

# CHAPTER 3. Executive Branch.

## Article 1. Executive Branch.

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§3-1.1. **Definitions and conventions.**

Within this Chapter, the following definitions and conventions shall apply:

- (a) “**President**” refers to the Student Body President.
- (b) “**Treasurer**” refers to the Student Body Treasurer.
- (c) The “**Presidential Cabinet**” or simply “**Cabinet**” refers to the panel comprised of the President and his principle advisors, as defined in statute.
- (d) “**Commission**” refers to a Student Body Commission.
- (e) The “**Executive Office of the Student Body President**” refers to the staff of the Student Body President and consists of any appointed staffers reporting to the President.
- (f) “**Department**” or “**Division**” refers to a division of the executive branch empowered in statute to accomplish certain duties under an administrator reporting to the Student Body President.
- (g) “**Agency**” refers a distinct division of Student Government empowered with independence greater than that of a Department.
- (h) All majorities are of those present and voting at a meeting.

## Part I. Presidential Cabinet

**§3-1.2. Presidential Cabinet Power and Duties.**

The Presidential Cabinet shall exist solely as an advisory board to the Student Body President, and shall have no explicitly powers of its own. The cabinet shall hear reports from its members regarding entities under their supervision. The cabinet shall be chaired by the President, and shall meet at his or her call, no less frequently than monthly. The Executive Chief of Staff shall coordinate meetings of the Cabinet under the supervision of the President. As its role is exclusively advisory, the cabinet shall not be considered a public body.

**§3-1.3. Presidential Cabinet Members.**

The following Student Government Officials shall be members of the Presidential Cabinet:

- (a) The Student Body President;
- (b) The Student Senate President;
- (c) The Student Body Treasurer;
- (d) The Executive Chief of Staff;
- (e) Heads of Departments as defined by this chapter;
- (f) Heads of Standing Student Body Commissions, in residence to the Executive Branch itself and not otherwise excluded;
- (g) Heads of Special Student Body Commissions;;
- (h) Heads of Agencies, as specified by statute;
- (i) The Executive Secretary, who shall function as recording secretary.

## Part II. Executive Officers

**§3-1.4. Student Body President.**

The chief executive authority of the Student Body shall rest with the Student Body President, as duly elected by the Student Body. In addition to such duties assigned in the Constitution, the President shall:

- (a) Ensure the faithful execution of all acts of the Senate, of these statutes, and of the constitution;
- (b) Facilitate the transmittal of information and concerns to Committees, Commissions, and Departments;
- (c) Recommend students for appointment to university committees and boards in all cases;
- (d) Coordinate the work of all Departments, Agencies, and Commissions;
- (e) Promote all opportunities for greater student self-governance;
- (f) Encourage the Senate, through its Standing Committees, to investigate issues of student concern;
- (g) Coordinate the selection of delegates for any conferences Student Government may from time-to-time attend.

**§3-1.5. Qualifications for Student Body President**

There should be no qualifications for Student Body President beyond the general qualifications for office.

**§3-1.6. Student Senate President.**

The Student Senate President, as duly elected by the Student Body, shall be considered the executive vice president of the Student Body. In addition to such duties concerning the administration of the Senate and those assigned in the Constitution, the Senate President shall:

- (a) Serve as vice-chair of all bodies the President serves *ex-officio* as chair of;
- (b) Aide the President in the coordination of the Executive Branch;
- (c) Attend meetings of university panels of which the President is a member in cases which the President cannot attend.

**§3-1.7. Qualifications for Student Senate President.**

No student shall serve as Student Senate President who has not served as a member of the Senate through at least the majority of the meetings of any given session of the Senate.

**§3-1.8. Student Body Treasurer.**

The Student Body Treasurer is defined Article 3 of Chapter 5.

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**Part III. Senior Appointed Officials.****§3-1.9. Executive Chief of Staff.**

There shall be an Executive Chief of Staff who shall be responsible for the coordination of the overall Executive Branch under the supervision of the three Executive Officers. The Executive Chief of Staff shall specifically:

- (a) Coordinate the process for selection of individuals to be appointed by the President;
- (b) Plan for meetings of the Presidential Cabinet, under the direction of the President;
- (c) Represent the President in cases where the President, Senate President, and Treasurer are unavailable; and
- (d) Ensure proper execution of all responsibilities of the Division of Executive Management, as director of that division.

**§3-1.10. Appointment of Executive Chief of Staff.**

The Executive Chief of Staff shall be a Class 1 Presidential Appointee. Appointments to this position can only be made with the concurrence of the three Executive Officers (President, Senate President, and Treasurer). If concurrence cannot be reached over the course of multiple candidates and multiple weeks, the appointment may be made without concurrence, but until such time as they are confirmed by a three-quarters vote of the Senate, the appointee shall be barred from any acting role.

**§3-1.11. Executive Secretary.**

The President shall appoint an Executive Secretary, who shall be considered a Class 1 Presidential Appointee. The Executive Secretary shall be responsible for the safekeeping the records of the Executive Branch, and shall serve as recording secretary for the Presidential Cabinet and President's Roundtable. The Executive Secretary shall function as historian for the Executive Branch, and assist the Senate Historian with the preparation of the Student Government Yearbook. The Executive Secretary shall have the rank of Associate Director in the Division of Executive Management.

**Part IV. Executive Units.****§3-1.12. Departments and Divisions.**

Each Department and Division shall be headed by a Director, with the assistance of Associate and Assistant Directors. Director and Associate Director positions are defined by statute, while Assistant Director positions are defined and appointed by the Director. Each official serves a term at the discretion of the appointing official, not to extend beyond the natural term of the President. Director may be substituted in the title as defined in statute, including with Treasurer or Webmaster.

**§3-1.13. Agencies.**

Each agency is headed by Director as specified in the agency's statutory charter. All positions in agencies shall have one year terms coinciding with that of the Director; however, all officials in agencies may continue to serve on an interim basis if their successor has not yet been confirmed.

**§3-1.14. Commissions.**

Commissions are defined in Article 3.

