

## Bylaws — Executive Branch

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The Executive Branch shall perform the executive function of Student Government by coordinating and lending direction to Student Government initiatives, by providing diplomatic representation, and by appointing student officials. The Executive Branch shall include the Student Body President, Student Body Vice President, and all members appointed by and responsible to the Student Body President, except for the Attorney General who shall serve as chief administrative officer of the Judicial Branch.

### **I. President's Cabinet**

A. Purpose. The President's Cabinet shall serve as the central body to direct the efforts of the Executive Branch and shall facilitate communication between the respective branches of Student Government.

B. Members and Responsibilities. The President's Cabinet shall include the Student Body Vice President, the Student Senate President, the C.O.D.A Director, the Transfer Council Director, and the following members appointed by and responsible to the Student Body President. All appointments to Cabinet must be approved by the Student Senate. All Cabinet members shall report to all Cabinet meetings called by the Student Body President and follow the rules of the Cabinet Handbook.

1. Attorney General shall report on the activities of the Judicial Branch and shall provide advice to any member of Student Government regarding University regulations and policies.

2. Student Body Treasurer shall serve as Chair of the Student Activity Funding Board and be in charge of all matters relating to the Student Activity Fee Budget. The Student Body Treasurer shall also monitor and advise Student Government on all matters relating to funding for recognized organizations and the reimbursement of the Student Organizations.

3. Chief-of-Staff shall serve as advisor to the Student Body President regarding all executive matters shall manage the office of the Student Body President, and coordinate any special projects deemed necessary by the Student Body President. The Chief-of-Staff shall also serve as the chief facilitator for all cabinet functions and maintain records of those functions in order to review continually the executive function of Student Government. The Chief-of-Staff shall also monitor and advise the Cabinet on all matters relating to Student Government budgets, expenditures, the expenditure process and revenues, in addition to approving Student Government expenditures.

4. Activities Director shall represent the Activities Department and relay to the Cabinet any information regarding Student Government activities, services, and any revenue generated from the department.

5. Research and Development Director shall direct the Research and Development Department in conducting research requested by Student Government members. All findings shall be compiled and presented before the Cabinet.

6. Public Relations Director shall represent the Public Relations Department and update the Cabinet on matters pertaining to publicity.

7. Organizations Director shall represent the Organizations Department and apprise the cabinet of all matters pertaining to University organizations.

8. Freshman Council Director shall report on the issues, concerns and activities of Freshman Council.

9. Elections Director shall be responsible for informing the Cabinet of all election proceedings and results.

10. Governmental Affairs Director shall be responsible for informing the Cabinet of all student issues pertaining to local, state, and national governments and governmental agencies excluding those agencies delegated to another department of Student Government.

C. Filling Appointed Vacancies. Any appointed executive position that becomes vacant shall be filled by the Student Body President, in conjunction with the Student Body Vice President, upon approval of the Student Senate.

## **II. Vice President's Advisory Council**

The Vice President's Advisory Council shall exist for the purpose of enhancing communication between student groups on campus, generating new ideas for student life improvement, and offering feedback to Student Government on current issues and services. The Vice President has the option of creating an advisory council, or utilizing the existing Leadership Council for this purpose. The Student Body Vice President shall chair the Council and is responsible for calling all meetings.

A. Members. Membership of the Council shall include one liaison from the following organizations:

1. Student Alumni Council
2. ROTC
3. FCA
4. Interfraternity Council
5. Panhellenic Council
6. National Pan-Hellenic Council
7. Central Spirit

8. Residence Hall Association
9. Student Media Advisory Board
10. IPTAY Student Advisory Board

B. Representatives. Representatives to the Council shall consist of membership by one member of each of the 10 student group/organizations listed above, if interested; as well as any others deemed necessary by the Student Body Vice President with approval of Student Senate.

### **III. Executive Branch Departments, Councils and Committees**

#### A. Activities Department

1. Purpose. The Activities Department shall coordinate special activities sponsored by Student Government and shall provide the Student Body with appropriate services and generate the funds to provide these services. These activities shall include:

- a. Homecoming Pageant to select the finalists for Miss Homecoming
- b. Student Government Banquet
- c. Clemson Sweep
- d. Lighting of the Gardens Ceremony
- e. Other activities deemed appropriate by the Student Body President.

