

**TITLE 2  
EXECUTIVE BRANCH**

<b>Title</b>	<b>Section</b>
Oath of Office	1
President and Vice President’s Committees	2
Executive Cabinet Member Responsibilities	3
Vacancies	4
Creating A New Executive Position	5
Authority of President Over Ad Hoc Committees and University	6
Accessory Committees	
Legal and Programs	7
Activity Fee Allocation Process Chair and Vice Chair	8
Freshmen Representative Council Coordinators	9
Multicultural Affairs Committee Director	10
Chief of Staff	11
Secretary of Communications	12
O.I.L Director	13
Treasurer	14
The Rowdy Director	15
Cowboy Cousins Director	16
CowboyThon Director	17
Into the Streets Director	18
Speakers Board Director	19
Sustainability Director	20
Attorney General	21
Food Insecurity Director	22
It’s On Us Director	23
Director of New Student Engagement	24
Mental Health Director	25
Leadership Recognition Cords	26

**Sec. 1 OATH OF OFFICE:** Before the Executives and Officers of the Student Government Association shall enter upon the execution of their offices, they shall take the following oath, given by the Senate Chair or a member of the Supreme Court:

“I, (repeat name), do solemnly affirm, that I will discharge to the best of my ability, the responsibilities entrusted to me, as an officer of the Student Government Association of Oklahoma State University.”

**Sec. 2 PRESIDENT AND VICE PRESIDENT’S COMMITTEES**

2.1 The Executive Branch shall be divided into four (4) departments.

2.1.1 The President’s Cabinet shall be overseen by the President and meet regularly at prescheduled times as designated by the President in accordance with the Oklahoma Open Meeting Act. The President’s Cabinet will be comprised of the Department of the Interior and the Department of Finance.

2.1.1.1. The Department of the Interior will be comprised of the Director of Sustainability, the Attorney General, the Director of the Oklahoma

- Intercollegiate Legislature (O.I.L.), the O.I.L. Assistant Director, and the Director(s) of the Freshman Representative Council (F.R.C.)
- 2.1.1.2. The Department of Finance will be comprised of the Treasurer, Assistant Treasurer, the Activity Fee Allocation Process (AFAP) Director, the AFAP Assistant Director, and the Multicultural Affairs Committee Chair.
- 2.1.2. The Vice President's Cabinet shall be overseen by the Vice President and meet regularly at a prescheduled time as designated by the President in accordance with the Oklahoma Open Meeting Act. The Vice President's Cabinet shall be comprised of the Department of the Exterior and the Department of Communications.
- 2.1.2.1. The Department of the Exterior will be comprised of the Cowboy Cousins Director, Into the Streets Director, Director of Cowboython, Athletic Alliance Director, and the Speakers Board Director.
- 2.1.2.2. The Department of Communications will be comprised of the Communications Director, the Public Relations Director and the Director of New Student Engagement.
- 2.1.3. The Chief of Staff shall report to both President and Vice President's Cabinets. The Chief of Staff shall maintain a working list of all executives which comprise the various Departments and a working list of all students, faculty, staff, or other persons involved in the committees of the various departments. The Chief of Staff shall also be responsible for the performance and execution of any special projects the President and/or Vice President deem appropriate to charge him/her with.

### **Sec. 3 EXECUTIVE CABINET MEMBER RESPONSIBILITIES**

- 3.1 Each executive director and their committee members shall be expected to have a working knowledge of the SGA Constitution, the SGA bylaws, and parliamentary procedures.
- 3.2 There shall be a training workshop the first month of the Fall semester. This workshop shall be mandatory for all executive cabinet members, directors and assistant directors.
- 3.2.1 The training workshop will be conducted by the SGA President, and the Vice President in conjunction with the Coordinator of SGA Programs.
- 3.2.2 If an executive member is unable to attend the require training, they need to review the materials the SGA President, and/or the Vice President within six (6) weeks of being sworn in.
- 3.2.2.1 Failure of an executive member to complete the required training within six (6) weeks of being sworn in will result in removal from office.
- 3.3 All cabinet members, directors, and assistant directors who exceed two and a half (2.5) unexcused absences shall be removed from office.
- 3.3.1 An executive cabinet member, director or assistant director shall be able to reduce his or her absences by a maximum of one (1) provided the executive cabinet member, director or assistant director holds two (2) additional office hours than those already required.
- 3.4 All cabinet members must attend all regularly scheduled cabinet meetings.
- 3.4.1 A representative of each cabinet position must be present at each meeting in or to be counted present.
- 3.4.2 Each cabinet member shall be allowed no more than two (2) unexcused absences per semester.
- 3.4.2.1 Excused absences may be given by the President or Vice President in conjunction with the Coordinator of SGA Programs.
- 3.5 Each executive cabinet member, director, and assistant director shall hold two (2)

office hours in the Student Government Association offices every month. These hours shall be recorded as they are completed at the discretion of the Attorney General.

- 3.5.1 If an executive cabinet member, director, or assistant director fail to hold the required office hours, they will be assessed one half (0.5) of an absence for every hour uncompleted.
- 3.6 Each executive cabinet member and director shall give a report to the SGA Senate at least once per month.
  - 3.6.1 The executive report shall be written or given in person to the Senate, and shall consist of the following information;
    - 3.6.1.1 An update on the office's or committee's progress,
    - 3.6.1.2 Any upcoming scheduled events,
    - 3.6.1.3 Any pertinent information wishing to be expressed to the Student Government Association.
  - 3.6.2 If the executive cabinet member or director's report is to be given in writing, it shall be reported to the President or Vice President.
    - 3.6.2.1 If the cabinet member or director is a member of the Department of the Interior or the Department of Finance, they shall report to the President
    - 3.6.2.2 If the executive cabinet member or director is a member of the Department of the Exterior or the Department of Communications, they shall report to the Vice President.
  - 3.6.3 If the executive cabinet member or director fails to report to the senate in a manner outlined in Title II Sec. 3.6.1 in a given month, they shall be assessed one (1) extra office hour for the following month.

