5.2.1.2 Taking action on grievances as seen fit by the Board of Intramurals.

303.7.5.2.1.3 Shall update all athletics organizations of any changes to rules or regulations implemented by the Student Association and/or the University.

303.7.5.2.1.4 Shall be responsible for the advertising for Intramurals and making sure that its operations are running properly.

### 303.8 Marketing Director

303.8.1 There is hereby established in the Executive Branch of Student Association the Marketing Office. This office shall be responsible for

Last Update: February 4, 2009

By Leah Rotella

Student Association Senate Vice Chair

publicizing and marketing all events of the Student Association as well as the general public relations for the Student Association as a whole.

303.8.2 The Marketing Director shall be appointed by the President in consultation with the Vice President and is subject to a two-thirds approval vote of the Student Association Senate.

303.8.3 The Marketing Director shall be specifically responsible for the following:

303.8.3.1 Ensuring that there is, at all times, an active and working website for the Student Association and that it is updated on a regular basis.

303.8.3.2 Actively promoting events sponsored by and produced by the Student Association.

303.8.3.3 Developing, in consultation with the President and Vice President, marketing and promotional strategies.

303.9 Legislative Affairs Director

303.9.1 There is hereby established in the Executive Branch the Legislative Affairs Office of the Student Association. The Office of Legislative Affairs shall head all Legislative Advocacy for the Student Association. The Legislative Affairs Director shall head the office.

303.9.2 The Legislative Affairs Director shall be appointed by the President in consultation with the Vice President and is subject to a two-thirds approval vote of the Student Association Senate.

303.9.3 The Legislative Affairs Director shall be responsible for the following:

303.9.3.1 Shall coordinate efforts regarding legislative advocacy and lobbying for the Student Association.

303.9.3.2 Shall develop the legislative agenda for the Student Association subject to guidance and review by the President.

303.9.3.3 Shall make recommendations on policies of the Student Association regarding external Legislative Matters.

303.9.3.4 Shall report to the Student Association Senate bi-weekly to report on the legislative agenda for the Student Association, and take suggestions from the Senate on the legislative policy for Student Association to pursue.

303.9.3.5 Shall perform such additional applicable duties as requested by the Student Association, and the President.

303.10 There is hereby established in the Executive Branch of Student Association the Greek Council Director. This office shall be responsible for chairing the Greek Council as defined in 103.0 of the Student Group Policy. Additionally, the Greek Council Chair shall advocate for all recognized Greek Organizations on campus.

Last Update: February 4, 2009  
By Leah Rotella  
Student Association Senate Vice Chair

303.10.1 The Greek Council Director shall be elected by the Greek Council. The Greek Council Director must be an elected representative of a sub-Greek Council.

303.10.2 The Greek Council Chair shall be specifically responsible for the following:

303.10.2.1 Chair the Greek Council

303.10.2.2 Executing all policies and legislation passed by the Greek Council provided they do not conflict with the Student Association Constitution.

303.10.2.3 Helping and supporting new colonies and recognized chapters, to thrive.

#### **304.0 Ex-Officio Officers of the Executive Branch**

304.1 The following shall be ex-officio officers, non-voting members, of the Executive Branch of the Student Association:

304.1.1 Elections Commissioner

304.1.2 Copies Plus Manager

304.1.3 Public Relations Advisor

304.1.4 Student Counselor

304.1.5 Counselor of the Student Association

304.1.6 Director of Legal Services

304.1.7 Director of Operations

304.2 Elections Commissioner

304.2.1 The Elections Commissioner shall preside over all Student Association Elections. The Elections Commissioner shall nominate up to two people to serve as Election Commissioner Assistants, subject to the approval of the Vice President.

304.2.2 The President, in accordance with interview policy nominates an Elections Commissioner, who shall assume the duties of the office upon the two-thirds vote of Student Association Senate. The Elections Commissioner, once appointed shall be responsible to enforce all stipulations of 600.0 Elections policy unless otherwise noted. The Elections Commissioner shall serve at the discretion of the President and the Vice-President.

304.2.3 The Commissioner shall ensure just and proper Student Association elections.

304.2.4 The Commissioner shall determine the eligibility of all possible candidates.

Last Update: February 4, 2009  
By Leah Rotella  
Student Association Senate Vice Chair