#### 2. Structure.

- a. The Director shall be appointed by the Student Body President with the approval of the Student Senate.
- b. An Assistant Director shall be appointed by the Activities Director and approved by the Student Body President.
- c. Department membership is open to any enrolled Clemson University student who expresses an interest through means of an interview.

#### 3. Fund Allocation.

- a. Services costing less than \$1500 may be funded by the Department, through the Department Director, with the approval of the Chief-of-Staff. Any service costing more than \$1500 may be funded by the Department, through the Department Director, with the approval of the Chief-of-Staff and the Student Senate.
- b. Funds from the Department may be allocated to Department personnel for honoraria with approval of the Chief-of-Staff and the Student Senate.

#### 4. Accounting Procedures

- a. The Student Services account will be reconciled by a student life budget center accountant on a monthly basis. Audits will occur randomly by the Clemson University Internal Auditing Office.
- b. The results of audits shall be placed in Student Government records and shall be available as governed by rules pertaining to University records.

## B. Elections Department

1. Purpose. The Elections Department shall be responsible for administering the procedures of nominations, elections and referendums, and for certifying their results.

### 2. Structure

- a. The Director shall be appointed by the Student Body President with the approval of the Student Senate.
- b. Seven additional members of the Department shall be selected by the Director through means of an interview and with Student Senate approval. Members of the Elections Department must be Clemson University undergraduate students. An Assistant Director shall be appointed by the Elections Director and approved by both the Student Body President and the Student Senate.
- c. No currently elected official shall be appointed to the Elections Board.
- d. Members of the Elections Board may not serve on the board during the semester that they run for office.

3. Procedures. The Elections Department shall be responsible for the following:

a. All elections concerning the Clemson University student body.

#### 1) Student Senate

- i. Officers of the Student Senate from the previous Student Senate
- ii. Senators

#### 2) Miss Homecoming

- b. Issuing any proxies for students who are not on campus at the time of election(s) due to official University related business.
- c. Calling a mandatory meeting with all candidates to explain election rules and procedures.
- d. Ensuring proper advertisement, pictures and ballots are prepared for effective elections.

- e. Establishing at least six locations for manual ballot polls.
- f. Disqualifying any candidate in violation of election rules (*See Student Government Elections* section).
- g. Tabulating and certifying the results of each election. Results of a non-protested election shall be posted within 24 hours.
- h. Overseeing referendums in the same fashion as elections.

### C. Organizations Department

1. Purpose. The Organizations Department shall disseminate information and conduct business pertaining to organizations. The functions of the department shall be:

- a. To inform organizations of Student Government regulations.
- b. To enforce all University and Student Government regulations concerning organizations.
- c. To handle all petitions for organizational recognition.
- d. To create an Organizations' Handbook before the Fall semester to include organizations' names, contact persons, purposes and brief descriptions.
- e. To host an Organizations Day in September to provide information about organizations to the Clemson University Student Body.
- f. To administer an organizations' meeting in both the Fall and Spring semesters.
- g. To maintain updated files on all recognized organizations, including updated copies of constitution and bylaws, officer listings, status of recognition, and other associated paperwork.
- h. To assign organizations to the appropriate organization classification as defined in the Student Organizations Section.

### 2. Structure.

- a. The Director shall be appointed by the Student Body President with the approval of the Student Senate.
- b. An Assistant Director shall be chosen by the Director and approved by the Student Body President.
- c. Department membership is open to any enrolled Clemson University undergraduate or graduate student who expresses an interest through means of an interview. Members shall serve as liaisons to recognized organizations and organizations seeking to gain recognition.

### D. Public Relations Department

1. Purpose. The Public Relations Department shall perform the following functions:

- a. Help inform students of Student Government sponsored activities.
- b. Work with campus media and provide them with necessary details of the activities and operations of Student Government.
- c. Provide students with additional outlets to express their opinions.
- d. Communicate to the Student Body President the ideas and opinions of the student body.
- e. Maintain good relations with the administration and all departments of the University.
- f. Assist, when needed, with inter-organizational activities and solicit student organization help in various Student Government sponsored events.

## 2. Structure.

- a. The Director shall be appointed by the Student Body President with the approval of the Student Senate.
- b. A Student Government Webmaster shall be appointed by the Student Body President with the approval of the Student Senate.
- c. At least one Assistant Director shall be appointed by the Director for the purpose of coordinating the production and posting of banners and fliers announcing Student Government sponsored events.
- d. Department membership is open to any enrolled Clemson University undergraduate student who expresses an interest through means of an interview.

