



EXECUTIVE OPERATING PROCEDURES

ARTICLE I. NAME

Section 1. The name of this organization shall be the Student Government Executive Council.

Section 2. The Student Government Association Executive Council, hereinafter referred to as the Council was established to act as official representatives of SGA to administration and oversee the internal development of the organization. Membership of the Council includes but is not limited to, the President, Vice President, Director of Finance, Director of Public Relations, and Director of Elections. (For a list of areas of responsibilities, see Article III of the SGA Constitution.)

ARTICLE II. THE COUNCIL

Section 1. The Council shall have the following powers and duties:

- A.** To act with the Senate and the members of the Council to enforce the SGA Constitution and to administer the policies, procedures, standards, and legislation of the Senate;
- B.** To be responsible for coordinating the initiatives and philosophies of, and ensuring communication between all branches of SGA, including the Council, the Senate, and the Review Board;
- C.** To have such other powers as are necessary for the fulfillment of the duties of this office that are consistent with the other provisions of the Constitution;
- D.** To appoint additional support staff as necessary in consultation with the SGA Advisor(s);
- E.** Additional duties can be found in the Constitution and SGA Job Description Papers.

Section 2. Mandatory meetings of the Council shall be held once a week at an agreeable time during the Fall and Spring semesters. These meetings will be to ensure and facilitate a constant dialogue between the separate branches of government.

- A.** Each Council member will be responsible for presenting an oral report at each weekly Council meeting. Each report shall contain information pertaining to all actions taken by and all issues raised in that respective branch, since the last meeting of the Council.

Section 3. The membership along with the term of membership for the Council shall follow the policy set forth in both the Constitution and the Election Code.

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Section 5. The Council cannot hold the position of Orientation Coordinator, Lead Resident Advisor, Resident Advisor, University Program Board Chair or Vice Chair, University Program Board Director, Panther Editor, or general manager of Chapman Radio while serving on the SGA Executive Council.

- A.** The President and Vice President cannot hold any Executive position in a Greek or non-Greek Student Organization;
- B.** The President cannot hold the position of Chapman Ambassador while serving as President;
- C.** The Council shall be allowed to hold the above-mentioned positions from May 1 through August 1 with the exception of the President being a Chapman Ambassador.

ARTICLE III. PRESIDENT

Section 1. The Student Government Association President hereinafter referred to as the President, shall act as the official representative of SGA to the university. The powers and duties of the President can be found in Article III, Section 2 of the Constitution.

Section 2. The newly elected Student Government Association President is expected to:

- A.** Become familiar with past Associated Students and Student Government Association advocacy, legislation, and funding allocations;
- B.** Attend weekly transition meetings with the outgoing President;
- C.** Oversee the Director application process;
 - i.** The incoming President must schedule all interview dates and times.
 - ii.** The application and interview Process can be found in Article III, Section 1 of the Constitution.

Section 3. During the first month of the term, the Student Government Association President is expected to:

- A.** Induct all elected members of SGA with the official Oath of Office statement (see Appendix);
 - i.** The outgoing President must induct the incoming President on the first day of his/her/their term on May 1st or the last Friday of April.
 - ii.** The newly inducted President must then induct the incoming Vice President on May 1st or the last Friday of April.
 - iii.** Senators must be inducted within ten (10) academic days of the start of their term.
- B.** Ensure that within ten (10) academic days of the term, the Director of Finance, Director of Public Relations, and Director of Elections are appointed

(in conjunction with the Vice President), approved by the Senate, and functioning.

Section 4. In accordance with attendance, the Student Government Association President is expected to:

- A.** Arrange and attend all regularly scheduled meetings with staff, faculty, and administration to maintain communication with the university community;
 - i.** These meetings include but are not limited to, weekly meetings with the Dean of Students, semester meetings with the Provost, and semester meetings with the Faculty Senate President.
- B.** Attend all meetings or events invited by the Board of Trustees and the Board of Governors;
- C.** Attend all meetings or events invited by any member of the university;
 - i.** If the President is unable to attend a university meeting or event, the Vice President must attend in his/her/their place if the President deems it appropriate.
- D.** Attend all regularly scheduled Faculty Senate meetings;
 - i.** If the President is unable to attend a Faculty Senate meeting, the Vice President must attend in his/her/their place.
- E.** Attend and present a report at weekly meetings of the Senate in order to better maintain communication between the Executive and Legislative branches;
- F.** Present an SGA report to all requests of the university, including the Board of Trustees and the Board of Governors.

