

**PRAIRIE VIEW A & M UNIVERSITY  
STUDENT GOVERNMENT ASSOCIATION  
EXECUTIVE BOARD CODE**

Established:

Revised and Enacted:

Revised and Clarified by a Court Hearing on: March 1, 2010

**ARTICLE I – INTRODUCTION**

**SECTION I. PREAMBLE**

- a) There shall be an Executive board, whose composition and power shall be defined in this code. It is herein referred to, and commonly, as the E-board.
- b) The E-board shall exist as an integral part of the student government association, towards the formulation of policies and implementation of such, towards the general well being of the student body.
- c) The E-board shall in compliance with the provision of the constitution, exist as an advisory body, at the disposal of the Student Government Association president.

**SECTION II. ORDER OF MEETING**

- a) The E-board shall meet with such frequency as might be determined by the SGA President.
- b) The agenda and proceedings of the meeting shall be at the direction of the SGA President.

**SECTION III. POWERS OF THE E-BOARD**

- a) Formulation of policy advice for the attention of the president.
- b) Offer advisory to the President in matters relating to the operation of SGA.
- c) Meet to review, revise and formulate policies towards the effective representation of the student body in general.
- d) Co-ordination of activities of the bureaucracy towards ensuring the efficiency and responsiveness of the SGA.
- e) Implementation of those laws properly passed by the senate and approved by the President.
- f) Implementation of core policy decisions of the President.
- g) Examination of bids for projects in the SGA and submission of recommendation in this regard to the President.

**ARTICLE II – MEMBERSHIP**

**SECTION I – CATEGORIES**

- a) There shall exist for the E-board two forms of membership categories.
- b) The categories shall be:
  - a. voting members
  - b. non-voting members

## SECTION II – VOTING MEMBERS

- a) President
- b) Executive Vice-President
- c) Chief of Staff
- d) Comptroller
- e) Vice President-Auxiliary Services
- f) Vice President-Academic Affairs
- g) Vice President-Business Affairs
- h) Vice President-Research and Development
- i) Vice President-Student Affairs and Institutional Relations
- j) Director of Governmental Relations
- k) Director of Special Events

## SECTION III NON-VOTING MEMBERS

- a) Deputy Chief of Staff
- b) Director of Complaints
- c) Press Secretary
- d) Special Assistant to the President
- e) Special Counsel to the President
- f) Executive Secretary
- g) Assistant Executive Secretary
- h) Historian

## SECTION IV-METHOD OF APPOINTMENT

- a) The President, Executive Vice-President and Comptroller shall be elected in line with the provisions of the constitution.
- b) Wherein no one stands to be elected, to the positions of the Vice-President and Comptroller, the President shall appoint such persons subject to the approval of the Senate. The same method shall be used in appointing other voting members.
- c) Wherein the position of the President is vacant, the provisions of the constitution relating to the order of ascension shall be adhered to.
- d) The President cannot add or remove a voting member, without the approval of the senate.
- e) Not more than two voting member position can be vacant at any point in time after spring elections. The President has ten (10) working days to fill up vacancies.
- f) All non-voting members or positions can be added or removed at the liking of the President.

## ARTICLE III-CODE OF CONDUCT

### SECTION I-SCHOLASTIC CONDUCT

- a) **NO MEMBER OF THE E-BOARD SHALL BE ON SCHOLASTIC OR CONDUCT PROBATION WITH THE UNIVERSITY.** All officers and members must comply with the academic standards as set forth in the university handbook, as well as have a 2.5 GPA or higher at the time of their appointment. Voting and non-voting members shall maintain a minimum of 2.5 cumulative

GPA as well as a minimum 2.5 GPA for every semester (spring, summer, fall) while in office. The President and the Executive Vice-President shall require a 2.7 GPA at the time of their appointment. In the event that these requirements are not met and a grade appeal is filed, this requirement will be waived until a final decision is made. The officer has one week to file the appeal after the notification of grade deficiency. This appeal should be filed through the President in order to be considered by the Chief of Staff. The decision shall be rendered within one week following the filing. The primary Student Government Association Advisor shall handle any further appeals.

- b) Cumulative grade point average requirements shall apply for all semesters at Prairie View A&M University including the summer sessions regardless of the number of hours attempted.
- c) The President shall request from members a statement verifying their academic status. Likewise, the Executive Vice President shall request the same form from the President. This statement must be requested within twelve (12) class days at the beginning of the fall and spring semesters, as well as at the time of their appointment, if so applicable. The ultimate responsibility rests with the Student Government Advisor to make sure that these reports are made.

