

TITLE IV: THE EXECUTIVE BRANCH

Chapter 400 Presidential Appointments

- 400.1 All appointments to the Cabinet, Student Senate, Judicial Branch, Election Commission, and Regional Campus Coordinator positions shall be made by the Student Body President.
- 400.2 All applicants for Student Government positions shall have proper eligibility clearance as outlined in Title X.
- 400.3 Appointments and the Senate
- A. All appointments made by the Student Body President, requiring a confirmation by the Student Senate, must be read into Senate minutes by the Student Body President or his or her designee at least one (1) week prior to consideration by the Senate.
 - B. Each presidential appointee must be present and available for questioning at the Senate meeting in which they are to be considered by the Senate.
 - C. The Student Body President, or their designee, shall announce all appointments, for consideration by the Student Senate, before the Student Senate, at its regular meeting. The Student Body President shall, in memorandum form, submit a written list of all appointments made to the Elections and Appointments Chair, Speaker of the Senate, and the Senate President Pro Tempore. The receipt of the memorandum shall constitute verification of the date of appointment.
 - D. In the event that an Election Commissioner voluntarily resigns during an election period, Title IV, Chapter 400.3, Section A will be waived strictly for the appointment and confirmation of an Election Commissioner.
- 400.4 After Senate Confirmation, all appointees shall take the "Oath of Office" as administered by the Chief Justice of the Judicial Council or by another Justice if the Chief Justice is unavailable. The Chief Justice or the Student Body President shall notify the office of the Speaker of the Senate, immediately and in writing, as to the time and date of the administration of the "Oath of Office".
- 400.5 The President may remove appointees to Executive offices at will, unless otherwise specified in the Constitution. The President may not remove appointees to legislative or judicial offices. This may be done only through regular impeachment or recall procedures.
- 400.6 On a monthly basis, an advertisement shall be placed in the primary campus newspaper stating that the Student Government Association website contains all newly-confirmed and unoccupied appointed positions, and the person(s) to contact regarding vacancies. The Student Body President, or their designee,

shall ensure publication of said advertisement.

Chapter 401 President's Cabinet

- 401.1 The President's Cabinet shall be composed of the following:
- A. The Chief of Staff
 - B. The Attorney General
 - C. The Comptroller
 - D. The Judicial Advisor
 - E. The Director of Campus Life
 - F. The Director of Communications
 - G. The Director of Student Affairs
 - H. The Legislative Affairs Coordinator
 - I. Other Cabinet offices which the President deems necessary.
- 401.2 The President may, at any time, eliminate or modify the duties of any Cabinet office, but may not contravene the statutorily prescribed duties of the Attorney General, the Comptroller, and the Judicial Advisor.
- 401.3 Additional deputies, assistants, and committees may be appointed by the President whenever deemed necessary.

Chapter 402 The Chief of Staff

- 402.1 The Chief of Staff shall be responsible for managing the internal operations of the Executive Branch.
- 402.2 The Chief of Staff shall monitor the progress of platform goals as well as track office hours of Executive Branch officials.
- 402.3 The Chief of Staff shall report updates regularly to the President and Vice President on all division proceedings by:
- A. Compiling all reports submitted by Executive Branch officials.
 - B. Attending all division meetings as the President's representative.
- 402.4 The Chief of Staff shall be responsible for presenting an oral report to the Senate on Executive Branch internal operations a minimum of two (2) times a month.
1. In the event of the Chief of Staff's absence, a designee from the Executive Branch shall make the oral report to the Student Senate.
 - a. An excuse for the Chief of Staff or designee's absence must be sent to the Speaker of the Senate in email or handwriting by the start of the next scheduled Senate Executive committee meeting.
 2. The Chief of Staff shall be allowed one (1) unexcused absence per semester.

- 402.5 The Chief of Staff shall be responsible for enforcing proper disciplinary action for all violations to the internal rules and policies of Executive Branch procedure committed by Executive Branch officials.
- 402.6 The Chief of Staff shall coordinate the advertising and staffing of all vacant Student Government Association positions throughout the year.
- 402.7 The Chief of Staff shall organize recreational communal activities for the Executive Branch.