**Sec. 4 VACANCIES**

- 4.1 In the event that a SGA President/Vice President candidate team is not elected in the spring semester, for whatever reason, the current (in-office) administration, including all non-graduating executive branch officials, shall remain in office until an election for SGA President/Vice President can be held and a candidate team is elected. In such a case, executive stipends shall, if necessary, shall be divided between the "old" and "new" executives on a per week basis.
- 4.2 In the event that the vice-president resigns, is removed from office, or is otherwise unable to serve the remainder of their elected term, the president shall nominate a replacement within seven (7) days of the office being vacated
  - 4.2.1 If the nominee serves as a senate-confirmed member of the executive branch at the time of their nomination, the nominee shall be confirmed to the position with a simple majority vote of the Senate.
  - 4.2.2 If the nominee is not serving as a confirmed member of the executive branch at the time of their nomination, then the nominee shall be confirmed with a two-thirds (2/3) vote of the senate
  - 4.2.3 Within one business day following confirmation by the Senate, the Senate Secretary shall be responsible for sending an announcement of the new officer to responsibilities afforded to them by their position.
  - 4.2.4 The same process outlined above shall be used in the event that a vice-president must succeed a president and fill the vacancy caused by their ascension

**Sec. 5 CREATING A NEW EXECUTIVE POSITION**

- 5.1 If a President-elect wants to create a new executive office and/or committee they must also create bylaws regulating duties for the position and/or committee.

- 5.2 The President-elect shall present the bylaws before Senate for passage and approval with the assistance of the Internal Affairs Committee before any new executive offices can be created.
- 5.3 Budget items cannot be allocated to an executive office, or committee without bylaws for that executive position, office, or committee. Budget items allocated to executive offices and committees shall be dispersed by the order of the principle executive official(s) of those respective entities unless otherwise provided for by the SGA bylaws or Senate amendment.
- 5.4 APPOINTMENT OF ASSISTANT OFFICERS – The President, President-elect, Vice President or Vice President-Elect may, with the advice and consent of the principal executive officer(s) of the office/committee to which the appointment is being made, appoint students to act as assistant level officer(s) for the executive offices and committees of the executive branch with approval of the Senate Internal Affairs Sub-Committee on Executive Appointments.
- 5.4.1 The duties of offices created under section 5.4 of this title shall be outlined in executive administrative guidance, signed by the president and filed by the SGA Chief of Staff and SGA Secretary. The duties and responsibilities outlined by the President for these officers shall not exceed the duties and responsibilities outlined in this title in accordance with their particular executive office or committee.
- 5.4.2 No more than two (2) Assistant Officers shall be appointed to an executive office at one time.
- 5.4.3 Principal executive officers may with the advice and consent of the President or Vice-President, in accordance with their respective cabinet, may remove an assistant level officer from their office at any time.
- 5.5 REMOVAL OF PRINCIPAL EXECUTIVE OFFICERS- The President and Vice-President may with the advice and consent of the Senate Internal Affairs Sub-Committee on Executive Appointments remove any principal officer of the executive branch which falls under their statutory authority.
- 5.5.1 Section 5.5 of this Title shall not be constructed to allow the removal of the Attorney General under its authority.

**Sec. 6 AUTHORITY OF PRESIDENT OVER AD HOC COMMITTEES AND UNIVERSITY**

**ACCESSORY COMMITTEES:** Authority of the President to appoint and dismiss administrative aides and appointments to university committees is as specified herein:

- 6.1 The President of the SGA shall have the authority to establish personal advisory positions and advisory boards. These ad hoc committees shall be limited to an advisory role only.
- 6.2 Appointees to university accessory committees shall be subject to the bylaws for the sake of accountability.
- 6.3 The President shall determine the term of service of all ad hoc committees and university accessory committees.
- 6.4 The ad hoc committee and university accessory committees shall report at any times the Senate deems necessary.

### **Sec. 7 LEGAL AID PROGRAMS**

- 7.1 The purpose of the Legal Aid Service is to provide the students of Oklahoma State University with easily accessible, free legal advice.
- 7.2 Technicalities:
  - 7.2.1 Only students who are currently enrolled at OSU shall be eligible to use this service.
  - 7.2.2 The lawyer shall only advise students on non-university matters.
  - 7.2.3 The lawyer can not represent the student he/she advises, nor shall he/she name any individual attorney or firm when referring students to other legal counsel.
  - 7.2.4 To allow adequate access to all students, appointments with the lawyer shall be limited to fifteen (15) minutes.
- 7.3 Terms of Contract:
  - 7.3.1 There shall be a binding contract between the SGA and the lawyer which shall be valid for the length of the current executive team.
  - 7.3.2 Each newly elected executive team shall have full power to negotiate a new contract for the Legal Aid Service.
- 7.4 Relations to the Student Government Association and the University:
  - 7.4.1 All entities and representatives of OSU and the SGA shall be held free and harmless from any claims arising in any manner from the lawyer's conduct and the professional advice he renders the students.
  - 7.4.2 The lawyer shall carry a Lawyer's Professional Liability Policy in the type and for a sufficient amount to fully protect the aforementioned entities and their representatives from damages arising by virtue of errors and omissions of the lawyer.
  - 7.4.3 No agency relationship shall exist between the lawyer and the aforementioned entities and representatives.