## SECTION II-ABSENCE POLICY

- a) Wherein the President decides to call an E-board meeting and notices of such are forwarded by the office of the Executive Secretary for the attention of all members by e-mail and/or telephone, members are compelled to attend such meetings.
- b) Members are allowed only two (2) unexcused absences for a semester.
- c) An excused absence shall be defined as:
  - 1. A university excused absence as outlined in the new class attendance policy (illness, attendance at university-approved functions, religious holidays, family and/or other emergencies).
  - 2. An absence due to a scheduled exam.
  - 3. An absence that the office of the President deem of merit.
- d) All absences are to be considered conditionally unexcused. For an excused absence to be granted, the officer must show reasonable cause for the absence as well as submit with the signature of the appropriate person(s) and the date. (i.e. SGA Advisor)
- e) All E-board members are mandated to attend each and every Student Government Association General Meeting, which is comprised of all **members of SGA. Failure to do so will constitute as one absence and would face the penalty.**
- f) Tardiness to meetings, irresponsible behavior in or out of meetings shall not be tolerated and the president shall impose penalties for such.
- g) In compliance with the provision of the constitution, the President can request the resignation of any member of the E-board within twenty-four (24) hours for acts of insubordination.

## ARTICLE IV-OFFICE OF THE PRESIDENT

- a) There shall exist the office of the President.
- b) The President shall be the chief executive officer of the Student Government Association.
- c) There shall exist in this office the officers of Chief of Staff, Deputy Chief of Staff, Director of Complaints, and Historian.
- d) The Special Assistant shall be delegated duties directly from the President related to the day-to-day running of SGA.
- e) The Chief of Staff shall be the supervisor of the bureaucracy in the office of the President.
- f) The President shall have appointment, veto and executing powers.
- g) The President has absolute control over 25% of the E-board purse. When this allocation is exceeded he/she could get additional funds for the “absolute spending” purse at the recommendation of the E-board to the Senate for approval.
- h) The disbursement of the remainder of the purse shall be at the recommendation of the E-board.
- i) The President shall exercise all relevant powers of appointment and shall delegate such, as he/she desires.
- j) The President shall uphold the constitution of the Student Government Association, these bylaws and any other such statutory laws duly passed by the Senate.
- k) The President and the Executive Vice-President shall meet weekly to harmonize the details of the Student Government Association.
- l) The President shall delegate the responsibility to the bureaucracy for the proper running of SGA.
- m) The President shall be at liberty to establish committees encapsulating his/her goals and visions for the student body.
- n) The President shall be at liberty to establish committees. They shall report the details of their activities and those of their committees to the office of the President through the Deputy Chief of Staff weekly.
- o) The Vice-Presidents shall report the details and activities of their divisions to the office of the President through the Chief of Staff, on a weekly basis.
- p) The Director of Governmental Relations shall liaise with the State Legislature on behalf of the President.
- q) The Executive Secretary is responsible for records, minutes and correspondence in matters relating to the E-board only.
- r) The Press Secretary shall staff the public relations unit of the SGA.
- s) The Special Assistant to the President shall handle details of the President’s itinerary, travel and welfare. This privilege of a Special Assistant shall also be extended to the executive Vice President.
- t) The Presidential personal aides are herein defined as his/her Special Counsel and Special Assistant. They shall meet with the President daily to debrief him/her of their activities.
- u) All members of the Executive branch of the Student Government Association shall uphold the organizational chart and chain of command as established in the

first schedule of this code. Duties specifications are also detailed in the second schedule.

