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Purpose Statement:

The purpose of the Student Government Assembly (SGA) Executive Branch Policy Manual is to provide specific directions and procedures for all executive operations, including but not limited to:

- Appointment, replacement and vacancy procedures for all Student Government positions and appointees to campus committees,
- Disciplinary procedures for Executive Branch officers,
- Duties and responsibilities for Executive Branch officers,
- Student Government budgetary procedures
- Student Government Office suite and personnel management
- Internal electronic communication

SECTION 1: The Executive Structure

A - Composition

Per the Constitution article VI, The Executive Branch shall have the following positions

1. President
2. Vice President
3. Student Trustee
4. Two (2) Student Advisory Committee to the Auraria Board (SACAB) Representatives

B - Terms of office

1. The office of President and Vice President, shall serve a term from June 1 of the Election year to May 31 of the following year.
2. The Office of Student Trustee and SACAB Representatives shall serve a term from July 1 of the election year to June 30 of the following year according to the appropriate Colorado Revised Statutes (C.R.S).

C - Working Hours

1. To receive compensation, the President shall work twenty (20) hours per week, ten (10) of which must be served in the Student Government office.
2. To receive compensation, Vice President and Student Trustee shall work fifteen (15) hours per week, five (5) of which must be served in the Student Government office.
3. To receive compensation, the two SACAB Representatives shall work fifteen (15) hours per week, two (2) of which must be served in the Student Government office. The two SACAB Representatives must also keep office hours in the SACAB office as outlined in SACAB by-laws.

D - Oath of Office

Each elected member of the Executive Branch so elected or appointed shall, before assuming the duties of office take and subscribe to the oath of office provided by the Student Government Constitution;

"I do solemnly swear (or affirm) that I will faithfully execute the office of (insert name of office) of the Metropolitan State College of Denver Student Government Assembly, and will to the best of my ability, uphold, protect and defend in spirit and action the Constitution and policies of the Student Government Assembly."

E - Cooperation

The President and Executive Branch shall work in conjunction with and in cooperation with the Legislative Branch and Judicial Branch to ensure:

1. The Student Government Assembly represents the interests, needs, and desires of the student body in all campus and college operations, activities, and decision making processes.

F - Executive Branch Appeals Board

1. The five (5) elected officers of the Executive Branch shall serve as the Executive Branch Appeals Board.
2. This Board shall be called to serve in the following circumstances:
 - a. When there is an impeachment proceeding against a Student Court Justice
 - b. When a Student Court Justice is being removed from office per absence policies.
 - c. For any purpose as outlined in policy, requested by the Student Court or any other government body needing a third party arbitrator
3. Three (3) officers shall make quorum.
4. When acting as the Executive Branch Appeals Board, the same meeting and records requirements outlined for Executive Committee meetings shall be used.

SECTION 2: The President and Vice President

A - President

Introduction:

The President of the Student Government holds the most important and vital role on behalf of the student body for ensuring the welfare of students, the running of an efficient government and proactive engagement of the issues. The President needs to be someone who is collaborative, dynamic, proactive, dedicated and organized. The President shall have the following responsibilities:

1. To ensure all officer and commissioner positions within the government are filled by appointment or election procedures including Executive and Senate officers, Student Court Justices and Election Commissioners.
2. To operate an efficient and welcoming Student Government office located in Tivoli 307.
3. To authorize or veto appropriate items coming out of the Senate with speed and deliberation.
4. To provide direction and guidance for all Senate and Executive officers.
5. To work with the Senate in setting the agenda for Student Government action.
6. The President shall serve on the following campus wide committees:
 - a. The Alumni Association Board of Directors
 - b. The Metro Student Leadership Foundation Board of Directors
 - c. The cabinet of the College President
 - d. The Associated Students of Colorado Board of Directors.

B - Vice President

Introduction:

The Vice President has equally a vital role in the efficient operations of the Student Government. The Vice President is to assist the President in the execution of the

responsibilities of the government in being able to advocate on behalf of students and collaborate with other officers in the execution of Student Government's objectives. The Vice President shall have the following responsibilities:

1. To Chair the Student Affairs Board (SAB) per SAB by-laws
2. To act as the Student Government Treasurer and administer the accounting of the Student Government budget in cooperation with the Senate Speaker who is the Legislative Treasurer.
3. To co-present reports with the Senate Speaker, once per month, to the Senate on the status of the Student Government budget.
4. To attend the weekly meetings of the Senate and provide executive reports. During Senate meetings, the Vice President shall only address the Senate when asked or the topic involves executive operations.

