Executive Charter

Whereas, the University of New Orleans Student Government is the governing organization and representative of the Student Body.

Whereas, Student Government is an organization that supports student interests and is based on mutual confidence among the student body, the faculty and the administration;

Whereas, authority has been granted to the Student Government through student body for the purposes of acting as the voice of the students on a city, state, national, and international level;

Whereas, the Executive Members shall recognize that hard work and cooperation are needed and essential to the success of not only the Executive Branch but also Student Government, through constant and deliberate efforts in communication, understanding, and respect;

Whereas, the Executive Members shall also recognize the importance of their positions and accept responsibility to help advance, develop, protect, and serve the Student Body;

Whereas, this responsibility is acquired through the commitment of the Executive Members by creating open dialogue with fellow members of the Executive Branch, Legislative Branch, Judicial Branch, the Student Body and administration;

Whereas, to accomplish said goals, it is important that the Executive Officers never lose their focus of the UNO Student Body;

Whereas, Student Government and its officers are above all responsible and accountable to the UNO Student Body;
Whereas, this document, in accordance with Article III, Section 4.4 of the SG Constitution, establishes the operating procedures for the Executive Branch, Executive Charter, effective immediately, until midnight on May 1, 2015.

NOW THEREFORE, I, DAVID TEAGLE, President of the University of New Orleans Student Government, by virtue of the authority vested by the Constitution and laws of the Student Government of the University of New Orleans, do hereby order and direct as follows:

SECTION 1: SG PRESIDENT
A. Shall keep and post a minimum of ten office hours per week for the purpose of being able to meet with constituents, administration, and officers of SG, exclusive of Senate meetings (SG and University).
B. Shall keep an additional one office hour every week, which will be used as a time to travel around campus seeking views and opinions from the students of UNO.
C. Shall have influence in decisions concerning all future and continued employment of any and all SG employees.
D. Shall have influence in Office Policy.
E. Shall possess the sole authority to issue all Executive Orders.
F. Shall ensure UNO representation at all COSBP meetings.
G. Shall have sole authority to issue requests to the Executive Members that will bear requests and impose deadlines.
H. Assist other officers in carrying out their responsibilities as representatives of the student body.

SECTION 2: SG VICE-PRESIDENT
A. Shall keep and post a minimum of ten office hours per week for the purpose of being able to meet with constituents and officers of SG, exclusive of Senate meetings (SG and University), and other Vice-presidential duties.
B. Shall be responsible for providing the Secretary of State with the latest revisions of all SG Law. Required documents shall include the following: the SG Senate Rules and Procedures, SG Code of Laws, and a list of all positions in the SG Senate (including name, college/program, and student number).
C. Shall be responsible for forwarding the following original signed documents in the following manner:
   1. "Passed" Bills after action by the Senate to the President.
   2. "Failed" Bills, as well as Proclamations, Resolutions, and Binding Resolutions after action by the Senate to the Secretary of State.
D. Shall be responsible for keeping an up-to-date roster of all SG Senators and their contact information. This roster shall be updated
weekly and carbon copied (CC) to Secretary of State and SG President.
E. Assist other officers in carrying out their responsibilities as representatives of the student body.
F. Shall be responsible for all other duties allocated by the SG President.

SECTION 3: SG TREASURER
A. Shall keep and post a minimum of ten office hours per week for the purpose of being able to meet with constituents and officers of SG, exclusive of Senate meetings (SG and University), and other Treasurer duties.
B. Shall be responsible for creating and maintaining documents that shall disclose the procedural requirements for recipients of SG funds. These documents shall be copied (CC) to the Secretary of State, Vice President, and SG President.
C. Shall prepare a monthly report, and a report at the close of each semester (including summer and/or upon request) on all SG accounts to the SG President.
D. Shall prepare a weekly report on all SG accounts to the SG Senate.
E. Assist other officers in carrying out their responsibilities as representatives of the Student Body.
F. Shall be responsible for all other duties allocated by the SG President.

