



**Texas A&M University Student Government Association**

**Executive By-Laws, Chapter 002 of the S.G.A.C**

**Amended February 14, 2018**

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**ARTICLE I. MEMBERSHIP**

section I. President

- (a) The President is elected by the Student Body as a whole during spring elections.
- (b) The President is the figurehead of Student Government as a whole and appoints his Cabinet Positions.
- (c) The President must be sworn in by the Chief Justice of the Judicial Court before taking office.

section II. Cabinet Positions

- (a) The number and titles of the Cabinet Positions is up to the discretion of each individual President. (c) The President shall appoint the Chief of Staff to oversee the other Cabinet Positions.
- (d) The President shall appoint the Executive Vice President to assist the Student Body President in carrying out his duties.
- (d) The President shall appoint a Cabinet Position in charge of University Committees to facilitate the University Committee application process and other responsibilities regarding the University Committees as deemed necessary by the President.
- (e) All Cabinet Positions must be appointed by the President and confirmed by a two thirds (2/3) vote of the Student Senate.

(f) The Chief Justice of the Judicial Court must swear in all Cabinet Positions prior to taking office.

### section III. Chairs

(a) The committee chairs shall be chosen by a process outlined in the respective committee bylaws.

(b) Chairs of individual committees are responsible for executing the duties of that committee and may appoint sub-chairs to assist them in these duties.

(c) The Committee Chairs are also responsible for selecting general committee members.

(d) The executive branch committees shall be required to maintain their own by-laws or operating procedures, which shall ensure successful implementation of the provisions of the constitution, and relevant statutes

i. An updated version of these by-laws shall be filed in the senate archives yearly

### section IV. Executive Branch Meetings

(a) The Student Body President shall hold meetings for the purpose of coordinating and controlling the activities of Student Government.

(b) The Student Body President may call Executive Branch meetings for the purpose of administration of the Executive Branch. The Cabinet Positions of the Executive Branch shall attend these meetings, as well as any other persons deemed necessary by the Student Body President.

### section V. Committees and Commissions

(a) A Committee or a Commission is defined as an organization in which the primary mission is to perform services that are of direct immediate benefit to the student body and to the community of Texas A&M University.

(b) Committees should meet at least one of the following four qualifiers:

- (1) Develop service and leadership potential
- (2) Serve student interests
- (3) Promote Aggie Spirit, Tradition, and Core Values
- (4) Provide Service to Campus and Community

(c) The Committees are as follows:

- (1) Aggie Recruitment Committee (ARC)
- (2) The Big Event
- (3) Caring Aggies R Protecting Over Our Lives (CARPOOL)

- (4) Conference on Student Government Associations (COSGA)
  - (5) Career Closet
  - (6) Environmental Issues Committee (EIC)
  - (7) Fish Aides
  - (8) Alternative Spring Break (ASB)
  - (9) Muster
  - (10) Replant
  - (11) The 12<sup>th</sup> Can
  - (12) Traditions Council
  - (13) Gilbert Leadership Conference (GLC)
- (d) The Commissions are as follows:
- (1) Development
  - (2) Diversity
  - (3) Elections
  - (4) Legislative Relations
- (e) Committees and Commissions may be added or deleted by the President with a two-thirds (2/3) approval by the Student Senate. All Commission heads must be sworn in by the Chief Justice of the Judicial Court.

## ARTICLE II. POLICIES

### section I. Academic Policy

- (a) The President must post before filing and maintain an overall 2.5 cumulative grade point ratio for undergraduate students and a 3.00 cumulative grade point ratio for graduate students while in office. All Cabinet Positions, Chairs, Executive Advisors, and Executive Council members shall post a 2.25 cumulative grade point ratio for undergraduate students and a 3.00 cumulative grade point ratio for graduate students at the time of their election, selection, or appointment and maintain a 2.00 term grade point ratio for undergraduate students and a 3.00 term grade point ratio for graduate students for every semester (spring, summer, and fall) while in office. All Executive Branch Committee members shall post and maintain at least a 2.00 cumulative grade point ratio for undergraduate students and at least a 3.00 grade point ratio for graduate students throughout their time of service.

### section II. Committee Requirements

(a) Committees are required to be evaluated based upon the four qualifiers listed in Article I, Section V, Subsection

(b) a minimum of once every two years. The committees being evaluated will be notified on or before October 1st of the Academic Year during which they will undergo the committee evaluation process. The committee evaluation may occur at any time during the year; however, it must occur before that committee's officer transition period.

