EXECUTIVE BOARD BYLAWS

THE STUDENT GOVERNMENT ASSOCIATION
OF
THE CATHOLIC UNIVERSITY OF AMERICA

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Article I
The President

Section 1 **Responsibilities and Powers**

Clause 1 The President shall have the power to set the meeting time and place of the Executive Board meetings and shall be empowered to call special sessions.

Clause 2 The President shall have the power to run all Executive Board meetings. In the case of absence, the President may appoint another Executive Board member to run the meeting.

Clause 3 The President has two absences per term for Executive Board meetings.

Clause 4 The President shall have the power to set the agenda and the format of the agenda for each meeting of the Executive Board.

Clause 5 The President shall be responsible for communicating task force initiatives and ideas to the multiple student groups on campus and the other branches of SGA.

Clause 6 The President shall ensure that the Governing Documents of the Student Government Association are being followed by all members of the Student Government Association.

Clause 7 By virtue of their office, the President shall be empowered to run the Executive Board in a manner they deems appropriate.

Clause 8 The President, or their designee, shall be the only person authorized to sign any financial paperwork to release funds on behalf of Student Government Association account for any expenditure.

Clause 9 If there is legislation passed by the Senate and signed by the President to authorize the release of funds, the President must sign any paperwork that will ensure the legislation's stipulations are carried through.

Clause 10 The President is a voting member of the Executive Board.

Clause 11 The Executive Board must meet on a weekly basis during the academic year in order to update one another on the goings on of the Student Government Association.

Section 2 The Executive Office of the President

Clause 1 The Executive Office of the President empowers the President to speak on behalf of the Student Government Association and the Student Body as a whole.

Clause 2 The Executive Office of the President empowers the President to create a Cabinet.

Clause 3 The Executive Office of the President empowers the President to create any offices, positions, departments, ad-hoc committees, and task forces they deem necessary for the smooth running of the Student Government Association

Clause 4 Any offices, departments, ad-hoc committees, or task forces will have a director to lead them and represent them to the Executive.

Article II
The Vice President

Section 1 Responsibilities and Powers

Clause 1 The Vice President is a voting member of the Executive Board.

Clause 2 The Vice President has two absences per term for Executive Board meetings.

Article III
The Treasurer

Section 1 Responsibilities and Powers

Clause 1 The Treasurer is a voting member of the Executive Board.

Clause 2 The Treasurer has two absences per term for Executive Board meetings.

Article IV
The Secretary

Section 1 Responsibilities and Powers

Clause 1 The Secretary is a voting member of the Executive Board.

Clause 2 The Secretary has two absences per term for Executive Board meetings.

Clause 3 The President shall be empowered to give to the Secretary any necessary duties for the operation of the Student Government Association.

Section 2 Deputy Secretaries

Clause 1 The Secretary shall be empowered to appoint deputy secretaries to oversee other facets of the Student Government Association.

Clause 2 Deputy secretaries are subject to 3⁄4 majority approval of the executive.

Section 3 Record Keeping

Clause 1 The Secretary shall be responsible for recording notes at Senate, Cabinet, and Treasury Board meetings. This can be done in any manner that the Secretary deems appropriate (i.e. deputy secretaries).

Article V
The Cabinet

Section 1 Membership

Clause 1 All members of the Executive Board are also members of the Cabinet.

Clause 2 Directors of any offices, departments, ad-hoc committees, or task forces are also members of the Cabinet.

Clause 3 The President may appoint any other position in the Student Government to the Cabinet (i.e. Chief of Staff, liaisons, ambassadors, etc.).

Section 2 Responsibilities and Powers

Clause 1 The purpose of the Cabinet is for branches, offices, departments, ad-hoc committees, task forces, or individual positions to report on their progress and goings on.

Clause 2 The Cabinet must meet at a minimum once per month during the academic year.

Clause 3 Members of the Cabinet have two absences per term for Cabinet meetings.

Clause 4 The President shall have the power to set the meeting time and place of the Cabinet meetings and shall be empowered to call special sessions.

Clause 5 The President shall have the power to set the agenda and the format of the agenda for each meeting of the Cabinet.

Clause 6 The President is responsible for ensuring the distribution of the agenda via e-mail to all cabinet members on the rolls of membership at least twelve (12) hours prior to the scheduled meeting.

Clause 7 Cabinet members shall be considered advisers to the President.

Article VI
The Executive Board Election Procedures

Section 1 Purpose

Clause 1 The purpose of this board will be to conduct spring elections for the Executive Board.

Section 2 Composition

Clause 1 The composition of the board will be no fewer than five (5) total members of the Undergraduate Student Body and no more than nine (9) at any one time, and is headed by a Chairperson

Clause 2 The Chairperson shall appoint the board members, and the President will serve as the acting Chairperson.

Clause 3 If the President is running in the said Executive Board elections, the Vice President will serve as acting Chairperson.