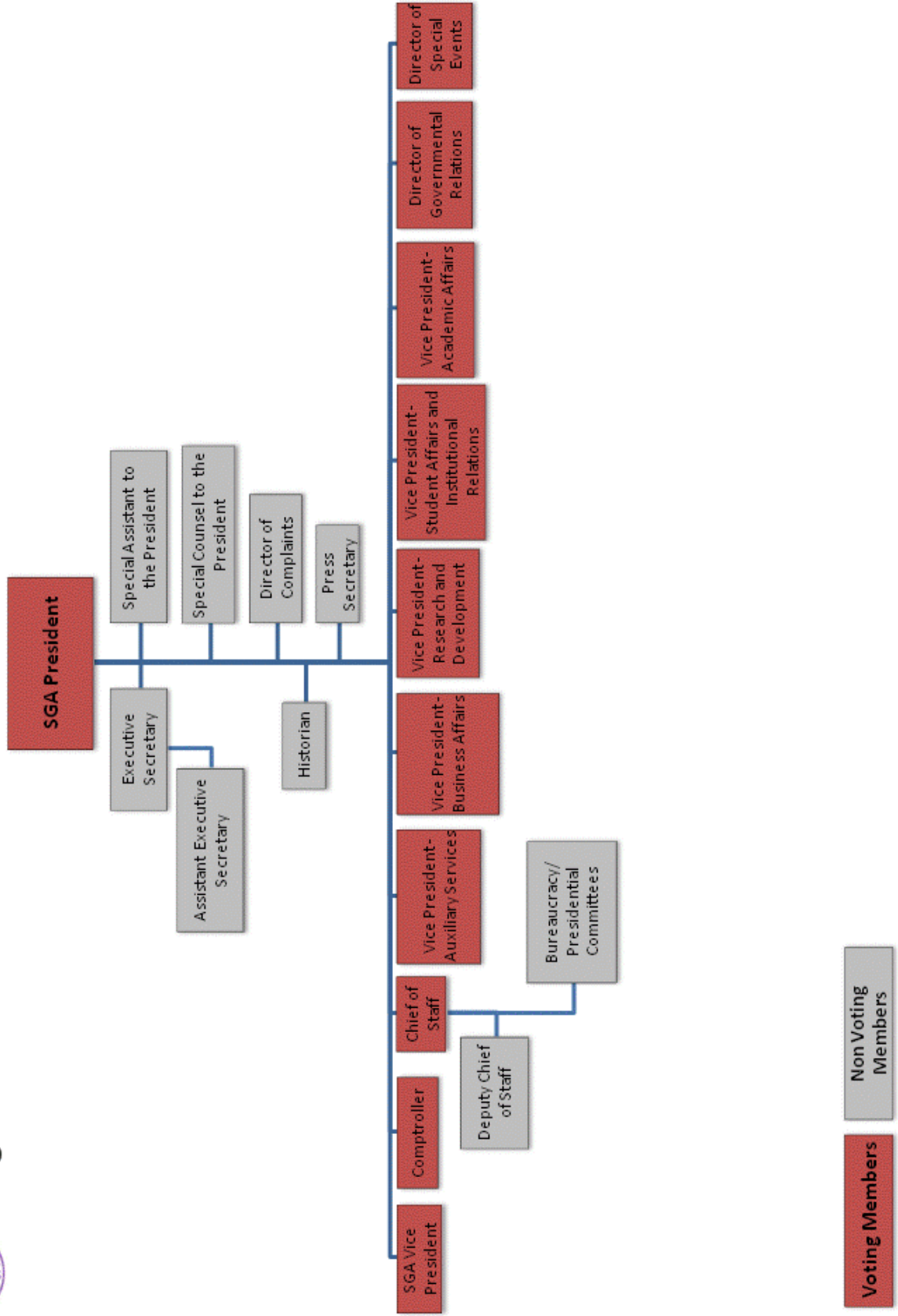
## **ARTICLE V-BUREUCRACY**

- a) This shall be the established mechanism of governance under the direct supervision of the Executive Branch and the oversight of the Legislative Branch.
- b) By members of Bureaucracy, this code refers to members of divisions and presidential committees.
- c) Any incoming President can remove no member of such divisions and committees without filing proper documentation of violation of bureaucratic rules with the Senate.
- d) Only heads of committees can be removed and appointed without the necessary documentation. Their appointment shall however be subject to the approval of the E-board.
- e) Members of the Bureaucracy shall be non-partisan, proper and adhering to the provisions of this section-abhorring all forms of insubordination and disloyalty to the incumbent administration.
- f) All members of the Bureaucracy seeking elective posts shall be made to resign their appointments fifteen days before standing for such elections. This shall not include the Chief of Staff.
- g) The Judiciary shall be the last resort to appeal any sanction imposed on members of the Bureaucracy by the virtue of the foregoing section.
- h) The Bureaucracy shall consist of only divisions to reflect the current structure of the office of the President of the university.
- i) The Bureaucracy shall also consist of committees, the number of which can be determined by the President and assigned to each division.
- j) The divisions are subject to the direct supervision of the Vice Presidents.
- k) The Office of the President shall determine the size, composition, and function of each division.
- l) The Chief of Staff shall be responsible for managing the bureaucracy in the office of the President.
- m) The Chief of Staff might determine when committee members are required to schedule appearances with the office of the President.
- n) The Senate can vote for the censure of any committee members or heads, but such shall be on an advisory note to the office of the President through the Chief of Staff
- o) Any such activities the Senate might determine would be instrumental to the proper functioning of the Association shall be executed through the Bureaucracy.
- p) The President shall exercise full authority over the hiring and firing of all committee members, and the implementation of its activities.