### **Sec. 8 ACTIVITY FEE ALLOCATION PROCESS CHAIR AND VICE CHAIR**

- 8.1 The purpose of AFAP Chair and Vice Chair is to oversee all matters pertaining to the Activity Fee Allocation Process in compliance with Title 7 of the SGA bylaws.
- 8.2 The AFAP Chair and Vice Chair shall be appointed according to the process outlined in Title 7 section 4 of the SGA bylaws.

### **Sec. 9 FRESHMEN REPRESENTATIVE COUNCIL COORDINATORS**

- 9.1 The purpose of FRC Coordinator(s) is to oversee all matters pertaining to the Freshman Representative Council in compliance with Title 8 of the SGA bylaws.
- 9.2 The FRC Coordinator(s) shall be appointed by the President-Elect in the spring semester and shall serve a term of one year beginning in the fall of the following year.

### **Sec. 10 MULTICULTURAL AFFAIRS COMMITTEE CHAIR**

- 10.1 The purpose of the Multicultural Affairs Committee (MAC) is to allocate funds to student organizations who intend to promote diversity within the OSU community, and to foster a spirit of inclusion and cultural awareness between SGA and diversity organizations. The

- MAC shall be responsible for providing a platform from which diversity organizations across campus can reach SGA as well as provide a common ground through which these organizations can interact.
- 10.2 The committee shall decide by majority vote the amount of funds to allocate.
- 10.3 The MAC Director shall be permitted to vote only in the event of a tie.
- 10.4 The MAC Director shall be responsible for making MAC applications available no later than the first week of the fall semester.
- 10.6 MAC shall hold at least one (1) multicultural event per semester.
- 10.7 An Deputy Director will be selected by the SGA President, Vice President and new Director and approved by the Student Senate at the end of the spring semester. The Deputy Director will become Director the following year. In the event the Deputy Director cannot or will not assume the duties of Director, a Director and Deputy Director will be selected by the SGA President and approved by the Student Senate.
- 10.8 The Multicultural Affairs Committee shall consist of a Director, Deputy Director, Treasurer, Secretary and no less than five (5), not more than twenty-seven (27), committee members.
- 10.8.1.1. The Director shall be responsible for overseeing the internal operations of the Committee, including but not limited to: corresponding with the executive committee; overseeing recruitment and allocation hearings; and, maintaining communication within the committee.
- 10.8.1.2. The Deputy Director shall be responsible for overseeing the external operations of the committee, including but not limited to: overseeing MAAB, pursuant to section 10.13 of this Title; and, corresponding with student organizations and facilitating outreach initiatives.
- 10.8.1.3. The Treasurer shall be responsible for maintaining the MAC Budget, reporting allocations to the Student Activities Officer and Coordinate AFAP hearings with the AFAP Director
- 10.8.1.4. The Secretary shall be responsible for recording and organizing the meeting minutes.
- 10.8.1.5. Committee Members shall not be absent from meetings more than two (2) times.
- 10.8.1.6 Committee members shall be required to attend 3 Co-Sponsored events.
- 10.8.2. All MAC officers are responsible for meeting the requirements set forth in this section for committee members.
- 10.9 The Multicultural Affairs Committee shall follow these guidelines regarding the allocation of co-sponsorship funds to recognized and registered student groups:
- 10.9.1 For the purposes of co-sponsorship, the fall semester shall be defined as July 1 through December 31, and the spring semester January 1 through June 30. The academic year is defines as July 1 to June 30.
- 10.9.2 Eligibility shall be determined based upon the date of the beginning of the activity or event.
- 10.9.3 Funds allocated for activities/events but not used shall be paid back to the co-sponsorship account within 30 (thirty) days of using the allocation or the event's conclusion, whichever is later.
- 10.9.4 Requests for co-sponsorship must be received by the SGA prior to the beginning of the event.
- 10.9.5 All groups receiving co-sponsorship must mention MAC's sponsorship in advertising or promotional materials for the event before, during or up to one month after the event.

- 10.9.6 If any member of the committee is also a member of an organization requesting sponsorship, his or her voting privilege shall be revoked for the duration of that allocation request hearing.
- 10.9.7 All groups applying for co-sponsorship funds must be in good standing with The Department of Leadership and Campus Life, the Committee on Student Organizations, and their umbrella organization. The forms provided by the Budget Committee shall include measures to ensure good standing with umbrella organizations. The Budget Committee shall be responsible for ensuring the organizations good standing with The Department of Leadership and Campus Life.
- 10.9.8. The MAC may not use co-sponsorship funds for the following: t-shirts; items intended to be resold for a profit; trips or off campus activities; scholarships
- 10.10 The following procedures will be followed by student groups requesting co-sponsorship:
  - 10.10.1 A group requesting co-sponsorship will be required to apply using forms as outlined by the Multicultural Affairs Committee. Information provided by a group must include the name and account number of the group; an attached itemized budget for the said activity/event; a list of funds received from other sources; and current balances for all accounts used by the group.
  - 10.10.2 An organization must have approached its umbrella organization as designated on a group's signed Intent to Sponsor form before requesting co-sponsorship. The forms provided by MAC shall include measures to ensure this request has been made.
  - 10.10.3 A group receiving co-sponsorship will provide the Multicultural Affairs Committee with an itemized expenditure report of the total event budget as outlined by the committee. The report shall include duplicates of itemized receipts and, if any, advertising and/or promotional materials for the co-sponsored activity/event and will be given to the budget committee within thirty (30) days of using the allocation or the event's conclusion, whichever is later.
  - 10.10.4. The MAC can allocate up to \$2000 for a single allocation hearing.
  - 10.10.5 The MAC can allocate up to \$3000 to a single organization over the course of one (1) academic school year.
- 10.11 Groups not complying with the rules described herein shall be placed on probation, during which time they will be ineligible to receive co-sponsorship funds, for the remainder of the semester in which the event occurred and the two full semesters following.
  - 10.11.1 Shall a group rectify the violation prior to the end of the probationary period; the probation shall be considered completed.
- 10.12 Multicultural Affairs Advisory Board (MAAB)
  - 10.12.1. The MAAB shall consist of the MAC Director, MAC Assistant Director, any MAC committee members who would like to attend, group representatives from Senate, OSU Student Body President, and Presidents / designee of any minority or underrepresented groups/clubs who would like to participate on the board.
  - 10.12.2. The board's function is to hear the concerns, issues and ideas from these groups in order to bridge an informational gap between the Student Government Association and these groups, as well as foster an environment and outlet for the students to relay their concerns, issues and ideas back to the Student Government Association so that we can help in the best way possible.
  - 10.12.3. The MAAB shall meet once a month and the meetings will be led by the MAC Director. The organization of these meetings will be up to the MAC Director.
  - 10.12.4. The MAC Director shall reserve the right to call an emergency meeting should there be a need for it.