## E. Research and Development Department

### 1. Purpose.

- a. To seek information on pertinent problems facing students at the request of any member of Student Government.
- b. To provide background information and recommend possible solutions for problems facing Student Government of the Student Body. The Research and Development committee must send any new initiative projects to its respective department and senate committee for completion.
- c. To administer any student opinion poll for Student Government and the Division of Student Affairs.

### 2. Structure.

- a. The Director shall be appointed by the Student Body President with the approval of the Student Senate.
- b. The Director may appoint one Assistant Director with the approval of the Student Body President.
- c. Department membership is open to any enrolled Clemson University student who expresses an interest through means of an interview.

## F. Freshman Council

### 1. Purpose. The Freshman Council shall:

- a. Develop in its members a better concept and understanding of the structure, function, projects, services and opportunities of Student Government and the University as a whole.
- b. Provide members, as needed, for the various committees, councils and departments of Student Government.
- c. Promote activities for and address the concerns of members of the freshman class.
- d. High School Leadership Conference

### 2. Structure.

- a. The Freshman Council Director shall be appointed by the Student Body President with the approval of the Student Senate.
- b. Any interested freshman Clemson student or transfer student may interview for a position on Freshman Council.

## G. Council On Diversity Affairs

### 1. Purpose.

- a. To advise Student Government on matters of concern to those students not in the racial majority of the Student Body.
- b. To serve as the voice of minority students at Clemson University in dealing with persons, organizations, committees, businesses and other establishments located or visiting on or off campus.
- c. To encourage minority student involvement in student organizations at Clemson University.
- d. To promote unity among the racial minority and the racial majority students so as to preserve the Clemson Family spirit.

### 2. Structure.

- a. The Council shall consist of a maximum of 60 students not in the racial majority of the student body of Clemson University.
- b. Up to eight positions on the Council will be left open for freshman or transfer students who will be appointed by means of an interview process at the beginning of the Fall semester.
- c. During the third week of March, all executive positions shall be elected by the Council On Diversity Affairs. The Director shall serve on the Student Government President's Cabinet.

d. Any Clemson University student, faculty or staff member may attend Council meetings.

### 3. Procedure.

- a. Council On Diversity Affairs interviews shall be held once every semester.
- b. The Council On Diversity Affairs shall meet at least once every two weeks.

## H. Student Activity Funding Board

1. Purpose. The Student Activity Funding Board shall be responsible for allocating Activity Fund monies to Activity Fund recipients, organization whose eligibility is subsequently defined in the Student Organizations section of this handbook. These allocations shall be determined at meetings that occur during a set of spring hearings and at least once every two weeks during the academic year.

2. The Student Activity Funding Board will allocate Student Activity Fund monies in accordance with the rules as described in Student Organizations, Article V of the Student Body Bylaws.

### 3. Structure

a. The Student Activity Funding Board shall consist of exactly nine members. Members of the committee shall include the Student Body Treasurer, the Assistant Treasurer, and the Chairman of the Finance and Procedures Committee of Student Senate. Should the Chairman of the Finance and Procedures Committee be unable to attend a meeting of the Student Activity Funding Board, the Vice-Chair of the Finance and Procedures Committee shall serve in equal-capacity on the Funding Board in his absence. The six remaining members shall be selected from the Student Body by the Student Body Treasurer through means of an interview. The committee should generally reflect the composition of organizations that are going to be requesting funds and of the student body as a whole. Should any of these six remaining members be unable to attend a meeting of the Student Activity Funding Board, a designated non-voting member of the Funding Board shall serve in equal-capacity in his absence. The Student Senate shall confirm the Assistant Treasurer and all members of the board selected through the interview process. Non ex-officio members may be removed by, or those vacancies filled by, the Student Body Treasurer with the consent of the Senate.

b. The Student Body Treasurer shall chair the committee. The Assistant Treasurer shall serve as the vice-chair.

c. Two-thirds of the membership of the board as set in sub-section a above must be present in order to conduct official business.

d. All meetings of the Student Activity Funding Board shall be held in open session, except if the board votes to enter into executive session. The board may only enter executive session to debate personnel issues.



