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PREAMBLE

We, the Executive Branch of the University of North Carolina at Charlotte, in order to advance the edification of the University and Its Student Body, and to make known the ideals of the Executive Branch, do ordain and establish these By-Laws of the Executive Branch of the Student Government Association of the University of North Carolina at Charlotte.

ARTICLE I. STANDING RULES

§2-1.1. Definitions.
Within these By-Laws, the following definitions and conventions shall apply:

(a) For the purposes of these By-Laws, "Executive Branch" shall refer to the Executive Branch of the Student Government Association of the University of North Carolina at Charlotte.

(b) For the purposes of these By-Laws, "President of the Study Body," "Student Body President," or "President" shall refer to the President of the Student Body of the University of North Carolina at Charlotte.

(c) For the purposes of these By-Laws, "Vice President of the Study Body," "Student Body Vice President," or "Vice President" shall refer to the Vice President of the Student Body of the University of North Carolina at Charlotte.

(d) "Cabinet Member" shall refer to any Student Government Official with full membership on the Executive Cabinet.

(e) The "Advisor to the Executive Branch" shall be the faculty or staff advisor to the Executive Branch.

(f) A "class day" is a day in the academic year on which classes are scheduled to meet. This definition shall also apply whenever a particular day of the week is preceded in these By-Laws by the term "class" (i.e., "class Monday").

(g) "Committee" shall refer to any standing or ad-hoc committee of the Executive Branch.

(h) "Old business" shall be any business having been brought before the Executive Branch in a previous meeting.

(i) "New business" shall be any business brought before the Executive Branch for the first time.

§2-1.2. Title.
This document shall be known as the By-Laws of the Executive Branch of the Student Government Association, which is organized for the purpose stated in the Constitution of the Student Body of the University of North Carolina at Charlotte.
ARTICLE II.    EXECUTIVE CABINET MEMBERSHIP

§2-2.1. Authority.
The Executive Cabinet is an appointed advisory board to the President and Vice President of the Student Body, whose authority and structure are stipulated under Article II of the Constitution of the Student Body of the University of North Carolina at Charlotte. The Authority of the Student Body shall be vested in the Student Body President, who shall have assistance of the Vice President, Chief of Staff, Secretaries, Class Presidents, and any standing or Ad Hoc committees.

SECTION 1. Eligibility, Qualifications, and Selection

§2-2.2. Eligibility.
All duly registered students of the University of North Carolina at Charlotte shall be eligible for membership in the Executive Branch.

§2-2.3. Qualifications.
(a) In addition to meeting the General Qualifications for Student Government Officials outlined in SGS §1-1.3 and the Elections Act, a member of the Student Body shall be considered a qualified member of the Executive Branch upon receipt by the President of certification of his or her election from the Board of Elections or confirmation by the Student Senate upon his or her nomination by the Student Body President.

(b) Executive Cabinet members whose Grade Point Average has fallen below the 2.5 minimum required by SGS §1-1.3, and have enrolled in the Grade Replacement Program made available by the Office of the Registrar, may remain in Office provided they successfully complete the Program and provide documentation of their enrollment in the program to the Advisor to the Executive Branch.

§2-2.4. Induction of Members.
(a) The Student Body President and Vice President shall be inaugurated in accordance with SGS §1-1.10 upon meeting all the qualifications for such Office outlined in Chapter One of the Student Government Statutes and these By-Laws.

(b) Class Presidents shall be inaugurated on the first meeting of the Student Senate following the termination of elections.

(c) Secretaries shall be inaugurated following their confirmation by the Student Senate on or before the last Senate meeting of September, or immediately after confirmation when appointed to existing vacancies.

SECTION 2. Composition

§2-2.5. Members.
The Standing Executive Cabinet members shall be as follows: Student Body President, Student Body Vice President, Class Presidents, Chief of Staff, Press Secretary, and Secretaries for Internal Affairs, Student Affairs, Academic Affairs, Athletic Affairs, State and National Affairs, Information Technology, Environmental Sustainability, and Diversity Affairs.

§2-2.6. Selection.
The President of the Student Body shall appoint a Chief of Staff and Secretaries with the advice and consent of the Student Senate by the last Senate Session in September. The Student Body President may dismiss an appointed Cabinet member if it is deemed by the Student Body President necessary for the success of Executive Branch.

