



EXECUTIVE BRANCH
STUDENT GOVERNMENT ASSOCIATION

EXECUTIVE CODE
EXECUTIVE CABINET BYLAWS

1.0 OFFICE HOURS

- 1.1 In order to better serve the student body, all members of the Executive Cabinet shall post and hold office hours.
- 1.2 The Executive Office shall be open to students Monday thru Friday from 8am to 5pm, and must be staffed by a minimum of 1 Executive officer and a maximum of 3 Executive officers.
- 1.3 Executive Officials are paid for 15 hours per week. As a result a minimum of 8 hours must be spent in the Executive Office by each Executive Cabinet member, excluding the Chief Justice and Senate Chair.
- 1.4 Cabinet members may decide amongst themselves as to how the scheduling will be filled in order to satisfy 1.2 herein.
- 1.5 Cabinet members are responsible for the cleanliness of the Executive office at all times while staffing the office. [Failure to keep the office clean while on staff in the office shall result in disciplinary action by the President.]

2.0 SCHEDULED MEETINGS & EVENTS

- 2.1 All Executive Cabinet members shall be present at all executive meetings, and all scheduled SGA events and any other meetings as designated by the President.
- ~~2.2 The President must give at least a 24 hour notice to any Cabinet member required to attend any meeting or event stated in 2.1 herein.~~

3.0 DRESS CODE

- 3.1 The Student Government Association is the supreme governing body of the Texas Southern University student body. Cabinet members shall conduct themselves as professionals at all times, and as a result, a dress code will be strictly enforced.
- 3.2 All Executive Cabinet members are required to dress business professional during all scheduled meetings and SGA events as designated by the President.
- 3.3 Cabinet Members may dress business casual during certain events as stated in 2.1 herein at the discretion of the President.

4.0 TASK & ASSIGNMENT POLICY

- 4.1 Tasks and assignments shall be delegated to members of the Executive Cabinet.
- 4.2 The timeframe for which such tasks and assignments are due are up to the sole discretion of the President.
- 4.3 Cabinet members shall turn in and be ready to present executive reports on such tasks and assignments upon any deadline given by the President.

5.0 ATTENDANCE

- 5.1 Two (2) unexcused absences and or Two (2) excused absences from any event stated 2.1 herein within a semester, as determined by the President, shall be grounds for dismissal from the Executive Cabinet. (unexcused and excused absences will be documented and filed)
- 5.2 In cases of unexcused absences, the following provision shall apply:
 - 5.2a Upon the first unexcused absence, the President may suspend the cabinet member in violation for a maximum of sixty [60] days.
 - 5.2b Upon reinstatement of the cabinet member in violation by the President, he/she shall be on strict probation regarding the attendance provision and upon the second unexcused absence, the cabinet member shall be terminated and removed from office by the President with the approval of the Senate
- 5.3 In cases of excused absences, the following provision shall apply:
 - 5.3a Upon the first excused absence, the President shall contact the said cabinet member in question and inform he/she of the bylaws concerning attendance, and request that they adhere to the provision.
 - 5.3b Upon the second excused absence, the President shall, may suspend the cabinet member in violation for a maximum of sixty [60] days.

- 5.3c Upon reinstatement of the cabinet member in violation, he/she shall be on strict probation regarding the attendance provision and upon the third excused absence, the cabinet member shall be terminated and removed from office by the President with the approval of the Senate.
- 5.4 An unexcused absence is not chargeable if the cabinet member has not been personally notified of an obligation to be present, if it exceeds any demand for presence over and above that required of any other member of the Executive Cabinet or if the member's academic requirements prevent attendance and participation.

