Executive Branch
Bylaws
Executive Branch Bylaws

The Executive Branch Bylaws of the Baylor University Student Government shall be the official document enumerating the responsibilities, duties, and operating guidelines for positions within the Executive Branch of the Baylor University Student Government.

PREAMBLE Ethics Code:

We, as members of the Baylor University Student Government, in affirmation of our Christian heritage, shall respect and comply with the laws, regulations, and policies of Baylor University, the greater city of Waco, the state of Texas, and the United States of America.

Every member of the Baylor University Student Government is a leader, and as leaders of the student body, we are called to higher standards, including standards of proper behavior.

The standards of proper behavior are enumerated as follows:

1. As a member of the Baylor University Student Government, I will serve the Baylor Student Body and the Waco community to the best of my ability.
2. As a member of the Baylor University Student Government, I recognize my responsibility to uphold Baylor University Student Government’s tradition of being an honorable and respectable organization.
3. As a member of the Baylor University Student Government, I will conduct myself in a manner that displays the principles held dear by Baylor University in my interactions with administrators, faculty, staff, alumni, and students.
4. As a member of the Baylor University Student Government, I will refrain from engaging in any activity that may tarnish the integrity of either Baylor University or the Baylor University Student Government.
5. As a member of the Baylor University Student Government, I will take responsibility for my academics, extracurricular activities, and leadership roles, and will strive for excellence in everything I do.
6. As a member of the Baylor University Student Government, I recognize that all persons have inherent value, and to the best of my ability, will love and encourage all persons around me.
7. As a member of the Baylor University Student Government, I am committed to respecting the rights and dignity of all persons.
8. As a member of the Baylor University Student Government, I will strive to be a moral and virtuous person.

I recognize that the aforementioned standards of behavior are important to the way I serve Baylor University, and will therefore exemplify these standards to the best of my abilities.
CHAPTER 1. Student Body President

§1.1. The Student Body President shall:

§1.1.1. Meet regularly with the following individuals or parties:

§1.1.1.1. Other Student Body Officers and the Student Government Advisor to discuss active issues in the life of the University.

§1.1.1.2. The Class Officers and the Chief of Staff to discuss active issues in the life of the University.

§1.1.1.3. The Vice President for Student Life to discuss active issues in the life of the University.

§1.1.1.4. The Student Body President Cabinet.

§1.1.2. Meet with the President of the University at least twice per semester to discuss active issues in the life of the University.

§1.2. The Student Body President shall provide records of all official and useful documents on the work of his or her administration to the Texas Collection upon completion of the term.

§1.3. The Student Body President shall be required to attend each General Class Officer Meeting. If he or she must be absent, the Chief of Staff will preside over the meeting.

§1.4. The Student Body President shall not serve as the Student Regent in the same academic year as his or her term of office.

§1.4.1. If the Student Body President is appointed Student Regent during his or her term of office, the Student Body President may complete their term of office, but may not run in the next election.

CHAPTER 2. Student Body External Vice President

§2.1. The Student Body External Vice President shall:

§2.1.1. Meet regularly with the following individuals and parties:

§2.1.1.1. Other Student Body Officers and the Student Government Advisor to discuss active issues in the life of the University.

§2.1.1.2. The Vice President for Student Life to discuss active issues in the life of the University.
§2.1.1.3. The Student Body External Vice President Cabinet.

§2.1.2. Meet with the President of the University at least twice per semester to discuss active issues in the life of the University.

§2.2. The Student Body External Vice President shall facilitate relations with other colleges by:

§2.2.1. Organizing a delegation from Baylor Student Government to attend all appropriate Student Government related conferences, including, but not limited to the Big XII Student Government conference.

§2.2.1.1. In making these delegations the Student Body External Vice President shall consult with other Student Body Officers and Student Government Advisors.

§2.2.2. Acting as the primary contact person for communication between Baylor Student Government and other colleges.

§2.3. The Student Body External Vice President shall facilitate relations with the Greater Waco community and beyond by:

§2.3.1. Staying informed on Greater Waco community issues.

§2.3.2. Working with public officials at the city, state, and federal level in lobbying efforts on student concerns.

§2.3.3. Serving as the primary contact person in relations with Baylor alumni and alumni organizations; this encompasses, but is not limited to, hosting the Baylor Student Government Homecoming alumni Open House.

§2.4. The Student Body External Vice President shall facilitate relations with other student organizations by:

§2.4.1. Meeting with outside student organizations or student leaders outside of Student Government to strengthen relations with other student groups.