SECTION 3. Responsibilities of the Executive Branch

The Executive Branch shall be charged with the promotion of the general welfare of the Student Body through direct advocacy with administrators, membership on standing university committees, and any of its other activities or endeavors. Each member of the Student Government Association Executive Branch in the University of North Carolina at Charlotte will be required to come and give a
report at least once a month to the whole Student Government Association Legislative branch.

§2-2.8. Executive Branch Retreat.
All Executive Cabinet members confirmed before the date of the Executive Cabinet retreat shall be required to attend an annual retreat in the fall semester. Should a Cabinet member not attend the retreat, the unexcused absence shall constitute an automatic resignation. Only the Advisor to the Executive Branch or his or her designee shall have the authority to suspend this responsibility.

§2-2.9. Attendance.
(a) A Secretary may have four absences per semester. An absence from either weekly Cabinet meetings or weekly individual planning meetings shall count toward a Secretary’s total number of absences.

(b) At the start of each Cabinet meeting, the Secretary for Internal Affairs shall administer a roll call and the Chief of Staff shall document the attendance of Cabinet members and keep a record of the attendance.

(c) Should action be warranted against a Secretary for exceeding the allotted number of absences, the Student Body President shall be tasked with the execution of such action in accordance with the By-Laws.

(d) Only the Student Body President shall reserve the right to deem an absence excused at his or her discretion.

§2-2.10. Responsibilities of the President.
The Student Body President shall
(a) represent the Student Body in dealing with faculty, the administration, the Board of Trustees, the Board of Governors, official guests, visitors of the University, and students from other schools.

(b) fill Executive Cabinet positions and create executive committees or other offices as deemed beneficial to the student interest with the advice and consent of the Student Senate.

(c) appoint the Chair of all executive committees with the advice and consent of the Student Senate.

(d) recommend appointments of student members to University committees upon request of the Chancellor and other administrative personnel and to require reports of these students.

(e) veto acts of the Student Senate and provide written notice to the legislators within a five-day period from the time the bill is placed in the Executive Office. Once the veto is submitted, the President may not rescind.

(f) appear before the Student Senate at least once during each academic semester, or at the call of the Senate.

(g) address any division of the Student Association from time to time, to make recommendations for legislation, and to present an annual report of the year's Student Government Association activities following the Spring General Election.

(h) enforce and administer laws enacted by the Student Association within its jurisdiction.

(i) request and preside at all meetings of the various divisions of the Student Association as deemed appropriate.

(j) appoint student representatives who fulfill the qualifications of any vacant offices specified by the Student Body Constitution or the regulations of each Student Association division with two-thirds approval of the Senate.

(k) appoint assistants.

(l) lead a delegation of students to meetings of the University of North Carolina Association of Student Governments (UNCASG).

(m) appoint the Student Body Vice President should the position become vacant for any reason with the advice and consent of two-thirds of the Student Senate.

§2-2.11. Responsibilities of the Vice President.
The Student Body Vice President shall
(a) serve as a liaison between the President of the Student Body and the Student Senate.

(b) assist the President in the performance of his or her various duties.

(c) succeed to the Presidency and serve the remainder of the term should the office of
§2-2.12. Responsibilities of the Class Presidents.
The Class Presidents shall
(a) represent their academic class in dealing with faculty, the administration, the Board of Trustees, the Board of Governors, official guests, visitors of the University, and students from other schools.
(b) serve as liaisons between their respective class and the University of North Carolina at Charlotte Student Government Association.
(c) attend regularly scheduled Executive Branch meetings at their discretion.
(d) report to the University of North Carolina at Charlotte Student Senate in accordance with the By-Laws of the Student Senate.
(e) establish committees deemed necessary for the general welfare of their respective class with committee membership only granted to students in the respective class in accordance with the Elections Act.
(f) chair any respective class committees formed by the Student Body President, included but not limited to class councils.
(g) aid all members of the Executive cabinet in the completion of their duties.
(h) have assistants in the completion of their duties.