SECTION 4: SG SECRETARY OF STATE
A. Shall keep and post a minimum of ten office hours per week for the purpose of being able to meet with constituents and officers of SG, exclusive of Senate meetings (SG and University), and other Secretary of State duties.
B. Shall remain on-call each week during business hours for two weeks prior to all SG elections and on-call 24 hours during all SG Elections. A contact number must be provided to the SG Administrative Team and the SG President for the purpose of being on-call.
C. Shall be responsible for preparing all necessary paperwork and activities concerning all SG elections, as mandated by the SG Election Laws.
D. Shall be responsible for creating and providing documents which shall disclose the procedural requirements for individuals wishing to be nominated or elected to the Senate. This document shall be carbon copied (CC) to the President, the Vice President and the Administration Team.
E. Shall prominently post and maintain in the SG Office a list of all positions in the SG Senate, SG Court, and SG Executive Branch, including the names of the people in those positions.

F. Assist other officers in carrying out their responsibilities as representatives of the student body.

G. Shall be responsible for all other duties allocated by the SG President.

SECTION 5: EXECUTIVE BOARD MEETINGS

A. The Executive Branch shall hold at least one Executive Board Meeting every week to discuss the state of UNO Student Government.

B. The Executive Board shall consist of all Executive Officers, and all SG Advisors.

C. Each Member shall be given time to report on all activities, current events, and any other such business that relates to their office.

D. The meeting times and locations shall be at the full discretion of the President. The President shall give at least 48 hours notice to all members prior to a meeting.

E. The Board shall be of an advisory and commutative nature and have no power other than what is already invested in the individual positions of the people who sit upon it.

SECTION 6: EXECUTIVE ASSISTANTS

A. Executive Assistants shall serve at the discretion of the officers whom they assist.

B. Executive Assistants must post office hours for the purpose of carrying out their duties, as requested by the officers whom they assist.

C. Executive Assistants must be approved by the President, regardless of whom they assist.

D. Executive Assistants shall serve a term of office at the discretion of the officers whom they assist.

SECTION 7: OFFICIAL STATEMENTS OF SG EXECUTIVE BRANCH

All official statements of the SG Executive Branch made to the UNO community, including Student Government or the Driftwood, shall bear the signature of the President.

SECTION 8: MISSION AND VISION

A. This section is to provide the mission and vision of the combined goals and aspirations of the Executive Branch of the Student Government at the University of New Orleans. Although all goals may not be reached, a mission and vision that is supported by
investment in long-term projects is paramount to a successful year and will help to serve as an accurate judge of the accomplishments of the Student Government.

B. In order to provide students the best college experience possible, the Executive Branch shall establish mission and vision statements that are articulated and understood amongst the Student Body and administration.

C. The vision and mission of the Executive Branch encompasses the ability to provide professional leadership and strategic management for Student Government.

   a. The vision of the Executive Branch is to strive to create the best possible college experience for the Student Body. The Student Government shall be an informed, proactive, and engaged organization by learning more about the overall purpose, duties, and general guidelines of the University of New Orleans.

   b. The mission of the Executive Branch is to exercise proper use of university resources and personnel to solve problems, promote student activities as an enhancement to the overall learning experience, promote the general welfare of all students, and advocate for student rights and grievances.

D. In an effort to pursue more professional practices, the Executive Branch requests The Pledge of Allegiance be recited at Senate meetings immediately following the Call to Order.

E. The Executive Branch shall use every tool and delegated power it holds to inform, influence, and inspire the Student Body to give back to the UNO community, be it great or small, for the good of the institution, and of the City of New Orleans.

SECTION 9: Amendments

A. The President reserves the right to amendment any and all sections of this Executive Charter.

B. The President shall notify the SG Senate at the next regularly scheduled meeting after any changes have been made.
WHEREOF, I have set my hand officially on this Executive Order on this 12th day of October 2014 at the University of New Orleans, in the City of New Orleans, Louisiana.

David Teagle  
Student Government President  
The University of New Orleans

Student Government Vice President  
The University of New Orleans

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Tony Collado  
Student Government Treasurer  
The University of New Orleans

Kristin Trahan  
Student Government Secretary of State  
The University of New Orleans