Section 5. Throughout the term, the Student Government Association President is expected to:

- A.** Chair the weekly Council meetings;
 - i.** Meetings shall be held at the same time every week in AF303 (see Article II Section 3 of the By-Laws).
 - ii.** The President shall set and coordinate the agendas for the forthcoming meetings of the Council.
 - iii.** The agenda must be sent to all members of the Council and the Advisor(s) within twenty-four (24) hours of the Council meeting.
- B.** Record minutes in SGA events and meetings including but not limited to, Council Meetings, Open Forums, and State of the SGA Address;
 - i.** Council meeting minutes shall be sent to the Director of Public Relations within two (2) academic days of the scheduled meeting.
 - ii.** Minutes from other SGA events shall be sent to the Director of Public Relations within five (5) academic days of the scheduled event.
 - iii.** Letters from the Executive Council shall be sent to the Director of Public Relations to be uploaded to the SGA website.
- C.** Allocate necessary funds from the SGA Presidents Fund;

- D.** Chair all committees to award SGA scholarships;
- E.** To hold one State of the SGA Address per semester that is open to the student body;
- F.** Ensuring that at least four (4) academic weeks prior to an election, the Elections Committee is established, approved by Senate, and functioning;
- G.** Sign all approved Senate legislation including but not limited to, resolutions, statements, or operating document amendments within a period of five (5) academic days;
 - i.** If the Senate legislation is not signed by the President, this may be considered as legislation that is not supported by the Council.
- H.** Be responsible for overseeing the Director of Finance;
- I.** Be responsible for overseeing the Director of Public Relations;
- J.** Be responsible for overseeing the Director of Elections;
- K.** Select and oversee the development of the External Affairs Assistant. Official duties can be found in the SGA Job Description Papers.

Section 6. The outgoing Student Government Association President is expected to:

- A.** Arrange transition meetings for the incoming President and Vice President before the end of the academic year;
 - i.** Transition meetings include but are not limited to, meetings with the President of the University, the Provost, any Dean, the Faculty Senate President, and the outgoing SGA President and Vice President.

Section 7. The Student Government Association President is expected to:

- A.** Maintain ten (10) regularly scheduled office hours per week during an academic day between the hours of 9:00 am and 5:00 pm;
- B.** Maintain a professional appearance at all times;
 - i.** The President must not partake in any unsanctioned university activities to uphold the reputation of SGA to the Board of Trustees, the administration, faculty, and staff members.
 - ii.** Business professional must be worn to all invited Board of Trustees events or meetings, invited university events, meetings with administrators, and meetings with any member of the Board of Trustees.
 - iii.** Business casual must be worn to all other university meetings or events.
 - iv.** The SGA polo must be worn at all Senate meetings, SGA events, and student meetings or events. If not able to wear a polo, business casual is permitted.
- C.** Maintain a cumulative grade point average (GPA) of 2.90, a semester GPA of 2.75, and comply with the Student Conduct Code throughout the term of office;

- D.** Have other responsibilities consistent with the provisions of this Executive Operating Procedures, as well as other legislation pertaining to the Student Government Association President.

ARTICLE IV. VICE PRESIDENT

Section 1. The Student Government Association Vice President, hereinafter referred to as the Vice President, shall act as the official representative of SGA, in conjunction with the President, to the university. The powers and duties of the Vice President can be found in Article III, Section 3 of the Constitution.

Section 2. The newly appointed Student Government Association Vice President is expected to:

- A.** Become familiar with past Associated Students and Student Government Association advocacy, legislation, and funding allocations;
- B.** Attend weekly transition meetings with the outgoing Vice President.

Section 3. During the first month of the term the Student Government Association Vice President is expected to:

- A.** Call and preside over sessions of the Senate until the Speaker of the Senate is approved by a majority vote of the Senate;
- B.** Oversee the Chair application process;
 - i.** The Vice President must schedule all interview dates and times;
 - ii.** The application and interview process can be found in Article IV, Section 4 of the Constitution.