Chapter 403 The Attorney General

- 403.1 The Attorney General shall be the advisor to the President pertaining to any matters involving the Constitution of the Student Body of the University of Central Florida, Student Body Statutes, Senate Rules, and related legislation.
- 403.2 The Attorney General shall hand down opinions on the Constitution of the Student Body, Student Body Statutes, and rights and responsibilities to any member of the student body, who shall, in writing, request such an opinion.
 - A. Formatting for opinions is as follows:
 - 1. Address the opinion to the individual(s) who requested the opinion.
 - 2. Include the question or matter at hand.
 - 3. Include the wording of any relevant considerations or citations.
 - 4. Provide an unbiased examination of the material.
 - 5. Present a clear and concise conclusion and answer to the question(s).
 - B. Opinions must be signed, time-stamped, and posted in the Student Government Office on the Main Campus (Orlando), and made available on the Student Government Website.
- 403.3 It shall be the responsibility of the Attorney General to undertake statutory revision, as follows:
 - A. Conduct a continuing study of the Student Body Statutes for the purpose of controlling their number, bulk, and clarity.
 - B. Facilitate correction and proper identification by statutory number and subject matter.
 - C. Prepare and Submit to the Senate, recommendations for the revision of the Student Body Statutes.
 - D. Revise the Constitution of the Student Body of the University of Central Florida and the Student Body Statutes to the members of the Senate and any other necessary party. The Attorney General shall also submit a revised copy of the changed Constitution or Statute to the Director of Communications for publication on the

Student Government website.

- E. Shall be given access to all original legislation pertaining to the amendments of the Constitution of the Student Body of the University of Central Florida and the Student Body Statutes.
- F. Ensure that the responsibility outlined in 403.3.D be accomplished by the first (1st) of every month.
- G. Confirm to the Senate by the third Senate meeting of the Summer semester that all provisions of Statute 403.3 have been complied with as of the date of the Attorney General's report.
- H. Correct Grammatical, typographical, and like errors without the consent of the Senate.

403.4 The Attorney General shall, upon request from the Senior Student Affairs Officer or designee, assist in the investigation of facts and evidence in a case involving violations of the Golden Rule. In the absence of the Judicial Advisor, the Attorney General shall be available for the explanation of the rights and procedures to a student (refer to The Golden Rule).

403.5 The Attorney General shall present the facts and evidence in a case to the Judicial Council or any other judicial boards as the Senate may deem to establish.

403.6 The Attorney General shall represent Student Government in cases where Student Government is a party.

403.7 The Attorney General shall remain neutral and not act in a partisan manner in conducting accurate compositions for their opinions.

403.8 The Attorney General shall review all new Student Organization Constitutions and forward said recommendation to the Student Body President. The Attorney General shall be granted the power to review and revise SGA Agencies' and Student Organizations' rules and regulations concerning intra-university competitions.

403.9 The duties of the Attorney General that involve the Judicial Advisor may be devolved to another officer at the will of the Student Body President.

403.10 The Attorney General shall not be actively identified with any candidate/ticket or campaign for Student Government elective office, nor act in a partisan manner.

403.11 The Attorney General as Judicial Advisor:

Once the Senior Student Affairs Officer or designee has determined that action will be taken (pursuant to violations of the Constitution of the Student Body of the University of Central Florida, the Student Body Statutes, or the The Golden

Rule), the Attorney General, acting as Judicial Advisor, shall be available for an explanation of rights and procedures to students upon request.