§2-2.13. Responsibilities of the Chief of Staff.
The Chief of Staff shall
(a) serve at the request of the Student Body President.
(b) coordinate Executive Branch meetings.
(c) record meeting attendance and all meeting minutes.
(d) supervise all other members of the Executive Cabinet.
(e) aid all members of the Executive Cabinet in the completion of their duties.
(f) serve as a liaison between the Executive Branch, including the President, and any person(s) or group(s) conducting business with the Executive Branch.
(g) have assistants in the completion of his or her duties.

The Press Secretary shall
(a) serve at the request of the Student Body President.
(b) serve as a liaison between the Publicity and Outreach standing committee in the Senate and the Executive Branch.
(c) make public all records, actions, and events of the Executive Branch of the Student Government Association at the call of the President.
(d) work in conjunction with the Chief of Staff to record, maintain, and make public all minutes from Executive Branch meetings.
(e) work in conjunction with the Chairman of the Board of Elections to publicize nominations and elections in accordance with SGS §6-2.19.
(f) maintain the University of North Carolina Student Government Association Executive Branch website.
(g) serve as a liaison between the Executive Branch and all University of North Carolina at Charlotte Student Media entities.
(h) organize at least one State of the Campus Address per academic year.
(i) aid all members of the Executive Cabinet in the completion of their duties.
(j) have assistants in the completion of his or her duties.

§2-2.15. Responsibilities of Internal Affairs.
The Secretary for Internal Affairs shall
(a) serve at the request of the Student Body President.
(b) serve as a liaison between the Internal Affairs standing committee in the Senate and the Executive Branch.
(c) serve as the Chairman of the Board of Elections in accordance with SGS §6-2.3.
(d) maintain the Student Body President and the Executive Cabinet consistent with its governing documents and any other documents that may have jurisdiction over the Executive Branch.
(e) aid all members of the Executive Cabinet in the completion of their duties.
(f) have assistants in the completion of his or her duties.

§2-2.16. Responsibilities of Student Affairs.
The Secretary for Student Affairs shall
(a) serve at the request of the Student Body President.
(b) serve as a liaison between the Student Affairs standing committee in the Senate and the Executive Branch.
(c) secure the general social and personal welfare of the Student Body.
(d) organize at least one Campus Safety and Security Walk per academic year.
(e) serve as a liaison between the Office of Waste Management and Recycling, the Charlotte Green Initiative, and the Executive Branch.
(f) secure the environmental health and welfare of the Student Body.
(g) aid the Student Body President with any issues that pertain to students, included but not limited to student life and events.
(h) aid all members of the Executive Cabinet in the completion of their duties.
(i) have assistants in the completion of his or her duties.

§2-2.17. Responsibilities of Academic Affairs.
The Secretary for Academic Affairs shall
(a) serve at the request of the Student Body President.
(b) serve as a liaison between the Academic Affairs standing committee in the Senate and the Executive Branch.
(c) secure the academic welfare of the Student Body.
(d) maintain awareness of any academic changes affecting the Student Body.
(e) attend monthly meetings with the Provost in conjunction with the Student Body President.
(f) aid the Student Body President with any issues that pertain to student academic matters.
(g) aid all members of the Executive cabinet in the completion of their duties.
(h) have assistants in the completion of his or her duties.

§2-2.18. Responsibilities of Athletic Affairs.
The Secretary for Athletic Affairs shall
(a) serve at the request of the Student Body President.
(b) serve as a liaison between the Athletics Department and the Executive Branch.
(c) secure the general social welfare of the Student Body through athletics advocacy.
(d) foster the development of student athletics traditions.
(e) aid all members of the Executive Cabinet in the completion of their duties.
(f) have assistants in the completion of his or her duties.

The Secretary for State and National Affairs shall
(a) serve at the request of Student Body President.
(b) serve as a liaison between the University of North Carolina at Charlotte and the State of North Carolina and the United States of America.
(c) serve as delegate to the UNCASG.
(d) assist the Student Body President in preparations for regular meetings of the ASG.
(e) keep president current with any state and national issues that may affect the Student Body.
(f) organize in conjunction with the President of the UNCASG any meetings to be held at the University of North Carolina at Charlotte.
(g) aid all members of the Executive cabinet in the completion of their duties.
(h) have assistants in the completion of his or her duties.