§2.5. The Student Body External Vice President shall not serve as the Student Regent in the same academic year as his or her term of office.

§2.5.1. If the Student Body External Vice President is appointed Student Regent during his or her term of office, the Student Body External
Vice President may complete their term of office, but may not run in the next election.

§2.6 The Student Body External Vice President shall assist the Internal Vice President in coordinating relations between the three branches of the Baylor University Student Government.

§2.7. The Student Body External Vice President shall provide records of all official and useful documents on the work of his or her administration to the Texas Collection upon completion of the term.

CHAPTER 3. Cabinet of the Student Body President

§3.1. Composition

§3.1.1. The Cabinet of the Student Body President shall consist of the following individuals or groups of individuals:

§3.1.1.1. Chief of Staff to the Student Body President

§3.1.1.2. Class Officers

§3.1.1.3. Attorney General

§3.1.1.4. Communications Director

§3.1.1.5. The Student Government Secretary

§3.1.1.6. Director of Student Government Policy

§3.1.1.7. Director of Student Government Administration

§3.1.1.8. Chairs of Special Committees

§3.2. Qualifications

§3.2.1. A Member of the Cabinet of the Student Body President shall:

§3.2.1.1. Have at least a 2.67 cumulative grade point average at the time of his or her appointment, unless a first semester freshman or transfer student.

§3.2.1.2. Attend Baylor University, the Waco, Texas campus, as defined by proof of residence and location of final exams, throughout the entirety of their term.
§3.2.1.3. Be a full-time student as defined by his or her respective school or college throughout the term.

§3.2.1.4. Be in good standing as defined by the Student Conduct Administration at the time of his or her appointment and throughout the term.

§3.3. Agenda

§3.3.1. At the start of each semester The Cabinet of the Student Body President shall set an agenda of issues that will be addressed during the semester and present it to other members of Student Government. These issues will be pursued and the Student Body President shall give a report at the end of the semester on the status of the issues.

§3.4. Dismissal

§3.4.1. All Student Body President cabinet members, excluding elected or appointed class officers, may be dismissed at the discretion of the Student Body President.

CHAPTER 4. The Executive Office of the Student Body President.

§4.1 Establishment

§4.1.1. The Executive Office of the Student Body President shall consist of the following offices:

§4.1.1.1. The Office of Student Body President Chief of Staff

§4.1.1.2. The Office of the Attorney General

§4.1.1.3. The Office of the Student Government Secretary

§4.1.1.4. The Student Government Communications Office

§4.1.1.5. The Office of Student Government Policy

§4.1.1.6. Class Officers

§4.1.1.7. Special Committees created pursuant to Art. III, Sec. IV, Par. 2, Part E (The Baylor University Student Body Constitution)

§4.2 Dismissal

§4.2.1. The Student Body President may dismiss members of the Executive Office of the Student Body President.

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§4.3 Organization

§4.3.1. The Chief of Staff to the Student Body President shall oversee the Executive Office of the Student Body President.

§4.3.2. The Executive Office of the Student Body President shall be further divided into two main areas: Policy and Administration.

§4.4 Policy

§4.4.1. The Office of Student Government Policy will be responsible for coordinating policy and shall be overseen by the Director of Student Government Policy.

§4.5. Administration

§4.5.1. The following offices shall be responsible for the day-to-day administration of Student Government and shall be overseen by the Director of Student Government Administration:

§4.5.1.1. The Office of the Attorney General

§4.5.1.2. The Office of the Student Government Secretary

§4.5.1.3. The Student Government Communications Office

§4.5.1.4. Class Officers

§4.5.1.5. Special Committees created pursuant to Art. III, Sec. IV, Par. 2, Part E (The Baylor University Student Body Constitution) (If a special committee revolves around a policy focus of the Student Body President then those committees shall instead report to the Director of Student Government Policy)

CHAPTER 5. Cabinet of the Student Body External Vice President

§5.1. Composition

§5.1.1. The Cabinet of the Student Body External Vice President shall consist of the following individuals:

§5.1.1.1. The External Vice President Chief of Staff

§5.1.1.2. Director of the Student Body Office of Community Relations
§5.1.3. Director of the Student Government Office of Student Organization Engagement

§5.1.4. Director of the Student Government Office of Extra-University Relations

§5.1.5. The Ex-Officio Liaison from the Student Senate

§5.2. Qualifications

§5.2.1. The Member of the Cabinet of the Student Body External Vice President shall:

§5.2.1.1. Have at least a 2.67 cumulative grade point average at the time of his or her appointment, unless a first semester freshman or transfer student.