(b) The panel who will conduct the evaluation shall be the Student Body President or his designee, Speaker of the Senate, Chief Justice of the Judicial Court, Business Coordinator 1, SGA Advisor, Senate Finance Chair, and the Cabinet Position in charge of Finance on the Executive Council. The Student Body President shall appoint a mediator. At least 5 of the 7 panelists must be present to conduct the evaluation. In the event where five members are not present, the Student Body President shall designate a member of the Executive Council to participate in the evaluation.

(c) The Committee Evaluation will be conducted in the following format:

(1) Committee presentation of materials

Each committee will provide their financial statements from the past year, an overview of their website, their current bylaws/operating procedures and a powerpoint deck covering, at a minimum, the following topics:

- Committee overview structure
- Mission statement
- Impact on the student body
- Fit within one of the four SGA criteria
  1. Develop service and leadership potential
  2. Serve student interests
  3. Promote Aggie Spirit, Tradition, and Core Values
  4. Provide Service to Campus and Community
- Goals for the year
- Code compliance
- Financial statements

(2) Question and Answer

(3) Committee Comment Time

(4) Discussion conducted with the panel (without committee present)

(5) Status decided upon by the Panel

(6) Written evaluation/review of committee completed by each panel member and submitted to mediator

(7) Compilation of evaluation by mediator.

(8) Follow up meeting scheduled and conducted with committee and mediator in order to review Committee Evaluation Results

(d) Following the Committee Evaluation, the committee will be placed under one of the following statuses:

(1) Approved

(i) Committees will be placed under this status by:

a. Completing committee evaluation in its entirety with all required materials and information and

b. Being found to meet requirements set out by SGA and

c. Performing at budget or under budget and

d. Accepting recommendations and suggestions of the panel

(2) Under Review

(i) Committees will be placed under this status by:

a. Not completing Committee Evaluation process in its entirety with all required materials and information and/or

b. Not being found to meet requirements set out by SGA and/or

c. Not being willing to accept recommendations and suggestions of the panel and/or

d. If they are a new committee

(ii) This status will remain in effect for one year from the date the original Committee Evaluation was conducted. This will give an opportunity for committees to make adjustments and necessary measures to be put in place in order to meet the requirements originally set out.

(iii) The committee will undergo a Committee Evaluation again within the one year time span and will be reassessed. Should they fail to then meet the requirements set out for them or should the panel see fit, they will be placed on status III or left under status II for a designated period of time to be determined by the panel

(3) Removal

(i) Committees will be placed under this status:

a. Following at least one year on "Under Review" status and

b. If found to be failing to meet requirements set out by SGA in their follow up Committee Evaluation

(e) Removal of a SGA Committee

(1) Once a committee has been placed on Removal Status by the evaluation panel, the mediator of said panel will file a request for removal to the Senate Rules and Regulations Chair

(2) The Senate Rules and Regulations Chair will then bring forth a bill addressing the removal of said committee during the next Student Senate Meeting

(3) A committee may then be removed by a 2/3 vote of the student senate

(4) If the 2/3 vote fails, the committee will be placed back on Under Review Status

section III. Removal of Executive Officers

(a) All members of the Executive Branch serve at the pleasure of the Student Body President.

ARTICLE III. EXECUTIVE RECORDS

section I. Intent and Purpose

(a) The Executive Branch intends to set forth regulations to provide for the accurate record keeping of information for the purposes of sustainable and effective governance for future executive branch members.

section II. Definitions

(a) Unless otherwise provided for, the following terms shall be ascribed the following meanings:

(1) The “Executive Archives” shall be the program under the direction of the Student Body President for the purpose of archiving the records of the Executive Branch.

(2) “Minutes” shall be the official record taken of a meeting. Should these not be available, a write-up of the discussion that took place shall suffice. Minutes or descriptions of meetings designated as closed-door or confidential need not be entered into the Executive Archives.

(3) “Reports” and “Memoranda” are written or electronic correspondence that discusses items of relevance to the activities of SGA.

(4) “Newsletters” are written or electronic newsletters that discuss the activities of SGA. Both newsletters issued internally and externally are included under this term.

section III. Executive Records

(a) The Executive Branch shall, at minimum, file all of the following documents into the Executive Archives within five (5) business days of their creation:

(1) The minutes of any meeting attended by a member of Executive Council in their official capacity

(2) The minutes of any meeting attended by a member of a University Committee in their official capacity

(3) Any reports or memoranda issued by members of Executive Council to administrators or other members of SGA

(4) All newsletters issued by SGA

(b) The complete and organized contents of the Executive Archives at the end of each session of the Student Senate must, at maximum, be filed in the Archives of the Senate within ten (10) business days of the end of that Session. A copy of that session's records must be kept readily available by the Executive Branch for three (3) years following the end of that session, at which they may be disposed of or filed with the Cushing Library, at the discretion of the Student Body President.