SECTION 3: Advisor(s)

Introduction:

The Executive Branch has the right, but is not required, to have executive appointed advisors to serve the Executive Branch. The Advisor(s) may be administrators, faculty or classified staff and should be individuals who will assist the executive in pursuing its goals and objectives. The Executive Branch is not required to recognize any administration appointed advisor as the formal Executive Branch advisor. If the Executive Branch so chooses on its own volition to appoint the administration appointed advisor as the Executive Branch advisor, the Executive Branch shall enact the process as outlined in Section 1 below.

A - Process for selecting advisor(s)

The individuals the executive so chooses to advise the Executive Branch should be selected by the following process:

1. Any member may recommend the executive appoint an advisor.
2. The President shall ask other executive officers if they approve of the appointment of an advisor. A simple majority is needed for the affirmative.
3. The executive officers shall then proceed to search for an appropriate advisor. The appointment will only be valid with a two-thirds (2/3) vote of all executive officers.

B - Roles and Expectations of Advisors

Advisors shall:

1. Attend no less than a majority of meetings of the Executive Committee.
2. Only Student Government confirmed advisors shall sit at the Executive Committee table and offer advice as appropriate on any given matter.
3. Be available to individual executive officers seeking advice.
4. The advisor shall not attempt to dominate discussion nor advise the Executive Committee in any manner which may cause division or fracturing within the Student Government. Nor shall the advisor offer advice which may have the effect of unnecessarily pinning one campus constituent group against another.

C - Removal of advisor(s)

1. Executive officers may recommend the removal of an advisor.

2. Advisors may be removed from their position by a two-thirds (2/3) vote of executive officers for violations or non-fulfillment of section 2 of this Section.

SECTION 4: The Executive Committee

Introduction:

The Executive Committee is designed to be a forum where the leadership of the Student Government has a vehicle for dialogue, collaboration, engagement and accomplishment. Built into every article in the Constitution are mechanisms by which the Student Government and its members may work in an environment of collegiality, proactiveness and cooperation. These attributes of organizational cohesiveness are critical if the Student Government is going to fulfill its fiduciary responsibilities to the student body.

A - Purpose of the Executive Committee

1. A forum by which the government leadership may converse.
2. To discuss any issues concerning any aspect of Student Government operations including finances, staff, advisors, office management, records storage, vacancies, appointments, legal and/or elections.
3. To discuss any issues concerning any aspect of college operations of Student Government concern which may require Student Government action, involvement or intervention.
4. A forum by which the Student Government leadership can talk with college leadership, faculty, staff or any other professional personnel who can provide information to the Student Government leadership concerning student issues, etc.
5. A forum by which the Student Government leadership may use advisors and seek advisement from individuals to assist the government in executing its fiduciary responsibilities.

B - Executive Committee Membership and Structure

1. The Executive Committee shall include 11 standing voting members:
 - a. The Student Government President,
 - b. The Vice President,
 - c. The Student Trustee,
 - d. The two Student Advisory Committee to the Auraria Board (SACAB) representatives,
 - e. The Senate Speaker
 - f. The Attorney General
 - g. The Information Officer
 - h. The Academic Affairs Officer
 - i. The Student Affairs Officer
 - j. The Student Relations Officer
2. The President shall act as chair of the Executive Committee. The Vice President shall act as Vice Chair and Treasurer of the Committee. The secretary, responsible for maintaining written records of the Committee, shall be the Student Government administrative assistant.
3. Ex Officio Membership

- a. The Executive Committee may appoint additional ex officio members representing other college wide constituencies at their discretion.
- b. The member shall be appointed by recommendation of an Executive Committee member and subsequent majority vote of the Executive Committee.
- c. An ex Officio member should be someone who could be valuable in assisting the Student Government leadership in any aspect of its responsibilities.
- d. Each ex officio member of the Executive Committee shall take and subscribe to the oath of office provided by the Student Government Constitution:
 “I do solemnly swear (or affirm) that I will faithfully represent in spirit and action the interests, needs, and desires of the student body to the best of my ability and hold true to the intent and policies on shared governance.”
- e. It shall be made known that ex officio members are non-voting members of the Executive Committee and do not count towards or against a quorum count.

