ARTICLE I. NAME

Section 1. The name of this organization shall be the Student Government Association Executive Council.

Section 2. The Student Government Association Executive Council, hereinafter referred to as the Council, was established to act as official representatives of SGA to administration and oversee the organization. Membership of the Council includes, but is not limited to, the President, Vice President, Director of Finance, Director of Public Relations, and Director of Elections. (For a list of areas of responsibilities, see Article III of the SGA Constitution.)

ARTICLE II. PRESIDENT

Section 1. The Student Government Association President, hereinafter referred to as the President, shall act as the official representative of SGA to the university. The powers and duties of the President can be found in Article III, Section 2 of the Constitution.

Section 2: The newly elected Student Government Association President is expected to:

1. Become familiar with past Associated Students and Student Government Association advocacy, legislation, and funding allocations;
2. Attend weekly transition meetings with the outgoing President;
3. Oversee the Director application process;
   a. The incoming President must schedule all interview dates and times.
   b. The application and interview process can be found in Article III, Section 1 of the Constitution.

Section 3: During the first month of the term the Student Government Association President is expected to:

1. Induct all elected members of SGA with the official Oath of Office statement (see Appendix);
   a. The outgoing President must induct the incoming President on the first day of his/her/their term on May 1st.
   b. The newly inducted President must then induct the incoming Vice President on May 1st.
c. Senators must be inducted within ten (10) academic days of the start of their term.

2. Present the SGA Budget to the Senate;

3. Ensuring that within ten (10) academic days of the term, the Director of Finance, Director of Public Relations, and Director of Elections are appointed (in conjunction with the Vice President), approved by the Senate, and functioning.

Section 4. In accordance with attendance the Student Government Association President is expected to:

1. Arrange and attend all regularly scheduled meetings with staff, faculty, and administration to maintain communication with the university community;
   a. These meetings include, but are not limited to, weekly meetings with the Dean of Students, semester meetings with the Chancellor, and semester meetings with the Faculty Senate President.

2. Attend all meetings or events invited by the Board of Trustees;

3. Attend all meetings or events invited by any member of the university;
   a. If the President is unable to attend a university meeting or event, the Vice President must attend in his/her/their place if the President deems it appropriate.

4. Attend all regularly scheduled Faculty Senate meetings;
   a. If the President is unable to attend a Faculty Senate meeting, the Vice President must attend in his/her/their place.

5. Attend and present a report at monthly meetings of the Senate in order to better maintain communication between the Executive and Legislative branches;

6. Present an SGA report to all requests of the university, including the Board of Trustees.

Section 5. Throughout the term, the Student Government Association President is expected to:

1. Chair the weekly Council meetings;
   a. Meetings shall be held at the same time every week in AF303 (see Article II Section 3 of the By-Laws).
   b. The President shall set and coordinate the agendas for the forthcoming meetings of the Council.
   c. The agenda must be sent to all members of the Council and the Advisor(s) within twenty-four (24) hours of the Council meeting.
   c. Record minutes of the weekly Council meetings.

2. Record minutes in SGA events and meetings including, but not limited to, Council Meetings, Open Forums, and State of the SGA Address;

3. Monitor the Executive Council portion of the SGA website;
   a. Council meeting minutes shall be sent to the Director of Public Relations
within two (2) academic days of the scheduled meeting.

b. Minutes from other SGA events shall be sent to the Director of Public Relations within five (5) academic days of the scheduled event.

c. Letters from the Executive Council shall be sent to the Director of Public Relations to be uploaded to the SGA website.

4. Allocate necessary funds from the SGA Presidents Fund;
5. Chair all committees to award SGA scholarships;
6. To hold one State of the SGA Address per semester that is open to the student body;
7. Ensuring that at least four (4) academic weeks prior to an election, the Elections Committee is established, approved by Senate, and functioning;
8. Sign all approved Senate legislation within a period of five (5) academic days;
   a. If the Senate legislation is not signed by the President, this may be considered as legislation that is not supported by the Council.
9. Be responsible for overseeing the Director of Finance;
10. Be responsible for overseeing the Director of Public Relations;
11. Be responsible for overseeing the Director of Elections.
12. Be responsible for attending all Orange City Council meetings in which topics concerning Chapman University are slated to be discussed.
   a. In the event that the President cannot attend due to class, a conflicting sanctioned university event, or personal emergency, they may choose to delegate this responsibility to another member of Executive Council.

Section 6. The outgoing Student Government Association President is expected to:
1. Arrange transition meetings for the incoming President and Vice President before the end of the academic year;
   a. Transition meetings include, but are not limited to, meetings with the President of the University, the Chancellor, any Vice Chancellor, any Dean, the Faculty Senate President, and the outgoing SGA President and Vice President.

