



The Office Of the Student Government President  
Executive Order KH 2018-001  
Executive Charter

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**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 2, Section 4.5.4 of the SGA Constitution, establishes the operating procedures for the **Executive** Branch, **Executive Charter**, Effective immediately, until midnight on May 1, 2019

**NOW THEREFORE, I KENADY LEVANNA HILLS,** 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: STUDENT GOVERNMENT 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 have influence in decisions concerning all future and continued employment of any and all SG employees.
- C. Shall have influence in office policies.
- D. Shall possess sole authority to issue all Executive Orders.
- E. Shall ensure UNO has representation at all Council of Student Body Presidents (COSBP) meetings.
- F. Shall have sole authority to issue requests to the Executive Officers that will bear requests and impose deadlines.
- G. Assists other officers in carrying out responsibilities as representatives of the Student Body.

**SECTION 2: STUDENT GOVERNMENT 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, administration, 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: 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 identification number).
- C. Shall be responsible for forwarding the following original signed documents in the following manner: i. "Passed" Bills after action by the Senate to the President. ii. "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 the Secretary of State and President.

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

F. Shall be responsible for all other duties assigned by the 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 offers of the 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 revision 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 actino 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: STUDENT ACTIVITIES COUNCIL 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 President of Programming duties.

B. Shall serve as the direct connection between members of the student Activities (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 Student Activities Council President

#### **SECTION 5: EXECUTIVE BOARD MEETING**

- 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 40 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 BOARD MEMBERS**

- A. The executive members 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 THE EXECUTIVE BRANCH**

- A. All official statements of the Executive branch made to the uno community including student government of 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 amend any and all sections of this Executive Charter.

B. The President shall notify the Senate at the next regularly scheduled meeting after any changes have been made.

#### **IN WITNESS WHEREOF,**

I have set my hand officially on this Executive Order at the University of New Orleans, in the City of New Orleans, Louisiana, on this 21. September 2018.