

EXECUTIVE BRANCH ACT

University of Kentucky Student Government Association

revised April 3, 2018

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SECTION 1 PURPOSE AND APPLICATION

This act is written to establish a set of guidelines for the conduct of Student Government's Executive Branch, so as to preserve organizational integrity and standards through transitioning administrations, while protecting autonomy and decision-making power reserved to the Executive in the SGA Constitution.

SECTION 2 DEFINITIONS

As used in this statute, unless the content otherwise specifies:

- (1) "Executive leadership" refers to the Student Body President, the Student Body Vice President, and the Chief of Staff.
- (2) "Directors" refer to Cabinet-level directors. In past administrations, these have been referred to as Executive Directors, Deputy Chiefs of Staff, Directors, and Secretaries.
- (3) "Coordinators" refer to members of the Executive Branch that work under Directors.
- (4) "Administration" refers to the collective organization of the Executive Branch operating under any given Student Body President.

SECTION 3 COMPOSITION AND SELECTION OF THE EXECUTIVE BRANCH

In accordance with the Constitution, the formation of the Executive Branch is ultimately left up to the Student Body President, but in all administrations:

- (1) A team of Directors must be selected to implement and operate essential SGA services.
 - a. There must be at least one position established to address issues of diversity and inclusion on campus and among the student body.
- (2) Directors must be selected three weeks prior to the last day of classes in the Spring Semester, as set by the University academic calendar.
 - a. In extenuating circumstances, part 2 of section 3 may be suspended by a simple majority approval of the Operations and Evaluations Committee of the SGA Senate.
- (3) An open application process must occur for all Director positions.
 - a. The process must be advertised through multiple channels, well before the application deadline.
- (4) It is strongly encouraged that each administration includes lower-level Coordinator positions to assist Directors in carrying out goals and objectives.

- a. The process for selection of coordinators is to be determined for each administration by Executive leadership.
 - i. Each Director is responsible for hiring their own coordinators, with pending approval by Executive leadership.

SECTION 4 ROLES, RESPONSIBILITIES AND EXPECTATIONS

The responsibilities of the Student Body President and Vice President are written in the SGA Constitution. Guidelines for the roles of other Executive Branch members are as follows:

- (1) The Chief of Staff is appointed by the Student Body President and Vice President to serve as the chief personnel officer of the Executive Branch. The Chief of Staff has also been referred to as the Secretary of the Cabinet (Section 7B, SGA Constitution). Other duties include but are not limited to:
 - a. Management and overseeing of the SGA Office
 - b. Providing assistance to Directors in carrying out programs and services
 - c. Liaising between the Student Body President and Executive Branch team members
- (2) Directors are responsible for carrying out Student Government programs and services. They are expected to behave in a manner that is professional and courteous when acting in an official capacity. In unofficial capacities, Directors are still expected to reflect the core values of SGA.
 - a. Directors are required to maintain a 2.5 cumulative GPA while serving.
- (3) The SGA Advisor is a professional University staff member in the Office of Student Organizations and Activities, responsible for assisting and advising student leaders.
 - a. The President, Vice President, the Chief of Staff, and all Directors are required to have one-on-one meetings with the SGA advisor that occur bi-weekly, at minimum interval.
- (4) The SGA Office Manager is a professional University staff member in the Office of Student Organizations and Activities, responsible for handling business matters and disbursement of funds. The Office Manager is the official administrator of the SGA budget.

SECTION 5 EXECUTIVE OPERATIONS

The President and the Executive Branch have expressed powers written in the SGA Constitution to create the budget, enter into contractual agreements, and to administer the Executive Branch at large. As a matter of consistency and order, the following standards shall also apply:

Subsection 1: The SGA Budget

- (1) The power to submit the final budget is left to the President, but the budget must be written and created in consultation with Executive leadership and the Director of Finance, if applicable.
 - a. A first draft of the budget must be completed by the second Monday in June.
 - b. Before presentation to Summer Senate, the completed budget must be presented to the SGA Advisor and the SGA Office Manager in a meeting.
 - c. A finalized budget must be presented to the Summer Senate on or before the last business day of the previous fiscal year.