§2-2.20. **Responsibilities of Information Technology.**
The Secretary for Information Technology shall
(a) serve at the request of the Student Body President.
(b) serve as a liaison between the Division of Information Technology and the Executive Branch.
(c) maintain awareness of any information technology changes affecting the Student Body.
(d) secure that the Student Body has adequate access to information technology.
(e) aid all members of the Executive Cabinet in the completion of their duties.
(f) have assistants in the completion of his or her duties.

§2-2.21. **Responsibilities of Diversity Affairs.**
The Secretary for Diversity Affairs shall
(a) serve at the request of Student Body President.
(b) serve as a liaison between the between the Multicultural Resource Center, Multicultural Student Council, diversity-oriented student organizations, and the Executive Branch.
(c) secure the diversity needs of all members of the Student Body.
(d) aid the Student Body President in ensuring that the Executive Branch of the Student Government Association operates in a manner consistent with the diverse needs of the Student Body.
(e) aid all members of the Executive cabinet in the completion of their duties.
(f) have assistants in the completion of his or her duties.
ARTICLE III. MEETINGS

(a) The Executive Branch shall hold open weekly meetings, the scheduling of which shall be made public. Executive Branch meeting times shall be scheduled before the beginning of each semester and shall stay consistent throughout the semester unless the Executive Cabinet votes by simple majority to alter the time.

(b) In addition to meetings of the entire Executive Branch, each Secretary must meet weekly for an individual planning meeting with either the Student Body President and/or Chief of Staff.

§2-3.2. Meetings at the Call of the President.
In addition to those meetings outlined in SGS §2-3.1, the President shall retain the right to call meetings as he or she deems appropriate.

§2-3.3. Meetings by Petition of Cabinet Members.
The Vice President, Chief of Staff, and any Class President or Secretary may, at any time, circulate a petition to call a meeting, prescribing the date and time of the meeting. Such a petition must be signed by at least one half of all qualified Executive Cabinet members and must be submitted to the President. Upon receipt of a valid petition, the President shall provide notice of the additional meeting to all Cabinet Members, provided that the petition is submitted at least one week prior to the date and time of the meeting called for in the petition.

§2-3.4. Rules of Order.
(a) Executive Cabinet meetings shall be conducted according to Robert's Rules of Order Newly Revised. The Student Body President shall sit as Chair of all meetings of the Executive Branch.

(b) A voting system may be used during Executive Cabinet meetings, but only as a basis for recommendations in Executive decisions by the Student Body President.

The final decision-making authority lies with the Student Body President.

(c) Class Presidents shall preside over all respective class council meetings.

(d) Secretaries or other designees appointed to serve as Chair of any standing or ad hoc committee shall preside over meetings of that body.

§2-3.5. Order of Business.
The following shall constitute the order of business of each Executive Cabinet Meeting:

(c) Call to Order
(d) Roll Call
(e) Adoption of Minutes
(f) President's Report
(g) Chief of Staff’s Report
(h) Secretaries’ Reports
(i) Class Presidents’ Reports
(j) Old Business
(k) New Business
(l) Open Discussion
(m) Announcements, Receipt of Petitions, Memorials, Messages and Papers
(n) Adjournment

The Chief of Staff shall record the Minutes of every open meeting. In his or her absence, the Secretary for Internal Affairs shall record the Minutes. The Chief of Staff shall make these Minutes publicly available to any person who requests them.

§2-3.7. Required Attendance.
In accordance with SGS §2-2.9, full and prompt attendance at all regular and special meetings of Executive Branch shall be required of each member. Each Secretary shall be permitted a total of four absences per semester. The Secretary for Internal Affairs shall administer roll call, which will then be submitted to the Chief of Staff for documentation.

Executive Branch members will report any scheduled absences at the earliest possible time to the Chief of Staff.
ARTICLE IV.  COMMITTEES AND COUNCILS

SECTION 1.  The Freshmen Council

§2-4.1.  Authority of the Freshmen Council.
The Freshmen Council is an appointed advisory board to the Student Body President and the Freshmen Class President. A voting system may be used during council meetings, only as a basis for recommendation in Executive decisions to be made by the Student Body President and/or Freshmen Class President.

§2-4.2.  Selection.
(a) The President of the Student Body shall appoint members to the Council by process of applications and with the advice and consent of the Student Senate. The President may appoint or dismiss at any given time members if it is deemed by the President necessary for the success of the Council.
(b) Any freshman not successful in securing an elected position will be offered an automatic seat on the Freshman Council, pending confirmation by the Student Senate.