# Schedule 1: Organizational Chart

## E-Board



## **SCHEDULE 2-DEFINITION OF DUTIES**

### **PRESIDENT:**

Shall exercise all executing, implementation and appointment powers-described in the bylaws and codes of all branches and the constitution. Shall design policies and implement such and any laws duly passed and approved under the constitution of the Student Government Association. He/she shall protect the sanctity of the students' welfare and the constitution that guides the day to day running of the organization.

### **EXECUTIVE VICE-PRESIDENT:**

Shall assist the President in matters related to policy design and implementation and shall oversee the student senate towards ensuring these goals are met. He/she shall exercise all powers granted by the constitution of this office also.

### **VICE-PRESIDENTS:**

Shall oversee the activities of the permanent divisions of the SGA and shall see that the interests of the student body in this regard are met rigorously. He/she shall make a report of the divisions' activities available to the Chief of Staff on a weekly basis.

### **COMPTROLLER:**

Shall exercise all fiscal powers granted to him/her under the constitution. He/she shall provide reports to the President in a timely manner on the financial viability of the association.

### **CHIEF OF STAFF:**

Shall co-ordinate the bureaucratic structures of the SGA under the direct supervision of the President.

### **DEPUTY CHIEF OF STAFF:**

Shall assist the Chief of Staff and shall receive reports from the directors of Presidential committees on a bi-weekly basis.

### **SPECIAL ASSISTANT TO THE PRESIDENT:**

Shall be delegated duties directly from the president related to the day to day running of the office of the President and in other words- the student government. Also, shall handle details of the President's itinerary, travel and welfare. This privilege shall also be extended to the first Vice-President.

### **SPECIAL COUNSEL TO THE PRESIDENT:**

Shall provide up-to-date advisory to the President on matters relating to the presidential daily routine. This includes upcoming decisions that would affect the student body, details of possible areas of discussions at meeting and press conferences etc.

### **DIRECTOR OF COMPLAINTS:**

Administer and organize complaints for the attention of the office of the President, the bureaucracy and the office of the Senate.

**EXECUTIVE SECRETARY:**

Shall serve on the E-board as the correspondence secretary and minute's recorder. He/she shall send notices of meeting as directed by the President and shall provide up to date information on meeting venue, date and time, and shall record minutes of meeting and make such available to the board members in due time.

**ASSISTANT EXECUTIVE SECRETARY:**

Shall assist the Executive Secretary.

**HISTORIAN:**

Shall seek to preserve the tradition, records and history of the SGA and implement such projects as directed by the office of the President.


**PRESIDENTIAL AIDES, DIRECTORS & OTHER AIDES:**

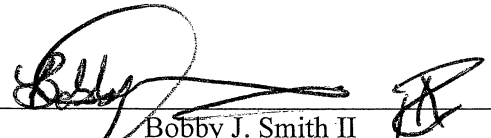
Shall exercise powers granted by this code and as may be transferable by the President.

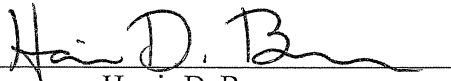
**ARTICLE VI-CERTIFICATION**

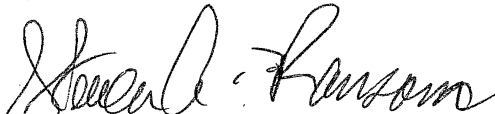
This Student Government Association Executive Board Code stands approved and enacted by vote of the Student Senate on

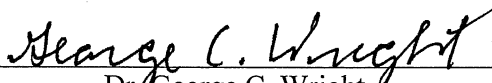
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Date

  
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Edward Carrigan  
President of the Student Senate

  
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Bobby J. Smith II  
President of the Student Government Association

  
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Harris D. Brown  
Chief Justice of the Student Court

  
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Steve Ransom  
Student Government Association Advisor

  
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Dr. George C. Wright  
University President  
Prairie View A&M University

10/1/10

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Certification Date