10.12.5. At least one (1) time in the semester the MAAB body shall comprise a report of issues the university could improve upon as well as places where the university has proven to uphold diversity, inclusiveness, and learning.

10.12.5.1. The report, described in 8.13.5, shall be sent to the Vice President of Student Affairs, Vice President of Institutional Diversity, the Office of International Students and Scholars, and the Office of the University President.

## **Sec. 11 CHIEF OF STAFF**

- 11.1 The Chief of Staff shall carry out any duties deemed necessary in assisting the President and Vice President.
- 11.2 The Chief of Staff shall maintain a working list of names of all individuals involved in any executive department and/or any executive program.
- 11.3 The Chief of Staff shall assist in coordinating conferences or events, such as the Big XII Conference, Big XII on the Hill, and Lights on Stillwater.
- 11.4 The Chief of Staff shall be in charge of programming for the following specific events and may make use of ad hoc committees: Mom's Day, Dad's Day, Veterans Affairs, Toys for Cowboys, and any other projects as requested by the President and/or Vice President.
- 11.5 The Chief of Staff shall be appointed by the President-Elect in the spring semester and will serve a term of one year beginning the fall.

## **Sec. 12 SECRETARY OF COMMUNICATIONS**

- 12.1 The Secretary of Communications' primary purpose is to be the direct liaison with the students, answering questions, making statements to the general public on behalf of SGA, and to raise the overall awareness of organizational events and service-oriented activities on OSU's campus of the importance thereof.
- 12.2 The student to assume the role of Secretary of Communications shall be nominated by the President and confirmed by the Student Government Senate.
- 12.3 The Secretary of Communications shall be directly responsible to the SGA President and Vice President.
- 12.4 The Secretary of Communications shall have access to all social media accounts related to the Oklahoma State University SGA Executive Branch.
- 12.5 The Secretary of Communications shall be responsible for maintaining and updating the SGA website. This includes, but is not limited to, posting meeting minutes, keeping forms and applications updated, and posting upcoming events to keep the campus informed.
- 12.6 The Secretary of Communications shall draft and send press releases as requested by the President and Vice President of SGA.
- 12.7 The Secretary of Communications shall assist with the creation and distribution of the public relations material, as requested by the committees of SGA.
- 12.8 The Secretary of Communications shall have a sub-account in the SGA budget, but has the ability to request funding from the SGA operating budget if either a line item is not designated to the Secretary of Communications for his or her objective or if the amount designated is not sufficient.
  - 12.8.1 The Senate Budget Chair shall assist by authoring the legislation to come before Senate with the Secretary of Communications' request.
- 12.9 The Secretary of Communications will be responsible for attending the living group councils once a month.

- 12.10 The Secretary of Communications will be responsible for the creation of the Student Government Association scrapbook, which must be completed by the end of the school year.
- 12.11 The Secretary of Communications shall be responsible for a digital archive of SGA documents coordinated with the OSU Library.
  - 12.11.1 This archive shall include the Student Senate Record, Student Legislation, and other documents.

### **Sec. 13 O.I.L. DIRECTOR**

- 13.1 The purpose of the Oklahoma Intercollegiate Legislature Director is to promote and advance Oklahoma State University undergraduate involvement in the communities of Stillwater, the State of Oklahoma, and the United States, and serve as the Executive Board Chair of the Oklahoma State University Oklahoma Intercollegiate Legislature delegation.
- 13.2 A student, having served in the organization of OSU OIL for at least one year, will be nominated by the SGA President and confirmed by the SGA Senate to serve as OIL Director for a term of one academic year, beginning at the start of the fall semester and ending at the conclusion of the spring semester.
- 13.3 The OIL Director will report on current issues and events pertaining to Oklahoma State University students at each Student Government Association Executive Meeting.
- 13.4 The O.I.L. Director shall meet with Senate PAC Chair once a semester to collaborate on an agenda.
- 13.5 The OIL Director shall represent the Student Government Association on local committees and/or boards when deemed necessary by the President.
- 13.6 The OIL Director will give a report to the SGA Senate on the Activities of the OIL program at least once each semester. The report shall contain details of fiscal expenditures, an overview of the Organization's activities, and expected plans for future activity.
- 13.7 The OIL Director will act as a liaison between the SGA Executive Branch and OIL Executive Board.
- 13.8 STRUCTURE OF OKLAHOMA INTERCOLLEGIATE LEGISLATURE.
- 13.9 The Oklahoma State University Oklahoma Intercollegiate Legislature Delegation shall compile their own standing rules for the purpose of internal structure/process, which must be adopted by the OSU OIL Membership.
- 13.10 The Executive Board, and membership of OSU OIL shall be bound by law to these guidelines outlined in Title II, the SGA Code of Conduct, and their own standing rules which shall pertain to the organization's internal structure.
  - 13.10.1 In the event that no standing rules are adopted by the beginning of the academic year, the existing members of the Executive Board shall be responsible for the management of the organization until standing rules are adopted.
- 13.11 An Executive Board of the Oklahoma State University Oklahoma State University Oklahoma Intercollegiate Legislature Delegation shall act as the leadership of the organization and be compiled of the OIL Director, the Delegation Chair, Delegation Vice Chair, Delegation MOOT Court Coach, and the Delegation Journalism Coach.
  - 13.11.1 In exception to the OIL Director, who is appointed by the SGA President, the Delegation's Chair and Vice-Chair shall be elected by the membership of the Oklahoma State University Oklahoma Intercollegiate Legislature.
  - 13.11.2 The Moot Court Coach and Journalism Coach shall be appointed by the Delegation Chair and Vice Chair,