SECTION 5: Meetings and Voting Procedures of the Executive committee

A - Public Meetings

1. All meetings of two or more members of the Executive Committee at which any public business is discussed or at which any formal action may be taken are open to the public. Any meetings at which the decision or adoption of any proposed resolution, rule, regulation, or other formal action occurs or at which a majority or quorum of the Senate is in attendance, or is expected to be in attendance shall be held only after full and timely notice to the public in accordance with Colorado’s Open Meetings law. There can be no official actions taken at a chance meeting, or a social event.
2. The President shall convene an initial meeting of the Executive Committee within one week following the election of Senate Leadership.
3. The Executive Committee shall convene once every other week, while school is in session, to conduct official business. They shall set regular meeting dates and time during the first week of each semester and this schedule shall be formal policy of the Executive Committee. All amendments to the schedule require official Executive Committee action.
4. When meetings of the semester are established, notice of meetings shall be posted on the Student Government office door and on the SGA website.
5. The Executive Committee will have the power to decide if they plan to meet during school breaks such as Winterim or Spring and Fall Breaks. This does not excuse the Executive Committee from meeting during the Summer.
6. Special meetings of the Executive Committee may be called at any time by the President or shall be called by the President upon the written request of a majority of the membership.
 - a. Upon the call for a special meeting, the Secretary shall provide such notice to each member, stating the time, place and purpose of the meeting; such notice shall be received no later than twenty-four hours prior to the hour set for the meeting.
 - b. No business other than that stated in the notice shall be transacted unless all members of the committee are present and consent to the consideration that other business be discussed.
7. The Executive Committee shall have the right to convene in Executive Session pursuant to Colorado Revised Statutes as outlined in Article V of the Constitution. At any time

during any regular or special meeting of the Executive Committee, upon the vote of two-thirds (2/3) of the entire membership and after the President announces the general topic the Executive Committee may adjourn into executive session for the purpose of;

- a. Conferring with its attorney, regarding a dispute that is the subject of a pending or imminent court action
 - b. Discussing matters required to be kept confidential by federal or state law, or by legislative lobbying rules or,
 - c. Holding private the academic status or history of a student
8. The Student Government shall not go into executive session for the purpose of:
 - a. Discussing the appointment of any persons or;
 - b. discussing the termination, discipline, or other management of persons affiliated with the Student Government.
 9. During any such executive session, only appropriate members of the Executive Committee and those persons invited by the Executive Committee to attend may be present. All discussion among those present and communications received during such executive session shall remain confidential.
 10. Quorum shall be obtained with a simple majority of the committee members and the President or Vice President present at the start of the meeting.
 11. No official business may be conducted without quorum.
 12. Executive Committee members late or not in attendance to meetings shall be liable pursuant to the Official Policy Manual of the Student Government.
 13. Reasons for absences shall be determined by a consent vote of a majority of the Executive Committee at the next regularly scheduled meeting of the Executive Committee.

B - Voting Procedure

1. Each voting member shall have one vote.
2. Votes in absentia or by proxy are not allowed.
3. The President shall vote in all matters before the Executive Committee only to break a tie and only in matters he/she did not bring forth.

SECTION 6: Public Journal, Maintenance of Minutes and Records

A - Official Record

1. All open meetings of the Executive Committee shall be tape recorded.
2. All tapes shall be labeled with date, time and stored in chronological order.
3. The recordings shall be stored in a central depository within the Student Government office.
4. Copies of the tapes are available to the public at the expense of the individual making the request.
5. All recordings shall be kept in locked storage with access limited to the Student Government President and Speaker.

B - Meeting Minutes

1. An Administrative Assistant of the Student Government shall be responsible for the drafting of minutes for all open meetings of the Executive Committee.

2. The Administrative Assistant shall furnish the Executive Committee members with drafts of these minutes no less than one day prior to the meeting in which minutes are to be approved.
3. The Administrative Assistant shall incorporate changes into the final draft prior to the meeting.
4. All minutes shall be approved by the voting membership of the meeting.