**Part IV. Special Presidential Powers****§3-1.15. Executive Orders.**

Executive Orders shall be considered formal, written documents containing instructions or orders based upon presidential powers. Anything that the President may do by simple declaration, he or she may do by Executive Order. All executive orders shall be public upon their promulgation and shall be numbered and archived for inclusion in the Student Government Yearbook.

**§3-1.16. Veto of legislation.**

The President may veto any legislation submitted to him or her by the Student Senate President within ten (10) calendar days of the date of receipt. For a veto to be valid, the President must submit a written explanation of the reasons for the veto to the Senate President within one (1) calendar day of the date of veto. The veto and the reasons for the veto shall be made a matter of public record immediately upon their receipt by the Student Senate President. Any legislation not thus vetoed shall be considered enacted ten (10) calendar days after the date of receipt.

**Part V. General Provisions****§3-1.17. General Oversight.**

Recognizing that appointed bodies bear the inherent risk of becoming distanced from the electorate, it shall be the policy of this government to fully comply with the scrutiny of the elected Student Senate. Additional specific oversight responsibilities may be assigned by statute, order, or precedent. In cases where specific oversight is

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not exercised, the Senate Committee on Government Operations shall have oversight.

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## Article 2. Executive Appointments Process.

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#### §3-2.1. Definitions and Conventions.

Within this article, the following definitions and conventions shall apply:

- (a) “**Class Day**” refers to a day that classes are scheduled to be held during the fall or spring semester.
- (b) “**Appointment**” refers to any appointment into a position in the Executive Branch.
- (c) “**Summer**” is considered the period between Spring Commencement and the first day of classes in the fall.

#### §3-2.2. Scope.

The provisions of this article shall govern all appointments into the Executive Branch, regardless of the position of the appointing official.

### Part I. Selection of Appointees.

#### §3-2.3. Position Announcement.

Prior to making any appointment that requires Senate confirmation, the appointing official shall announce that the position is available.

#### §3-2.4. Announcement of Appointments.

Appointing officials shall announce their appointments within one (1) calendar day of the date of appointment by transmission to the Student Government listserv. No official duties may be discharged in a position that has not been announced. All appointments to statutory positions shall be noted on the Student Government website.

#### §3-2.5. Effective Date of Appointments.

- (a) All appointments not requiring confirmation shall take effect upon announcement of the appointment;
- (b) All appointments requiring confirmation of the Senate or one of its committees shall take effect immediately upon confirmation.

#### §3-2.6. Interim Appointments.

During the summer period, appointing officials may make interim appointments to positions requiring confirmation in the event the position is either vacant or the confirmed official is unavailable to discharge duties. No interim official shall be paid. All interim appointments shall be announced in the same manner as full appointments.

#### §3-2.7. Acting Appointments.

In the event of a vacancy or incapacity in a confirmed position not during the summer period, appointing officials may make acting appointments to the position, provided that:

- (a) A compelling interest exists for the duties of the office to be immediately executed;
- (b) The vice-chair or senior deputy of the unit involved is first offered the acting appointment;
- (c) The acting appointment is explicitly announced to the Student Government listserv;
- (d) A committee of referral on the confirmation of the individual to the position on a permanent basis has not reported negatively or provisionally negatively; and
- (e) The position is not related to elections or student tickets.

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**Part II. Timeline of Appointments.****§3-2.8. Appointment Classes**

Appointments of the Student Body President of Student Government Officials requiring Senate simple majority confirmation shall be divided into the following classes:

- (a) Class 1. Appointed by the class Friday prior to the final spring meeting of the Student Senate.
- (b) Class 2. Appointed by the Friday of the first full week of classes in the fall semester.
- (c) Class 3. Appointed by the first class Friday of the spring semester.
- (d) Class 4. Appointed by the last class Friday in February for a term starting the first Monday of April.
- (e) Class 5. Appointed at the discretion of the Student Body President. This section shall apply exclusively to those officials appointed to University Standing Committees that address tuition- and/or fee-related issues.

Such positions shall be referenced as a "Class # Presidential Appointee" thereby conferring the attributes provided in this section upon the position.

**§3-2.9. Transition Appointments.**

To assist a quick executive transition, the Division of Executive Management shall publish the availability of all positions that are cabinet-level or Class 1 Presidential Appointments no later than the Friday prior to the spring election. Such publication shall include a position description and a preliminary application.

**§3-2.10. Indefinitely Vacant Positions.**

Unless a specific deadline is provided for the appointment to an office provided for within these statutes, the appointing official shall have the discretion to leave it indefinitely vacant.

**§3-2.11. Timeliness and succession of appointments.**

Should the Student Body President fail to make an appointment within three (3) class days after its statutory deadline, the authority to make that appointment shall devolve to the Student Senate President, who shall have fifteen (15) class days to make an appointment before the authority further devolves to the Student Senate President *Pro Tempore*. Once devolved, such authority shall remain with the new appointing position for the duration of the Senate session.

**§3-2.12. Appointments to vacated positions.**

In the event of the vacation of an appointed office, the appointing authority shall appoint a replacement official no later than ten (10) class days after the said vacation, unless the authority has the discretion to leave the office vacant per SBS §3-2.10.

**§3-2.13. Schedule of Appointments.**

This section shall be automatically updated to reference each position appointed in the four classes of §3-2.8. Positions defined elsewhere in such classes include:

- (a) *Class 1.* Executive Chief of Staff (note exceptions), Director of Government Relations, Director of Community Service, Student Government Webmaster, Diversity Commission Chair, Special Commission Chairs, Executive Secretary
- (b) *Class 2.* Associate Directors of Government Operations (two), Associate Directors of Community Service (three), Associate Webmasters (two), Associate Director of Executive Management, Special Commission Officers, Elections Commissioners (four)
- (c) *Class 3.* Elections Commissioners (four)
- (d) *Class 4.* Wolf Aides Director, Wolf Aides Associate Directors (two), WSI Director, WSI Treasurer
- (e) *Class 5.* All students appointed to serve on University Standing Committees that address tuition- and/or fee-related issues

**Part III. Confirmation Process****§3-2.14. Initiation of Confirmation Review.**

Upon notice of an appointment requiring Senate confirmation, the Senate President shall cause introduction of appropriate confirmation legislation, and schedule it for reading at the next available Senate meeting.