- 13.11.3 Non-voting members of the Executive Board may be added by a simple majority vote of the board.
- 13.12 The OIL Delegation Chair and Vice Chair shall be elected by the membership compiling the Oklahoma State University Oklahoma Intercollegiate Legislature Delegation and be responsible for the management of the organization outlined in the standing rules adopted by the OSU OIL membership.
- 13.13 APPLICATIONS AND INTERVIEWS - Fall and spring semester.
  - 13.10.1 All persons wishing to attend OIL as a member of the OSU Delegation and receive SGA funding, in exception to the members of the Executive Board, shall be required to complete the entire application (provided/designed by the OIL Director and Delegation Chair), except At-Large members.
  - 13.10.2 The applicant's applications and interview shall be scored by the OIL Executive Board, who will then choose those students accepted for interviews.
  - 13.10.3 Questions for the OIL interviews shall be determined by the OIL Executive Board.
  - 13.10.4 All interviews shall be conducted in a fair and reasonable fashion, decided by the OIL Executive Board. All appeals regarding the application, interview, or selection processes may be submitted to the SGA Supreme Court.

#### **Sec. 14 TREASURER**

The student holding the office of SGA Treasurer shall have the following non-inclusive duties and responsibilities:

- 14.1 Submit to the Senate Chair a written report outlining the month's expenditures and profits and loss, which shall be included in the Senate Agenda for the last meeting of each school month as well as an oral report to be presented to the Senate at the last meeting of each school semester month.
- 14.2 Establish a set schedule of hours in the SGA office.
- 14.3 Maintain the beginning and ending balances of each SGA line item budgeted accounts (i.e. FRC, etc.)
- 14.4 Maintain a running balance of all SGA line item budgeted accounts.
- 14.5 Ensure that the SGA complies with Title 4, regarding Accounting and Budgeting.
- 14.6 Treasurer's assistant shall be selected by the SGA President-Elect and shall be approved by a majority vote of the Senate, and he/she shall be selected to serve a two-year term, assuming the Treasurers position the second year.

#### **Sec. 15 THE ROWDY DIRECTOR**

- 15.1 The purpose of The Rowdy is to actively support various athletic programs and student athletes on the Oklahoma State Campus, and to serve as the student's voice to the Athletic Department. The Rowdy is a collective group of passionate OSU student fans that strive to make Stillwater a friendly but intimidating environment for opposing teams on game day. Members of the Rowdy may camp for early entry to various OSU sporting events as well as participate in other events hosted by The Rowdy.
- 15.2 An executive director shall be appointed by the President and affirmed by the Senate. The executive director will be responsible to the Vice President of the Student Government Association.
  - 15.2.1 The executive director shall open applications and appoint up to ten (10) members of The Rowdy to an executive committee, which shall include the president of The

Paddle People. The Rowdy shall hold executive meetings as they see fit to plan and implement The Rowdy's programming.

15.2.2 The Paddle People shall be selected from the general membership of The Rowdy based on points earned through seniority, attendance at events hosted by The Rowdy, and attendance at OSU Athletic events. The Paddle People shall elect an executive board from their membership at the end of the fall semester to serve a term through the following election.

15.2.3 The Rowdy shall also serve to create and reinforce OSU traditions relating to athletics, including but not limited to, working with the athletic department to implement new programs for students relating to athletics.

15.2.4 The Rowdy shall organize early entry camping for sporting events decided by the executive director and the Athletic Department.

- 15.3 The Rowdy will have a sub-account in the SGA Budget. The Rowdy executive director, the SGA President, and the SGA Treasurer shall determine The Rowdy's budget. The SGA President along with the budgets for other executive agencies shall submit The Rowdy budget.

#### **Sec. 16 COWBOY COUSINS DIRECTOR**

- 16.1 The purpose of the Cowboy Cousins is to bring together International and American students for purpose of cultural exchange.
- 16.2 A student will be nominated by the President and confirmed by the Senate to direct Cowboy Cousins. The executive director will be responsible to the Vice President of the Student Government Association.
- 16.3 If deemed necessary, the directors can initiate an application process to create a committee of interested students to assist with the Cowboy Cousin programs. There shall be at least one international student on the committee.
- 16.4 Cowboy Cousins will have a subaccount in the SGA Budget. The Cowboy Cousins executive director, the SGA President, and the SGA Treasurer shall determine the Cowboy Cousins budget. The SGA President along with the budgets for other executive agencies shall submit the Cowboy Cousins budget.