C - Public record

1. The Executive Committee shall keep a Journal of its proceedings, and shall publish the record, except for Executive session. The yeas, nays and abstentions of the members of the Executive
2. Committee on any vote shall be recorded in the public journal.
3. The public journal shall be kept alongside with the agenda and minutes of each meeting to be located in the print file kept in the Student Government office and on the electronic mediums outlined in the Procedure for Storage of Official Actions.
4. The public journal shall state
 - a. Date of meeting.
 - b. Official membership in attendance.
 - c. The action item in its entirety.
 - d. The Executive Committee member and the vote each member cast; yea, nay or abstention.

SECTION 7: Procedure for Storage of Official Actions

Introduction:

In order to ensure open and responsible information sharing, all documents and actions of the SGA, not dealing with student grievances or legally protected information, shall be open and available to the public. For a Student Government to fulfill its democratic duty to be open and accessible to the public, it is necessary for the government to establish in policy required means by which any item requiring a vote is made available to the public. This section will outline such systems by which all formal documents of the Executive Committee are to be made open to the public and constitute the official record of the Student Government. This includes the recorded agendas, minutes, and actions of all meetings of the Executive committee, which shall be posted on the website and available upon and at the request of any person.

A - Print/paper depository

1. The Executive Committee shall keep in print form all documents voted on by the Executive Committee in a storage container within the Student Government office suite.
2. All stored documents shall be organized in sequence according to item number.
3. The print and signed documents are the official record of the Executive Committee actions.
4. One day after the document is passed by the Executive Committee the signed document shall be placed in file using the storage system outlined herein.

B - Electronic storage

1. All documents approved by the Executive Committee shall be electronically stored.
2. The documents shall be stored on the Student Government portal group and on the Student Government website.
3. The organization of the files shall be intuitively available to those who seek such records through these online forums.
4. All files shall be plain text which is accessible to people using adaptive technology.

C - Process for cataloging official documents

By whatever means necessary (i.e., ensuring the already created electronic copy matches the Senate approved document, the Secretary scanning and editing the print document, etc) an electronic replica of the file shall be placed on the electronic media as outlined in subsection B of this section.

SECTION 8: Appointment, Replacement and Vacancy Procedures for all Student Government Positions and Appointees to Campus Committees.

Introduction:

Ensuring that all Student Government positions are occupied is critical to the running of a functional organization. The authority to make appointments, replacements and fill vacancies is an important role that is to be used wisely. The President and those assisting in the processes of filling positions should select students based upon their commitment to student governance, student issues and desire to use the Student Government process to enhance the student experience at Metro State.

A - Appointments to Student Government

1. The President is responsible for ensuring all positions within the Student Government are filled.
2. The President may use the various governmental bodies to assist in the search for appointees to said positions. This includes Election Commissioners, Student Court Justices, Senators and executive officers.
3. The process by which appointments are made shall include the names and applications of three people (if possible) being submitted to the President who shall appoint the individual. The President shall then submit the name of the appointee to the Senate who shall vote with a two-thirds (2/3) confirmation vote to approve the Presidential appointee. The Senate holds the right to interview potential appointees as it sees fit.

B - Appointments to campus wide committees

1. The President has the final authority to appoint individuals to campus wide committees
2. The President shall work with the Senate Shared Governance Committee in the establishment of appointment processes as outlined in the committee by-laws. All selected appointees of the committee shall receive Presidential appointment and Senate approval.

C - Replacement procedures

1. Any individual holding a non-elected position, including Election Commissioners, and students-at-large, may be removed from their position with just cause as outlined in the

Official Policy Manual of the Student Government. The President shall have the authority to remove people from their positions and shall immediately proceed to fill the position once vacant.

2. The President has the authority to make emergency appointments as needed to campus wide and off campus committees. The senate has the authority to confirm these emergency appointments by the next scheduled meeting.

D - Procedure for filling all vacancies

The procedure outlined herein shall not be in opposition to vacancy procedures outlined in other policy manuals of the various sub-governmental bodies of the Student Government. Vacancy procedures outlined elsewhere shall be in conformance to the timeline as outlined herein.