Section 7. The Student Government Association President is expected to:
1. Maintain ten (10) regularly scheduled office hours per week during an academic day between the hours of 9:00am and 5:00pm;
2. Maintain a professional appearance at all times;
   a. The President must not partake in any unsanctioned university activities to uphold the reputation of SGA to the Board of Trustees, the administration, faculty, and staff members.
   b. Business professional must be worn to all invited Board of Trustees events or meetings, invited university events, meetings with administrators, and meetings with any member of the Board of Trustees.
c. Business casual must be worn to all other university meetings or events;  
d. The SGA polo must be worn at all Senate meetings, SGA events, and student meetings or events if not able to wear a polo, Business Casual is permitted.

3. Maintain a cumulative grade point average (GPA) of 2.90, a semester GPA of 2.75, and comply with the Student Conduct Code throughout the term of office;

4. Have other responsibilities consistent with the provisions of this Executive Operating Procedures, as well as other legislation pertaining to the Student Government Association President.

**ARTICLE III: VICE PRESIDENT**

**Section 1.** The Student Government Association Vice President, hereinafter referred to as the Vice President, shall act as the official representative of SGA, in conjunction with the President, to the university. The powers and duties of the Vice President can be found in Article III, Section 3 of the Constitution.

**Section 2.** The newly appointed Student Government Association Vice President is expected to:

1. Become familiar with past Associated Students and Student Government Association advocacy, legislation, and funding allocations;
2. Attend weekly transition meetings with the outgoing Vice President.

**Section 3.** During the first month of the term the Student Government Association Vice President is expected to:

1. To call and preside over sessions of the Senate until the Speaker of Senate is approved by a majority vote of Senate;
2. Oversee the Chair application process;
   a. The Vice President must schedule all interview dates and times;
   a. The application and interview process can be found in Article IV, Section 4 of the Constitution.

**Section 3.** In accordance with attendance the Student Government Association Vice President is expected to:

1. Attend the weekly Council meetings;
2. Attend the weekly Senate meetings;
3. Attend all invited university meetings or events;
4. Attend all regularly scheduled meetings with staff, faculty, and administration to maintain communication with the university community;
   a. These meetings include, but are not limited to, weekly meetings with the
Dean of Students, semester meetings with the Chancellor, semester meetings with the Faculty Senate President.

5. If the President is unable to attend a university meeting or event, the Vice President must attend in his/her/their place if the President deems it appropriate.

Section 4. Throughout the term, the Student Government Association Vice President is expected to:

1. Present a report at monthly meetings of the Senate in order to better maintain communication between the Executive and Legislative branches;

2. Review and record all reports of the Senate;
   a. Reports of the Senate include, but are not limited to, Committee Semester Reports, Senator Progress Reports, and Senator Transition Reports.

3. Be responsible for enforcing the Senate expectations, including managing Senator attendance, listed in the SGA governing documents;

4. To preside over sessions of the Senate when Speaker of Senate is unable to attend.

5. Be responsible for monitoring Senate committees;
   a. If a committee chairperson is not meeting outlined responsibilities, the Speaker of Senate is responsible for bringing up this issue for discussion during the new business of regularly scheduled Senate meetings.

6. Hold weekly chairperson meetings at an agreeable time during the fall and spring semester. These meetings will be to ensure and facilitate a constant dialogue between committees of the Senate.
   b. Meetings shall be held at the same time every week in AF303.

Section 5. The Student Government Association Vice President is expected to:

1. Maintain eight (8) regularly scheduled office hours per week during an academic day between the hours of 9:00am and 5:00pm;

2. Maintain a professional appearance at all times;
   a. The Vice President must not partake in any unsanctioned university activities to uphold the reputation of SGA to the administration, faculty, and staff members.
   b. Business casual must be worn to all university meetings or events;
   c. The SGA polo must be worn at all Senate meetings, SGA events, and student meetings or events.

3. Maintain a cumulative grade point average (GPA) of 2.90, a semester GPA of 2.75, and comply with the Student Conduct Code throughout the term of office;

4. Have other responsibilities consistent with the provisions of this Executive Operating Procedures, as well as other legislation pertaining to the Student
Government Association Vice President.

ARTICLE IV: DIRECTOR OF FINANCE

Section 1. The Student Government Association Director of Finance, hereinafter referred to as the Director of Finance, shall act as the official representative of SGA under the President, to University. The powers and duties of the Director of Finance can be found in Article III, Section 4 of the Constitution.

