

**The By-Laws of  
the Boston  
University  
Student Government  
Executive Branch**



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## **Article I: Introduction**

1. The Executive Branch shall consist of the Executive Board, the Cabinet Directors, and the Executive Staff.
2. It is the responsibility of each outgoing Executive Board member and each outgoing Cabinet Director to create a Transition Guide.
3. It is the responsibility of each incoming Executive Board member and each incoming Cabinet Director to read the Transition Guide.

## **Article II: The Executive Board**

### *Section I: Overview*

1. The Executive Board shall consist of a President, Executive Vice President, Vice President of Finance, and Vice President of Internal Affairs.
2. The Executive Board shall preside over the Student Government Cabinet.
3. The Cabinet Directors shall be appointed by the Student Body President with advice from the other Executive Board members and confirmed by a supermajority of the Senate.
4. The Executive Board shall meet regularly at the Executive Board meeting.
5. The Executive Board shall meet regularly with both the head of the Legislative Branch and the head of the Judicial Branch – the Senate Chair and the Chief Justice respectively.
6. A member of the Executive Board shall meet once a month with the Senate Committees and the Senate Chair.
7. The Executive Board shall meet regularly with the Student Government Advisor. If the entire Executive Board is unable to meet at a given time then it is the responsibility of the Student Body President to meet regularly with the Advisor.
8. Each Executive Board member shall hold at least one office hour per week in the Student Government office.

### *Section II: The Student Body President*

1. The Student Body President shall lead the Executive Board and preside over the Executive Board meetings.
2. The Student Body President shall faithfully execute all acts of the Senate and rulings of the Justices.
3. The Student Body President shall be an ex officio member of all Student Government committees.
4. The Student Body President has the responsibility of serving on University-wide committees as appointed by University officials.
5. The Student Body President shall have the authority to create directorships as needed, subsequent to Senate approval by a supermajority vote.
6. The Student Body President shall have the authority to remove Directors with approval of the Executive Vice President.
7. The Student Body President shall have the power to veto legislation.

8. The Student Body President shall deliver a President's Address regularly at Senate meetings to ensure that all members of the Student Body kept updated.
9. The Student Body President shall have the power to appoint a Chief of Staff to the President. The Chief of Staff shall assist the Student Body President in carrying out the duties of the office as the Student Body President sees fit.
10. The Student Body President reserves the power to call upon the College Government Presidents Council (CGPC).
11. The Student Body President shall be the Chairperson of the CGPC and is responsible for coordinating the Council. In the Chairperson's absence, duties will be delegated to other college government Presidents by the Chairperson.
12. The Student Body President shall call an initial meeting of the CGPC within the first three weeks of the academic year. Subsequent meetings shall be held at least once per month.

### *Section III: The Executive Vice President*

1. The Executive Vice President shall preside over the Cabinet Departments meetings.
2. It is the duty of the Executive Vice President to communicate Cabinet Department objectives and completed tasks to the Executive Board.
3. The Executive Vice President shall oversee the transition between the outgoing Cabinet Directors and the incoming Cabinet Directors.
4. The Executive Vice President shall be an ex officio member of all Student Government committees.
5. The Student Body President has the responsibility of serving on University-wide committees as appointed by University officials.
6. In the case that the President cannot fulfill the official duties of the office, the Executive Vice President shall assume the duties of the President.

### *Section IV: The Vice President of Finance*

1. The Vice President of Finance shall create and manage the Student Government budget.
2. The Vice President of Finance shall serve as a liaison between the Allocations Board and the Student Government.
3. The Vice President of Finance shall be the point person for all Student Government Transactions.
4. The Vice President of Finance has the authority to approve or deny general ledger transactions.
5. The Vice President of Finance shall maintain all Student Government financial records, and publish an in-depth Student Government budget report at two senate meetings per semester and provide online updates on the current balance of the Student Government account weekly.
6. The Vice President of Finance shall maintain the current Student Government budget on the Student Government Website.
7. The Vice President of Finance is responsible for aiding the Senate Chair in managing the Boston University Senate budget.

