



Statute III: THE EXECUTIVE  
BRANCH RULES AND  
PROCEDURES

## Chapter 300

- 300.1 The composition and authority of the Executive Branch shall be derived from the Student Government Constitution.
- 300.2 The Executive Branch shall be comprised of the Executive Officers and appointed members of the Executive Cabinet and any other entity of Student Government which executes policy or programs of Student Government.

## Chapter 301

### Powers and Responsibilities of the Student Body Executive Officers

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#### 301.1 The Student Body President shall:

- 301.1.1 Serve as the Chief Officer of the Executive Branch.
- 301.1.2 Represent the Student Body on the Board of Trustees of Florida Gulf Coast University.
- 301.1.3 Ensure that all elements of the constitution and procedures of the Student Body are faithfully executed.
- 301.1.4 Appoint all members of the Executive Cabinet, Supreme Court and Supervisor of Elections with confirmation of the Student Senate.
- 301.1.5 Serve as the primary liaison for the Florida Student Association.
- 301.1.6 Meet at least weekly with the Student Body Vice-President, Chief of Staff, Student Body Treasurer, and Director of Governmental Relations to receive updates on each positions progress.

#### 301.2 Office of the Student Body Vice-President

- 301.2.1 Assist the Student Body President in the daily operations of Student Government.
- 301.2.2 Serve as the Chair of the Executive Branch Cabinet Meetings and set the Agendas.
- 301.2.3 Serve as the liaison to Faculty Senate.
- 301.2.4 Conduct meetings of the Executive Branch and ensure that all meetings are in accordance with the Florida Sunshine Law.
- 301.2.5 Send out the minutes of the Executive Branch meetings at least 24 hours before the next meeting.
- 301.2.6 Meet weekly with all directors and coordinate the responsibilities of the Executive Cabinet and report back to the Student Body President.
- 301.2.7 Ensure effective communication and coordination between all Directors and the Student Body President.
- 301.2.8 Ensure the Executive Cabinet follows through with all initiatives undertaken by the Student Body President.

### 301.3 Office of the Student Body Treasurer

- 301.3.1 Serve as the Chief Financial Officer of the Student Body.
- 301.3.2 Serve as the liaison to the Student Body on all matters pertaining to Activities and Service fees.
- 301.3.3 Keep track of all budgets of the Executive Branch.
- 301.3.4 Be fully knowledgeable of the Student Government Finance Code.
- 301.3.5 Educate members of Student Government, members of Registered Student Organizations, and other campus entities on the Finance Code.
- 301.3.6 Be the final interpreter of the Student Government Finance Code.
- 301.3.7 Report the current balances of Activity & Services accounts to all three branches of Student Government at least bi-weekly.
- 301.3.8 Meet at least monthly with Legislative Appropriations to provide updates on the upcoming next fiscal budgets.

### 301.4 Office of the Chief of Staff

- 301.4.1 Be responsible for assisting the Student Body President in all matters pertaining to the function of the Executive Branch.
- 301.4.2 Serve as the designee for the Student Body President or Vice President in their absence.
- 301.4.3 Prepare procedural documents for the Executive Branch.
- 301.4.4 Conduct research at the request of the Student Body President.
- 301.4.5 Ensure that the Executive Cabinet office hours are displayed.
- 301.4.6 Oversee process for assigning student members to university committees under the advisement of the Student Body President & Student Body Vice President.

### 301.5 Student Government Advisor

- 301.5.1 The Student Government Advisor shall be a full-time employee of Florida Gulf Coast University.
- 301.5.2 The Student Government Advisor shall meet at least bi-weekly with the Student Body President & Student Body Vice President.

## Chapter 302

### Presidential Appointments

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302.1 The Student Body President shall appoint all members of the Executive Cabinet, Supreme Court, and Supervisor of Elections. The appointments to the Supreme Court will be made in conjunction with the Chief Justice.

302.1.1 All Appointments must be forwarded to the Student Senate for confirmation.

302.1.2 Each presidential appointee must be present and available for questioning at the Senate meeting in which they are to be considered by for office.

302.1.3 The Student Body President, or their designee, shall announce all appointments for consideration by the Student Senate at its regular meeting.

302.1.4 After Senate Confirmation, all appointees shall take the "Oath of Office" as administered by the Chief Justice of the Judicial Branch or by another Justice if the Chief Justice is unavailable.

302.2 The President may remove appointees to Executive offices at will, unless otherwise specified in the Constitution. The President may not remove appointees to judicial offices. This may be done only through regular impeachment procedures outlined in the Constitution.

302.3 The Student Body President, or their designee, shall ensure publication of vacant positions once they occur.

## Chapter 303

### Student Government Executive Cabinet Departments

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#### 303.1 Department of Student Experience

303.1.1 Shall oversee and execute all programing revolving Campus Life.

303.1.2 The Department shall compromise of the following positions: a director, and coordinator(s).

303.1.3 Director Responsibilities:

- A. Shall serve as a liaison for student needs
- B. Serve as SG representative on the Homecoming Steering Committee
- C. Be responsible for planning events related to increasing school spirit, promoting campus cultures and improving the overall student experience.
- D. This director will manage coordinators as needed to support student needs.
- E. Manage coordinator(s) as needed to assist with programs and key initiatives.
- F. Serve as designated liaison to athletics, housing, and any other campus entities assigned by the Student Body President.
- G. Shall report to Student Body Vice President in scheduled meetings.

#### 303.2 Department of Student Opportunity

303.2.1 Shall educate and connect the student body with a variety of campus entities in order to establish communication between campus entities and the student body.