#### section IV. Responsibility

(a) The primary responsibility for the enforcement of Article III of this Act shall fall to the Student Body President.

(b) Any member of the Executive Branch who attends meetings in an official capacity as per Article III, Section I of this Act, is also responsible for the placement of his own records. Should an Executive Branch member be delegated responsibility for the placement of students on University Committees, he is responsible for the records of University Committee members. All executive job descriptions must include a statement about responsibilities under this Act.

(c) The Judicial Court shall hear appeals related to the enforcement of provisions of this Act, or lack thereof, and have authority to issue a final ruling and compel compliance. The failure of any member of the Executive Branch to comply with the provisions of this Act shall be considered grounds for removal under performance review.

### ARTICLE IV. AMENDMENT AND EXECUTIVE ORDERS

section I. The Executive Branch by-laws shall be amended by the Student Body President through a signed executive order.

(a) The initials of the Student Body President shall also be present on each page of the order which shall not bear his signature.

(b) Executive orders shall be numbered according to the session of the Student Senate during which they are signed and shall bear an increasing numerical designation restarting at the beginning of each session of the Student Senate.

(c) Executive orders amending these by-laws shall take immediate effect and shall not expire until they are amended or repealed by the Student Body President. All other orders shall expire at the conclusion of the term of the Student Body President who shall have signed the order.

# ARTICLE V. THE EXECUTIVE CABINET

## Section I. Purpose

- a) Mission of the Executive Cabinet
  - a. The mission of the Executive Cabinet is to serve Texas A&M University by representing the student body, having a working relationship within Student Government, and having rapport with the administration. It also serves to preserve and promote the A&M Spirit, Tradition and Core Values. Lastly, it exists to create leaders of character dedicated to serving the greater good
- b) The Executive Branch By-laws should be updated to reflect the position descriptions of members serving in the executive cabinet
- c) Descriptions of other executive officer positions may be included in the respective committee bylaws

## Section II. Positions within the Executive Cabinet

- i. Executive Vice President
  - a. The Executive Vice President is tasked with serving as a member of Top Staff and advising the SBP on all policy. The EVP should be able to step in for the SBP at any time. They will have the ability to make decisions if needed and speak on behalf of the SBP. The EVP will interface primarily with policy Vice Presidents, officers of the Student Senate and administrators. The Executive Vice President will serve as the chair of the Student Body President's Roundtable, assembling all necessary materials and related briefs for each meeting. Additionally, the EVP will assume the role of Vice President of Finance. They will work with the SGA committees and Senate Finance Committee in the appropriations process and maintain financial accountability with these committees throughout the year.
- ii. Chief of Staff
  - a. The Chief of Staff is tasked with serving as a member of Top Staff and managing the personnel of the Executive Cabinet. This includes assisting the SBP in goal setting, ensuring accountability, and maintaining consistent contact with the members of the Executive Cabinet. Additionally, the CoS is tasked with creating meeting agendas for Executive Cabinet meetings. The COS may receive additional responsibilities or special projects throughout the year, and should be willing to work on a variety of tasks throughout the year in order to keep the Executive Branch running smoothly.
- iii. Operations Executive Vice President
  - a. The Operations Executive Vice President is tasked with direct oversight of the Commissions, as well as acting as the primary liaison between the SGA Committees and the Executive Branch. This person will also market and distribute all SGA promotional materials in coordination with the Development Commissioner. In acting as the liaison to the Committees, the Ops EVP will coordinate a monthly meeting and organize a variety of leadership development programs among all Committee Chairs.