### *Section V: The Vice President of Internal Affairs*

1. The Vice President of Internal Affairs shall manage all space and facilities bookings for Student Government.
2. The Vice President of Internal Affairs shall oversee the transition between the outgoing Executive Board and the incoming Executive Board.
3. The Vice President of Internal Affairs shall conduct an exit interview with any member of Student Government who chooses to leave Student Government and their responsibilities, and it is the responsibility of that member to attend that exit interview.
4. The Vice President of Internal Affairs shall conduct feedback/quality reviews for the Cabinet each semester.
5. The Vice President of Internal Affairs shall be the point person for any questions or concerns regarding conflict resolution within Student Government.
6. The Vice President of Internal Affairs shall organize a Student Government Retreat to strengthen bonds and encourage collaboration within Student Government.
7. The Vice President of Internal Affairs shall develop the Boston University Student Government culture and community by hosting the Student Government Fall training.
8. The Vice President of Internal Affairs shall organize and run the End of Year Student Government Celebration.

### *Section VI: Elections*

1. The President, Executive Vice-President, Vice President of Finance, and Vice President of Internal Affairs shall be elected as one slate by the full time undergraduate students at Boston University.
2. The Executive Board standard term of office shall begin the day after university commencement and cease the day of the university commencement of the following year as determined by the University Registrar's Standard Academic Calendar.
3. Standard Elections shall be administered by the Student Elections Commission.
4. Directly elected members are required to publish and maintain a record, for the duration of their campaign and time in office, of campaign endorsements by clubs/organizations and campaign/election promises to clubs/organizations.
5. The promises/endorsements record must be submitted to the Judicial Commission during elections and updated upon the conclusion of elections. The endorsement and content of any campaign promises must be mutually agreed upon by the Executive Board slates and by the endorsing organization. Organizations must be informed as to the Constitutional implications of these actions.
6. The elected Executive Board is required to present their endorsements and campaign promises to the Student Government Senate at the third Senate meeting of each academic semester.
7. All directly elected positions must win with a simple majority, in accordance with a single transferable voting system.

### *Section VII: Vacancies and Removal From Office*

1. To impeach an Executive Board member, at least one individual shall submit a letter detailing the reasons for misconduct or constitutional violations to the Justices for evaluation.
2. If the reasons for impeachment are deemed valid by a supermajority vote of the Justices, the complainants shall be permitted to proceed with impeachment.
3. The Justices shall conduct a vote of impeachment as soon as possible via electronic means, for the

sake of expediency. Impeachment shall require a simple majority vote of the Senate.

4. At the subsequent Senate meeting both the complainants and the executive board member in question shall provide testimony at the hearing. Rules for general debate shall be in effect and a supermajority vote of the Senate shall be required for removal from office.

## **Article III: The Cabinet Directors**

### *Section I: Overview*

1. The Executive Board shall have the authority to appoint Cabinet Directors, subsequent to Senate simple majority approval.
2. It is the duty of the Cabinet to help the Executive Board execute their platform.
3. The Cabinet shall advise the Executive Board and shall collaborate directly with the Executive Board to propose and implement initiatives.
  - a. Cabinet Departments will be granted a \$2000 threshold for single events.
  - b. If the Cabinet Department spends >\$2000 for a single event, the Department must get the entire >\$2000 sum approved by the Senate.
4. Every Cabinet Director shall be required to attend cabinet meetings.
5. Cabinet Directors shall attend three Senate meetings per semester, one towards the beginning of the semester, one towards the middle, and one towards the end.
6. Every Director shall hold at least one office hour per week in the Student Government office.
7. The Directors shall be appointed by the Student Body President with advice from the other Executive Board members and confirmed by a supermajority of the Senate.
8. Each Director shall oversee their Executive Staff program with support from the Executive Board.
9. Any member of the Student Government community may use the Cabinet for support and advice, as deemed appropriate by the respective Cabinet Director.