**§3-2.15. Confirmation Process.**

The Senate confirmation process shall be a matter of concern to the Senate Rules (SBS §2-1) as established by the Senate.

**§3-2.16. Defeat of Confirmation.**

In the event the Senate does not confirm an appointment, the position shall be considered fully vacant, and the appointing official shall have until the Sunday prior to the next regular Senate meeting to make another appointment. If the next Senate meeting falls within one class week, the second following meeting shall be used instead. No previously defeated appointee can be reappointed to the same position.

**§3-2.17. Acting Status of Unconfirmed Appointees.**

Unconfirmed appointed officials shall have no general right to be considered acting in the appointed position. Individuals shall have acting authority only if granted an explicit interim (SBS §3-2.6) or acting (SBS §3-2.7) appointment.

**§3-2.18. Financial Expenditures of Unconfirmed Appointees.**

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Unconfirmed, acting appointed officials shall not expend funds without prior written approval of the Student Body Treasurer.

## Article 3. Student Body Commissions.

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#### §3-3.1. Charter Officer Defined.

Within this article, unless otherwise specified, “**Charter officer**” refers to any officer of a commission that is appointed directly to the office, as provided for by the commission's charter.

### Part I. Commissions Generally

#### §3-3.2. Types of Commissions.

All Student Body Commissions shall be classified as follows:

- (a) **Standing.** All Standing Student Body Commissions shall be chartered within the Student Body Statutes.
- (b) **Special.** Special Student Body Commission shall be chartered by executive order and shall exist until dissolved by executive order or disallowed by statute.
- (c) **Select.** Select Student Body Commissions shall be chartered by executive order and shall exist for the time specified within the order, not to be beyond the natural term of office for the President creating it.

#### §3-3.4. Dissolution of Special Commissions.

The President shall be empowered to dissolve any Special Commission by executive order. The Student Senate Committee on Government Operations shall be notified of all dissolutions no less than ten (10) regular semester class days prior to the effective date of dissolution. Such dissolutions may be overridden by Senate Resolution.

#### §3-3.5. Commission Residence.

Each Student Body Commission shall be in residence of either the Executive Branch itself, the Executive Office of an Officer, or a single department, division, or agency. Commissions not in residence to the Executive Branch shall report to the Cabinet through such entity that they reside within. All Special Commissions shall be in residence to the branch itself.

#### §3-3.6. Commission Charter.

All Commissions shall be chartered by either statute or executive order. Such a charter shall, at minimum, contain:

- (a) the name of the commission;
- (b) the charge of the commission;
- (c) specific duties of the commission;
- (d) membership minimums and maximums;
- (e) charter officers in addition to the chair;
- (f) officers to be elected by the commission;
- (g) specific requirements for any seat or seats of membership, consistent with SBS §3-3.10;
- (h) date of dissolution, if a select commission;
- (i) residence of the commission (SBS §3-3.5).

#### §3-3.7. Commission General Duties.

Student Body Commissions shall act on their own accord or by instruction of either the President or Senate, but shall at all times act consistent with their charters. In general, and notwithstanding other statutes, Student Body Commissions shall:

- (a) Investigate issues of concern by involving the knowledge and opinions of the Student Body;
- (b) Execute programming consistent with the policies of the Student Body;
- (c) Assist Senate Committees in developing stances on issues;
- (d) Recommend issues to be taken up by the Senate and its Committees;
- (e) Provide for the increased knowledge and awareness of the Student Body President; and
- (f) Oversee agencies and personnel placed under their authority.

## Part II. Members and Officers

**§3-3.8. Appointment Timeline.**

The following time limits shall apply to the appointments concerning commissions:

- (a) Chairs shall be considered Class 1 Presidential Appointees.
- (b) Other charter officers shall be considered Class 2 Presidential Appointees.
- (c) Commission members up to minimum membership: The President shall appoint to a commission a number of members at or above its minimum membership level by the 3<sup>rd</sup> Monday in September or within fifteen (15) class days of the effective date of the charter, whichever is later.
- (d) Commission members beyond minimum membership: The President shall appoint to a commission members beyond its minimum membership at his or her discretion.

**§3-3.9. Term of Commissions.**

Unless specified otherwise by statute, the term of membership on a commission shall last from effective date of appointment until the last exam day of the spring semester containing the end of the appointing president's term. All appointments by a newly elected President prior to the expiration of the previous commission's term shall take effect upon expiration of that term.

**§3-3.10. Membership of Commissions.**

- (a) All commissions shall have at least three (3) members, including any officers.
- (b) All commission members shall be appointed by the Student Body President, consistent with requirements for any specific seat imposed by the charter. Any seat for which the requirement is holding a particular office shall be considered *ex-officio* and shall be considered appointed upon the filing of the required office.
- (c) Membership on a Commission shall not be considered holding a Student Government Office.

**§3-3.11. Officers of Commissions.**

- (a) All commissions shall have a single chair, appointed by the President with the confirmation of the Senate
- (b) If provided for by the charter of commission, additional officers may be appointed directly by the President and confirmed by the Senate.
- (c) The charter of the commission may provide for additional officers to be elected by the membership of the commission.
- (d) All officers of a Commission shall be considered Student Government Officials and shall be administered the Oath of Office (SBS §1-6). Holding office in a select commission shall not be considered holding office for the purposes of the dual-office holding clause of SBS §1-4.

## Part III. Meetings and Procedure

**§3-3.12. Call of Meetings.**

All Student Body Commissions shall meet at least quarterly and at the call of the chair. All meetings shall be announced publicly at least three (3) class days in advance.

**§3-3.13. Quorum of Commissions.**

The quorum of any commission shall consist of a simple majority of the membership of the commission.