- 304.2.5 The Commissioner shall be responsible for the tabulation of all ballots.
- 304.2.6 The Commissioner shall be responsible to hold at least one meeting of all Area Coordinators and Poll Watchers to be included in the election in order to execute proper planning and ensure that knowledge of all procedures is complete.
- 304.2.7 The Commissioner shall hold a candidate meeting of all candidates at the close of the nomination period, to be certain that the candidates have a copy of this Act and to ensure that the candidates are aware of the election dates and times, and the procedure for filing or reporting grievances.
- 304.2.7.1 This meeting shall be held no later than (1) day after nominations close, and all candidates should be told of this meeting when they receive their nomination forms.
- 304.2.7.2 Any nominee who is not in attendance at this meeting in its entirety without a valid excuse (for example: class, illness, emergency) will not be considered for candidacy.
- 304.2.8 The mandatory nature and date of the meeting will be stated on the self-nomination form.
- 304.2.9 The Elections Commissioner shall be responsible for acquiring a poster-policy for both Residential Life and University-wide Policy and distributing said policy to the respective candidates running for Student Association positions during the candidates meeting.
- 304.2.10 The Commissioner shall be responsible for the printing, preparation, distribution, collection, and tabulation of all ballots.
- 304.2.11 The Commissioner shall appoint, with the cooperation of the President and the Vice President, and in accordance with interview policy, a minimum of five (5) Area Coordinators (a number not to exceed fifteen) and one or two Special Assistants. Presidential nominations must be submitted in writing to the Internal Affairs Chair no later than two (2) weeks prior to the Spring election or regular Fall election.
- 304.2.12 The Elections Commissioner, in conjunction with his/her assistants shall be responsible for checking that posters off-campus and on campus are removed within two (2) weeks after the results of the election have been declared official.
- 304.2.13 The Elections Commissioner in conjunction with his/her assistants shall be responsible for deciding and resolving any and all disputes arising out of this policy and specifically of elections policy. Any decision may be appealed to the Student Association Supreme Court.
- 304.2.13.1 The Area Coordinators shall receive an hourly wage, in accordance with federal and state minimum wage standards for any time spent directly involving the elections process.

304.2.13.2 The Special Assistants shall receive an hourly wage, in accordance with the federal and state minimum wage, for any work directly involving the electoral process.

304.2.14 If the President is running for a position, he shall designate a person to assist the Election's Commissioner with the approval of both the Comptroller and the Vice President.

304.2.15 If the Vice President is running for a position, he shall designate a person to assist the Election's Commissioner with the approval of both the Comptroller and the President.

304.2.16 The Elections Commissioner shall be responsible for organizing and moderating the Student Association Candidates' Forum for campus-wide officers before the Spring election.

304.2.17 The Elections Commissioner shall adhere to section elections section of the Student Association Policy.

### 304.3 Copies Plus Manager

304.3.1 The Copies Plus Manager shall be the presiding officer of Student Association Copies Plus and:

304.3.2 Shall be appointed by the Student Association Vice President. The Copies Plus Manager shall serve at the discretion of the Vice President with consulting the President on issues of importance.

304.3.3 Shall supervise all operations of Copies Plus and all aspects of employee performance. All powers concerning Copies plus shall be vested in the Copies Plus Manager in consultation with the Vice President. This includes but is not limited to; employment and termination of employees and distribution of a Copies Plus Code of Conduct.

304.3.3.1 Said Code of Conduct can be amended as the Copies Plus Manager sees fit in conjunction with Vice Presidential approval.

304.3.3.2 All employees must adhere to the Copies Plus Code of Conduct and the Copies Plus Manager withholds the right to take any action necessary to insure operational efficiency of Copies Plus.

304.3.3.3 The Handbook and any changes to the Code of Conduct must be approved by the Vice President and be properly posted for employees to see.

304.3.4 Shall coordinate all dealings with Greyhound and Trailways companies, including filing of monthly reports, and accounting for all tickets.

304.3.5 Shall be responsible for repair and maintenance of the photocopy machine.

304.3.6 Shall set up training sessions for the copying machine in the beginning of the fall semester and as needed during the year.

304.3.7 Shall supervise the distribution of tax stickers.

Last Update: February 4, 2009

By Leah Rotella

Student Association Senate Vice Chair

304.3.8 Shall be responsible for other campus services as needed.

304.3.9 Shall tally the cash in the register and the billing slips to document the deposits made.

304.3.10 Shall deposit the day's receipts on the next available business day.

304.3.11 Shall hold office hours starting one month prior to the beginning of the Fall Semester so as to prepare Copies plus for operation at the beginning of the semester.

#### 304.4 Public Relations Advisor

304.4.1 The Public Relations Advisor shall have the responsibility to

304.4.1.1 Oversee all aspects of production of the Student Voice, which shall serve as the newsletter of the Student Association, which must be published once per month while classes are in session.

304.4.1.2 Consult with the Student Association President and Vice President in establishing advertising and editorial policies.

304.4.1.3 The Public Relations Advisor shall consult the President and Vice President on all questionable matters of print, advertisement, or policy.

304.4.2 The Public Relations Advisor shall have the following responsibilities as well:

304.4.2.1 Shall maintain the Student Voice archive whereby all issues of the Student Association Newspaper will be kept, maintained, and recorded.

304.4.2.2 Shall maintain, in consultation with the Comptroller, all related documents relating to the finance of the newsletter.

#### 304.5 Student Counselor

304.5.1 There is hereby established in the Executive Branch the position Student Counselor. The Student Counselor is to serve at the discretion of the Vice President of the Student Association with the consultation of the President of the Student Association.

304.5.1.1 The Student Counselor shall provide legal counsel to any student litigant. The Vice President with the approval of the President shall assign any other duties he/she deems pertinent.