### *Section II: The Director of Academic Affairs*

1. The Director of Academic Affairs shall enrich the BU community with initiatives and events that help strengthen quality of academic life.
2. The Director of Academic Affairs will strengthen the communication between the students and the college faculties.
3. The Director of Academic Affairs shall act on the concerns of all undergraduate students regarding issues of academics.
4. The Director of Academic Affairs must report on the health of the academic community at Boston University to the undergraduate population at least once a semester.

### *Section III: The Director of City Affairs*

1. The Director of City Affairs shall be a bridge between the Boston University undergraduate community and the Greater Boston community at-large.
2. The Director of City Affairs shall advocate on behalf of students to state and local officials.
3. The Director of City Affairs shall be a liaison between students and public officials.
4. The Director of City Affairs shall promote civic engagement and political activity on campus.

#### *Section IV: The Director of Communications*

1. The Director of Communications shall communicate with all media outlets.
2. The Director of Communications shall create advertising material for the Student Government.
3. The Director of Communications shall publicize Student Government events and initiatives.
4. The Director of Communication shall aid communication between Student Government and the student body.
5. The Director of Communication shall plan events during the semester to update students on the internal affairs of student government.

#### *Section V: The Director of Environmental Affairs*

1. The Director of Environmental Affairs shall advocate on all issues concerning environmental safety and sustainability on campus.
2. The Director of Environmental Affairs shall advocate to the Boston University administration for environmental sustainability policies and implementation of those policies.
3. The Director of Environmental Affairs shall be the direct liaison to all environmental organizations on campus.
4. The Director of Environmental Affairs shall implement initiatives and organize events on campus to educate and stimulate interest in issues related to environmental sustainability and climate change.
5. The Director of Environmental Affairs shall be the direct liaison between the Student Government and Sustainability.

#### *Section VI: The Director of Events*

1. The Director of Events shall coordinate and plan events as directed by the Executive Board.
2. The Director of Events shall be tasked with planning and executing the Weekly Student Government Event (WSGE).
3. The Director of Events shall assist in coordinating and planning events if requested by any Student Government Department or Committee.

#### *Section VII: The Director of Recruitment*

1. The Director of Recruitment shall recruit new students from all areas of campus life into the Student Government.
2. The Director of Recruitment shall recruit students for positions within the Boston University Student Government.
3. The Director of Recruitment shall work with Student Government Alumni to enhance the sustainability of the Student Government Alumni network.

#### *Section VIII: The Director of Social Advocacy*

1. The Director of Social Advocacy shall work to create a community that is welcoming and inclusive to all through promoting positive change with innovative initiatives and programming.

2. The Director of Social Advocacy shall investigate student needs and complaints and strive to advocate on behalf of students to administration for policy changes.
3. The Director of Social Advocacy shall build relationships between students and administration across campus.

### *Section IX: Terms of Office, Resignation and Removal from Office*

1. Students seeking a Cabinet Director position shall submit an application to the Executive Board.
2. The Cabinet Directors shall be appointed by the Student Body President with advice from the other Executive Board members and confirmed by a supermajority of the Senate.
3. Should a Director vacate his or her position, the Student Body President shall have the authority to appoint a replacement, subject to Senate approval by a supermajority vote.
4. Should any Cabinet Directors decide to resign from their position, a letter of resignation must be submitted to the Executive Vice President and the Vice-President of Internal Affairs.
5. The Student Body President shall have the authority to remove Directors with approval of the Executive Vice President.

## **Article IV: The Executive Staff**

### *Section I: Overview*

1. Each Executive Staff member shall be an undergraduate student at Boston University.
2. Members of the Executive Staff shall assist the Executive Board members and Cabinet Directors.
3. All students interested in the position shall send an application to the Cabinet Director that they report to.
4. Following an interview, Executive Staff members shall be selected from the applicants by the Director of the Recruitment in collaboration with the Executive Board and the Director of applicants' department of interest.
5. Should an Executive Staff member leave his or her role, it is up to the discretion of the Cabinet Director to whom the Executive Staff member reports to replace the aforementioned Member.