§5.2.1.2. Attend Baylor University on the Waco, Texas campus, as defined by proof of residence and location of final exams, throughout the term.

§5.2.1.3. Be a full-time student as defined by his or her respective school or college throughout the term.

§5.2.1.4. Be in good standing as defined by the Student Conduct Administration at the time of his or her appointment and throughout the term.

§5.3. Agenda

§5.3.1. At the start of each semester The Cabinet of the Student Body External Vice President shall set an agenda of issues that will be addressed during the semester and present it to other members of Student Government. These issues will be pursued and the Student Body External Vice President shall give a report at the end of the semester on the status of the issues.

§5.4. Dismissal

§5.4.1. All External Vice President cabinet members may be dismissed at the discretion of the Student Body External Vice President.
CHAPTER 6. The Executive Office of the Student Body External Vice President.

§6.1 Establishment

§6.1.1. The Executive Office of the Student Body External Vice President shall consist of the following offices:

§6.1.1.1. The Office of the External Vice President Chief of Staff

§6.1.1.2. The Student Body Office of Community Relations

§6.1.1.3. The Student Government Office of Student Organization Engagement

§6.1.1.4. The Student Government Office of Extra-University Relations

§6.2 Dismissal

§6.2.1. The Student Body External Vice President may dismiss members of the Executive Office of the Student Body External Vice President.

§6.3 Organization

§6.3.1. The Chief of Staff to the Student Body External Vice President shall oversee the Executive Office of the Student Body External Vice President.

CHAPTER 7. The Office of the Student Body President Chief of Staff.

§7.1 Establishment

§7.1.1. Members of The Office of the Student Body President Chief of Staff shall be appointed by the Student Body President, subject to majority approval of the Student Senate.

§7.2. Duties

§7.2.1. The Office of the Student Body President Chief of Staff will assist the Student Body President with the daily operations, communications, and policy focuses of the Executive Branch of the Baylor University Student Government.

§7.2.2. The Office of the Student Body President Chief of Staff will aid the Student Body President, Class Officers, Cabinet, and Ad-Hoc Committees with the organization and planning of projects, events, and programs designed for the betterment of the Baylor University Student Body and the University as a whole.
§7.2.3. Members of The Office of the Student Body President Chief of Staff will meet regularly with the Student Body President and Class Officers.

§7.3. Positions

§7.3.1. The Student Body President Chief of Staff

§7.3.1.1. The Student Body President Chief of Staff is both the head of the Office of the Student Body President Chief of Staff and the head of the Executive Office of the Student Body President.

§7.3.1.2. The Chief of Staff shall oversee both the policy and administrative sides of Student Government.

§7.3.2. The Director of Student Government Administration

§7.3.2.1. The Director of Student Government Administration shall oversee the departments and offices within Student Government responsible for the day-to-day operations of Student Government.

§7.3.2.2. In this capacity the director shall meet regularly with the officers and directors they oversee to ensure efficient operation of the Student Government as well as with the Student Body President to keep them apprised of the operations of Student Government.

§7.3.3. The Director of Student Government Policy

§7.3.3.1. The Director of Student Government Administration shall oversee the Office of Student Government Policy.

§7.3.3.2. In this capacity the director shall meet regularly with the individuals they oversee as well as with the Student Body President to keep them apprised of the work of The Office of Student Government Policy.

§7.3.4. Other positions deemed necessary by and with duties to be defined by the Student Body President.

CHAPTER 8. Class Officers

§8.1. Composition

§8.1.1. The Class Officers for each current class shall consist of the following positions:
§8.1.1.1. Class President

§8.1.1.2. Class Vice President

§8.1.1.3. Class Secretary/Treasurer

§8.2. The Class Officers shall regularly meet with the following parties:

§8.2.1. The other Class Officers of their respective class.

§8.2.2. The Student Body President, his or her Chief of Staff and the Director of Student Government Administration.

§8.3. Absences

§8.3.1. The Class Officers shall miss no more than three class officer meetings per semester.

§8.3.2. Absences may be excused at the discretion of the Student Body President if a written excuse is delivered within 48 hours of the meeting.

§8.4. Duties

§8.4.1. The Class Officers shall attend at least two complete Student Senate meetings per semester.

§8.4.1.1. The Class Officers shall attend the first Student Senate meeting of each semester.