304.5.1.2 The President has 30 days while classes are in session to present a nominee for any vacancy in the position of Student Counselor to the Student Association Senate. A two-thirds vote is necessary to confirm the nominee. After the thirty-day period expires, the Student Association Senate shall be empowered to fill the vacancy.

Last Update: February 4, 2009  
By Leah Rotella  
Student Association Senate Vice Chair



304.5.1.3 The term of office for the Student Counselor shall be valid until his/her graduation but no term shall extend past two years.

304.6 Counselor of the Student Association

304.6.1 There is hereby established in the Executive Branch the position Student Counselor. The Student Counselor is to serve at the discretion of the President of the Student Association with the consultation of the Vice President of the Student Association.

304.6.2 The Counselor of the Student Association shall represent the Student Association and any of its branches or funded groups in all cases. The President in consultation with the Vice President shall assign any other duties s/he deems pertinent.

304.6.3 The President has 30 days while classes are in session to present a nominee for any vacancy in the position of Counselor of the Student Association to the Student Association Senate. A two-thirds vote is necessary to confirm the nominee. After the thirty-day period expires, the Student Association Senate shall be empowered to fill the vacancy.

304.6.4 The term of office for the Counselor of the Student Association shall be valid until his/her graduation but no term shall extend past two years.

304.7 Student Association Attorney/Director of Legal Services

304.7.1 There is hereby established an ex-officio position in the Executive Branch, the Student Association Attorney/Director of Student Legal Services. S/he pursuant shall be the presiding office in the Legal Services Division of Student Association.

304.7.2 The President of Student Association shall enter into agreement with the Student Association Attorney/Director of Student Legal Services through a retainer. The President of Student Association shall appoint the Attorney/Director of Student Legal Services. The Student Association Attorney/Director of Student Legal Services shall serve at the discretion of the President.

304.7.3 The Student Association Attorney/Director of Student Legal Services shall have those duties and responsibilities as outlined in the retainer agreement.

304.8 Director of Operations

304.8.1 There is hereby established in the Executive Branch the ex-officio position of the Director of Operations of the Student Association.

304.8.2 The President of the Student Association shall enter into an agreement with the Director of Operations through a contract. The President of the Student Association shall appoint the Director of Operations. The Director of Operations shall serve at the discretion of the President.

304.8.3 The Director of Operations shall have those duties and responsibilities as outlined in the contract agreement.

Last Update: February 4, 2009  
By Leah Rotella  
Student Association Senate Vice Chair

#### 304.9 Chief of Staff

304.9.1 The Chief of Staff shall serve at the judgment of the President.

304.9.2 The Chief of Staff is created to allow the Student Association President to meet the ever changing needs of Student Association and the student body.

#### **305.0 Acts Repealed**

305.1 Any previous Organization(s) of the Executive Branch are hereby revoked and superseded by this bill.

305.2 This organization of the Executive Branch shall be adopted by a two-thirds vote of Student Association Senate and shall be a by-law of Student Association when signed.

#### **306.0 Amendments**

306.1 This organization of the Executive Branch may be amended by the President, subject to a two-thirds vote of the Student Association Senate. A petitioner may also bring a proposal for amendment from any office of the Executive Board. The Student Association Senate reserves the right to make changes to the proposal by the President.

#### **307.0 Power to the Comptroller**

307.1 Student Association Senate gives the Comptroller the power to purchase, sell and otherwise maintain securities and similar assets from any financial institution authorized by the Student Association to act on their behalf.

#### **308.0 Supreme Court Cases**

308.1 The President of the Student Association must make available copies of any Supreme Court filings to the Executive Branch at the expense of the Executive Branch.

#### **309.0 Additional Executive Reporting Requirements**

309.1 The senate shall be notified on a bi-weekly basis, by e-mail, of the Executive Agenda for the following two weeks.

##### 309.1.1 Specific Disclosure Requirements

309.1.1.1 The agenda shall contain, at a minimum, information about the agenda for all Executive departments for the following two weeks, including established goals or aims for the departments and the Student Association as a whole that have not yet been disclosed to the Senate.

309.1.1.2 The Executive shall include in this report any established goals or aims that have not yet been disclosed to the Senate, including, but not limited to: proposed Student Association policy changes, proposed funding reallocations, plans regarding major events,

Last Update: February 4, 2009  
By Leah Rotella  
Student Association Senate Vice Chair

and plans proposed to any individuals or organizations outside the Student Association.

- 309.2 The senate shall be notified on a bi-weekly basis, by e-mail, of the outcome of the Executive Agenda of the prior two weeks.

309.2.1 Specific Disclosure Requirements

309.2.1.1 This information shall contain, at a minimum, information about the accomplished agenda for all Executive departments and the Student Association as a whole during the previous two weeks.

- 309.3 The Rules and Operations Chairperson and the Senate Chair and Vice Chair shall have access to the Executive calendar, and be permitted to submit inquiries regarding the calendar.

- 309.4 This policy shall apply to the Executive Board, Comptroller, Senate committee chairs, Senate Chair, Senate Vice Chair, Chief Justice, and the respective head of each branch.

- 309.5 All reports will be permanently archived by the Senate.