1. The Metro State student body shall be given public notification of vacancies within the Student Government through the school newspaper, electronic media, and posting flyers in all campus classroom buildings.
2. Public notification of vacancies must begin within one week of position becoming vacant. A deadline for applications shall be set by the President provided that it is not sooner than 2 weeks and not longer than 4 weeks from date of initial public notification.
3. The President, or nominating body, shall review all applications within one week of set deadline. Review may include interviews if deemed necessary.
4. Upon review of the applications by the President or nominating committee, the President shall appoint one applicant, whose confirmation shall rest with a two-thirds (2/3) confirmation vote of the Senate.
5. If no applications for vacancies are submitted within the allotted time, the President shall extend the deadline until applications are received.

E - Appointments to campus wide committees

Students-at-large seeking appointment to campus wide committees shall contact the Student Outreach Committee per their request.

F - Oath for non Student Government officer appointees

Each student at large appointed to committees, boards, etc shall give the following oath before entering the position:

“I do solemnly swear (or affirm) that I will faithfully represent in spirit and action the interests, needs, and desires of the student body to the best of my ability and hold true to the intent and policies on shared governance.”

G - Presidential Succession

1. If the Offices of the President, Vice President, Speaker, or Speaker Pro-Tempore become vacant, the following procedures shall be enacted:
 - a. The Vice President shall become President.
 - b. The Speaker of the Senate shall become Acting Vice President.
 - c. The Acting Speaker Pro-Tempore of the Senate shall be elected Senate Speaker in accordance with Senate bylaws.
 - d. The President shall nominate a candidate for Vice President. The senate shall confirm or reject the nomination at the next Senate meeting.

2. All vacancies filled by appointment are on an interim basis until the next election that occurs.
3. A special election shall be held if three or more vacancies occur at a time per Election Commission by-laws.

SECTION 9: Presidential Powers

1. The President shall have the power of veto as outlined in the Senate by-laws.
2. The President shall make all appointments to vacant SGA positions and any college committees that do not require a specific officer with a two-thirds (2/3) confirmation by the Senate.
3. The President in cooperation with the Senate shall assemble an annual appropriated budget with fiscal accounting residing within the Executive Branch.
4. The President shall represent the Student Government Assembly to all internal and external constituencies in a manner consistent with the duties and responsibilities of this office.
5. The President shall have the power to remove any student appointed to a non-elected position in the SGA and students at large appointed to committees with a two thirds (2/3) confirmation of the Senate with just cause.
6. The President shall enforce the Constitution and the Articles of Bylaws according to the powers vested in this Constitution and subsequent sections of Bylaws.
7. Be the Chief Executive of the SGA and shall be responsible for fulfilling the duties outlined in the bylaws.
8. The President shall deliver a State of the Assembly message at the opening session of the Senate each semester via an open forum and state the accomplishments of the current administration to the student body at the end of each semester.
9. The President shall have the power to appoint Administrative Assistant(s) as necessary pursuant to the Official Policy Manual of the Student Government.

SECTION 10: Budgetary Procedures

Introduction:

The Student Government is accountable and has a responsibility to the student body in using the student fee funds allocated to the Student Government wisely and appropriately. These funds can help the student Government accomplish its goals and objectives by using the money for compensation, programming, information dissemination and through student organizations. The Student Government in maintaining its own budget shall follow and abide by all state and college fiscal rules in receiving, allocating, and appropriating funds. All fiscal accounting shall reside within the Executive Branch.

A - Salaries for Student Government officers

The Constitution authorizes paid compensation to Executive and Legislative Branch officers. The following shall outline the pay structure by which each member of the Student Government shall receive due compensation.