Section 2. The incoming Student Government Association Director of Finance is expected to:

1. Become familiar with the past SGA budget;
2. Become familiar with the goals and expectations of the Executive Council;
3. Prepare a budget proposal for the following fiscal year alongside the incoming President, incoming Vice-President, outgoing Director of Finance and the Advisors;
4. Present on the role of the Director of Finance, the SGA budget, and ability to be a resource to Senate during new senator orientation, or any other situation deemed appropriate by the SGA President;
5. Attend transition meetings with the outgoing Director of Finance.

Section 3. Throughout the year, the Director of Finance is expected to:

1. Meet, support, and assist the Allocations Chair;
2. Attend the weekly Council meetings;
3. Attend all Allocations committee meetings;
4. Send the current budget numbers, including the funds approved during the Allocations Committee meeting, for the Speaker of Senate within 24 hours prior to the next scheduled Senate meeting;
5. Assist student organizations with funding requests;
   a. Attend Presidents meetings at the beginning of each semester to educate student organizations on application processes.
   b. Respond to emails and questions from student organizations within five (5) academic days.
   c. Notify all individuals, organizations, and departments as to the decisions made by the Allocations Committee within four (4) academic days of the committee’s decision.
   d. Notify all individuals, organizations, and departments as to the decisions made by the Senate within three (3) academic days of Senate’s decision.
5. Provide insight and recommendations to the Council on matters of the SGA budget including, but not limited to budget transfers, approvals, and expenditures;

6. Transition the incoming Director of Finance;
   a. The transition includes a meeting, exchange of documents, and a training with all programs, e-mails, and files.
   b. Advise the incoming executive council on the selection process of the incoming Director of Finance.

Section 4. The Student Government Association Director of Finance is expected to:
1. Maintain six (6) regularly scheduled office hours per week during an academic day between the hours of 9:00am and 5:00pm;
2. Maintain a professional appearance at all times;
   a. Business casual must be worn to all university meetings or events;
   b. The SGA polo must be worn at all Senate meetings, SGA events, and student meetings or events.
3. Maintain a cumulative grade point average (GPA) of 2.90, a semester GPA of 2.75, and comply with the Student Conduct Code throughout the term of office;
4. Have other responsibilities consistent with the provisions of this Executive Operating Procedures, as well as other legislation pertaining to the Director of Finance.

ARTICLE V: DIRECTOR OF PUBLIC RELATIONS

Section 1. The Student Government Association Director of Public Relations, hereinafter referred to as the Director of Public Relations, shall act as the official representative of SGA under the President, to the University. The powers and duties of the Director of Public Relations can be found in Article III, Section 5 of the Constitution.

Section 2. The incoming Student Government Association Director of Public Relations is expected to
1. Become familiar with past SGA Public Relations;
2. Become familiar with the goals and expectations of the Executive Council;
3. Attend transition meetings with the outgoing Director of PR.

Section 3. The Student Government Association Director of Public Relations is expected to:
1. Maintain the SGA website;
   a. Ensure the content on the SGA website is up-to-date including, but not
limited to, the biographies, photos, text, and attached documents.

b. Upload Senate minutes, committee minutes, and censures to the SGA website within five (5) academic days of the scheduled Senate meeting, according to Article IV of the Senate Operating Procedures.

c. Upload legislation to the SGA website within seven (7) academic days of the scheduled Senate meeting, according to Article IV of the Senate Operating Procedures.

d. Update any other content on the SGA website deemed appropriate by the SGA President.

2. Oversee the SGA graphic designing and photography;
   a. Be responsible for hiring a photographer for the professional photos of SGA members.

3. Advise any member of Senate or the Council on the marketing and public relations of their work;
   a. Respond to all emails and questions from members of SGA within two (2) academic days.
   b. Provide insight and recommendations to the Council on matters of the SGA marketing and public relations.
   c. Instigate meetings with members of Senate or the Council to advance the marketing and public relations of their work.

4. Review and edit all articles by any member of Senate or the Council to be submitted to the Panther or the Chapman Blog;

5. Maintain inventory all SGA operational and promotional materials;
   a. These materials include, but are not limited to, SGA polos, name tags, binders, and promotional materials.

6. Create content to promote SGA through means of flyers, social media (Facebook, Instagram), blogs, press releases for:
   a. SGA Elections
   b. SGA forums or events
   c. Funding decisions of the Senate and Allocations Committee
   d. Executive Council member and Senator advocacy
   e. Senate and Committee meetings

7. Work in conjunction with the Director of Elections to promote SGA Elections

8. Update content on the SGA bulletin and board in the Argyros Forum Union;

9. Attend the weekly Council Meetings;

10. Attend all Senate meetings;

11. Plan signature SGA events;
   a. SGA events include, but are not limited to, the annual SGA Banquet.
   b. Be responsible for gathering SGA members to attend University events and functions that request the presence of Senators. These may include,
but are not limited to, Orientation, President meetings, Admitted Students Day, and Spring Sizzle

12. Transition the incoming Director of Public Relation;
   a. The transition shall include a meeting, exchange of documents, and any files.
   b. Advise the incoming Executive Council on the selection process of the new Director of Public Relations.

