Office of the Student Government President
Executive Order JB 2015-001

Executive Charter

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

Whereas, Student Government Association 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 Association 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 Department but also Student Government Association, 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 Department, Legislative Department, Judicial Department, 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 II, Section 4.5.4 of the SGA Constitution, establishes the operating procedures for the Executive Branch, Executive Charter, effective immediately, until midnight on August 18, 2015.

NOW THEREFORE, I, JOY BALLARD, President of the University of New Orleans Student Government Association, 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: SGA 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 SGA, exclusive of Senate meetings (SGA 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 SGA 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: SGA 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 SGA, exclusive of Senate meetings (SGA and University), and other Vice Presidential duties.

B. Shall officially represent the Executive Department when the President is unavailable.

C. Shall help the President in executive campaigns and projects when requested.

D. Shall be responsible for creating and maintaining documents that shall disclose the procedural requirements for recipients of SGA funds. These documents shall be copied (CC) to the Vice-President of Legislative Affairs, and SGA President.

E. Shall prepare a monthly report, and a report at the close of each semester (including summer and/or upon request) on all SGA accounts to the SGA President.

F. Shall prepare a weekly report on all SGA accounts to the SGA Senate.
G. Shall keep an up to date file of SGA accounts that will be updated at least weekly and available to Executives and Senators upon request.

H. Assist other officers in carrying out their responsibilities as representatives of the Student Body

I. Shall be responsible for all other duties allocated by the SGA Vice President.

SECTION 3: SGA VICE-PRESIDENT OF LEGISLATIVE AFFAIRS

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 (SGA and University), and other Vice-presidential duties.

B. Shall be responsible for providing the SGA Vice-President with the latest revisions of all SGA Law. Required documents shall include the following: the SGA Senate Rules and Procedures, SGA Code of Laws, and a list of all positions in the SGA 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 SGA President.
   2. "Failed" Bills, as well as Proclamations, Resolutions, and Binding Resolutions after action by the Senate to the SGA Vice-President

D. Shall be responsible for keeping an up-to-date roster of all SGA Senators and their contact information. This roster shall be updated weekly and carbon copied (CC) to Secretary of State and SGA 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 SGA Vice President of Legislative Affairs.

SECTION 4: SGA VICE PRESIDENT OF PROGRAMMING

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 SGA, exclusive of Senate meetings (SGA and University), and other Vice President of Programming duties.

B. Shall serve as the direct connection between members of the Student Activities Council (SAC) and the SGA

C. Report weekly to the SGA Senate on the activities of the SAC

D. Assist other officers in carrying out their responsibilities as representatives of the student body.
E. Shall be responsible for all other duties allocated by the SGA Vice President of Programming.

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 Association.
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 SGA EXECUTIVE BRANCH

All official statements of the SGA Executive Branch made to the UNO community, including Student Government Association or the Driftwood, shall bear the signature of the SGA 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 Association 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 Association.
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. 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: AMMENDMENTS

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

B. The President shall notify the SGA 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 18th day of August 2015 at the University of New Orleans, in the City of New Orleans, Louisiana.

Joy Ballard
President
Student Government Association
University of New Orleans

Joshua Lambert
Vice-President
Student Government Association
University of New Orleans

Jessica Willis
Vice President of Legislative Affairs
Student Government Association
University of New Orleans

Olivia Callahan
Vice President of Programming
Student Government Association
University of New Orleans