**§3-3.14. Commission Reports**

- (a) All commission reports shall be in written form and shall be publicly available upon submission.
- (b) Each commission shall report to the Student Body President, the Student Senate, or a Student Senate Standing Committee, as the commission deems appropriate, consistent with any instructions.
- (c) Each commission shall report at least monthly, provided that it has met since the date of last report.
- (d) All reports shall be agreed to by a simple majority of the commission.

**§3-3.15. Non-member Participation in Commissions.**

Unless provided for otherwise by statute, non-commission members may participate as follows:

- (a) Members of the Student Body shall be provided an opportunity to submit either written or oral comments on matters before the commission.
- (b) Student Body Officers and Senators shall be granted the privilege of speaking during debate, but shall have no right to introduce business or vote, unless a member of the commission.

**§3-3.16. Parliamentary Authority.**

In cases where there is no applicable rule in these statutes or the commission's charter, the rules contained in *The Standard Code of Parliamentary Procedure* shall govern the procedure of a Student Body Commission.

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## Article 4. Executive Staffs.

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#### §3-4.8. Internal Liaising.

#### §3-4.9. Public Representation.

#### §3-4.1. Definitions and conventions.

Within this article, the following definitions and conventions shall apply:

- (a) “**Executive Staffs**” refer collectively to the common staffs of the three Executive Officers.
- (b) “**Presidential Staff**” refers to the Executive Office of the Student Body President, the Staff to the Student Body President.

#### §3-4.2. Scope of Executive Staffs.

Executive Staffs include the (i) Executive Office of the Student Body President, (ii) the Executive Office of the Student Senate President, and (iii) the Executive Office of the Student Body Treasurer. Each of these staffs are comprised of students working directly under the supervision of one of the three Executive Officers to the effect of aiding him or her with the particular responsibilities of that office. Membership in other entities of the Executive Branch shall preclude membership in an Executive Staff.

#### §3-4.3. Staff Directors.

Each officer shall appoint a Staff Director if the respective staff contains three (3) or more officials or assistants, without confirmation of the Senate. Such Staff Director shall coordinate the activities of the Executive Office under the supervision of the officer.

#### §3-4.4. Discretionary Officials.

The Executive Officers shall be empowered to create such other Student Government Official positions within their respective staffs as each sees fit, provided that the positions are consistent with the scope of the staff’s duties. No title shall be awarded to a member of an Executive Staff that would serve to cause confusion as to the official’s place in the structure of Student Government, including, but not limited to: (i) Vice President, (ii) Secretary, (iii) Minister, and (iv) Director.

#### §3-4.5. Staff Assistants.

Each Executive Officer shall be empowered to appoint any number of students as staff assistants, who shall not be considered Student Government Officials, and who shall have such minor duties as the officer sees fit. At no time shall a Student Senator serve as a staff assistant.

#### §3-4.6. Tenure of Service.

All members of the each Executive Staff shall serve at the discretion of the staff’s respective officer. The term of office of all members of a staff shall conclude when the officer appointing them leaves office.

#### §3-4.7. Staff Meetings.

The staff of an officer shall meet at the discretion of the officer or his or her Staff Director. Such meeting shall not be considered public and need not be announced in any public manner. Members of the Executive Branch outside of the staff shall be considered guests at staff meetings and shall have no inherent right to attend.

#### §3-4.8. Internal Liaising.

Any staff member charged with responsibilities directly related to the duties of a Senate Committee, Student Body Commission, or Student Government Agency shall be responsible for establishing and maintaining communication with that body or division.

#### §3-4.9. Public Representation.

No member of an Executive Staff shall represent themselves to parties outside of Student Government in a manner that suggests that he or she has authority beyond that which an executive officer is empowered to delegate.

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## Article 5. Presidents' Roundtable.

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#### §3-5.1. Convention Concerning Roundtable.

Within this article, unless otherwise specified, "Roundtable" refers to the Presidents' Roundtable

#### §3-5.2. Name and Affiliation.

The name of this organization shall be the North Carolina State University Presidents' Roundtable, and shall be considered an affiliate advisory body to the Student Body President.

#### §3-5.3. Purpose.

The Presidents' Roundtable shall exist to provide a forum for the leaders of campus organizations to engage in commentary on issues facing the Student Body. The Roundtable shall also serve to set the agenda for such Chancellor's Liaison meetings that may from time-to-time occur.

#### §3-5.4. Administration.

The Presidents' Roundtable shall be chaired by the Student Body President. The President may appoint such members of his or her staff to assist him with the administration of the Roundtable as he or she deems necessary.

#### §3-5.5. Meetings.

The Presidents' Roundtable shall meet at the call of the President. All meetings must be announced at least three (3) class days in advance. The Executive Secretary shall maintain accurate minutes of each meeting.

#### §3-5.6. Member Organizations.

Each member organization shall be represented by its chief executive officer or his or her designee. The President shall designate by executive order the member organizations prior to the first Roundtable meeting of his or her term. In the event no order is enacted, the membership from the immediate previous year shall continue. The member organizations shall at minimum include:

- (a) The Student Centers Board of Directors;
- (b) The Union Activities Board;
- (c) The Student Media Authority;
- (d) The Inter-Residence Council;
- (e) The Interfraternity Council;
- (f) The National Panhellenic Council;
- (g) The Pan-Hellenic Association;
- (h) The Collaborative Greek Council; and
- (i) The E.S. King Village Council.

#### §3-5.7. College Council Restriction.

The President may grant Roundtable membership to a College Council only in the event that he or she grants membership to all College Councils.

#### §3-5.8. Limitations on Authority.

The Presidents' Roundtable exists exclusively as an advisory and discussion body. The Roundtable shall not meet as a deliberative body, and shall take no formal stances on issues.

## Article 6. Department of Government Relations.

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#### §3-6.10. Oversight.