Section 4. In accordance with attendance the Student Government Association Vice President is expected to:

- A.** Attend the weekly Council meetings;
- B.** Attend the weekly Senate meetings;
- C.** Attend all invited university meetings or events;
- D.** Attend all regularly scheduled meetings with staff, faculty, and administration to maintain communication with the university community;
 - i.** These meetings include, but are not limited to, weekly meetings with the Dean of Students, semester meetings with the Provost, and semester meetings with the Faculty Senate President.
- E.** If the President is unable to attend a university meeting or event, the Vice President must attend in his/her/their place if the President deems it appropriate.

Section 5. Throughout the term, the Student Government Association Vice President is expected to:

- A.** Present a report at weekly meetings of the Senate in order to better maintain communication between the Executive and Legislative branches;
- B.** Review and record all reports of the Senate;
 - i.** Reports of the Senate include but are not limited to, Committee Semester Reports, Senator Progress Reports, and Senator Transition Reports.
- C.** Be responsible for enforcing the Senate expectations, including managing Senator attendance, listed in the Senate Operating Procedures;
- D.** Conducting a semesterly review to ensure that all SGA members meet their respective eligibility requirements, as specified in the Constitution;
- E.** To preside over sessions of the Senate when the Speaker of the Senate is unable to attend;
- F.** Be responsible for monitoring the Senate committees;
 - i.** If a committee chairperson is not meeting outlined responsibilities, the Vice President is responsible for bringing up this issue for discussion during the new business of regularly scheduled Senate meetings.
- G.** Hold monthly chairperson meetings at an agreeable time during the fall and spring semesters. These meetings will be to ensure and facilitate a constant dialogue between committees of the Senate;
 - i.** Meetings shall be held at the same time every month in AF303.
- H.** Select and oversee the development of the Internal Affairs Assistant. Official duties can be found in the SGA Job Description Papers.

Section 5. The Student Government Association Vice President is expected to:

- A.** Maintain eight (8) regularly scheduled office hours per week during an academic day between the hours of 9:00 am and 5:00 pm;
- B.** Maintain a professional appearance at all times;
 - i.** The Vice President must not partake in any unsanctioned university activities to uphold the reputation of SGA to the administration, faculty, and staff members.
 - ii.** Business casual must be worn to all university meetings or events.
 - iii.** The SGA polo must be worn at all Senate meetings, SGA events, and student meetings or events.
- C.** Maintain a cumulative grade point average (GPA) of 2.90, a semester GPA of 2.75, and comply with the Student Conduct Code throughout the term of office;
- D.** Have other responsibilities consistent with the provisions of this Executive Operating Procedures, as well as other legislation pertaining to the Student Government Association Vice President.

ARTICLE V. DIRECTOR OF FINANCE

Section 1. The Student Government Association Director of Finance hereinafter referred to as the Director of Finance, shall act as the official representative of SGA under the President, to University. The powers and duties of the Director of Finance can be found in Article III, Section 4 of the Constitution.

Section 2. The incoming Student Government Association Director of Finance is expected to:

- A.** Become familiar with the past SGA budget;
- B.** Become familiar with the goals and expectations of the Executive Council;
- C.** Prepare a budget proposal for the following fiscal year alongside the incoming President, incoming Vice President, outgoing Director of Finance, and the Advisor(s);
- D.** Present on the role of the Director of Finance, the SGA budget, and ability to be a resource to the Senate during new senator orientation, or any other situation deemed appropriate by the SGA President;
- E.** Attend transition meetings with the outgoing Director of Finance.

Section 3. Throughout the year, the Director of Finance is expected to:

- A.** Meet, support, and assist the Allocations Chair;
- B.** Attend the weekly Council meetings;
- C.** Attend the weekly Senate meetings;
- D.** Attend all Allocations committee meetings;
- E.** Send the current budget numbers, including the funds approved during the Allocations Committee meeting, to the Speaker of the Senate within twenty-four (24) hours prior to the next scheduled Senate meeting;
- F.** Assist student organizations with funding requests;
 - i.** Attend President's meetings at the beginning of each semester to educate student organizations on application processes.
 - ii.** Respond to emails and questions from student organizations within two (2) academic days.
 - iii.** Notify all individuals, organizations, and departments as to the decisions made by the Allocations Committee within four (4) academic days of the committee's decision.
 - iv.** Notify all individuals, organizations, and departments as to the decisions made by the Senate within three (3) academic days of the Senate's decision.
- G.** Provide insight and recommendations to the Council on matters of the SGA budget including, but not limited to budget transfers, approvals, and expenditures;
- H.** Transition the incoming Director of Finance;

