



# EXECUTIVE OPERATING PROCEDURES

## 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 internal development of the organization. Membership of the Council includes but is not limited to, the President, Vice President, Director of Senate, Director of Operations, Director of Finance, and Director of Public Relations.

## ARTICLE II. THE COUNCIL

**Section 1.** The Council shall have the following powers and duties:

- A.** To act with the Senate and the members of the Council to enforce the SGA Constitution and to administer the policies, procedures, standards, and legislation of the Senate;
- B.** To be responsible for coordinating the initiatives and philosophies of, and ensuring communication between all branches of SGA, including the Council, the Senate, and the Review Board;
- C.** To attend all weekly Senate meetings and report to the Senate at each meeting on the activities, goals, and progress of the Council;
  - i.** Exceptions may be made if an Executive Council member must Faculty Senate or another mandatory meeting that cannot be rescheduled.
- D.** To produce a transition report at the end of their term;
- E.** To have such other powers as are necessary for the fulfillment of the duties of this office that are consistent with the other provisions of the Constitution;
- F.** To appoint additional support staff as necessary in consultation with the SGA Advisor(s).

**Section 2.** Mandatory meetings of the Council shall be held in person, once a week, at an agreeable time during the Fall and Spring semesters, and as needed during the Summer and Interterm semesters. These meetings will be to ensure and facilitate a constant dialogue between the separate branches of government.

**A.** Each Council member will be responsible for presenting an oral report at each weekly Council meeting. Each report shall contain information pertaining to all actions taken by and all issues raised in that respective branch, since the last meeting of the Council.

**Section 3.** The membership, along with the term of membership for the Council, shall follow the policy set forth in both the Constitution and the Election Code.

**Section 4.** The Council cannot hold the position of Orientation Coordinator, Lead Resident Advisor, Resident Advisor, University Program Board Chair or Vice Chair, University Program Board Director, Panther Editor, or general manager of Chapman Radio while serving on the SGA Executive Council.

**A.** The President and Vice President cannot hold any Executive position in a Greek or non-Greek Student Organization;

**B.** The President and Vice President cannot hold the position of Chapman Ambassador while serving as President.

**Section 5.** The Council is responsible for maintaining a professional appearance at all times.

**A.** The Council 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.

**i.** The President must wear business professional attire to all invited Board of Trustees events or meetings.

**C.** 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.

### **ARTICLE III. 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.

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

**A.** Become familiar with past Student Government Association advocacy, legislation, and funding allocations;

**B.** Attend weekly transition meetings with the outgoing President;

**C.** Oversee the Director application process;

**i.** The incoming President must schedule all interview dates and times.

**ii.** The membership and qualifications of the Council 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:

- A.** Induct all elected members of SGA with the official Oath of Office statement (see Appendix);
  - i.** The outgoing President must induct the incoming President on the first day of their term on the last Friday of April, or by May 1st at the latest.
  - ii.** The newly inducted President must then induct the incoming Vice President and all Spring elected Senators on the last Friday of April, or by May 1st at the latest.
- B.** Ensure that within ten (10) academic days of the term, the Director of Senate, Director of Operations, Director of Finance, and Director of Public Relations, (in conjunction with the Vice President) are appointed and functioning.

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

- A.** Arrange and attend all regularly scheduled meetings with staff, faculty, and administration to maintain communication with the university community;
  - i.** These meetings include, but are not limited to, weekly meetings with the Dean of Students, monthly meetings with the Provost, and monthly meetings with the University President.
- B.** Attend all meetings or events invited by the Board of Trustees and the Board of Governors;
- C.** Attend all meetings or events invited by any member of the university;
  - i.** If the President is unable to attend a university meeting or event, the Vice President must attend in their place if the President deems it appropriate.
- D.** Attend all regularly scheduled Faculty Senate meetings;
  - i.** If the President is unable to attend a Faculty Senate meeting, the Vice President must attend in their place.
- E.** Attend and present a report at weekly meetings of the Senate in order to maintain communication between the Executive and Legislative branches;
- F.** Present an SGA report at all university requests, including the Board of Trustees and the Board of Governors.