303.2.2 The Department shall be comprised of the following positions: a director, and coordinator(s).

303.2.3 Director Responsibilities:

- A. Introduce at least one (1) campus entity a month to Student Government.
- B. Connect the student body with Internship/job opportunities offered throughout campus.
- C. Interact with the Student Body at least twice a month.
- D. Shall report to Student Body Vice President in scheduled meetings.
- E. Manage coordinator(s) as needed to assist with programs and key initiatives.

### 303.3 Department of Communication & Marketing

303.3.1 Shall oversee and execute the communication of Student Government with the Student Body and production of all Student Government marketing materials and graphics.

303.3.2 The Department shall comprise of the following positions: a director, and coordinator(s).

303.3.3 Director Responsibilities:

- A. Ensure effective promotion of events, initiatives, and services offered to the Students
- B. Lead awareness campaigns on key Student Body related issues.
- C. Develop an advertising strategy for all marketing initiatives.
- D. Direct the SG Street Team which will be composed of one (1) member from the legislative branch, one (1) member from the Judicial Branch, and any communication and marketing coordinator(s).
- E. Manage coordinator(s) as needed to assist with key marketing, managing website, and other key initiatives.
- F. Shall report to Student Body Vice President in scheduled meetings.

### 303.4 Department of Governmental Relations

303.4.1 Shall advise the Student Body President and Vice-President on legislative proceedings affecting the student body and remain up to date on issues impacting the State University System.

303.4.2 The Department shall comprise of the following positions: a director, and Coordinator(s).

303.4.3 Directors Responsibilities:

- A. Coordinate all Student Body lobbying efforts
- B. Educate the student body on initiatives and prominent university, local, state and federal level legislative processes.
- C. Ensure consistent communication between Student Government and the University Government Relations Department about legislative matters concerning Florida Gulf Coast University and the State University System.
- D. Seek to build relationships with local, state, and federal leaders.
- E. Manage coordinator(s) as needed to assist with legislative initiatives.

### 303.5 Department of Leadership Development

- 303.5.1 Shall oversee the planning and implementing programs that promote leadership development and campus involvement within Student Government.
- 303.5.2 The Department shall comprise of the following positions: a director, Mentors (Student Government Advisor and one professional staff member), and Coordinator(s).
- 303.5.3 Directors Responsibilities:
- A. Coordinate campus involvement and leadership development initiatives.
  - B. Research and publicize internal and external leadership opportunities for students.
  - C. Serve as the Student Government liaison to the Office of Multicultural and Leadership Development to collaborate and promote leadership initiatives of the University.
  - D. Coordinate new initiatives to promote leadership and development.
  - E. Manage coordinator(s) as needed to assist with programs and key initiatives.
  - F. Organize monthly trainings for Student Government.
  - G. Shall report to Student Body Vice President in scheduled meetings.

### 303.6 Department of Sustainability

- 303.6.1 Shall oversee the planning and implementing programs that promote Environmental Sustainability and increase campus awareness of sustainable efforts.
- 303.6.2 The Department shall comprise of the following positions: a director and Coordinator(s).
- 303.6.3 Directors Responsibilities:
- A. Coordinate all Student Body sustainability efforts
  - B. Educate students on innovative means of furthering the University's mission in sustainability.
  - C. Coordinate and implement new initiatives to promote Environmental Sustainability.
  - D. Manage coordinators as needed to assist with programs and key initiatives.
  - E. Shall report to Student Body Vice President in scheduled meetings.



## Chapter 304

### Executive Removal Procedure

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304.1 Executive office of the President, Vice-President and Treasurer are subject to removal as outlined by the Constitution of the Student Body.

304.2 Failure of the Chief of Staff to complete any responsibilities can result in removal by the Student Body President.

304.3 Failure of a Director to complete responsibilities and requests may result in removal by the Student Body President with advisement of the Student Body Vice President.

304.4 The Executive Cabinet Point System is designed as follows:

304.4.1 The Student Body President may levy points at any given time for incompleteness of Responsibilities.

304.4.2 The Student Body Vice President, Student Body Treasurer and Chief of Staff may request to the Student Body President that points be levied.

- A. Requests for points should be submitted in writing to the Student Body President with a complete explanation of the situation leading to the point request.
- B. Each request should specifically outline what responsibilities Cabinet member has failed to adhere to.
- C. No more than two (2) points shall be levied per point request.

304.4.3 The Student Body President shall speak with all parties involved to develop a complete understanding of the situation before making a decision.

304.4.4 The Student Body President has three (3) business days from the date of the written submission to respond to the point request.

304.4.5 The written response to the request to point shall be sent to all parties involved as well as the Student Government Advisor.

304.4.6 In the event the Student Body President does not respond after the three (3) business days the request to point is handled by the Student-Body Vice-President who then has three (3) business days to respond before the request is exhausted.

304.5 After five (5) points are levied per a semester the cabinet member is to be formally removed from their position by the Student Body President. The Student Body President has the authority to remove any cabinet member other than the Student Body Vice President or the Student Body Treasurer at any time.

## Chapter 305

### Amendments

#### 305.1 Amendments

305.1.1 These Rules and Procedures may be amended by motion and second before the Student Government Cabinet and upon passing with two-thirds ( $2/3$ ) vote of the Cabinet Members present and voting. The effective date of the newly adopted document will be April 1 unless another date is proposed in the motion.

305.1.2 This document must be reviewed every four years by the Student Body President, Student Body Vice President, Student Body Treasurer, and at least one Cabinet Director before being presented to the cabinet for approval.