- i. The transition includes weekly meetings, the exchange of documents, and training with all programs, e-mails, and files.
 - ii. Advise the incoming executive council on the selection process of the incoming Director of Finance.
- I. Select and oversee the development of the SGA Finance Assistants. Official duties can be found in the SGA Job Description Papers.
 - i. The Assistant Director of Finance shall be appointed by the incoming President with the support of the incoming Vice President and Advisor(s).

Section 4. The Student Government Association Director of Finance is expected to:

- A. Work at most nineteen (19) hours per week during the Fall and Spring semesters, Interterm, and Summer.
 - i. The schedule of work shall be determined by the President, Vice President, and Advisor(s).
- B. Maintain twelve (12) regularly scheduled office hours per week during an academic day between the hours of 9:00 am and 5:00 pm;
- C. Maintain a professional appearance at all times;
 - i. The Director of Finance must not partake in any unsanctioned university activities to uphold the reputation of SGA to the administration, faculty, and staff members.
 - ii. Business casual must be worn to all university meetings or events.
 - iii. The SGA polo must be worn at all Senate meetings, SGA events, and student meetings or events.
- D. Maintain a cumulative grade point average (GPA) of 2.90, a semester GPA of 2.75, and comply with the Student Conduct Code throughout the term of office;
- E. Have other responsibilities consistent with the provisions of this Executive Operating Procedures, as well as other legislation pertaining to the Director of Finance.

ARTICLE VI. DIRECTOR OF PUBLIC RELATIONS

Section 1. The Student Government Association Director of Public Relations hereinafter referred to as the Director of Public Relations, shall act as the official representative of SGA under the President, to the University. The powers and duties of the Director of Public Relations can be found in Article III, Section 5 of the Constitution.

Section 2. The incoming Student Government Association Director of Public Relations is expected to:

- A. Become familiar with past SGA Public Relations;
- B. Become familiar with the goals and expectations of the Executive Council;

- C.** Attend transition meetings with the outgoing Director of PR.

Section 3. Throughout the year, the Student Government Association Director of Public Relations is expected to:

- A.** Maintain the SGA website;
 - i.** Ensure the content on the SGA website is up-to-date including but not limited to, the biographies, photos, text, and attached documents.
 - ii.** Upload Senate minutes and committee minutes to the SGA website within five (5) academic days of the scheduled Senate meeting, according to Article IV of the Senate Operating Procedures.
 - iii.** Upload legislation including but not limited to, resolutions, statements, or operating document amendments to the SGA website within seven (7) academic days of the scheduled Senate meeting, according to Article IV of the Senate Operating Procedures.
 - iv.** Update any other content on the SGA website deemed appropriate by the SGA President.
- B.** Oversee the SGA graphic designing and photography;
- C.** Advise any member of the Senate or the Council on the marketing and public relations of their work;
 - i.** Respond to all emails and questions from members of SGA within two (2) academic days.
 - ii.** Provide insight and recommendations to the Council on matters of the SGA marketing and public relations.
 - iii.** Instigate meetings with members of the Senate or the Council to advance the marketing and public relations of their work.
- D.** Review and edit all articles by any member of the Senate or the Council to be submitted to the Panther of the Chapman Blog;
- E.** Maintain inventory of all SGA operational and promotional materials;
 - i.** These materials include but are not limited to, SGA polos, name tags, binders, and promotional materials.
- F.** Create content to promote SGA through means of flyers, social media (Facebook, Instagram), blogs, and press releases for:
 - i.** SGA Elections
 - ii.** SGA forums or events
 - iii.** Funding decisions of the Senate and Allocations Committee
 - iv.** Executive Council member or Senator advocacy
 - v.** Senate and Committee meetings
- G.** Work in conjunction with the Director of Elections to promote SGA Elections;
- H.** Attend the weekly Council meetings;
- I.** Attend the weekly Senate meetings;
- J.** Plan signature SGA events;
 - i.** SGA events include but are not limited to, retreats, bonding activities, and the annual SGA Banquet.

