

Student Government Association Executive Branch Bylaws



STUDENT GOVERNMENT ASSOCIATION

Adopted February 16, 2011
Amended May 22, 2012
Amended December 18, 2013
Amended July 1, 2018
Amended July 23, 2024

ARTICLE I: PURPOSE

The Student Government Association (SGA) Executive Branch shall use these Executive Branch Bylaws in conjunction with the SGA Constitution to outline the procedures and practices used to conduct administrative business. This document shall be binding only to the Executive Branch.

ARTICLE II: MEMBERSHIP

The membership of the Executive Branch of SGA shall consist of the Student Body President, Student Body Vice President of Legislation, and Student Body Vice President of Finance, Student Government Advisor(s), and the Executive Bureaucracy. The Student Government Advisor(s) and members of the Executive Bureaucracy shall have no voting rights in the Executive Branch. No member of the Executive Branch may serve in any other branch of SGA while serving in the Executive Branch.

ARTICLE III: DUTIES

SECTION 1: Executive Branch

The Executive Branch shall:

- a. Conduct the everyday operations of the SGA office.
- b. Assist with the operation of programs sponsored by any branch of SGA.
- c. Maintain all SGA binding documents, official records, office supplies, equipment, promotional items, and any other intellectual or physical property of SGA.
- d. Hold regular meetings as outlined in this document.

SECTION 2: Executive Officers

The Executive Officers shall:

- a. Hold weekly open office hours set by their personal schedules.
- b. Maintain paid hours within their respective position.
- c. Hold regular meetings as outlined in this document.
- d. Serve as the ceremonial representatives to events that are requested of their presence for the Student Body and SGA.
- e. Conduct the Constitutional duties and responsibilities of their respective positions.
- f. Annually review the Allocations Contract between Purdue Fort Wayne and SGA prior to the beginning of the spring semester.

SECTION 3: Executive Bureaucracy

The Executive Bureaucracy shall:

- a. Consist of the:
 - SGA Pro Tempore
 - Legislative Affairs Committee Chair
 - Ways and Means Committee Chair
 - Public Relations Committee Chair
 - SGA Executive Assistant(s)
- b. Carry out general office business under the supervision of the co-office managers
- c. Abide by rules, regulations, process, and procedures outlined in the Constitution, supplemental binding documents or legislation, and through written or verbal communication from the Student Government Advisor(s).

ARTICLE IV: RIGHTS

SECTION 1: Compensation

- a. All members of the Executive Branch, with the exception of special appointments made by the Student Body President, are entitled to reasonable and just compensation for their services to SGA.
- b. All Executive Officers shall be compensated equally per unit of work.

SECTION 2: Office Space

- a. All physical SGA office space shall be used in a manner consistent with SGA and Purdue Fort Wayne policies, and with all local, state, and federal laws.
- b. SGA office space shall not be used in ways that create an unreasonable nuisance to others.
- c. Executive Officer office spaces shall be free from unwarranted, unapproved, or unlawful entry or inspection by anyone.

ARTICLE V: MEETINGS

SECTION 1: Executive Branch Meetings

The SGA advisor(s) or the Student Body President may call an Executive Branch meeting with at least 48 hours' notice.

SECTION 2: Executive Officer Meetings

- a. The Executive Officers and the Student Government Advisor(s) shall hold at least one official Executive Officer meeting every two weeks, excluding Winter Intercession and Spring Break.
- b. All Executive Officers must be present to conduct official business.
- c. Executive Officer meetings shall be closed to the public unless otherwise decided by a majority vote of the Executive Officers prior to the meeting.
- d. The Student Body President shall prepare agendas and chair these meetings.
- e. Items to be placed on the agenda shall be emailed to the Student Body President no later than 24 hours before the start of the meeting.
- f. Each officer and the Student Government Advisor(s) shall have the opportunity to issue a report at each meeting.
- g. An Executive Officer may be designated as clerk for each meeting and shall take written minutes to be typed out and saved as official, but not public, SGA records. This shall be at the discretion of the Student Body President.
- h. All formal actions taken by the Executive Branch shall be decided by a 2/3 vote of the Executive Officers.

ARTICLE VI: OFFICE BUDGET

SECTION 1: Budget Maintenance and Administration

- a. The Student Government Advisor(s) and Student Body Vice President of Finance shall be responsible for ensuring that the SGA budget is balanced and as current as reasonably possible.
- b. The Vice President of Finance shall provide an update on each budget during each Executive Branch meeting.

SECTION 2: Fiscal Flexibility

- a. Money may be moved between line items within the SGA Office budget to allow for the proper and reasonable operations of the SGA Office.
- b. Money movements shall be conducted only after a formal vote in which all Executive Officers vote in support.
- c. Money shall not be moved to increase the wages or overall compensation cap of any member of the Executive Branch.
- d. The Student Government Advisor(s) and Student Body Vice President of Finance shall keep official records of all line item movements within the SGA Office Budget.

ARTICLE VII: SUSPENSION AND AMENDMENTS TO THE RULES

SECTION 1: Suspension of the Rules

- a. The rules outlined in this document may be suspended only by a unanimous vote.
- b. Suspended rules shall take effect immediately following a successful vote.
- c. Rules may only be suspended in order to allow a particular course of action, which must be stated in the motion to suspend the rules.
- d. The time frame for a suspended rule must be stated in the motion to suspend the rule. If no time frame is suggested, the suspension shall only take effect for the current meeting.
- e. Any approved rule suspension that shall take effect for more than one meeting shall be typed as an official memo from the Student Body President, and given to all Executive Officers and the Student Government Coordinator.
 - i. An official memo from the Student Body President shall include the original rule, the reason for suspending the rule, and the time frame for the suspension of the rule.
- f. Any suspension that shall take effect for longer than eight weeks shall be submitted as a proposed Amendment

SECTION 2: Amendments

- a. This document may be amended via a 3/4 vote of the total Student Senate membership during a regularly scheduled Student Senate meeting.
- b. Amendments will take effect immediately upon approval from the Student Senate.