- (2) Budget reallocations may occur periodically as needed (with Senate approval), but at least one comprehensive review of the budget must occur each Fall Semester, no later than January 1.
- (3) Any organization or entity receiving a line-item allocation in the Executive Operations and Programs or Campus Services sections of the Student Government Budget must:
 - a. Be a University academic unit or registered student organization. Outside organizations or entities are not eligible to receive funding from the Executive Branch.
 - b. Provide a comprehensive invoice that details how the received money is being spent, and how the line-item allocation benefits the University student body at-large.
 - c. Sign a memorandum of understanding (MOU) between SGA and the respective organization that details expectations between both parties, the dollar amount being allocated, and any additional expectations that may be present.
- (4) If a surplus exists in the Executive Operations and Programs & Campus Services sections of the SGA budget that is greater than \$15,000, that surplus amount shall be allocated in the next fiscal year to the Legislative Branch.
 - a. If a surplus is being specifically reserved for a valid reason, part 4 of subsection 1 in Section 5 may be suspended by simple majority approval of the SGA Senate.

Subsection 2: Partnerships and Collaborations

- (1) Any collaboration with an organization or entity requires an MOU, whether the collaboration includes funding or not.
 - a. The MOU shall be produced on SGA letterhead. It will include a specific enumeration of the expectations between both parties for the collaboration. It shall be signed by a member of Executive leadership, the Director in charge of the collaboration, the SGA advisor, and an advisor from the other organization, if it is a registered student organization.

Subsection 3: Communications and Public Relations

- (1) Communications on behalf of SGA must be non-partisan, unbiased, and on behalf of only the organization.
 - a. Communication with media groups, whether student or public, on behalf of SGA, must be approved and monitored by the Director of Communications (if applicable), with final authority resting in Executive leadership.
 - b. Any member of the Executive Branch must make clear and known that their beliefs and opinions expressed are on behalf of themselves and not Student Government.
- (2) Members of the Executive Branch must remain non-partial during SGA Elections when acting in an official capacity. If serving on a campaign team or running for office, individuals must separate their roles and duties in a very clearly defined manner.
 - a. This language is not meant to be read in a way that infringes on individuals' First Amendment rights.

Subsection 4: Archiving and Media

- (1) The archives of the Executive Branch shall be kept electronically on a cloud-based storage service.
- (2) Email and drive storage accounts shall be transitioned from outgoing to incoming Directors with full volumes of data being kept intact.

- a. When communicating in SGA roles, Directors shall use official SGA email accounts, designated @uksga.org, and maintaining standards of professional communication. Email accounts shall not be used for business not related to SGA.

SECTION 6 ACCOUNTABILITY AND REMOVAL

In accordance with the Impeachment and Removal Act, the President, Vice President, and Directors may be impeached by the SGA Senate. Appointed officers in Student Government are selected and retained at will, so they may also be removed from office by the Executive Branch at any time.

- (1) Any Director or Coordinator may be removed from office by unanimous agreement of Executive leadership, with support from the SGA Advisor recommended but not required.
 - a. Once removed, expelled members may not be able to join the Executive Branch until a new administration is elected to office.
 - b. Any vacant position may be filled internally or externally, at discretion of Executive leadership, but a position must be filled within one month of vacancy.
- (2) The Chief of Staff may be removed from office by unanimous agreement of the Student Body President and Vice President.
- (3) Any expelled member must be notified of their removal in writing, with an official document signed by Executive leadership. The document must be presented to the Senate President, the SGA Advisor, and the Director of Student Organizations and Activities.

SECTION 7 SUNSET CLAUSE

According to Section V(a) of the Sunset Act of 2017, “All legislation presented to Full Senate [...] shall contain a “Sunset Clause,” in which an expiration date and renewal period are chosen.”

- (1) The expiration date for the Sunset Act of 2017 is November 30.
- (2) The renewal period for the Sunset Act of 2017 is two (2) years.