



Student Association Executive Council

Requirements and Expectations

EXPECTATIONS

SA President shall:

- Serve as the official representative of the SA;
- Administer and enforce the SA Constitution and Bylaws;
- Appoint members of the Judicial Council to fulfill the requirements set in Article IV, Section 2
- Call and preside over general body meetings of the SA;
- Veto or sign bills, acts, or resolutions of the SA Senate, provided that they exercise that power within five (5) school days after passage of said legislation by the SA Senate. If the President does not veto or sign any legislation, it goes into effect after five (5) days.
- Create, remove, and alter Cabinet and Subcabinet duties and positions as outlined in the Bylaws, with the concurrence of a majority of the SA Senate; and
- Appoint or remove Executive Council, Cabinet, Subcabinet, and Judicial Council members as outlined in the Constitution and Bylaws, with the concurrence of a majority of the SA Senate.
- Compile a comprehensive transition report concerning their position and accomplishments before the completion of their term of office.

SA Vice President shall:

- Serve as the presiding officer of the SA Senate;
- Appoint candidates to fill vacant seats in SA Senate as outlined in the Constitution and Bylaws, with the concurrence of a majority of the SA Senate;
- Serve as the principal assistant to the SA President; and
- Perform the duties of the SA President in their absence or incapacity.
- Compile a comprehensive transition report concerning their position and accomplishments before the completion of their term of office.

SA Secretary shall:

- Record SA Senate proceedings and present written copies of legislation to the SA President within forty-eight (48) hours of their passage;
- Maintain SA records and files as prescribed by this Constitution and as the SA President, SA Chief Justice, or SA Senate shall direct;
- Update the Constitution as it is amended;

- Ensure proper distribution of this Constitution and Bylaws by maintaining an updated version on the SA website and supplying a copy to any registered student organization or SA member upon request; and
- Update the SA website at least once per semester to reflect any and all current officers of the SA.
- Compile a comprehensive transition report concerning their position and accomplishments before the completion of their term of office.

SA Treasurer shall:

- Supervise the financial matters of the SA as authorized by the SA Senate, and maintain complete and accurate financial answers;
- Serve as a non-voting member of any and all committees appointed for the purpose of considering budgetary and/or financial matters of the SA Senate;
- Authorize SA department expenditures and shall not prohibit expenditures approved by the SA Senate except those which would cause the SA to have a deficit balance;
- Hold any person, whether acting as an agent of the SA or acting as an entity separate from the SA, who incurs any expense charged to the SA without the prior written approval of the Treasurer, personally liable for payment;
- Hold an information session in conjunction with the Center for Student Activities at the beginning of each fall semester presenting guidelines for requesting and receiving appropriations through Cowbell Connect;
- Present the SA Budget to the SA Senate on or before the second Senate business meeting of the second month of the Fall semester.
- Present, in detail, the financial condition of the SA to the SA Senate by the end of the Spring semester.
- Be bonded by the SA.
- Compile a comprehensive transition report concerning their position and accomplishments before the completion of their term of office.

***Appointed Executive Officer expectations are subject to change as positions are added and amended by the incumbent Student Body President.

ELIGIBILITY

The four elected officers shall be chosen by the student body annually each spring semester in a manner prescribed by the Bylaws and shall serve a term of one (1) year. The five appointed officers will be selected by the Student Body President and their advisor. Executive officers must maintain at least a 2.50 cumulative grade point average (GPA) during their term and must not be on academic or disciplinary probation.