- iv. Vice President of Academic Affairs
  - a. The Vice President of Academic Affairs is tasked with managing all advocacy efforts relating to Academics and student rules, especially those pertaining Student Senate legislation. The VP of AA will develop relationships with Academic Faculty and Administration, including Deans, professors, and the Provost and Executive Vice President of Texas A&M, in order to effectively implement positive change for students in regards to Academic Affairs.
- v. Vice President of Student Services
  - a. The Vice President of Student Services is tasked with managing all advocacy efforts related to Student Services, especially those pertaining to Student Senate legislation. The VP of SS will attend meetings and gather information regarding all aspects of Student Services, including dining, transportation, construction, the student health center, and more.
- vi. Vice President of Municipal Affairs
  - a. The Vice President of Municipal Affairs is tasked with leading and maintaining the Texas A&M Student Body's relationship with the City of Bryan and College Station's City Staff and elected officials. The Vice President of Municipal Affairs will attend city council meetings, meetings with City Staff, and any other necessary meetings in order to build relationships and advocate as a representative of the student body. Vice President of Municipal Affairs will work to gauge student opinion and initiate programs with the cities of behalf of the student body.
- vii. Vice President of University Committees
  - a. The Vice President of University Committees is tasked with serving as the primary liaison between the Executive Cabinet and all university committee appointments. This person will work alongside other policy related vice presidents to fill appointments to university committees as soon as possible. This will entail recruiting qualified and committed individuals to fill these positions. Throughout the year, the VP of UCOMMS will be charged with keeping these individuals accountable to their attendance and contribution to each respective university committee and will report evaluations to the Executive Cabinet. It is essential that this position maintains reports and communications with all student representatives at all times.
- viii. Vice President of Programming
  - a. The Vice President of Programming is tasked with planning and executing events on behalf of the Executive Cabinet, including, but not limited to: Breakfast with Santa Gift Drive, SGA Tailgate, SGA Banquet, Adopt-a-Street and Aggies Got Talent. The VP of Progs will also assist other members of the Executive Cabinet in planning their events. This person will also work with the Senate Constituency Affairs Chair to conduct joint tabling hours and pursue outreach opportunities
- ix. Vice President of Communication
  - a. The Vice President of Communications is tasked with managing all communication initiatives on behalf of the Executive Cabinet, including: media relations, social media, multimedia projects and more. The VP of Comm will also

assist all members of the Executive Cabinet in publicizing their events and initiatives. Additionally, the VP of Comm will work to unify and enhance the message of SGA to all observers, both on campus and in the community. This person must also be willing to be proactive in seeking out new and creative ways to communicate with the student body and community.

- x. Vice President of Legislative Relations
  - a. The Vice President of Legislative Relations is tasked with providing students a voice to the governing bodies that influence the future of Texas A&M University. These governing bodies include the U.S. and Texas Legislatures, the Texas Higher Education Coordinating Board, and the Texas A&M System Board of Regents. The LR team, especially the VP of LR, must keep up to date with current legislative issues, and gauge student opinion through various polls and questionnaires. With this information, LR determines which issues could possibly have an impact on Texas A&M University
- xi. Election Commissioner
  - a. The Election Commissioner is tasked with working to ensure a fair and equitable election process for all campus-wide elections. This includes Class Councils, Residence Hall Association, Yell Leaders, Student Body President, Student Senate seats, Class Agents, Honors Student Council and any referendums that may come up during the year. This position will facilitate two campus-wide elections; one in the fall semester and one in the spring semester. This person will be tasked with meeting a wide variety of campus constituents who have a stake in campus-wide elections. As a result, this person will work to revise and update the election regulations while working with the Student Senate to obtain approval for these revisions. They will be tasked with running a team while working with the various campaigns to hold them accountable to the regulations
- xii. Diversity Commissioner
  - a. The Diversity Commissioner is tasked with addressing the issues surrounding diversity, its definition, and its importance to campus and education in general. This person must facilitate dialogue, educate campus, generate awareness and emphasize the importance of these issues throughout the Texas A&M System. The Diversity Commissioner must help network, unite, and work with all student's voices and other campus diversity efforts to unify these groups with the rest of campus. Lastly, the VP has the ability to create, co-program, or continue any relevant and/or important initiatives they wish to implement throughout their term to assist in meeting their objectives. In addition to the responsibilities above, the Commissioner will collaborate and utilize resources of administrative units across campus to attain desired outcomes.
- xiii. Development Commissioner
  - a. The Development Commissioner is tasked with leading and operating all fundraising efforts for SGA. This role requires an individual who is innovative and is capable of leading a team. The Path to Success Brick Campaign and other methods of fundraising shall be facilitated by the commissioner. The

Commissioner is required to market the campaign and oversee the brick installation process, put a team together to oversee the development process. Further allocations of funds are left to the discretion of the commissioner. The Development Commissioner has worked with the Association of Former Students to build a relationship for future success. The maintenance of this relationship is essential to the continued success of SGA.