#### **Sec. 17 COWBOYTHON DIRECTOR**

- 17.1 The purpose of CowboyThon shall be: To engage the Cowboy Family in generating awareness and financial support for Children's Hospital Foundation, a local affiliate of Children's Miracle Network Hospitals. CowboyThon is a member of the Miracle Network Dance Marathon network. CowboyThon is a driven and passionate movement to help make miracles happen For The Kids. CowboyThon is this generation fighting for the next.
- 17.2 CowboyThon shall be directed by a student member of the CowboyThon leadership team, known as the executive director. The executive director shall be elected by the CowboyThon leadership team, appointed by the Student Government Association President-Elect and approved by the Senate in the spring. The executive director shall be a member of the SGA Executive Cabinet.
- 17.2.1 The executive director shall have the power to:
- 17.2.1.1 Create leadership team positions and appoint students based on an application and interview process .

- 17.2.1.2 Determine the final purpose of committees and give final approval to committee membership and activities.
- 17.2.1.3 Make final decisions concerning all activities of CowboyThon including schedules, special events, fundraising activities and general logistics of the CowboyThon mission.
- 17.2.2 The CowboyThon Leadership team shall have two levels:
  - 17.2.2.1 Management: The management team shall be made of six vice presidents who report to the executive director. These vice-presidents will have committee directors who report to them.
  - 17.2.2.2 Directors: These committee leaders will report to their respective vice president. The number and purpose of committees shall be decided by the management team.
  - 17.2.2.3 Leadership team members must maintain OSU minimum officer requirements. This shall be verified by the Coordinator of SGA Programs
  - 17.2.2.4 The CowboyThon Leadership team shall direct CowboyThon Big Committee. Big Committee shall be members of the individual committees led by directors, and work with vice-presidents and Directors to complete tasks throughout the year. Committee members are selected in the fall semester of each year.
- 17.3 The executive director for the upcoming year shall be chosen via an application and interview process.
  - 17.3.1 The application shall consist of a Google Form created by the current executive director. It shall be made available within one week after the main Cowboython event and shall be open for one week.
  - 17.3.2 Once the application has been made available as described in section 16.3.1, the current Executive Director, the SGA Coordinator, and the Cowboython Hospital Advisor shall coordinate and conduct a thirty-minute interview with each candidate.
  - 17.3.3 After all interviews have been conducted, the current executive director, the SGA Coordinator, and the Cowboython Hospital Advisor shall, within one (1) week of the last interview, vote on the upcoming executive director. The current executive director shall be responsible for announcing the results of the vote to the rest of the organization.
- 17.4 CowboyThon will have a subaccount in the SGA Budget. The CowboyThon Executive Director, the SGA President, and the SGA Treasurer shall determine the CowboyThon budget. The CowboyThon budget shall be submitted by the President alongside the budgets of other executive agencies.
- 17.5 The CowboyThon Executive Director shall have the authority to manage an account outside of the Student Government Association operating budget for donations made to CowboyThon.
- 17.6 CowboyThon shall be under the direction of a faculty advisor, and will receive support from the Coordinator of SGA Programs.

**Sec. 18 INTO THE STREETS DIRECTOR**

- 18.1 The purpose of Into the Streets is to provide service-oriented activities, promote campus unity, and to express the students' gratitude for support from the surrounding community. Into the Streets is to take place in the fall and spring of every calendar year. The philosophy of Into the Streets is to provide a one-day community service project to the surrounding community by the students of Oklahoma State University.

- 18.2 Into the Streets will be directed by a student who is a member of the executive staff. The director will be responsible to the Vice-President of the Student Government Association.
- 18.3 One member of Into the Streets will become director the following year. The standing director will submit a nomination for Into the Streets Director to the President-Elect and Vice President-Elect. The member will be nominated by the President and approved by the Senate.
- 18.4 Into the Streets director will be responsible for maintaining the organization of the committee structure. The director shall be able to create committees, appoint students to committees, and define the duties of committees in order to assist with Into the Streets.
- 18.5 Into the Streets will have a sub-account in the SGA Budget. Into the Streets budget shall be determined by Into the Streets Director, the SGA President, and the SGA Treasurer. Into the Streets budget shall be submitted by the SGA President along with the budgets for other executive agencies.

### **Sec. 19 SPEAKER'S BOARD DIRECTOR**

- 19.1 The purpose of the Speakers Board is to bring to the OSU campus, speakers of a high caliber in order to spark the imagination of the student body. The Speakers Board shall be responsible for all phases of this work, from selecting and inviting speakers to making all the necessary arrangements for the appearance including adequate facilities to hold the expected audience.
- 19.2 Speakers Board will be chaired by a student who is a member of the executive staff. The Director of the Board shall be directly responsible to the Vice President of the Student Government Association. The deputy director will become the director the following year. The future Deputy Director will be selected by the standing Director, standing Deputy Director, President and Vice President elect who submit the nomination to the President and Vice President three weeks prior to the last senate meeting of the spring semester. In the event the Deputy Director cannot or will not assume the duties of Director, a director will be selected by the SGA President and approved by the Senate. The Speakers Board Deputy director should be a member of Speakers Board prior to being nominated for director.
- 19.3 The Board shall be composed of 12 student members and 1 faculty or staff advisor.
  - 19.3.1 The faculty advisor will only be granted voting privileges in case of a tie.
  - 19.3.2 The 12 Board members shall be selected through an application and interview process conducted by a panel consisting of the Speakers Board Chair, Speakers Board Vice-Chair, the Speakers Board Advisor, the President and Vice President elect also be members of the selection meeting or their designees. The chosen applicants will then be presented to the Student Government Association Senate for approval.
  - 19.3.3 The term for all board members shall be from May 16 through May 15 of the following year.
  - 19.3.4 Reasonable effort must be made to advertise the Speakers Board application to Residential-Life, Off-Campus, Greek, minority and diversity students.
- 19.4 The money received from the Speaker Series Fee will be placed into a Student Government Association account that will be used for the speakers and their related expenditures. The Board will be responsible for providing adequate security, transportation, and hospitality to the speaker. Before contracts for the speakers are approved by the Speaker's Board, the process provided for by the Vice-President for Student Services will be followed. An additional fee may be charged at the entrance to