§8.4.1.2. The Class Officers shall provide a report of their plans for the semester once per semester.

§8.4.2. If an opening arises in a Student Senate seat of the corresponding class, the class officers shall be responsible for bringing a candidate for the position to the Student Senate for confirmation within 5 senate meetings of the vacancies occurrence.

§8.4.3. The Class Officers shall have certain duties, according to their class:

§8.4.3.1. The freshman class shall organize and manage at least one (1) philanthropic project.

§8.4.3.2. The sophomore class shall organize and manage the annual Housing Fair.
§8.4.3.3. The junior class shall organize and manage the annual Thanksgiving Dinner.

§8.4.3.4. The senior class shall organize and manage the official Senior Class Gift.

CHAPTER 9. Office of the Attorney General

§9.1. Establishment

§9.1.1. Members of the Office of the Attorney General shall be appointed by the Student Body President subject to majority approval of the Student Senate.

§9.2. Duties

§9.2.1. The Office of the Attorney General shall:

§9.2.1.1. Ensure the proper enforcement of all senatorial allocations by:

§9.2.1.1.1. Requesting receipts of organizations to which funds have been allocated.

§9.2.1.1.2. Investigating expenditures in breach of an allocation.

§9.2.1.1.3. Pursuing appropriate remedies to recover funds.

§9.2.1.2. Represent the Baylor University Student Government as an organization before all judicial bodies created by the student body, its representatives, and Baylor University.

§9.2.1.3. Advise the Student Body President concerning constitutional execution of all legislation passed by the Student Senate.

§9.2.1.4. Oversee the distribution of funds from the Baylor University Student Government Allocation Fund.

§9.2.1.5. Meet with the Senate Chair in charge of finances regularly.

§9.2.1.6. Investigate complaints and allegations from students regarding student organizations and their operations and bring suit in the Student Court if necessary.

§9.2.1.7. Investigate alleged breaches of The Baylor University Student Government Constitution or policies and pursue appropriate measures, which may include bringing suit in the Student Court.

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or bringing articles of impeachment to the Senate Executive Council.

§9.3. Positions

§9.3.1. The Attorney General

§9.3.1.1. The Attorney General shall be the head of the Office of the Attorney General.

§9.3.2 Deputy Attorney General

§9.3.2.1. The Deputy Attorney General shall be the primary assistant to the Attorney General and may represent the Student Government in Student Court in the absence of the Attorney General.

§9.3.3. Special Counsel

§9.3.3.1. If deemed necessary by the Attorney General in conjunction with the Student Body President, special counsel may be appointed to oversee certain investigations or cases. This individual or group of individuals shall have the authority of the Office of the Attorney General to advocate on behalf of the Student Government and shall report to the Attorney General and the Student Body President.

§9.3.3.2. Pursuant to Constitutional requirements, special counsel may not be a member of either the legislative or judicial branch of Student Government. Special Counsel may be a member of the executive branch or an individual not associated with Student Government.

§9.3.4. Permission to Bring Suit

§9.3.4.1. Before any suit can be filed in the Student Court on behalf of Student Government the individual or individuals requesting to file must receive the permission of the Student Body President.

§9.3.4.2. When Student Government is named as the defendant in a lawsuit the Office of the Attorney General shall respond to the lawsuit appropriately. Prior to proceeding to trial the Office of the Attorney General must meet with the Student Body President to determine how to proceed.

CHAPTER 10: The Student Government Communications Office
§10.1. Establishment

§ 10.1.1. Members of The Student Government Communications Office shall be appointed by the Student Body President, subject to majority approval of the Student Senate.

§10.2 Positions

§10.2.1. Communications Director

§10.2.2. Assistant Communications Director

§10.2.3. Webmaster

§10.2.4. Photographer

§10.2.5. Other positions as deemed necessary by the Student Body President.

§10.3. Duties

§10.3.1. The Student Government Communications Office shall:

§10.3.1.1. Be responsible for communicating public relations activities of The Baylor University Student Government.

§10.4. Communications Director

§10.4.1. The Communications Director shall:

§10.4.1.1. Be the head of the Student Government Communications Office and be responsible for creating and coordinating all public relations activities of the Baylor University Student Government including but not limited to:

§10.4.1.1.1. Overseeing all content on the Baylor University Student Government website.

§10.4.1.1.2. Coordinating the coverage of Baylor University Student Government issues and projects in the Lariat.

§10.4.1.1.3. Preparing the Baylor University Student Government section of “on the Baylor Horizon” each week.