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

- A.** Work as a liaison with the University community at large, including the University administration;
- B.** Be responsible for overseeing the welfare and operations of the Council;
- C.** Work with other members of the SGA Executive Council and Senate to coordinate their activities, advocacies, and philosophies;
- D.** Propose activities and legislation to the Senate;

- E.** Appoint all non-elected members in conjunction with the Vice President
- F.** Serve as an ex-officio, non-voting member of the Senate and any SGA Committees;
- G.** Have veto power, within a period of five (5) academic days, over any Senate legislation they deem appropriate;
- H.** Be ultimately responsible, in conjunction with the Director of Finance, for all SGA funds;
- I.** To prepare one (1) State of the SGA Address per semester that is available to the student body;
- J.** Be ultimately responsible for the welfare of SGA;
- K.** Chair the weekly Council meetings;
  - i.** Meetings shall be held at the same time every week.
  - ii.** The President shall set and coordinate the agendas for the forthcoming meetings of the Council.
  - iii.** The agenda must be sent to all members of the Council and the Advisor(s) within twenty-four (24) hours of the Council meeting, upon request.
- L.** Allocate necessary funds from the SGA Presidents Fund;
- M.** Chair all Committees to award SGA scholarships;
- N.** Sign all approved Senate legislation, including but not limited to, resolutions, statements, or governing document amendments, within a period of five (5) academic days;
  - i.** If the Senate legislation is not signed by the President, this may be considered as legislation that is not supported by the Council.
- O.** Maintain ten (10) scheduled office hours per week during an academic day between the hours of 8:00 am and 6:00 pm;
- P.** Participate in four (4) hours of tabling per month
  - i.** There may be modified hourly requirements during December, April, May, and the Summer term, matching the requirements for Senators as outlined in the Senate Operating Procedures.
- Q.** Work on average fifteen (15) hours per week during Interterm and the summer;

**Section 6.** The outgoing Student Government Association President is expected to:

- A.** Arrange transition meetings for the incoming President and Vice President before the end of the academic year;
  - i.** Transition meetings include, but are not limited to, meetings with the President of the University, the Provost, the Dean of Students, and the outgoing SGA President and Vice President.

## **ARTICLE IV. 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.

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

- A.** Become familiar with past Student Government Association advocacy, legislation, and funding allocations;
- B.** Attend weekly transition meetings with the outgoing Vice President.

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

- A.** Attend all invited university meetings or events;
- B.** Attend all regularly scheduled meetings with staff, faculty, and administration to maintain communication with the university community;
  - i.** These meetings include, but are not limited to, weekly meetings with the Dean of Students, monthly meetings with the Provost, and monthly meetings with the University President.
- C.** If the President is unable to attend a university meeting or event, the Vice President must attend in their place if the President deems it appropriate.

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

- A.** In conjunction with the President:
  - i.** Work as a liaison with the University community at large.
  - ii.** Propose legislation and activities to the Senate.
- B.** Preside over all sessions of the Senate, in conjunction with the Director of Senate;
  - i.** The Vice President shall lead sessions of the Senate when the Director of the Senate is unable to attend;
- C.** Serve as an ex-officio member of the Senate and to all Senate Committees, only voting in the event of a tie;
- D.** Act as a liaison between the Senate and the Executive Branch. This shall include being responsible for notifying within a reasonable time, in writing, the Senate and the Council of all relevant internal SGA and Senate matters, including, but not limited to, membership changes, changes to office policies and procedures, and ongoing executive council initiatives and projects;
- E.** Plan, in conjunction with the Director of Operations, signature internal SGA events;

- i. Internal SGA events include, but are not limited to, retreats, bonding activities, and the annual SGA Banquet.
- F. Train Senators within three (3) weeks of the beginning of their term. Training shall consist of:
  - i. SGA Operating Documents
  - ii. Past and current initiatives and legislation
  - iii. Parliamentary Procedures, such as Robert's Rules of Order
  - iv. Notable campus partners and policies
  - v. Leadership and advocacy
  - vi. Student Activity Fee and SGA funding processes
- G. Select and oversee the development of the SGA Outreach Liaisons;
- H. Coordinate all SGA survey efforts in collaboration with appropriate campus departments
- I. Support all SGA elections, in conjunction with the Director of Senate;
  - i. Support the Director of Senate in leading the candidate meeting
- J. Meet with External Committee members once a month to discuss committee progress and any student concerns.
  - i. Review both Mid-Semester and End-of-Semester Reports from External Committee members
- K. Maintain eight (8) scheduled office hours per week during an academic day between the hours of 8:00 am and 6:00 pm.
- L. Participate in four (4) hours of tabling per month
  - i. There may be modified hourly requirements during December, April, May, and the Summer term, matching the requirements for Senators as outlined in the Senate Operating Procedures.
- M. Work on average ten (10) hours per week during Interterm and the summer;

## **ARTICLE V. DIRECTOR OF SENATE**

**Section 1.** The Student Government Association Director of Senate hereinafter referred to as the Director of Senate, shall act as an official representative of SGA under the President, to the University.