- A. Responsibilities of the Attorney General as Judicial Advisor shall be as follows:
 1. Aid the student by rendering informed advice concerning the proceedings, charges, options, and possible outcomes in any pertinent hearing.
 2. Ensure that the student is completely and thoroughly informed of all of their rights and responsibilities granted by the Constitution of the Student Body of the University of Central Florida, the Golden Rule, the Student Body Statutes, the adjective law of the Judicial Council (or other appropriate hearing agents), and by the Constitution of the State of Florida and of the United States of America.
 3. Aid the student in preparing a response to the charges rendered in any pertinent hearings.
 4. Shall work in close cooperation with the Senior Student Affairs Officer or designee, with their mutual mandate to protect the student's rights.
 5. Be available to appear with, advise, and assist all students appearing before the Senior Student Affairs Officer or designated representative(s), whether in a formal or an informal proceeding.
 6. Be available to advise all students appearing before the Judicial Council, or other hearing agent established by the Constitution of the Student Body of the University of Central Florida or Student Body Statutes, in any action or disciplinary hearing.
- B. Should the Attorney General acting as Judicial Advisor decline the request of the student, they must do so in written form and must file a copy of the denial with the Presidential Secretary.
- C. Restrictions on the Attorney General acting as Judicial Advisor:
 1. Shall only serve students in an advisory capacity, upon the request of the student. The student shall be their own representative.
 2. Shall not act as or assume the legal privileges and prerogatives of an attorney in any capacity.
 3. Shall remain neutral and not act in a partisan manner during election periods while acting in the scope of statutorily prescribed duties.

Chapter 404 The Comptroller

The Comptroller shall be the chief financial officer of the Student Senate and of Student Government in general. An extensive list of the duties of the Comptroller may be found in Title VIII The Finance Code.

Chapter 405 The Legislative Affairs Coordinator

- 405.1 Shall be responsible for planning and implementing the SGA Annual Legislative Day at the state capital.
- 405.2 Shall organize voter registration drives.
- 405.3 Shall be the main liaison between the Florida Student Association and SGA.
- 405.4 Shall inform students of pertinent issues in the Florida legislature and The Board of Governors.
- 405.5 Shall hold at least one governmental affairs workshop each Fall and Spring semester to educate the student body on pertinent higher education issues and to provide for student feedback.
- 405.6 May provide further means for students to discuss higher education issues through use of forums, meetings with local representatives, legislative days at the state capital, attendance at local and state government meetings, and any other means that will foster student involvement with the local and state legislative process.
- 405.7 Shall maintain communication with the SGA lobbying firm and regularly inform SGA of the firm's productivity under the following guidelines:
 - A. The Director shall contact the lobbying firm at least once per month.
 - B. The Director shall inform all branches of SGA of all pertinent activity of the lobbying firm at least once per semester.
- 405.8 Shall delegate duties to other members of the Governmental Affairs Unit.
- 405.9 Shall perform any other duties as prescribed by the Student Body President.

Chapter 406 The Director of Campus Life

- 406.1 Shall be responsible for organizing campus-wide events to promote UCF spirit and traditions.
- 406.2 Shall delegate duties to other members of the Campus Life Unit.
- 406.3 Shall perform any other duties as prescribed by the Student Body President.

Chapter 407 The Director of Communications

- 407.1 Shall be responsible for all aspects of the Student Government Website and all forms of advertisement and publication for Student Government, including but

not limited to the continuous update of Student Body Statutes, advertisement of Student Government elections, and the advertisement of Student Government services and events.

- 407.2 Shall update the Student Body Constitution of the University of Central Florida, the Student Body Statutes, and Senate Rules within three (3) business days of receiving the request via e-mail by the Student Body President, Vice President, Attorney General, Speaker of the Senate, Senate President Pro Tempore, or the Senate Legislative, Judicial, and Rules Committee Chair.
- 407.3 Shall ensure the proper advertisement of all Student Government elections, in conjunction with the Elections Commission.
- 407.4 Shall post on the Student Government website any candidate information approved and properly submitted by the Wednesday of Declaration of Candidacy to the Elections Commission, to be posted no later than 5:00 p.m. on the Friday preceding the election.
- 407.5 Must publicize on the SGA website all bills, referenda, constitutional amendments, and resolutions, along with a short descriptive phrase of said act as provided by the Student Government Senate.
- 407.6 Shall publicize any roll call votes by the Student Senate within three (3) business days of receipt of such votes.
- 407.7 Shall delegate duties to other members of the Communications Unit.
- 407.8 Shall perform any other duties as prescribed by the Student Body President.