- ii. Be responsible for gathering SGA members to attend University events and functions that request the presence of Senators. These may include but are not limited to, Orientation, President meetings, Admitted Students Day, and Spring Sizzle.
- K. Transition the incoming Director of Public Relations;
 - i. The transition shall include weekly meetings, the exchange of documents, and any files.
 - ii. Advise the incoming Executive Council on the selection process of the new Director of Public Relations.
- L. Select and oversee the development of the Graphic Design Assistant and the PR Assistant. Official duties can be found in the SGA Job Description Papers.

Section 4. The Student Government Association Director of Public Relations is expected to:

- A. Work on average eight (8) hours per week during the Fall and Spring semesters, Interterm, and Summer.
 - ii. The schedule of work shall be determined by the President, Vice President, and Advisor(s).
- B. Maintain five (5) regularly scheduled office hours per week during an academic day between the hours of 9:00 am and 5:00 pm;
- C. Maintain a professional appearance at all times;
 - i. The Director of Public Relations must not partake in any unsanctioned university activities to uphold the reputation of SGA to the administration, faculty, and staff members.
 - ii. Business casual must be worn to all university meetings or events.
 - iii. The SGA polo must be worn at all Senate meetings, SGA events, and student meetings or events.
- D. Maintain a cumulative grade point average (GPA) of 2.90, a semester GPA of 2.75, and comply with the Student Conduct Code throughout the term of office;
- E. Have other responsibilities consistent with the provisions of this Executive Operating Procedures, as well as other legislation pertaining to the Director of Public Relations.

ARTICLE VII. DIRECTOR OF ELECTIONS

Section 1. The Student Government Association Director of Elections hereinafter referred to as the Director of Elections, shall act as the official representative of SGA under the President, to the University. The powers and duties of the Director of Elections can be found in Article III, Section 6 of the Constitution.

Section 2. The incoming Student Government Association Director of Elections is expected to:

- A.** Become familiar with past SGA elections;
- B.** Become familiar with the goals and expectations of the Executive Council;
- C.** Attend transition meetings with the outgoing Director of Elections.

Section 3. Throughout the year, the Student Government Association Director of Elections is expected to:

- A.** Attend the weekly Council meetings;
- B.** Attend the weekly Senate meetings;
- C.** Further duties and responsibilities of the Director of Elections can be found in Article III, Section 2 of the Election Processes;
- D.** Transition the incoming Director of Elections.
 - i.** The transition shall include weekly meetings, the exchange of documents, and any files.
 - ii.** Advise the incoming Executive Council on the selection process of the new Director of Elections.

Section 4. The Student Government Association Director of Elections is expected to:

- A.** Work on average six (6) hours per week during the Fall and Spring semesters, Interterm, and Summer.
 - iii.** The schedule of work shall be determined by the President, Vice President, and Advisor(s).
- B.** Maintain three (3) regularly scheduled office hours per week during an academic day between the hours of 9:00 am and 5:00 pm;
- C.** Maintain a professional appearance at all times;
 - i.** The Director of Elections must not partake in any unsanctioned university activities to uphold the reputation of SGA to the administration, faculty, and staff members.
 - ii.** Business casual must be worn to all university meetings or events.
 - iii.** The SGA polo must be worn at all Senate meetings, SGA events, and student meetings or events.
- D.** Maintain a cumulative grade point average (GPA) of 2.90, a semester GPA of 2.75, and comply with the Student Conduct Code throughout the term of office;
- E.** Have other responsibilities consistent with the provisions of this Executive Operating Procedures, as well as other legislation pertaining to the Director of Elections.

ARTICLE VIII: AMENDMENTS

Section 1. The SGA Executive Operating Procedures may be amended by a majority vote of the Senate with the approval of the SGA President. To override a President's veto a three-fourths ($\frac{3}{4}$) vote is required by the Senate.

APPENDIX

OATH OF OFFICE

I, (state your name), as a duly elected officer of Chapman University's student government association, do solemnly swear that I will fulfill the duties and requirements of my office as listed in the Student Government Association governing documents. I will strive to ensure the proliferation of the student voice, to establish a representative student government, and to enhance my personal leadership abilities. I will work toward strengthening the relationship between the students and the university administration, and I will conduct myself in a manner that represents the student government association and Chapman University in a positive light.



Student Government Association President

Rachel Berns