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

- A. Become familiar with past SGA elections;
- B. Become familiar with Robert's Rules and general Parliamentary procedure;
- C. Become familiar with the goals and expectations of the Executive Council;
- D. Attend transition meetings with the outgoing Director of Senate.

**Section 3.** Throughout the year, the Student Government Association Director of Senate is expected to:



- A.** Call and preside over all sessions of the Senate, be responsible for the content of the Senate agenda at each session, and contact any necessary representatives to attend a respective session;
- B.** Serve as Parliamentarian of the Senate, should any questions of parliamentary procedure arise;
- C.** Notify within a reasonable time, in writing, the Senate and the Executive Council, of all Senate sessions and emergency meetings;
  - i.** The Director of Senate shall provide an agenda to the SGA twenty-four (24) hours prior to any emergency meeting;
- D.** Record Senator attendance at all Senate meetings;
- E.** Collect all reports of the Senate
- F.** Coordinate all elections and oversee Election Procedures with support from the SGA Advisor(s) or their designee;
- G.** Preside over the Elections Committee;
  - i.** Recruit, nominate, and train all Elections Committee members;
  - ii.** Assign and delegate responsibilities as well as coordinate and manage the activities of the Elections Committee members;
  - iii.** Chair Elections Committee meetings at least once a week during any campaign and voting period;
  - iv.** Provide the agendas at all Committee meetings or hearings and write and sign all meeting minutes;
  - v.** Ensure that at least four (4) weeks prior to an election, the Elections Committee is established, approved by the Senate, and functioning;
- H.** Establish the General Elections Calendar for Fall and Spring elections within the first (60) calendar days of their term and ensure that the calendar is posted on the SGA website;
- I.** Announce and promote the election to the student body in a timely fashion, in conjunction with the Director of Public Relations;
- J.** Release the Candidate Packets and the Campaign and Expense Report in accordance with the demands of the Election timeline;
- K.** During an election, return emails and phone calls within twenty-four (24) hours;
- L.** Call for a Special Election to be conducted upon receipt of a proper initiative, amendment, referendum, or other special petition;
- M.** Serve as the chairperson when interpreting the Election Code/Processes and decide upon appropriate sanctions if a candidate has violated the Election Code;
  - i.** Ensure that the findings of the Elections Committee in cases where a candidate has been sanctioned are posted on the SGA website;
- N.** Hold a pre-election informational meeting in which the precepts and rules of the Election Code and general campaigning procedures are reviewed with the approved candidates;

- O.** Ensure that publicity of the election and education on how to vote is provided and available to the students eligible to vote;
- P.** Promote the SGA elections through the use of the allocated budget;
- Q.** Coordinate and review all reports of the Senate;
  - i.** Reports of the Senate include, but are not limited to, Committee Meeting Minutes and Senator Progress Reports.
- R.** Enforce the Senate expectations listed in the SGA governing documents;
- S.** Be responsible for monitoring the Committees and any task forces;
- T.** Hold check-in meetings with every Senator at the end of the Fall semester;
- U.** Work on average ten (10) hours per week during the Fall and Spring semesters, Interterm, and Summer;
  - i.** The schedule of work shall be determined by the President, Vice President, and Advisor(s).
- V.** Maintain five (5) regularly scheduled office hours per week during an academic day between the hours of 8:00 am and 6:00 pm;
- W.** Transition the incoming Director of Senate.
  - i.** The transition shall include weekly meetings, the exchange of documents, and any files.
  - ii.** Advise the incoming Executive Council on the selection process of the new Director of Senate.

## **ARTICLE VI. DIRECTOR OF OPERATIONS**

**Section 1.** The Student Government Association Director of Operations hereinafter referred to as the Director of Operations, shall act as an official representative of SGA under the President, to the University.

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

- A.** Become familiar with general campus policies;
- B.** Become familiar with the goals and expectations of the Executive Council;
- C.** Attend transition meetings with the outgoing Director of Operations.