#### §3-6.1. Definitions and Conventions.

Within this article, the following definitions and conventions shall apply:

- (a) The “**Department**” refers to the Department of Government Relations.
- (b) “**Director**” refers to the Director of Government Relations.
- (c) “**Bodies of Governance**” refer to all bodies of governance with authority pertinent to the Student Body, including, but not limited to the NCSU Board of Trustees, the UNC Board of Governors, the Raleigh City Council, and the North Carolina General Assembly.

#### §3-6.2. Name.

The name of this organization shall be the North Carolina State University Student Body Department of Government Relations, and may be simply referred to as the Department of Government Relations.

### Part I. Powers and Duties.

#### §3-6.3. Purpose.

The Department of Government Relations shall work to provide effective communication between the Student Body and Bodies of Governance.

#### §3-6.4. Duties.

The Department shall:

- (a) notwithstanding the Student Body President, be the principle liaison of the Student Body to bodies of governance;
- (b) advocate the positions of the Student Body to appropriate bodies of governance;
- (c) advise and assist the Student Body President and his staff on matters of government relations and government policies;
- (d) advise and assist Senate Committees on matters of government relations and government policies;
- (e) actively alert the Student Senate, through its committees, to emerging governmental issues of concern to the Student Body; and
- (f) foster a better knowledge of the techniques of government relations amongst Student Government Officials.

### Part II. Director and Officials.

#### §3-6.5. General Organization.

The personnel in the department shall have the general organization and attributes as specified under SBS §3-1.12. **Departments and Divisions.**

#### §3-6.6. Director of Government Relations.

The Director of Government Relations shall be considered a Class 1 Presidential Appointee, and shall have executive authority over the department, and shall specifically:

- (a) Serve as the Student Body President’s principle advisor on matters relating to bodies of governance;
- (b) Coordinate the activities of the other officials and staff of the department;
- (c) Report on the activities of the department to the Student Senate;
- (d) Provide direction and goals for the efforts of the department.

#### §3-6.7. Senior Associate Director for Legislative Affairs.

There shall be a Senior Associate Director of Government Relations for Legislative Affairs who shall be a Class 2 Presidential Appointee with the duty to assist the Director in completing the duties of the department as they relate to the North Carolina General Assembly. Additionally, the Senior Associate Director shall be responsible for the coordination of legislative efforts with UNCASG. The Senior Associate Director shall discharge the duties of the director when he or she is unable to do so.

**§3-6.8. Associate Director of Government Relations for Local Affairs.**

There shall be an Associate Director of Government Relations for Local Affairs who shall be a Class 2 Presidential Appointee with the duty to assist the Director in completing the duties of the department as they relate to civil bodies of governance.

**Part III. Limits.****§3-6.9. Improper Advocacy.**

In no case shall the department, its officials, or its staff advocate a course of action to any body of governance to an effect contrary to Student Body policy.

**§3-6.10. Oversight.**

Oversight of the department may be exercised by the Committee on Public Affairs, which shall have the power to review the records of the department, compel report of its members, and to make recommendations to the Director, President, or Senate regarding its improvement.

## Article 7. Department of Community Service.

### Contents.

#### §3-7.1. Definitions and Conventions.

#### §3-7.2. Name.

#### §3-7.3. Purpose.

#### §3-7.4. Duties.

#### §3-7.5. General Organization.

#### §3-7.6. Director of Community Service.

#### §3-7.7. Senior Associate Director of Community Service.

#### §3-7.8. Associate Director for Service Raleigh.

#### §3-7.9. Associate Director for Nightwalk.

#### §3-7.10. Nightwalk.

#### §3-7.11. Nightwalk Commission.

#### §3-7.12. Nightwalk Commission Membership.

#### §3-7.13. Nightwalk Commission Operation.

#### §3-7.14. Over-budget Projects.

#### §3-7.15. Oversight.

#### §3-7.1. Definitions and Conventions.

Within this article, the following definitions and conventions shall apply:

- (a) The “**Department**” refers to the Department of Community Service.
- (b) “**Director**” refers to the Director of Community Service.
- (c) “**Associate Director**” refers to an Associate Director of Community Service.

#### §3-7.2. Name.

The name of this organization shall be the North Carolina State University Student Body Department of Community Service, and may be simply referred to as the Department of Community Service.

### Part I. Powers and Duties.

#### §3-7.3. Purpose.

The Department of Community Service shall work to enhance Student Body involvement in Community Service and to provide effective governance of all service projects organized by Student Government.

#### §3-7.4. Duties.

The Department shall:

- (a) assist all Student Government entities with the planning and execution of such community service projects they may choose to undertake;
- (b) provide resources, advice, and assistance to Registered Student Organizations involved in community service;
- (c) foster cooperation and cross-promotion between the various campus organizations engaged in community service;
- (d) maintain a centralized database of service events and organizations;
- (e) advise the Department of the Treasury and the Senate Finance Committee on the soundness of all community service related financial requests; and
- (f) plan and execute periodic Student Government organized service projects.

### Part II. Director and Officials.

#### §3-7.5. General Organization.

The personnel in the department shall have the general organization and attributes as specified under SBS §3-

#### 1.12. Departments and Divisions.

#### §3-7.6. Director of Community Service.

The Director of Community Service shall be considered a Class 1 Presidential Appointee, and shall have executive authority over the department, and shall specifically:

- (a) Serve as the Student Body President’s principle advisor on matters relating to community service;
- (b) Coordinate the activities of the other officials and the commissions of the department;
- (c) Report on the activities of the department to the Student Senate;
- (d) Provide direction and goals for the efforts of the department.

#### §3-7.7. Senior Associate Director of Community Service.

The Senior Associate Director of Community Service shall be considered a Class 2 Presidential Appointee, and shall:

- (a) assist the Director with the administration of the Department, and act in the place of the Director in his or her absence;
- (b) provide leadership for major service projects not under the responsibility of other associate directors;
- (c) organize the ReCreate State campus beatification project; and
- (d) organize an annual competitive food drive.

#### §3-7.8. Associate Director for Service Raleigh.

The Associate Director of Community Service for Service Raleigh shall be considered a Class 2 Presidential

Appointee, and shall serve as Student Government Project Co-chair for the Service Raleigh project jointly administered with the Park Scholarships Program. The Associate Director for Service Raleigh shall be a dual-office exempt official.

