Guidelines for Student Government Association (SGA) Executive Board

*The Executive Board shall be responsible for the leadership and direction of the SGA through the implementation of general operating procedures and activities. Meetings of the Executive Board shall be held weekly during the fall and spring semesters.*

* Membership on Executive Board
	+ Term of Office, Installation. The officers shall be elected to serve for one year or until their successors are elected and installed, and their term of office shall begin at the conclusion of the officer installation. The installation shall be held at the last scheduled regular meeting of the spring semester. (From Article V, Section 11)
	+ University Status. All officers must be enrolled, full-time undergraduate students of Butler University who are in good standing with the university. In the event that an officer’s status with the university changes, the office will be declared vacant. (From Article V, Section 12)
	+ Vacancy of President. In the event of a vacancy in the office of the Student Government President, the Vice President of Administration shall become the Student Government President. (From Article VII, Section 1)
	+ Vacancies of Vice Presidents of Administration and Finance. In the event of a vacancy in the offices of Vice President of Administration or Vice President of Finance, a successor shall be nominated and elected by a majority vote of the present SGA Assembly. (From Article VII, Section 2)
	+ Vacancies of Vice Presidents of Programming, Diversity Programs, Public Relations, and Operations. In the event of a vacancy in the offices of Vice President of Programming, Vice President of Diversity Programs, Vice President of Public Relations, or Vice President of Operations, a successor shall be nominated by the President and subject to confirmation by a majority vote of the present SGA Assembly. (From Article VII, Section 3).
	+ Vacancy of Parliamentarian. In the event of a vacancy in the office of Parliamentarian, a successor shall be appointed by the President. (From Article VII, Section 4).
	+ Vacancy on a Board or Committee. In the event of a vacancy on a board or committee, the proper procedures for initially appointing or electing members to that board or committee shall be followed. (From Article VII, Section 5).
	+ Officer Removal. An officer’s election may be rescinded at any regular meeting of the Assembly by a two thirds vote of the present membership, provided the motion to rescind has been submitted in writing at the previous meeting. The officer in question will have the right to address the SGA Assembly. Any SGA Officer can be deposed from office for misconduct or neglect of duty in office. (From Article VIII, Section 1).
	+ Board Member Removal. The SGA Executive Board may remove any member of the Council on Presidential Affairs, Finance Board, Program Board, R.E.A.C.H. Board, Operations Board, or Public Relations Board for poor attendance; misuse of SGA funds; inappropriately representing the SGA; University Conduct Probation (as outlined in the Butler University Student Handbook); or failure to fulfill responsibilities. Said board members shall have the right to know the cause of their removal. Appeals to a removal must be filed with the SGA President within one week of the announcement of their removal. Appeals will be heard by no less than five student members of the Butler University Student Conduct Board. Reversal of the removal requires a majority vote of said board. (From Article VIII, Section 2).
	+ Each member of the SGA Executive Board is to provide an update of his or her progress at each weekly executive board meeting, as well as at each weekly assembly meeting.
	+ Various members of the SGA Executive Board are to serve as SGA representatives at various Board of Trustees Committee meetings.
	+ University Status. All officers must be enrolled, full-time undergraduate students of Butler University who are in good standing with the university. In the event that an officer’s status with the university changes, the office will be declared vacant. (From Article V, Section 12)
	+ Each member of SGA Executive Board is required to have a minimum of a 2.5 cumulative GPA.
	+ SGA Executive Board members are expected to serve within their roles for the entirety of the academic school year upon their election/appointment.
* Leadership of SGA
	+ The SGA Executive Board will carry out all decisions that look out for the best interest of the student body and the campus as a whole.
	+ The SGA Executive Board will set direction, vision, and goals necessary to provide benefit to student body.
	+ The SGA Executive Board will discuss each item of business deliberately and with purpose.
	+ The actions and business conducted by the SGA Executive Board will serve as a framework that preserves the Community of Care that Butler University represents.
		- Community of Care is defined as Butler University's encouraging and supportive atmosphere where every person is empowered to engage in healthy behaviors, to support others in doing the same, and to look out for one another.
	+ The SGA Executive Board will vote on the budget at the beginning of each school year, and the Vice President of Finance will present the budget to the SGA Assembly at the first regularly scheduled meeting. (see SGA Budget section)
	+ The SGA Executive Board will carefully analyze what each new potential student organization can bring to campus and establish a great community of diverse organizations. (see New Student Organization Endorsement section)