**Section 3.** Throughout the year, the Student Government Association Director of Operations is expected to:

- A.** Record minutes in SGA events and meetings including, but not limited to, Executive Council Meetings, Town Halls, and State of the SGA Addresses;
  - i.** Executive Council meeting minutes shall be sent to the Council within two (2) academic days of the scheduled meeting;
  - ii.** Minutes from other SGA events shall be sent to the Director of Public Relations within five (5) academic days of the scheduled event;



- iii. Formal letters from the Executive Council shall be sent to the Director of Public Relations to be uploaded to the SGA website;
- B. Plan, in conjunction with the President and Vice President, and execute an Executive Council retreat in the Summer term;
- C. Coordinate and oversee all logistics for SGA events, including, but not limited to election bashes, town halls, tabling reservations, and banquets;
- D. Support the onboarding of support staff to the organization, including, but not limited to, policy training, email transitions, and roster maintenance;
- E. Support the President in managerial aspects of the Council and the SGA as a whole;
  - i. Meet monthly with the SGA Directors on the Council to review progress on current projects and offer logistical support;
- F. 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's meetings, and Admitted Students Preview Day;
- G. Select, oversee the development, and determine the duties of the SGA Administrative Assistant.
- H. Work on average eight (8) hours per week during the Fall and Spring semesters, Interterm, and Summer;
  - i. The schedule of work shall be determined by the President, Vice President, and Advisor(s);
- I. Maintain five (5) regularly scheduled office hours per week during an academic day between the hours of 8:00 am and 6:00 pm;

## **ARTICLE VII. DIRECTOR OF FINANCE**

**Section 1.** The Student Government Association Director of Finance hereinafter referred to as the Director of Finance, shall act as an official representative of SGA under the President, to University.

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

- A. Become familiar with the past SGA budget;
- B. Become familiar with the goals and expectations of the Executive Council;
- C. Prepare a budget proposal for the following fiscal year alongside the incoming President, incoming Vice President, outgoing Director of Finance, and the Advisor(s);
- D. Present on the role of the Director of Finance, the SGA budget, and ability to be a resource to the Senate during new Senator orientation(s), or any other situation deemed appropriate by the SGA President and Vice President;
- E. Attend transition meetings with the outgoing Director of Finance.

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

- A.** Chair all Allocations Committee meetings;
  - i.** Further Allocations responsibilities of the Director of Finance can be found in Article III, Section 1 of the Allocations Operating Procedures.
- B.** Decide, in conjunction with the President and Vice President, how best to distribute funding responsibilities amongst the Allocations Committees;
- C.** Send the current budget numbers, including the funds approved during Allocations Committee meetings, to the Director of the Senate within twenty-four (24) hours prior to the next scheduled Senate meeting;
- D.** Provide insight and recommendations to SGA on matters of the SGA budget including, but not limited to, budget transfers, approvals, and expenditures;
- E.** Lead and oversee all operations of the SGA Finance Team;
  - i.** This includes, but is not limited to, executing, documenting, and tracking all SGA monetary transactions;
  - ii.** Select and oversee the development of the SGA Finance Team;
- F.** Assist student organizations with funding requests;
  - i.** Attend President's meetings at the beginning of each semester to educate student organizations on application and funding processes.
- G.** Respond to emails and questions from students within two (2) academic days;
- H.** Notify all individuals, organizations, and departments as to the decisions made by SGA within three (3) academic days of the vote;
- I.** Meet regularly with representatives from Financial Services to review the state of any active expenditures;
- J.** Work at most nineteen (19) hours per week during the Fall and Spring semesters, Interterm, and Summer;
  - i.** The schedule of work shall be determined by the President and Advisor(s).
- K.** Maintain ten (10) regularly scheduled office hours per week during an academic day between the hours of 8:00 am and 6:00 pm;
- L.** Transition the incoming Director of Finance.
  - i.** The transition includes weekly meetings, the exchange of documents, and training with all programs, e-mails, and files.
  - ii.** Advise the incoming Executive Council on the selection process of the incoming Director of Finance.

## **ARTICLE VIII. 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 an official representative of SGA under the President, to the University.

**Section 2.** The incoming Student Government Association Director of Public Relations is expected to:

- A.** Become familiar with past SGA Public Relations;
- B.** Become familiar with the goals and expectations of the Executive Council;
- C.** Attend transition meetings with the outgoing Director of PR.