4. Monies shall not be distributed for the following:

- i. Food
- ii. Alcohol and illegal substances
- iii. Honorary banquets (defined as those not related to the core mission of an organization and/or those only benefiting the members of an organization) and related expenses
- iv. T-shirts and related clothing items

#### I. Governmental Affairs Department

1. Purpose. The Governmental Affairs Department shall:

- a. Act as the liaison between the Governmental Affairs office and Student Government.
- b. Organize any lobbying trips to Washington, D.C. or Columbia, South Carolina.
- c. Keep up-to-date state budget information and legislative priorities from Clemson University.
- d. Assist the Student Body President in organizing trips that involve lobbying or speaking to public officials.
- e. Keep students informed on all pertinent issues in local, state, and federal governments and governmental agencies excluding agencies delegated to another Student Government Department.
- f. Act as a liaison to the City of Clemson, and other surrounding community governments and government agencies excluding agencies delegated to another department in Student Government.

2. Structure.

- a. The Governmental Affairs Director shall be appointed by the Student Body President with the approval of the Student Senate.
- b. The Director may appoint one Assistant Director with the approval of the Student Body President.
- c. Department membership is open to any enrolled Clemson University student who expresses an interest through means of an interview and application process.

#### J. New Initiatives Department

1. Purpose:

- a. To advise Student Government on matters that affects the quality of life for students on the University's campus.
- b. To initiate and pursue projects that will benefit the University over Fall and Spring Semesters.
- c. To raise awareness of the committee to the student body as a source for student

concerns and suggestions.

d. To collaborate with the other branches of Student Government concerning the projects the New Initiative Director shall pursue.

## 2. Structure:

a. Department shall consist of a director who is responsible for, but not limited to, the following:

- i. Selecting director(s) representative of the student body.
- ii. Pacing and monitoring the progress of department members' projects.
- iii. Establishing necessary and/or beneficial contracts with university officials and community members.
- iv. Attendance at university meetings to generate new ideas and to publicize the committee.

b. The director's Assistant(s) is/are responsible for, but not limited to, the following:

- i. Regular attendance at university meetings held by the director.
- ii. Development and follow-through of projects proposed by peers.

## K. Transfer Council

### 1. Purpose

- a. To promote successful transitions of all transfer students.
- b. To advise Student Government on matters of concern to transfer students at Clemson University.
- c. To serve as a voice for transfer students at Clemson University in dealing with persons, organizations, committees, businesses and other establishments in and around Clemson University.
- d. To educate incoming transfer students about the unique culture and history of Clemson, and to ease the transition from different backgrounds to Clemson's way of life.
- e. To facilitate the involvement of transfer students into different clubs and organizations in and around the Clemson area.

### 2. Structure

a. The Council shall consist of no more than 30 permanent voting members. These members must be transfer students.

- i. Members will be appointed by means of an interview process held no later than the first week of October.
- ii. Interviews may be held throughout the year in order to fill vacancies within the Council.
- iii. The Council shall be led by an executive board made up of a Director, Assistant Director(s), Treasurer, Secretary and an Organizations Department Representative. All executive board members, with the exception of the Organizations Department Representative, will be elected by the Transfer Council by the third week of March and will be included in the 30 voting members.
  - a. Director. The Director of the Transfer Council shall determine the agenda of the council, initiate and lead projects relating to the purpose of Transfer council, and act as an ambassador to outside organizations and administration. The Director shall serve on the Student Government President's Cabinet.
  - b. Assistant Director. The Assistant Director is to aid the Director in any way the Director deems necessary. In any case where the Director is unable to serve, the Assistant Director will resume the Directors responsibility.
  - c. Secretary. The Secretary shall be responsible for recording the minutes of meetings and taking attendance.
  - d. Organizations Department Representative. A member of the Organizations Department, appointed by the Organizations Director, will serve as an optional, *ex-officio* member of the Transfer Council, as deemed appropriate by the Transfer Council. The role of the representative is to advise the council on possible means to become involved in and connected to Clemson. This representative will not count as one of the 30 voting members.
  - e. Treasurer. The duties of the Transfer Council Treasurer shall be to ensure that financial obligations are met and to distribute petty cash.
- iv. The Council shall hold regular meetings at least once a month. All Clemson University students and faculty are free to attend Council meetings.