- the speaker provided that this fee has been approved by a two-thirds (2/3) majority of the present senators at Student Senate two weeks prior to the scheduled event.
- 19.5 The Speaker's Board shall strive to choose a minimum of two speakers to be scheduled throughout the academic year. The speaker shall have a broad appeal to the students of OSU. A balance of subjects shall be maintained. Speakers who discuss more serious and educational topics will be given priority.
- 19.5.1 Speakers proposed by individual students or campus organizations shall be given the same consideration as speakers proposed by committee members.
- 19.5.2 The Board will be responsible for providing a diversity speaker.
- 19.6 The Board shall solicit ideas from the Multicultural Affairs Committee to aid in the selection of an ideal speaker for a diversity event in the spring semester.
- 19.7 The Board is responsible for acting in accordance with the Open Meetings Act as detailed in Title 6 of these By-Laws. The Board will keep accurate minutes to be filed with the Senior Administrative Assistant.
- 19.8 The Board shall have the discretion to spend up to 20% of the annual Speaker's Board allocation for entertainment not limited by laws 16.4-16.7 with broad appeal provided that the conditions in laws 16.4-16.7 of Title 2 of the Student Government Association bylaws have not been met until May 15 of 2020. Speaker's Board funds used for entertainment not in accordance with 16.4-16.7 must be matched at 100% from other sources including but limited to campus organizations and departments or private sponsors. The Board shall propose a budget, plan, and present letters of support for required match for each event to the Director of Leadership and Campus Life for approval before securing venue or contracting entertainment.

## **Sec. 20 SUSTAINABILITY DIRECTOR**

- 20.1 The mission of the Sustainability Committee is to shine light on the current issues Oklahoma State University faces regarding all aspects of sustainability including recycling and waste reduction, green building techniques, campus food systems, energy conservation, renewable power generation, purchasing, transportation systems, and to act on those concerns accordingly. One of the main focuses of the committee shall be recycling on campus and at athletic events, as it is a practical aspect of creating a more sustainable campus. The committee should work with OSU Facilities Management, OSU administration, the community of Stillwater, student groups, and other universities to cater to the sustainability needs of the university and our students.
- 20.2 The sustainability committee shall carry out the application and review process for the Green Student Initiative.

## **Sec. 21 ATTORNEY GENERAL**

- 21.1 The purpose of the attorney general shall be to uphold adherence of the SGA Constitution, to ensure that proper records of the SGA legal code are kept, and to verify the validity of all petitions submitted to the SGA as specified under Article VI of the Constitution.
- 21.1.1 The Attorney General is directed to update any revisions, additions, or removals approved by the SGA Senate to the SGA governing documents. He or she shall make these changes within two weeks (14 days) of the legislation being signed into law by both the Senate Chair and SGA President.
- 21.1.2 All legislation regarding the SGA governing documents shall include the Attorney General in the forwarding section of said legislation. The Secretary is

- directed to forward this legislation upon its signing by the Senate Chair and President within three (3) days (as also iterated in Title I, Section 3.4.4.3).
- 21.1.3 The Attorney General shall be responsible for auditing the previous semesters passed legislation during their term to ensure all governing document changes signed into law were properly implemented. This shall be done once in the fall and spring semester.
- 21.1.2.1 Upon completing the audit, the Attorney General shall sign the semester's bill packet; which shall signify that all changes to the governing documents were implemented.
- 21.2 Certain terms used in this section shall be defined as follows:
- 21.2.1. Official opinion – An official opinion is an answer to a question of constitutionality, and shall determine whether the question will be placed before the Supreme Court.
- 21.2.2. Question of constitutionality – A written question submitted by an OSU student regarding the constitutionality of an official action taken by the Student Government Association.
- 21.2.3. Assembled body of SGA – Anybody of SGA officers who are meeting in any manner prescribed by the Constitution or bylaws. Including, but not limited to: meetings of the Executive Cabinet, Senate meetings, committee meetings, FRC meetings or Supreme Court trials.
- 21.3 The selection of the Attorney General shall be by appointment of the SGA President and Confirmed by the SGA Senate
- 21.4 Issuing Opinions – The Attorney General shall have the power to issue official opinions regarding questions of constitutionality. Opinions must be given in writing, and shall be posted in adherence to the Oklahoma Open Meetings Act. Official opinions may only be given if a question of constitutionality is submitted to the Attorney General. The Attorney General shall not submit his/her own questions.
- 21.4.1. An official opinion by the Attorney General shall never, under any circumstances, constitute a binding or enforceable action of SGA. The only enforceable action which shall result from issuance of an official opinion shall be consideration of the question of constitutionality by the Supreme Court.
- 21.4.2. Any OSU student or member of SGA may submit a question of constitutionality. All questions must be submitted to the Attorney General in writing. Questions eligible for consideration shall pertain only to the SGA Constitution.
- 21.4.3. Upon issuing an official opinion, the Attorney General shall have the power to bring the question of constitutionality before the SGA Supreme Court for a final decision.
- 21.4.4. Attorney General shall always advocate adherence to the Constitution, and shall therefore act as prosecutor against the violator(s) thereof.
- 21.4.5. The Attorney General shall not comment on questions of constitutionality when addressing an assembled body of SGA.