Clause 4 If the Vice President is running in the said Executive Board elections, the Treasurer will serve as acting Chairperson.

Clause 5 If the Treasurer is running in the said Executive Board elections, the Secretary will serve as acting Chairperson.

Clause 6 If the Secretary is running in the said Executive Board elections, the President Pro Tempore of the Senate will serve as acting Chairperson.

Clause 7 If the President Pro Tempore is running in the said Executive Board elections, the Senate will elect a member of the Senate not running in the said Executive Board elections as acting Chairperson.

Clause 8 Membership of the Board of Elections will be open to any member of the Undergraduate Student Body not running for election, running for re-election, or is associated with a campaign of a candidate on the ballot.

Clause 9 All members of the board chosen by the Chairperson of the Board of Elections are presented to the Executive Board for approval. All members serve at the pleasure of the Chairman of the Board of Elections.

Section 3 Duties of the Board of Elections

Clause 1 The duties of the Board of Elections shall be as follows:

(i) Set the official date for elections.

(ii) Hold an Information Session, the attendance of which is mandatory for all candidates running for Executive Board election. The only exception to this will be by a note from a doctor or professor confirming a time conflict.

(iii) Draft and distribute an Elections Timeline.

(iv) Ensure that any student running for election gets approved by the Dean of Students for GPA and judicial checks.

(v) The Board and OCA must approve any campaign posters before they are distributed throughout campus. The posters must include the OCA stamp confirming approval.

(vi) Mediate any disputes between candidates.

(vii) Secure voting equipment and polling places.

(viii) Ensure that each polling place is staffed with persons and equipment.

(ix) Ensure that all Undergraduate students have the right and ability to vote.

(x) Tally the votes no later than 11:59pm EST on Election Day.

(xi) Announce the election results after certification.

(xii) Distribute election results through all media available.

(xiii) Implement and oversee any publication or advertisement of elections or referenda.

(xiv) Candidates must submit a form of intent to run.

(xv) Candidates running on a Presidential/Vice Presidential ticket must submit 50 signatures for their ticket to be on the ballot.

(xvi) Candidates running for Secretary must submit 25 signatures in order to be on the ballot.

(xvii) Candidates running for Treasurer must submit 25 signatures in order to be on the ballot.

(xviii) The ballot shall contain slots for write in candidates for all positions up for election.

Section 4 Duties of the Chairman of the Board of Elections

Clause 1 The duties of the Chairman of the Board of Elections shall be as follows:

(i) Preside over any meeting of the Board of Elections or designate another member of the Board to preside in his or her place.

(ii) Certify any election results.

(iii) Conduct any votes of the Board of Elections either in person or via email.

Section 5 Definitions

Clause 1 The following are established definitions:

(i) Election Period: The election period will begin with the first meeting of the Board of Elections after the date of the Election Day has been decided and end on Election Day when the results are announced.

Section 6 Official Election Campaign Rules

Clause 1 Rules for campaigning shall be as follows:

(i) Posters and/or fliers must be approved by the Board and OCA before being posted in any student center, academic building, residence hall, or other campus building.

(ii) Posters and/or fliers that are to be posted in common areas of residence halls must be posted in accordance with the rules established by the University's Director of Residence Life.

(iii) Posters and/or fliers that are posted in any student center, academic buildings, or common areas of residence halls shall not be larger than standard letter size.

(iv) Posters and/or fliers must include the candidate's name, the date and time of the election, and location of polling places.

(v) Posters and/or fliers shall not be posted on windows, on top of signs, or any other posters and/or fliers.

(vi) Posters and/or fliers must be removed from the all buildings by 12:00pm on the day after the election.

(viii) Candidates shall have the right to associate their campaign with a particular issue that is also set to appear on the ballot.

(ix) Candidates may not solicit votes via email. This includes, but is not limited to, official University listservs, email lists found on CUA or CUA associated websites (such as Blackboard or The Nest), and emails found through the Cardinalmail system.

Clause 2 The Board shall reserve the right to create any additional election rules to ensure the carrying out of a fair election, as long as they do not conflict with any of the rules outlined in these bylaws.

Clause 3 If the Board of Elections creates a new rule, all candidates must be notified of such within 24 hours.

Clause 4 Procedures for penalizing violations of campaign rules shall be as follows:

(i) A candidate may file a grievance to the Board against another candidate who is suspected of violating election rules. The Board shall then review the case and decide upon a verdict by a majority vote of the Board.

(ii) Penalties for violations of any campaign rules shall be dealt with on a case by case basis by the Board.

(iii) The Board reserves the right to remove a candidate from the ballot if the Board maintains that the candidate's rule violation is a grievous offense.

(iv) The Board shall not at any time deduct votes from a candidate's vote total as a penalty for violating any rule.

Clause 5 Any rules, guidelines, or authority regarding elections not specifically outlined in the bylaws shall rest with the Board of Elections.