§2-4.3.  Membership.
The Freshmen Council will be composed of freshman outlined in SGS §6-1.12. The Council will consist of no more than 20 members and no less than seven members. All Council members must meet the minimum requirements outlined in SGS §1-1.3 and SGS §2-2.3.

§2-4.4.  Meetings.
The Council shall be chaired by the Freshmen Class President and shall meet a minimum of twice per academic semester. A Vice Chair and Secretary shall be elected at the first meeting. The Council, Freshmen Class President, and the Student Body President may establish any other subcommittees deemed necessary for the success of the council, with final approval from the Student Body President.

§2-4.5.  Responsibilities of the Freshman Council.
The Freshman Council shall
(a) act as a liaison between the freshman class and the Freshman Class President.
(b) secure the general welfare of the Freshman Class.
(c) advise the Student Body President and Executive Branch on issues pertaining to the freshman class.
(d) serve at the request of the Student Body President and/or Freshman Class President.
(e) assist members of the Executive Branch in the completion of their duties.

SECTION 2.  The Dining Services Committee

§2-4.6.  Authority of the Dining Services Committee.
The Dining Services Committee shall serve as an appointed advisory board to the Student Body President and campus dining services. A voting system may be used during council meetings, only as a basis for recommendation in Executive decisions to be made by the Student Body President and/or decisions to be made by campus dining services.

§2-4.7.  Selection.
The Secretary for Student Affairs, with the advice and consent of the Student Body President, shall appoint members to the Committee by process of applications. The Secretary for Student Affairs or Student Body President may appoint or dismiss at any given time members if it is deemed by the Student Body President necessary for the success of the Committee.

§2-4.8.  Membership.
The Dining Services Committee shall be composed of no less than seven members and no greater than 12 members. There shall be a minimum of two freshman representatives, one on-campus resident, one off-campus resident, one nontraditional or graduate student on the Committee, and one Senator from the Student...
Affairs Committee of the Student Senate. All Committee members must meet the minimum requirements outlined in SGS §1-1.3 and SGS §2-2.3.

§2-4.9. Meetings. The Dining Services Committee shall be chaired ex officio by the Secretary for Student Affairs and shall meet a minimum of twice per academic semester. A Secretary shall be elected at the first meeting and shall keep Minutes of each meeting. The Dining Services Committee, Secretary for Student Affairs, and Student Body President may establish any other subcommittees deemed necessary for the success of the Committee, with consent from the Student Body President.

§2-4.10. Responsibilities of the Dining Services Committee.

(f) To act as a liaison between the Student Body and campus dining services
(g) To advise the Director of the food service provider, Student Body President, and Executive Branch on issues pertaining to campus food services
(h) To secure the general welfare of the Student Body in matters of campus food services
(i) To serve at the request of the Student Body President
(j) To assist members of the Executive Branch in the completion of their duties.

SECTION 3. Ad Hoc Committees

§2-4.11. Ad Hoc Committees. The President may also create Ad Hoc Committees deemed necessary and beneficial to the Student Body’s interest for the duration of his or her term in Office. All Ad Hoc Committees will expire automatically upon the President’s vacancy from Office. The President shall appoint a Chair to each Committee with the advice and consent of the Student Senate. The President shall determine meeting schedule, responsibilities, and other Committee logistics at the time of the body’s creation. All Committee members must meet the minimum requirements of SGS §1-1.3 and SGS §2-2.3.
ARTICLE V. AMENDMENTS

§2-5.1. Proposal of Amendments. Amendments may be proposed to the Executive By-Laws by any member of the Executive Branch. Proposals must be submitted to the Student Body President to be opened to the floor for discussion at any regularly scheduled Executive Cabinet meeting.

§2-5.2. Ratification. The power to ratify the Executive By-Laws lies strictly to the Student Body President, who may use recommendations from the Executive Cabinet, the Advisor to the Executive Branch, the Dean of Students Office, the Office of the Vice Chancellor for Student Affairs, and any other resources he or she deems appropriate. All ratifications must be consistent with the University of North Carolina at Charlotte Student Body Constitution and must be approved by the Senate with a simple majority with no amendments in order.