	+ The SGA Executive Board will thoroughly examine incoming resolutions and approve of such resolutions that take a strong stance on an issue that the University wholeheartedly supports. (see Reviewing Incoming Resolutions section)
* SGA Budget
	+ The Vice President of Finance will lead discussion for the yearly budget at the first scheduled Executive Board meeting. The board will collectively agree on a budget to be presented to assembly.
	+ Student Activity Fee
		- All Butler Students pay into the student activity fee.
		- The SGA Executive Board should make decisions with the money that has been allocated to the organization to benefit the student body and maximize students’ experience at Butler University.
		- The SGA Executive Board will serve as a steward of this money and use it to maximize student experience at Butler University.
	+ Budget. The yearly budget, presented by the Executive Board, shall be subject to a two-thirds affirmation of the present Assembly. (Article XII, Section 1)
	+ The Vice President of Finance will present a monthly budget update to SGA Assembly.
* New Student Organization Endorsement
	+ General. Prior to approval by the necessary administrative official in accordance with University regulations, the SGA Executive Board shall be empowered to endorse the constitution of any organization of students which is seeking recognition on the Butler University campus. Any decisions made by the Executive Board in regards to endorsement of student organizations may be appealed by the SGA Assembly by a majority vote. (From Article XIII, Section 1).
	+ Amendments. An organization already established which makes extensive revisions or amendments to its constitution must follow the procedure established for the approval of constitutions of new student groups. (From Article XIII, Section 2).
	+ Oversight. The Vice President of Operations will oversee all procedures regarding the endorsement of new student organizations. (From Article XIII, Section 3).
	+ Process:
		- Aspiring new student organizations will contact the PULSE Office and meet with office designee.
		- The SGA Executive Board will hear from the organization at regularly scheduled executive board meeting.
		- The SGA Executive Board will vote whether to endorse or not endorse the organization.
		- If endorsed, SGA Assembly will vote to either approve or not approve the decision made by the board at the next regularly scheduled assembly meeting.
	+ Questions SGA Executive Board may consider when deciding whether or not to endorse:
		- Logistics
			* What is the purpose of the organization?
			* What inspired the founders to start the organization?
			* How many people are interested in joining the organization?
			* What types of activities and events is the group planning?
			* How often will the organization be meeting?
			* Is the group part of a national organization?
		- Role on Campus
			* Are there any organizations on campus with similar missions/purpose?
			* What sets the organization apart from the other organizations?
			* What need or niche does this organization fill on campus?
			* How will students benefit from the organization’s presence on campus?
			* How will the campus benefit from the organization’s presence on campus?
			* How will the larger community benefit from the organization’s presence on campus?
		- Sustainability
			* How will the group be financed?
			* What are the costs associated with being a member?
			* What is the class makeup of your officers and interested members?
	+ When deciding whether to endorse a potential organization:
		- The organization must strive to make a positive impact that will serve the best interests of the University as a whole.
		- The organization must have a well-constructed constitution, using the format for new student organizations.
		- The organization must not compete with other groups on campus and take members from those groups.
		- New student organizations should not dilute the efforts of other groups on campus.
* Reviewing Incoming Resolutions
	+ Definition
		- A formal pre-written statement of a motion.
		- Indicates a written statement, prepared in advance and available for review before the executive board meeting, which the board may or may not adopt.
	+ Process
		- The resolution will be presented to the SGA Executive Board
		- The resolution moving to assembly will be voted on by the SGA Executive Board
		- SGA assembly will vote on the decision made by the SGA Executive Board
	+ If there is an external group involved:
		- The SGA Executive Board will ensure that everything revolving around the resolution is student driven.
		- Internal groups *can* partner with external groups, but the external groups cannot be a part of the formal presentation
	+ Make sure the policy of the resolution:
		- Involves aspects that are related to University life
			* Academic and administrative services
			* Any other support service
			* Discrimination on *equal* opportunity grounds
	+ Presentation
		- The stance is taken right from the beginning
		- The stance taken must have factual information to back it up
		- The material and the presentation as a whole must be concise
		- The stance that students take on the issue should not be hostile toward the other side of the issue

*The SGA Executive Board Guidelines is a living and breathing document intended to outline the roles and actions of the members of the executive board. The duties listed are not all inclusive. Primary to the SGA Executive Board is to serve students and their needs. Roles and responsibilities tied to serving students and the University may not be listed in this document. The SGA Executive Board will do its best to meet these needs and carry out its duty to maximize student experience.*