**Section 3.** Throughout the year, the Student Government Association Director of Public Relations is expected to:

- A.** Lead all public relations and branding efforts of the organization, managing all media platforms utilized by SGA;
  - i.** Proactively seek avenues to improve the presence of SGA on campus
- B.** Maintain the SGA website;
  - i.** Ensure the content on the SGA website is up-to-date, including but not limited to, the biographies, photos, text, and attached documents.
  - ii.** Upload Senate minutes and Committee minutes to the SGA website within five (5) academic days of the scheduled Senate meeting.
  - iii.** Upload legislation including, but not limited to resolutions, statements, or governing document amendments to the SGA website within seven (7) academic days of the scheduled Senate meeting.
  - iv.** Update any other content on the SGA website deemed appropriate by the SGA President.
- C.** Oversee the SGA graphic designing and photography;
- D.** Advise any member of the Senate or the Council on the marketing and public relations of their work;
  - i.** Respond to all emails and questions from members of SGA within two (2) academic days.
  - ii.** Provide insight and recommendations to the Council on matters of the SGA marketing and public relations.
  - iii.** Coordinate meetings with members of the Senate or the Council to advance the marketing and public relations of their work.
- E.** Review and edit all articles and emails by any member of the Senate or the Council to be submitted to The Panther, the Chapman Blog, or other non-SGA public media outlets;
- F.** Maintain a line of communication with the Panther, the Chapman Blog, Strategic Marketing and Communication, and other non-SGA public media outlets;
- G.** Maintain inventory of all SGA operational and promotional materials;
  - i.** These materials include, but are not limited to, SGA polos, name tags, and promotional materials.
- H.** Create content to promote SGA through means of flyers, social media, blogs, and/or press releases for:
  - i.** SGA Elections

- ii. SGA events
- iii. Funding decisions of the Senate and Allocations Committees
- iv. Executive Council member or Senator advocacy
- v. Senate and Committee meetings
- I. Work in conjunction with the Director of Senate to promote SGA Elections;
- J. Select and oversee the development of the PR Team.
- K. Work on average ten (10) hours per week during the Fall and Spring semesters, Interterm, and Summer.
  - i. The schedule of work shall be determined by the President, Vice President, and Advisor(s).
- L. Maintain five (5) regularly scheduled office hours per week during an academic day between the hours of 8:00 am and 6:00 pm;
- M. Transition the incoming Director of Public Relations.
  - i. The transition shall include weekly meetings, the exchange of documents, and any files.
- N. Advise the incoming Executive Council on the selection process of the new Director of Public Relations.

## **ARTICLE IX. PENALTIES**

**Section 1.** Executive Council Members are expected to uphold all requirements listed in the Executive Operating Procedures. Failure to do so may result in the censure process described in the SGA Bylaws.

**Section 2.** Executive Council members must maintain a good attendance record for all regularly scheduled SGA meetings, scheduled SGA events, meetings with staff, faculty, and administration, and weekly office hours. Executive Council members will be allowed a total of three (3) unexcused absences for each semester;

**A.** Unexcused absences include, but are not limited to, work, class, homework, or regular sports practices. Excused absences include but are not limited to, prearranged school activities, emergencies, or extreme sickness. Any questionable absences or tardies will be left to the discretion of the Director of Senate.

**i.** One must contact the Director of Senate regarding the absence twenty-four (24) hours prior to the meeting for the absence to be excused unless it is an emergency.

**1.** In the event that the Director of Senate is absent, they must contact the entire Executive Council, who may vote on any questionable absences or tardies.

**B.** A combination of three (3) tardies and/or leaving early will equate to one (1) absence. An Executive Council member will be considered late if they arrive after

roll call. Leaving early before the standard meeting adjournment will be considered as leaving early.

i. Any tardiness greater than 40% of the total meeting time will be counted as an absence.

C. Any Executive Council Member with a total of three (3) unexcused absences will be subject to an infraction. At this point, an infraction will automatically be placed on the agenda and brought up for discussion during new business.

i. At that time, the Senate can discuss the merit of the Senator's absences and will receive a censure with a majority vote of the Senate.

D. Any Executive Council Member exceeding zero unexcused (0) absences following the infraction will be subject to removal from their position. At this point, a removal proceeding will automatically be placed on the agenda and brought up for discussion during new business.

## **ARTICLE X. AMENDMENTS**

**Section 1.** The SGA Executive Operating Procedures may be amended by a majority vote of the Senate with the approval of the SGA President. To override a President's veto, a three-fourths ( $\frac{3}{4}$ ) 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.

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**SGA Director of Justice**  
Sarah Mohareb

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**SGA President**  
Eric Hall