Section 4. The Student Government Association Director of Public Relations is expected to:
   1. Maintain four (4) regularly scheduled office hours per week during an academic day between the hours of 9:00am and 5:00pm;
   2. Maintain a professional appearance at all times;
      a. Business casual must be worn to all university meetings or events;
      b. The SGA polo must be worn at all Senate meetings, SGA events, and student meetings or events.
   3. Maintain a cumulative grade point average (GPA) of 2.90, a semester GPA of 2.75, and comply with the Student Conduct Code throughout the term of office;
   4. Have other responsibilities consistent with the provisions of this Executive Operating Procedures, as well as other legislation pertaining to the Director of Public Relations.

ARTICLE VI: DIRECTOR OF ELECTIONS

Section 1. The Student Government Association Director of Elections, hereinafter referred to as the Director of Elections, shall act as the official representative of SGA under the President, to the University. The powers and duties of the Director of Elections can be found in Article III, Section 6 of the Constitution.

Section 2. The incoming Student Government Association Director of Elections is expected to
   1. Become familiar with past SGA elections;
   2. Become familiar with the goals and expectations of the Executive Council;
   3. Attend transition meetings with the outgoing Director of Elections.

Section 3. The Student Government Association Director of Elections is expected to:
   4. Coordinate the elections, preside over the Election Committee, and oversee election procedures under the direction of the SGA Advisor or the Advisor’s designee.
5. Announce and promote the election to the student body in a timely fashion with the assistance of the Director of Public Relations.

6. Recruit, nominate, and train all Election Committee members in conjunction with the SGA Advisor or the Advisor’s designee.

7. Chair Election Committee meetings at least once a week during the campaign and election period.

8. Provide agendas at all committee meetings or hearings and write and sign all meeting minutes.

9. Establish the General Elections calendar for fall and spring elections within sixty (60) calendar days of being appointed and ensure that the calendar is posted on the SGA website.

10. During an election, return emails and phone calls within twenty-four (24) hours.

11. Assign and delegate responsibilities as well as coordinate and manage the activities of the Election Committee members.

12. Call for a Special Election to be conducted upon receipt of a proper initiative, amendment, referendum or other special petition.

13. Release the Candidate Packets and the Campaign and Expense Report in accordance with the demands of the election timeline.

14. Serve as the chairperson when interpreting the Election Code/Processes and deciding upon appropriate sanctions if a candidate has violated the Election Code.

15. Serve as a mandatory reporter of election violations when any are observed firsthand or brought to their attention.

16. Ensure that the findings of the Election Committee in cases where a candidate has been sanctioned are posted on the SGA website.

17. Hold a pre-election information meeting in which the precepts and rules of the Election Code and general campaigning procedures are reviewed with the approved candidates.

18. Ensure that publicity of the election and education on how to vote is provided and available to the students eligible to vote.

19. Promote the SGA Elections through the use of the allocated budget.

20. Attend the weekly Council Meetings.

21. Transition the incoming Director of Elections.
   a. The transition shall include a meeting, exchange of documents, and any files.
   b. Advise the incoming Executive Council on the selection process of the new Director of Elections.

**Section 4.** The Student Government Association Director of Public Relations is expected to:

1. Maintain four (4) regularly scheduled office hours per week during an academic day between the hours of 9:00am and 5:00pm.

2. Maintain a professional appearance at all times.
   a. Business casual must be worn to all university meetings or events when representing SGA.
   b. The SGA polo must be worn at all Senate meetings, SGA events, and
student meetings or events.

3. Maintain a cumulative grade point average (GPA) of 2.900, a semester GPA of 2.750, and comply with the Student Conduct Code throughout the term of office;

4. Have other responsibilities consistent with the provisions of the Executive Operating Procedures, as well as other legislation pertaining to the Director of Elections.

**Article VII: Amendments**

**Section 1.** The SGA Executive Operating Procedures may be amended by a majority vote of Senate with approval of the SGA President. To override a President’s veto a three-fourths (3/4) vote is required by the Senate.

**Appendix**

**Oath of Office**

I, (state your name), as a duly elected officer of Chapman University’s student government association, do solemnly swear that I will fulfill the duties and requirements of my office as listed in the Student Government Association governing documents. I will strive to ensure the proliferation of the student voice, to establish a representative student government, and to enhance my personal leadership abilities. I will work toward strengthening the relationship between the students and the university administration, and I will conduct myself in a manner that represents the student government association and Chapman University in a positive light.