## **Sec. 22 FOOD INSECURITY DIRECTOR**

22.1 The purpose of the Food Insecurity Director shall be to provide SGA a voice in advocating for food insecurity awareness and allow for the director and committee an avenue to work towards a solution along with the university.

22.1.1 The Food Insecurity Director will host two forums, summits, or classes per semester.

- 22.1.2 The Food Insecurity Director will help to coordinate OSU Night at Our Daily Bread.
- 22.1.3 The Food Insecurity Director will work with any group whose goal or mission is to address food insecurity and basic needs of OSU students.
- 22.1.4 The Food Insecurity Director will be responsible for collaborating with staff and faculty that deal with any issues related to food insecurity.
- 22.1.5 The Food Insecurity Director will assist in the coordination of the on-campus food pantry.
- 22.1.6 The Food Insecurity Director will serve a role in coordinating, programming, and executing for any component implemented in the final proposal of the position.

22.2 The Food Insecurity Director will be appointed by the Student Body President and Vice President the first year.

- 22.2.1 The director will serve for a minimum of 1 year, and a maximum of 3 years, at the discretion of the Student Body President and Vice President.
- 22.2.2 Upon the decision of the Student Body President and Vice President, the Student Body President will choose the replacement, and the retiring director will help train the incoming director.

22.3 Along with a board comprised of the Student Body President and Vice President, the Food Insecurity Director will pick 5 committee members through an application process.

22.4 The Food Insecurity Director will sit on the Executive Cabinet.

22.5 The Food Insecurity Director will sit on any administrative committee that exists.

22.6 The Food Insecurity Director will sit on the SGA Basic Needs Committee.

### **Sec. 23 IT'S ON US DIRECTOR**

23.1 The purpose of It's on Us Director is to raise awareness for sexual assault.

23.2 The selection of It's on Us Director shall be by appointment of the Student Body President and Vice President and confirmed by the SGA Senate.

23.3 The It's on Us Director will have a committee attached.

23.3.1 The committee will consist of five additional individuals.

23.3.2 The purpose of the committee is to coordinate with university staff and faculty related to sexual assault as well as other responsibilities.

23.3.3 It's on Us Week will be one of the responsibilities of the committee and the director.

23.3.4 The It's on Us Director and Committee will be responsible for organizing and implementing two events per semester.

23.3.5 The committee will be overseen by the Student Body President and Vice President.

23.4 The It's on Us Director will sit on any administrative committee that exists.

23.5 The It's on Us Director will sit on the SGA Basic Needs Committee.

### **Sec. 24 CAMPUS INVOLVEMENT ADVISORS**

- 24.1 The Campus Involvement Advisors' primary purpose are to act as liaisons between the Student Government Association and students of OSU to raise the overall awareness of organizational events and service-oriented activities on OSU's campus of the importance thereof. Furthermore, their purpose is to aid students in getting involved with student organizations on campus.
- 24.2 Two Campus Involvement Advisors shall be nominated by the president and confirmed by the student senate.
- 24.3 The Campus Involvement Advisors shall be directly responsible to the Vice President.
- 24.4 The Campus Involvement Advisors will share a subaccount with the Communications Director in the SGA budget.
- 24.5 The Campus Involvement Advisors will be responsible for meeting with students to discuss and assist in campus involvement.
- 24.6 The Campus Involvement Advisors must accommodate students' schedules for meeting times.

#### **Sec. 25 MENTAL HEALTH DIRECTOR**

- 25.1 The purpose of the Mental Health Director shall be to provide SGA a voice in advocating for mental health awareness.
  - 25.1.1 The Mental Health Director will be responsible for planning SGA Mental Health week during the spring semester.
  - 25.1.2 The Mental Health Director will be responsible for collaborating with University Counseling Services and any other staff and faculty that deal with issues related to mental health.
- 25.2 The Mental Health Director will be appointed by the Student Body President and Vice President the first year.
  - 25.2.1 The director will serve for a minimum of 1 year, and a maximum of 3 years, at the discretion of the Student Body President and Vice President.
  - 25.2.2 Upon the decision of the Student Body President and Vice President, the Student Body President and Vice President will choose the replacement, and the retiring director will help train the incoming director.
- 25.3 Along with a board composed of the Student Body President and Vice President, the Mental Health Director will pick 5 committee members through an application process.
- 25.4 The Mental Health Director will be responsible for coordinating one QPR Training event per semester.
- 25.5 The Mental Health Director will sit on the Executive Cabinet.
- 25.6 The Mental Health Director will sit on any administrative committee that exists.
- 25.7 The Mental Health Director will sit on the SGA Basic Needs Committee.

#### **Sec. 26 LEADERSHIP RECOGNITION CORDS**

- 26.1 Leadership Recognition cords shall be made available for all graduating seniors who have served at least four (4) semesters total across Title I, II, and III branches of the Student Government Association.
  - 26.1.1 Only those appointed to the Executive Cabinet by the President and Vice President shall be eligible to receive Leadership Recognition cords.
- 26.2 Any persons who are elected President or Vice President shall automatically be eligible to receive a Leadership Recognition cord regardless of any previous involvement with SGA. Any President or Vice President removed from their position(s) shall not receive a Leadership Recognition cord.

- 26.2.1 The Leadership Recognition cords must be double-tied with one cord colored plain white and one cord colored a combination of orange and black.
- 26.3 Those who have been considered derelict in their duties by the President or Vice President of the Student Government Association during their term of appointed office will not be eligible to receive the Student Government Association Leadership Recognition cord.
- 26.4 Upon the approval of the President, Senate Chair, and Chief Justice of the SGA may award Leadership Recognition cords to any SGA member deemed worthy.