**§3-7.9. Associate Director for Nightwalk.**

The Associate Director of Community Service for Nightwalk shall be considered a Class 2 Presidential Appointee, and shall coordinate the overall execution of the Nightwalk project, including serving as Nightwalk Commission Chair. The Associate Director for Nightwalk shall be a dual-office exempt official.

**Part III. Nightwalk**

**§3-7.10. Nightwalk.**

Nightwalk shall be a semiannual early evening safety walk or re-walk through the various parts of the university campus.

**§3-7.11. Nightwalk Commission.**

The Student Body Commission on Nightwalk shall be a Student Body Commission, in residence to the Department, and shall be charged with the planning and execution of the event, including but not limited to coordination with the Campus Police and Facility Operations Departments of the University, as well as the promotion of the event to the Student and Faculty Bodies.

**§3-7.12. Nightwalk Commission Membership.**

The Nightwalk Commission shall be chaired by the Associate Director for Nightwalk and shall have the following additional members:

- (a) the Chair and Vice-chair of the Senate University Affairs Committee, or their designees; and
- (b) between one (1) and three (3) at-large members of the Student Body.

**§3-7.13. Nightwalk Commission Operation.**

In addition to being made available to the student body, all meetings of the commission shall be announced to Faculty and Staff Senates. Any member of the Faculty or Staff who desires to participate in the commission may indicate such to the chair, and shall then be entitled to all privileges of membership, but shall have no vote.

**Part IV. General Provisions.**

**§3-7.14. Over-budget Projects.**

In the event a service project under the auspices of the Department exceeds its available budget, the Senate Committee on Finance shall review the situation and shall recommend that the deficit be covered by either: (i) discretionary allocations of the Treasurer, (ii) appropriation by Senate action, or (iii) personal restitution by the official overspending.

**§3-7.15. Oversight.**

Oversight of the department may be exercised by the Committee on Campus Community, which shall have the power to review the records of the department, compel report of its members, and to make recommendations to the Director, President, or Senate regarding its improvement.

## Article 8. Division of Web Development.

### Contents.

- §3-8.1 **Definitions and Conventions.**
- §3-8.2. **Name and Affiliation.**
  
- §3-8.3. **General website Maintenance.**
- §3-8.4. **Student Senate Records.**
- §3-8.5. **Mailing List Maintenance.**
  
- §3-8.6. **General Organization.**
- §3-8.6. **Student Government Webmaster.**
- §3-8.7. **Senior Associate Student Government Webmaster.**
- §3-8.8. **Associate Student Government Webmaster for the Executive Branch**
- §3-8.9. **Associate Webmaster Duties.**
  
- §3-8.10. **Student Body Commission on Web Development.**
- §3-8.11. **Commission Composition.**
  
- §3-8.12. **Web Programming.**
- §3-8.13. **Requests for Services.**
- §3-8.14. **Oversight.**

### §3-8.1 **Definitions and Conventions.**

Within this article, the following definitions and conventions shall apply:

- (a) “**Webmasters**” refers collectively to the SG Webmaster, the Associate Webmasters, and the Assistant Webmasters.
- (b) “**Website**” refers to the Student Government website.

### §3-8.2. **Name and Affiliation.**

This organization shall be known as the Student Government Division of Web Development, and shall be considered a Student Body Department.

### Part I. Duties.

### §3-8.3. **General website Maintenance.**

The Division shall maintain the Student Government website, which shall contain pages for each branch of Student Government, and whenever possible each committee, commission, department, or agency within each branch. The site shall contain listings of each official of each branch and a calendar of upcoming meetings of all Student Government public bodies.

### §3-8.4. **Student Senate Records.**

Under the supervision of the Senate Webmaster, the Student Senate website shall at least contain the most recent versions of legislation, accurate voting records, current calendars and journals, and the most recently published editions of the *Student Body Documents*.

**§3-8.5. Mailing List Maintenance.**

The Division shall be charged with the administration of all electronic mailing lists under ownership of Student Government, including the internal announcement/discussion listserv of each branch having such, the global SG announcement/discussion listserv, the announcement listserv targeted at students-at-large, and any special project listservs that may be from time-to-time established.

**Part II. Officials****§3-8.6. General Organization.**

The personnel in the division shall have the general organization and attributes as specified under SBS §3-1.12. **Departments and Divisions.**

**§3-8.6. Student Government Webmaster.**

The President shall appoint a Student Government Webmaster, who shall be considered a Class 1 Presidential Appointee. There shall be no deadline for the appointment of the Webmaster. The Webmaster shall have the responsibility for the overall execution of the responsibilities of the Division of Web Development.

**§3-8.7. Senior Associate Student Government Webmaster.**

The Student Senate Webmaster (SBS §2-1.22) shall serve *ex-officio* as the Senior Associate Student Government Webmaster. The Senior Associate Webmaster shall be responsible for fulfilling the duties of the Student Government Webmaster in his or her absence. In all other cases, the Senior Associate Webmaster shall have the same powers and duties as an Associate Webmaster.

**§3-8.8. Associate Student Government Webmaster for the Executive Branch**

There shall be an Associate Webmaster for the Executive Branch, which shall be a Class 2 Presidential Appointee. The Associate Webmaster for the Executive Branch shall be a dual-office holding exempt official.

**§3-8.9. Associate Webmaster Duties.**

The Associate Webmasters shall have the responsibility to ensure the content of their individual branch's site is accurate, and shall aide the Student Government Webmaster with the discharge of any responsibilities of the Division related to their own branch.

**Part III. Web Commission.****§3-8.10. Student Body Commission on Web Development.**

The Commission on Web Development shall be considered a Student Body Commission, in residence to the Division, and shall be responsible for:

- (a) Adopting a uniform graphic identity for the website;
- (b) Approving requests to deviate from the uniform graphic identity;
- (c) Setting policies concerning use of student government listservs;
- (d) Setting policies concerning public areas of the website, including any discussion forums that may be established; and
- (e) Establishing guidelines for the maintenance of website areas by non-webmasters.