1. Executive Branch officers

- a. The President shall be paid a monthly stipend of \$800 during his/her term in office to begin June 1 and end May 31 of the following year. If the President leaves or is removed from the position, that months salary shall be prorated to the date of termination.
 - b. The Vice President shall be paid a monthly stipend of \$600 during his/her term in office to begin June 1 and end May 31 of the following year. If the Vice President leaves or is removed from the position, that months salary shall be prorated to the date of termination.
 - c. The Student Trustee shall be paid a monthly stipend of \$600 during his/her term in office to begin July 1 and end June 30 of the following year. If the Student Trustee leaves or is removed from the position, that months salary shall be prorated to the date of termination.
 - d. The two SACAB Representatives shall each be paid a monthly stipend of \$600 during his/her term in office to begin July 1 and end June 30 of the following year. If either SACAB Representative leaves or is removed from the position, that months salary shall be prorated to the date of termination.
2. Legislative Branch officers (Senators)
 - a. Each Senator shall be paid a monthly stipend of \$400 for service on two (2) Standing Committees during his/her term in office to begin June 1 and end May 31 of the following year. If the Senator leaves or is removed from the position, that months salary shall be prorated to the date of termination.
 3. Judicial Branch officers and Election Commissioners
 - a. The Chief Justice shall be paid a monthly stipend of \$200 during his/her term in office. If the Chief Justice leaves or is removed from the position, that months salary shall be prorated to the date of termination.
 - b. All other Student Court Justices shall receive a compensation of \$50 per case they hear in their official role as a Justice.
 - c. The Election Commission Chair shall be paid a monthly stipend of \$200 during his/her term in office. If the Election Commission Chair leaves or is removed from the position, that month's salary shall be prorated to the date of termination.
 - d. All other Election Commissioners shall receive a compensation of \$150 for a special election and \$250 for a general election and shall be based on a per election basis as outlined in Election Commission Budget.
 4. Administrative Assistants (work study or campus employment)
 - a. The Administrative Assistant(s) of the Student Government shall be paid in accordance with college pay scales as defined for this position.
 - b. The hours worked by the Administrative Assistant(s) is negotiable between the student and the Student Government and shall be incorporated into their student employment contract.

B - Purchasing authority

1. The President, Vice President and Senate Speaker shall have the authority to make expenditures for office supplies including pens, printing paper, cups, cassette tapes, notepads, etc along this line and copying expenses. These individuals are authorized to make such expenditures not to exceed \$200.

2. The President and Senate Speaker jointly have the authority to make expenditures up to \$350 without the approval of the Senate. Both signatures are needed on the expense form in order for said procurement to be authorized.
3. Amounts over \$350.00 must be approved with a simple majority vote by the Senate and approved by the President.
4. All expenditures over \$200 shall be presented as an information item to the Senate.

C - Student Government Fiscal Authority

The college has the authority to assign professional personnel from Student Services to act as the fiscal authority of Student Government. The job shall entail the following:

1. Giving final approval to Student Government authorized expenditures authorized per the spending procedures set forth in this section.
2. The fiscal authority shall give final approval soon after the Student Government has authorized expenditures.
3. The fiscal authority shall ensure that all expenditures of the Student Government are in compliance with college and state fiscal rules. If the expenditure is not in compliance with college and state fiscal rules, the fiscal authority shall deny such procurement requests of the Student Government.
4. The fiscal authority shall not have the right nor the authority to deny or alter any expenditure request of the Student Government so long as the request is in compliance with college and state fiscal rules.
5. The fiscal authority shall not have the right nor the authority to make expenditures out of the Student Government budget/accounts without the explicit permission of the Student Government per subsection two of this section.

D - Sponsorships and other monetary requests of non-Student Government entities

1. The Student Government has the authority to give money from its budget to other campus and off campus groups as it deems to be in compliance with the government's overall objectives. Those who seek funds from the Student Government shall follow the process outlined in the Official Policy Manual.
2. The President, Vice President and Senate Speaker are not authorized to make expenditures for sponsorships or requests for Student Government funds from non-Student Government entities.

E - The Student Government Budget

1. The President is responsible for creating a budget for the Student Government Assembly by July 15 of each year;
 - a. The budget submitted must, be accompanied by a set of goals pertinent to the allocation of funds for that fiscal year.
2. Budget accounting
 - a. The Vice President shall be the Student Government Treasurer and administer the accounting of the Student Government budget in cooperation with the Senate Speaker who is the Legislative Treasurer.
 - b. The Vice President shall work with the college appointed fiscal authority in the careful accounting of all Student Government funds and expenditures.