6.0 REMOVAL OF CABINET MEMBERS

- 6.1 The conduct of all members (excluding the Senate Chair, and Chief Justice) of the Executive Cabinet is answerable to the President. Appropriate disciplinary action may be decided by the President for any member not in accordance with the Executive Code. As stated in the SGA Constitution, gross malfeasance, and neglect of duty are reasons for disciplinary action.
- 6.2 The following provision shall apply as related to 6.1 herein.
- 6.2a Upon the first violation of any policy of said Executive Code, the President shall give a written warning to the member in violation.
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- 6.2b Upon the second violation of any policy of said Executive Code, the President may suspend the cabinet member in violation, not to exceed sixty days.
- 6.2c Upon the third violation of any policy of said Executive Code, the President may terminate and remove the cabinet member with the approval of the Senate.
- 6.3 Any infraction committed regarding section 4.0 herein is immediate grounds for suspension for any cabinet member left to the sole discretion of the President.

7.0 MISCELLANEOUS

- 7.1 Enforcement of this Executive Code shall be up to the sole discretion of the President.

- 7.2 All Executive Cabinet Members must agree in principle and sign off on said Executive Code to illustrate they understand and will be in full compliance of said code at all times.
- 7.3 Failure to sign off on said Executive Code shall illustrate an unwillingness to adhere to said code and will cause a direct violation to the powers expressed in the SGA Constitution regarding policies and authorities of the Executive Cabinet. Failure to sign said code will also result in a temporary suspension not to exceed fifteen [15] classroom days. If after the suspension the cabinet member still fails to adhere to the Executive Code, he/she will be terminated and removed from office by the President with the approval of the Senate.

8.0 TRAVEL POLICY

- 8.1 The Student Government Association may attend functions outside of the university, including in-state and out-of state travel.
- 8.2 The following provision shall apply when related to section 8.1 herein.
- 8.2a The Executive Branch shall occupy 30% of the seats whenever the need arises relating to section 8.1 herein. The President shall have sole discretion in determining which executive officials attend the trip, excluding the Senate Chair and Chief Justice. [Attendance, task completion, and overall participation in Student Government shall be grounds on which the President shall decide which executive officials will occupy the executive seats.]
- 8.2b The Legislative Branch shall occupy 40% of the seats whenever the need arises relating to section 8.1 herein. The Senate Chair shall develop a plan to choose which legislative officers will occupy the legislative seats. Attendance, task completion, and overall participation in Student Government shall be grounds on which the Senate Chair shall decide which legislative officials will occupy the legislative seats. [The President shall have the final decision regarding which legislative officers will occupy the seats, in case of a dispute between legislative officials claiming unfairness by the Senate Chair.]

- 8.2c The Judicial Branch shall occupy 30% of the seats whenever the need arises relating to section 8.1 herein. The Chief Justice shall develop a plan to choose which judicial officers, excluding the Attorney General, will occupy the judicial seats. Attendance, task completion, and overall participation in Student Government shall be grounds on which the Chief Justice shall decide which judicial officials will occupy the judicial seats. [The President shall have the final decision regarding which judicial officers will occupy the seats, in case of a dispute between judicial officials claiming unfairness by the Chief Justice.]

9.0 COMMUNICATION

- 9.1 Communication between executive officials is dire and of extreme importance. Due to such importance, guidelines shall be established when communicating outside of the Executive Cabinet.
- 9.2 Verbal communication is essential between executive officials within the cabinet as well as other SGA officials and other members of the University outside the cabinet.
- 9.2a No cabinet member shall at anytime make verbal or any other type of contact with someone outside of the cabinet regarding student issues such as policy, solvency, or inquiry without previously advising the President of such wanted contact.
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- 9.2 Cabinet members must frequently check their voicemail for updates and inquiries from the President. Voicemail shall be checked at least twice daily to ensure no communication is unknown.
- 9.3 Cabinet members shall check their emails at least twice daily for updates and inquiries from the President.
- 9.4 Each Cabinet member is responsible for checking their mailbox at least twice daily located inside of the Executive Office for any mail correspondence from the President or any other entity of the University.
- 9.5 Failure to comply with section 9.0 herein is immediate grounds for suspension by the President.