

University of Wisconsin-Green Bay
Student Government Association Executive Bylaws

Article I. Title and Charge

Section 1.01 Title

- (a) The name of the organization shall be the University of Wisconsin-Green Bay Student Government Association Executive Branch, which hereafter may be referred to as the Executive Board.

Section 1.02 Charge

- (a) The Executive Board shall participate in all levels of institutional governance and shall be the chief advisors to the President and Vice-President of Student Government. The Executive Board shall implement the year-long agenda set forth by the President at the beginning of the academic year.

Article II. Executive Board

Section 2.01 Duties

- (a) The Executive Board shall serve as an advisory board to the Student Government Association President.

Section 2.02 Executive Actions

- (a) The Executive Board shall meet a minimum of two (2) times every twenty-eight (28) days while the Senate is in session.
- (b) The Executive Board shall set a year-long agenda in coordination with the President and Vice-President at the retreat at the beginning of each academic year.

Article III. Duties of the Executive Board

Section 3.01 President

- (a) The President shall be the official representative of the student body in all matters affecting student life, services, and interests.
- (b) The President shall serve a minimum of ten (10) office hours per week, five (5) of which need to be posted, while the Senate is in session.
- (c) The President shall serve as a liaison between Student Government Association and Faculty Senate, the University Committee, and the University Administration.
- (d) The President shall chair the Executive Board and serve as the general supervisor to the Executive Branch.
- (e) The President shall have the power to issue executive orders.
- (f) The President shall have the power to create ad-hoc committees to address specific issues.
- (g) The President is in charge of planning for the beginning of each academic year a retreat to set a year-long agenda for the Student Government Association. All resource liaisons and executive board members shall be invited to attend and participate in the planning of the year-long agenda.
- (h) The year-long agenda shall be revisited at the first executive board meeting of the second semester. Each Executive meeting shall be a review of the year-long agenda.

- (i) The President shall be responsible for setting the Executive Board meeting agendas. This agenda shall be made available at least twenty-four (24) hours before the Executive meeting.
- (j) The President shall make a reasonable effort to attend the UW Student Representatives Committee meetings or a designee.

Section 3.02 Vice President

- (a) The Vice-President shall serve a minimum of ten (10) office hours per week, five (5) of which need to be posted, while the Senate is in session.
- (b) The Vice President shall be the liaison between Student Government Association and the University's Leadership Taskforce and the University Assessment Committee.
- (c) The Vice-President shall represent the President and Student Government Association in any manner that the President may deem necessary.
- (d) The Vice-President shall meet with the Speaker of the Senate once every seven (7) days while the Senate is in session to discuss matters pertaining to the Student Senate, progress of committee projects, and setting of Senate agendas.
- (e) The Vice-President shall assist the Speaker of the Senate in recruiting, promoting, and mentoring Senators.

Section 3.03 President and Vice-President

- (a) The President and Vice-President shall conduct mid-semester reviews of all executive board members at least once per semester.
- (b) The President and Vice-President shall conduct honorarium evaluations of the Executive Branch for each semester. These honorarium evaluations shall include feedback from the resource liaison, self, and peer.
- (c) Each committee chair shall ensure that the Constitution and Senate Bylaws are adhered to.
- (d) The President and Vice-President shall follow the Organization Financial Officer guidelines and ensure that the proper paperwork for honorariums is completed in a timely manner.
- (e) The President and Vice-President shall meet together at least once every seven (7) days while the Senate is in session to discuss project progress, executive board performance, issues needing to be addressed by the Senate, and Student Government Association's year-long agenda progress.
- (f) The President and Vice-President shall meet with the resource liaison at least once every fourteen (14) days while Senate is in session.
- (g) The President and Vice-President shall be responsible for coordinating effective transitions between outgoing and in-coming administrations. Processes may include but not limited to, transition binders and hosting a meeting between the executive boards of both administrations.
- (h) The President and Vice-President shall share responsibility in attending every meeting of the Segregated University Fee Allocation Committee. Both the President and Vice-President need not attend every meeting together.

Section 3.04 Executive Administrative Assistant

- (a) The Executive Administrative Assistant shall work with the Student Government Association President in forming a budget to be presented to the Segregated University Fee Allocation Committee.
- (b) The Executive Administrative Assistant shall be responsible for record keeping of the current administration.