## **Article V: Meetings**

### *Section I: The Executive Board Meeting*

1. The Executive Board shall meet regularly to ensure that all needs are taken care of.
2. The Student Body President shall preside over all Executive Board meetings.
3. The Vice-President of Internal Affairs shall record all minutes during all Executive Board meetings, as necessary.
4. The Vice-President of Finance shall present the current and updated Student Government budget at each Executive Board meeting.
5. Executive Board meetings are closed; however, students seeking to attend Executive Board meetings shall submit a request to the Student Body President. Requests will be reviewed and evaluated on a case by case basis.

### *Section II: The Cabinet Meeting*



1. The Cabinet shall meet regularly to ensure that all needs are taken care of.
2. The Executive Vice President shall oversee Cabinet meetings. If the Executive Vice President is unable to attend, the Executive Vice President shall appoint another Executive Board member to run the meeting.
3. The Cabinet Meetings shall consist of the Executive Vice-President and the Cabinet Directors.
4. Executive Staff are not required to attend Cabinet Meetings. However, they are permitted to attend should they wish to do so.
5. All are welcome to attend the Cabinet Meeting, with prior notice to the Executive Vice President.

### *Section III: The Department Meetings*

1. Cabinet Directors and their Executive Staff shall meet regularly to ensure that all needs are taken care of.
2. Each Cabinet Director shall precede over their individual meetings their respective Executive Staff.
3. All are welcome to attend the Department Meetings, with prior notice to the Cabinet Director of the respective department.

### *Section III: The Branch Meetings*

1. The Executive Board, the Senate Chair, and Chief Justice shall meet occasionally to ensure that all Student Government branches are in communication and to ensure that needs are taken care of.
2. The Student Body President shall preside over all Branch Meetings.
3. The Vice-President of Internal Affairs shall record all minutes during all Executive Board meetings, as necessary.

### *Section IV: The Administrative Meetings*

1. The Executive Board must meet regularly with administrative members to ensure healthy communication between the student body and the administration.
2. The Student Body President shall facilitate regular communication between the administration and inform them on issues concerning the Student Body.

## **Article VI: Training and Transition Documents**

### *Section I: Overview*

1. The Vice President of Internal Affairs shall oversee the transition between the outgoing Executive Board and the incoming Executive Board.
2. All training of members of Student Government shall be coordinated and facilitated by the Vice-President of Internal Affairs.
3. All transition documents shall be maintained and managed by the Vice-President of Internal Affairs.

## **Article VII: Rules for An Acting By-Laws**

### *Section I: Overview*

1. This By-Law is the acting By-Law of the Executive Branch of Student Government.

2. This By-Law shall be enacted in accordance with all federal, state, and local laws, and Boston University policies, but the Student Government shall not be responsible for the enforcement of such laws and policies.

### *Section II: Amendments to the By-Laws*

1. Any undergraduate student at Boston University may propose an amendment to the Executive Branch By-laws.
2. Amendments to the Executive Branch shall be proposed to the Executive Board during the Executive Board meeting.
3. The Vice-President of Internal Affairs shall publish the proposed amendment to the Cabinet Directors and Executive Staff within 24 hours following the meeting.
4. The Vice President of Internal Affairs shall invite the entire Executive Branch to the meeting to listen to arguments in favor of or against the proposed amendments.
5. Amendments to the By-Laws of the Executive Branch shall be passed and ratified by a supermajority vote of the Executive Board and Cabinet Directors.
6. Voting shall happen at the next Executive Board meeting after the amendment has been proposed.
7. Voting shall happen according to Robert's Rules of Order.
8. The Vice President of Internal Affairs shall submit all amendments to the Communications Department and the JAC (Judicial Advisory Commission) to update the By-Laws in the Student Government Records accordingly.
9. Unless otherwise stated, all ratified amendments to the Executive Branch By-Laws shall take effect immediately.