SECTION 11: General Duties and Responsibilities

Refer to the Official Policy Manual of the Student Government

SECTION 12: Student Government Office Suite and Personnel Management

Introduction:

The Student Government office is the student body's connection with their elected officials. It is important that there be established policies on the use, infrastructure, maintenance and organization of the office suite. The Student Government office suite is the responsibility of the President as the elected head of the organization.

A - Authorized access

1. All elected members of the Student Government shall have key card access to the office suite upon the certification of votes by the Election Commission. Elected officers shall only have access in so long as their position is maintained with the Student Government. Their key card shall be terminated upon leaving or removal from office.
2. The President has the authority to grant key card access to other Student Government officials as he/she deems necessary and appropriate on an as need basis.

B - Individual offices

1. Each elected official of the Student Government shall have one desk in a locked office reserved for his/her use upon entering office. The Student Government will not have liability for missing personal effects of the elected officer.
2. Elected officers shall have the right to use and access the telephones in the individual offices for their individual professional use. The officers sharing a telephone shall cooperate in allowing mutual access to the shared phone lines and voicemail.
3. The door to each office shall state which officer resides within, their contact information and schedule of office hours.

C - Common area

1. The common area with computers is reserved for Student Government officers only.
2. All other areas shall be open to use by officers and students.
3. The Administrative Assistant desk is reserved for the use of the Administrative Assistant(s) so long as he/she is working.
4. The Student Government telephones shall not be used for receiving personal calls.

D - Information technology

The computers inside the office suite are owned and therefore maintained by the Metro State Information Technology Department. All technical service requests shall be submitted to the Administrative Assistant who shall submit the work orders to the IT Help Desk for remedy.

E - Storage of official documents

1. The Student Government office shall have locking storage receptacles for the following government bodies
 - a. Executive Committee
 - b. The Senate
 - c. Student Court
 - d. Election Commission
2. The storage receptacles shall be clearly labeled as belonging to the authority of that body.
3. Key access shall be kept with the appropriate personnel as outlined in their respective by-laws.
4. Each of the bodies enumerated above shall keep records dating back three years. Records older the three (3) years may be destroyed.

F - Use of office supplies and equipment

1. Only Student Government members and committee members may use office supplies and equipment.
2. All office supplies and equipment must be used for official Student Government business.
3. The Student Government Administrative Assistant(s) has priority usage of the front desktop computer(s) and phone.

SECTION 13: Internal Electronic Communication

Introduction:

Communication is the key in making any organization work effectively and efficiently with collaboration and cohesiveness. For these purposes, the following by-laws shall outline the means to which Student Government officers can be in communication with each other as needed.

1. The Student Government shall have for its uses the use of an e-mail listserve by which all members can e-mail all officers in the government with one e-mail. This can be accomplished through a listserve, a portal group or some other means. The President shall be the manager of such group.
2. The Senate shall have its own internal means of communication just with other Senators. The Senate Speaker shall manage the group.
3. Executive officers shall have their own internal means of communication just with other officers. The Vice President shall manage the group.
4. The Student Court shall have its own internal means of communication just with other Justices. The Chief Justice shall manage the group.
5. The Election Commission shall have its own internal means of communication just with other Commissioners. The Chair of the Election Commission shall manage the group.

6. Other Student Government entities from time to time may exercise the same capability as needed.
7. The Student Government shall also maintain a general e-mail box for the use of the general public communicating with the Student Government. The Administrative Assistant shall have the duty of directing e-mails received to the appropriate officer who can handle such requests. The Administrative Assistant shall answer general e-mail concerning information about the government. All others may go to the President.

SECTION 14: Misconduct & Disciplinary Procedures

Refer to the Official Policy Manual of the Student Government

SECTION 15: Resignation from Office

1. Members of the Executive Branch who wish to resign, must in writing to all members of the Student Government Assembly, express their intent to resign and the date in which the resignation takes effect.
2. Persons submitting written resignations may not be re-appointed to any positions within the Student Government Assembly for the remainder of the current administrations term in office.

SECTION 16: Dates of Approval, Amendments, and/or Revision of the Executive by-laws

These Executive by-laws shall be noted as to the date of approval, amendment, and/or revision as a component of this section.

Amended May 19, 2008

Approved by the Senate on May 28, 2008

Approved by the President on June 2, 2008