Chapter 408 Director of Student Affairs

- 408.1 Shall be responsible for advocating student issues that are brought to the attention of the Director of Student Affairs.
- 408.2 May provide other means for students to discuss issues which include, but are not limited to, academic affairs, student health, graduate relations, campus safety, and other campus wide initiatives.
- 408.3 May delegate duties to other members of the Student Affairs Unit.
- 408.4 Shall perform all other duties prescribed by the Student Body President.

Chapter 409 Responsibilities of the Student Body President

The Student Body President shall be bound to the execution of any project, program, service or action under the Student Body President's jurisdiction that

has been consummated by the Student Body Senate and the Student Body President by means of a Bill or Special Act signed by the appropriate authorities.

Chapter 410 Presidential Vetoes

Vetoes of all Legislation

- A. The Student Body President shall be required to submit a typed explanation of all presidential vetoes to the Student Senate.
- B. The veto message shall contain specific reasons why the Student Body President vetoed the above referenced document.
- C. The Student Body President shall have a maximum of seven calendar days from the date of the veto to submit the veto message to the Student Senate.

The Student Body President shall forward a copy of the above mentioned veto message to each Senator's SGA email account and post the veto message in the Senate Workroom.

Chapter 411 Diversity Training

- 411.1 All Executive Branch officials are required to attend a diversity training session hosted by the Office of Diversity Initiatives. The diversity training session shall be scheduled by the President or designee, to be held within the first four (4) weeks of the fall semester, unless already having fulfilled this requirement in the current fiscal year.
- 411.2 Absence from the scheduled diversity training session may be expunged by the President.

HISTORY:

BILL 08-69 (10/07/76) BILL 10-43 (05/25/78) BILL 11-04 (11/16/78) BILL 11-12 (11/20/78)
BILL 11-90 (07/19/79) BILL 15-59 (06/02/83) BILL 16-11 (11/08/83) BILL 16-31 (12/09/83)
BILL 16-26 (02/02/84) BILL 16-63 (05/30/84) BILL 16-69 (08/23/84) BILL 17-12 (01/08/85)
BILL 17-12 (01/17/85) BILL 17-22 (02/12/85) BILL 18-07 (11/12/85) BILL 18-23 (04/03/86)
BILL 18-40 (07/03/86) BILL 19-19 (01/15/87) BILL 19-21 (01/15/87) BILL 19-37 (03/26/87)
BILL 19-43 (04/09/87) BILL 19-55 (06/07/87) BILL 19-68 (07/26/87) BILL 20-07 (11/10/87)
BILL 20-37 (02/23/88) BILL 20-82 (07/19/88) BILL 20-83 (07/19/88) BILL 21-16 (01/10/89)
BILL 21-41 (02/21/89) BILL 22-19 (01/18/90) BILL 24-46 (03/26/92) BILL 25-07 (10/29/92)
BILL 25-42 (04/08/93) BILL 25-44 (04/15/93) BILL 26-09 (12/02/93) BILL 26-41 (03/24/94)
BILL 27-24 (01/19/95) BILL 28-24 (01/25/96) BILL 31-33 (06/30/99) BILL 31-84 (09/21/99)
BILL 31-112 (10/11/99) BILL 32-20 (02/28/00) BILL 34-03 (06/03/02) BILL 35-57 (06/02/03)
BILL 37-59 (04/22/05) BILL 38-02 (10/27/05) BILL 38-37 (02/28/06) BILL 39-21 (02/21/07)
BILL 39-26 (02/21/07) BILL 39-51 (03/29/07) BILL 40-36 (02/07/08) BILL 40-37 (02/07/08)

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BILL 41-19 (11/13/08) BILL 41-35 (02/09/09) BILL 42-15 (01/29/10) BILL 42-59 (04/12/10)
BILL 42-69 (04/27/10) BILL 43-52 (03/29/11) BILL 43-71 (04/14/11) BILL 43-118 (10/07/11)
BILL 43-110 (9/22/11) BILL 45-139 (09/10/13) BILL 47-70 (05/12/15) BILL 48-106 (9/23/16)