- (c) The Executive Administrative Assistant shall research and take minutes in conjunction with the Executive Board members and their committee meetings.
- (d) The Executive Administrative Assistant shall work with the Senate Administrative Assistant.
- (e) The Executive Administrative Assistant shall make the minutes available at least twenty-four (24) hours before the next Executive meeting.
- (f) The Executive Administrative Assistant will serve as special assistant to the President and Vice-President by fulfilling any specific tasks asked of them pertaining to Student Government Association and its business.

Section 3.05 Press Secretary

- (a) The Press Secretary shall serve as the Student Government Association Executive by fulfilling the job responsibilities outlined in the Constitution Section 2.03(c).
- (b) This appointment shall not be a student who has class status in the Fourth Estate.

Section 3.06 Duties of Committee Chairs

- (a) Each committee chair shall convene with the senators appointed to their committee at least once in every fourteen (14) day period while in session.
- (b) Each committee chair shall be responsible for filing Project Report Sheets and End of Semester Report Sheets for their committee.
- (c) Each committee chair shall be responsible for composing a resource packet for inclusion in a transition binder.
- (d) Each committee chair or their designated representative shall attend Student Government meetings and provide a report of committee activity to the body.
- (e) Each committee chair shall serve five (5) office hours weekly while senate is in session that must be posted. The Segregated University Fee Allocation Committee Chair shall serve ten (10) office hours weekly while senate is in session that must be posted.
- (f) Each committee chair shall meet with the committee's resource liaison at least once every twenty-eight (28) days while senate is in session.
- (g) Each committee chair shall ensure that the Constitution and Senate Bylaws are adhered to.

Section 3.07 Chair of Environmental Affairs

- (a) The Chair of Environmental Affairs shall be responsible for attending the Chancellor's Sustainability Committee.
- (b) The Chair of Environmental Affairs shall conduct some form of large scale feedback from the student body.

Section 3.08 Chair of Academic Affairs

- (a) The Chair of Academic Affairs shall be responsible for attending the Academic Affairs Council.
- (b) The Chair of Academic Affairs shall conduct some form of large scale feedback from the student body.

Section 3.09 Chair of University Governance

- (a) The Chair of University Governance shall be responsible for attending the Legislative Affairs Council.

- (b) The Chair of University Governance shall be responsible for updating the Student Government Association Constitution, Student Senate By-Laws, and these Executive By-Laws to include any changes to any of these documents that pass the Student Senate. The Chair of University Governance or a designee shall be responsible for archiving all legislative resolutions appropriately.
- (c) The Chair of University Governance must contact local and regional legislatures to talk about issues relevant to the University of Wisconsin—Green Bay.

Section 3.10 Chair of Union and Dining

- (a) The Chair of Union and Dining shall be responsible for attending any University committees regarding the Union and dining facilities and services
- (b) The Chair of Union and Dining shall conduct some form of large scale feedback from the student body.

Section 3.11 Chair of Student Recreation and Athletics

- (a) The Chair of Student Recreation and Athletics shall be responsible for attending and chairing the University's Kress Advisory Council and attending the Inter-Athletics Committee.
- (b) The Chair of Student Recreation and Athletics shall conduct some form of large scale feedback from the student body.

Section 3.12 Chair of Health and Safety

- (a) The Chair of Health and Safety shall be responsible for attending the Healthy Choices Taskforce and the university's Health and Safety Committee.
- (b) The Chair of Health and Safety shall conduct some form of large scale feedback from the student body.

Section 3.13 Chair of Equity and Diversity

- (a) The Chair of Equity and Diversity shall be responsible for attending the Diversity Taskforce and the Chancellor's Committee on Diversity and Inclusive Excellence.
- (b) The Chair of Equity and Diversity shall conduct some form of large scale feedback from the student body.
- (c) The Chair of Equity and Diversity shall communicate the status of university equity and diversity to the campus and the surrounding community.

Section 3.14 Chair of Student Resources

- (a) The Chair of Student Resources shall be responsible for attending the University's Technology Council.
- (b) The Chair of Student Resources shall conduct some form of large scale feedback from the student body.

Section 3.15 Chair of Segregated University Fees Allocation Committee

- (a) The Segregated University Fee Allocation Committee shall be permitted to utilize the Organizational Finance Officer, or in their absence, a designee of the Director of Student Life as resources in addition to the appointed liaison to the Segregated University Fee Allocation Committee. These resources shall be nonvoting.

Article IV. Amendments

Section 4.01 Amendment Process

- (a) Amendments to these bylaws shall require a 2/3 majority vote of the Executive board.