**§3-8.11. Commission Composition.**

The Commission on Web Development shall be chaired by the Student Government Webmaster, and shall be comprised of the following individuals:

- (a) The Student Government Webmaster;
- (b) The two Associate Student Government Webmasters; and
- (c) The Student Body Treasurer or his or her designee.

**Part IV. Other Provisions****§3-8.12. Web Programming.**

Before any Webmaster develops any server-side script or other form of web program or set thereof, he or she shall negotiate the terms of license for use of such program(s) by Student Government with the Student Body Treasurer.

**§3-8.13. Requests for Services.**

Officials may request web services for their particular Student Government project or entity through either the SG Webmaster or their branch's Associate Webmaster. In the event the webmaster chooses not to fulfill the request, he or she shall provide written explanation of the reasons for such denial, which may include:

- (a) technical infeasibility;
- (b) beyond the scope of individual responsibilities;
- (c) impairment of other essential or required duties; or
- (d) conflict with the policies of the Web Commission.

**§3-8.14. Oversight.**

Oversight of the division may be exercised by the Committee on Campus Community, which shall have the power to review the records of the division, compel report of its members, and to make recommendations to the Webmaster, President, or Senate regarding its improvement.

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## Article 9. Division of Executive Management

### Contents.

§3-9.1. **Definitions and conventions.**

§3-9.2. **Name and Affiliation.**

§3-9.3. **Purpose.**

§3-9.4. **Duties.**

§3-9.5. **Executive Information Report.**

§3-9.6. **General Organization.**

§3-9.7. **Executive Chief of Staff.**

§3-9.8. **Associate Director of Executive Management.**

§3-9.9. **Executive Secretary.**

§3-9.10. **Delegatable Appointment Authority.**

§3-9.11. **Oversight.**

§3-9.1. **Definitions and conventions.**

Within this article, the following definitions and conventions shall apply:

- (a) The “**Division**” refers to the Division of Executive Management.
- (b) “**Director**” refers to the Executive Chief of Staff who functions as Director of Executive Management.

§3-9.2. **Name and Affiliation.**

The name of this organization shall be the North Carolina State University Student Government Division of Executive Management, and may be simply referred to the Division of Executive Management. The Division shall be considered a Student Body Department.

### Part I. Powers and Duties.

§3-9.3. **Purpose.**

The Division of Executive Management shall support the mission and goals of the Student Government by providing support on matters of appointment and recruitment and by offering sound advice on matters of official responsibility and public operation.

§3-9.4. **Duties.**

The Division shall:

- (a) aid the President and other officials with designing materials for public appointments;
- (b) assist the President and other officials with investigating applicants for appointment, including vetting qualifications for office, and ensure a timely and thorough review;
- (c) maintain executive liaison with any Senate committee considering confirmation of an executive appointment;
- (d) oversee recruitment efforts for all Executive Branch positions and aid with recruitment for other branches on request of that branch;
- (e) supervise the inflow and outflow of volunteers to Student Body Commissions;
- (f) coordinate the appointment of students to external positions under the direction of the President;
- (g) manage the scheduling of meeting alternates for external bodies with student seats;
- (h) maintain records of the contact information and meeting times for university bodies accepting student representation;
- (i) assist the President with preparation of Executive Orders and keep record of all such orders presently in force;
- (j) train newly appointed members of the Executive Branch on their obligations concerning public operation;
- (k) advise the President and Executive Branch Officials on their obligations under Student Body Statutes;
- (l) Liaise with the Senate Standing Committee on Government Operations and together with that body oversee any legal affairs that Student Government may become involved in.

§3-9.5. **Executive Information Report.**

The Division shall be responsible for maintaining a publicly available Executive Information Report, current to one week prior, including:

- (a) a list of all presently vacant or available positions within the Executive Branch;
- (b) a list of each student representative to a university committee nominated by Student Government, and any vacancies on those panels; and
- (c) all currently in force Executive Orders

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**Chapter 3. Executive Branch.**

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**Part II. Director and Officials.****§3-9.6. General Organization.**

The personnel in the division shall have the general organization and attributes as specified under SBS §3-1.12. **Departments and Divisions.**

**§3-9.7. Executive Chief of Staff.**

The Executive Chief of Staff (SBS §3-1.9) shall function as Director of the Division of Executive Management and shall oversee the personnel within the division.

**§3-9.8. Associate Director of Executive Management.**

The Associate Director of Executive Management shall be considered a Class 2 Presidential Appointee and shall be assigned specific duties in a manner complementary to duties exercised with particular expertise by the Executive Chief of Staff.

**§3-9.9. Executive Secretary.**

The Executive Secretary (SBS §3-1.11) shall be considered an Associate Director of Executive Management and shall provide general assistance in executing the division's duties.

**Part III. Limits.****§3-9.10. Delegable Appointment Authority.**

At no time shall the President or any other official delegate final appointing authority on a public appointment to the Division of Executive Management. In so much as practical, only the appointment non-official positions, such as membership on Student Body Commissions, shall be delegated to the division.

**§3-9.11. Oversight.**

Oversight of the division may be exercised by the Committee on Government Operations, which shall have the power to review the records of the division, compel report of its members, and to make recommendations to the Director, President, or Senate regarding its improvement.

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## Article 10. Diversity Commission.

### Contents.

§3-10.1. **Definitions and Conventions.**

§3-10.2. **Name and Affiliation.**

§3-10.3. **Purpose.**

§3-10.4. **Duties.**

§3-10.5. **Liaison Responsibilities.**

§3-10.6. **Reporting.**

§3-10.7. **Commission Chair.**

§3-10.8. **Commission Vice-chair.**

§3-10.10. **Commission Secretary.**

§3-10.11. **Commission Composition.**

§3-10.12. **Oversight.**

§3-10.1. **Definitions and Conventions.**

Within this article, the following definitions and conventions shall apply:

- (a) The “**Commission**” refers to the Standing Commission on Diversity.
- (b) “**Chair**”, “**Vice-chair**”, and all other officers refer to the offices within the Commission, unless otherwise qualified.

§3-10.2. **Name and Affiliation.**

The name of this organization shall be the Standing Student Body Commission on Diversity, or simply the Diversity Commission, and it shall be considered a cabinet-level Student Body Commission, in residence to the Executive Branch.

### Part I. Powers and Duties.

§3-10.3. **Purpose.**

The Diversity Commission shall work on behalf of the Student Body to foster an environment of acceptance, tolerance, and understanding of diversity on campus.

§3-10.4. **Duties.**

The Diversity Commission shall:

- (a) investigate issues concerning the free expression of ideas and beliefs, cultural differences between students of the University, and discrimination on campus;
- (b) educate the student body on the counseling and grievance resources available to them through various on-campus departments and agencies;
- (c) provide a venue of support and collaboration to the various diversity student organizations on campus;
- (d) investigate and implement activities to increase student awareness and understanding of diversity on campus;
- (e) create programs to engage the campus community in dialogue about race and ethnicity issues;
- (f) act as a forum to discuss current issues of diversity;
- (g) serve as a resource for which students can discuss grievances regarding discrimination and/or harassment based on race, color, national origin, religion, sex, age, sexual orientation, veteran status or disability;
- (h) assist the Senate Committee on Campus Community on diversity issues; and
- (i) advise the Student Body President and Senate regarding diversity issues on campus.

§3-10.5. **Liaison Responsibilities.**

The Diversity Commission shall maintain contact with the following University units on behalf of Student Government, and shall investigate concerns regarding the same:

- (a) the Office of Diversity and African American Affairs;
- (b) the Office of Equal Opportunity;
- (c) the Women’s Center; and
- (d) the Office of Multicultural Student Affairs.

§3-10.6. **Reporting.**

The Commission shall report issues requiring formal resolution to the Student Senate Committee on Campus Community, and shall assist that committee with policy formulation.

## Part II. Officers and Membership

### §3-10.7. Commission Chair.

There shall be a single chair of the Diversity Commission, who shall be considered a Class 1 Presidential Appointee, , who shall be responsible for coordinating the meetings and activities of the commission, as well as ensuring all responsibilities of the Commission set forth in this article and in SBS §3-2 are fulfilled.

### §3-10.8. Commission Vice-chair.

The Campus Community Committee Diversity Coordinator, as appointed by the Senate President, shall serve *ex-officio* as vice-chair of the commission. The Vice-chair shall assist the chair with the coordination of the Commission and shall discharge the duties of the chair when the chair is unable to do to.

### §3-10.10. Commission Secretary.

The Commission shall elect from its membership a Secretary, at its first meeting and such times the office is vacant. The Secretary shall be responsible for the recording, publishing, and safekeeping of the minutes of the Commission.

### §3-10.11. Commission Composition.

The Diversity Commission shall be comprised of the following individuals, appointed per SBS §3-2.8:

- (a) the Diversity Commission Chair;
- (b) the Campus Community Committee Diversity Coordinator, *ex-officio*;
- (c) between three (3) and five (5) members of the Student Senate, appointed by the President on recommendation of the Senate President;
- (d) one (1) member of the Union Activities Board Diversity Programming Committee; and
- (e) between three (3) and nine (9) at-large students.

## Part III. Miscellaneous.

### §3-10.12. Oversight.

Oversight of the Commission may be exercised by the Committee on Campus Community, which shall have the power to review the records of the Commission, compel report of its members, and to make recommendations to the Chair, President, or Senate regarding its improvement.

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## Article 11. Legislative Implementation

### Contents.

- §3-11.1. **Definitions and conventions.**
- §3-11.2. **Legislative Implementation.**
- §3-11.3. **Internal Mandating of Public Acts.**
- §3-11.4. **Supervisor of Implementation.**
- §3-11.6. **Selection of Supervisor.**
- §3-11.7. **Staff Operation.**

#### §3-11.1. **Definitions and conventions.**

Within this article, the following definitions and conventions shall apply:

- (a) The “**Office of the Senate President**” and “**Executive Office**” refers to the Executive Office of the Student Senate President.
- (b) “**Supervisor**” refers to the Supervisor of Implementation.
- (c) “**Policy Resolution**” refers to any resolution of the Student Senate that affects external Student Body Policy.
- (d) “**Public Act**” refers to any enacted legislation of the Student Senate eligible for the veto of the Student Body President.

#### §3-11.2. **Legislative Implementation.**

It is the responsibility of the Executive Branch to see forth the execution of all duly enacted legislation. The Senate President shall have the general responsibility to administer such legislative implementation, with the assistance of his or her Executive Office and the rest of the Executive Branch.

#### §3-11.3. **Internal Mandating of Public Acts.**

The Senate President shall determine what, if any, Student Government unit has existing responsibility for executing a particular public act, and shall formally notify that unit of the enactment of the legislation. Should no such internal mandate occur, implementation responsibility remains with the Office of the Senate President.

#### §3-11.4. **Supervisor of Implementation.**

The Supervisor of Implementation shall be considered a Student Government Official and a senior member of the Office of the Senate President, and shall specifically:

- (a) Ensure the timely execution of prudent implementation planning;
- (b) Coordinate the implementation-related activities of junior staff in the executive office;
- (c) Liaise with units executing public acts following an internal mandate;
- (d) Advise the Senate President on the status of the implementation of all current public acts.

#### §3-11.6. **Selection of Supervisor.**

The Senate President shall appoint a Supervisor of Implementation subject to the majority confirmation of the Senate concurrently to the schedule of Class 2 Presidential Appointees. There shall be no qualifications for Supervisor beyond those of a Student Government Official.

#### §3-11.7. **Staff Operation.**

The Senate President shall be empowered to designate other members of his or her executive staff as reports to the Supervisor. The Supervisor shall have all common characteristics of a staff member, including term and line of reporting.