§10.4.1.2. Prepare news releases when necessary, outlining the activities of the Baylor University Student Government to be posted on the website, The Baylor Lariat, and other news outlets.
§10.4.1.3. Be proactive in developing public relations and advertising initiatives to raise the general awareness of the Baylor University student body about the Baylor University Student Government and its activities.

§10.4.1.4. Supervise The Student Government Communications Office.

§10.5. The Deputy Communications Director

§10.5.1. The Deputy Communications Director shall assist the Communications Director with his or her duties as needed.

§10.6. Webmaster

§10.6.1. Be required to update and maintain the Baylor University Student Government website which includes but is not limited to: government news, pending and passed legislation, and current Baylor University Student Government member profiles.

§10.7. Photographer

§10.7.1. The Photographer shall be responsible for taking photographs for official Student Government use.

§10.7.2. The Photographer may not work on nor take photos for any Student Government campaigns expect as provided below:

§10.7.1.1. If they charge a fee consistent with traditional pricing for that activity.

§10.7.1.1. If they offer the service free of charge to all candidates regardless of membership status in student government.

CHAPTER 11: Office of Student Government Policy

§11.1. Establishment

§11.1.1. Members of the Office of Student Government Policy shall be appointed by the Student Body President, subject to majority approval of the Student Senate.

§11.2. Duties

§11.2.1. The Office of Student Government Policy shall assist the Student Body President with achieving his or her policy initiatives.
§11.2.2. The Office of Student Government Policy shall take part in activities to further those initiatives including but not limited to:

§11.2.2.1. Drafting and submitting legislation to the Student Senate with the approval of the Student Body President.

§11.2.2.2. Meeting with various officials within the University.

§11.2.2.3. Working with the Student Government Communications Office to create knowledge of the policy initiatives.

§11.2.2.4. Other actions taken to implement policy.

§11.3. Director of Student Government Policy

§11.3.1. The Director of Student Government Policy shall be in charge of the Office of Student Government Policy and shall oversee all the efforts of the office.

§11.4. Other positions

§11.4.1. The Office of Student Government Policy should be best crafted to assist each individual Student Body President in achieving his or her policy initiatives. As such the current Student Body President shall determine other positions and structure within the office.

CHAPTER 12: Office of the Student Government Secretary

§12.1. Establishment

§12.1. Members of The Office of the Student Government Secretary shall be appointed by the Student Body President, subject to majority approval of the Student Senate.

§12.2. Positions

§12.2.1. The Student Government Secretary

§12.2.2. Assistant Student Government Secretaries

§12.3. Duties

§12.3.1. Keep a record of the payment of dues and present the list to the Student Body President at the deadline of the payments.

§12.3.2. Be in charge of all mailings both from and to Student Government.
§12.3.3. Ensure the Student Government office has adequate supplies and request replacements when needed.

§12.3.4. Maintain the OrgSync Roster for Student Government.

§12.3.5. Organize internal goodwill.

§12.3.6. Keep a record of all notes submitted by appointees to All University Committees and provide the Student Body President with a list of those appointees not in compliance with their requirements.

§12.3.7. Take and maintain minutes of all Cabinet Meetings.

§12.3.8. Take and maintain minutes of other meetings as requested by the Director of Student Government Administration.

§12.3.9. Keep records of all bills authored by the Executive Office of the Student Body President.

§12.3.10. Perform other duties as designated by the Student Body President.

CHAPTER 13: Office of the External Vice President Chief of Staff

§13.1. Establishment

§13.1. Members of The Office of the Chief of Staff to the External Vice President shall be appointed by the Student Body External Vice President, subject to majority approval of the Student Senate.

§13.2. Duties

§13.2.1. The Office of the External Vice President Chief of Staff will assist the Student Body External Vice President with daily operations and communications for the Executive Branch of the Baylor University Student Government.

§13.2.2. The Office of the External Vice President Chief of Staff will aid the Student Body External Vice President and cabinet members with the organization and planning of projects, events, and programs designed for the betterment of the Baylor University Student Body, the University as a whole, and the surrounding communities.

§13.2.3. The Office of the External Vice President Chief of Staff will meet regularly with the Student Body External Vice President and members of the Student Body External Vice President’s Cabinet.
§13.2.4. Other duties as defined by the External Vice President.

§13.3. Positions

§13.3.1. The External Vice President Chief of Staff

§13.3.2. Ex Officio Liaison from Student Senate

§13.3.3. Other positions as defined by the External Vice President

**CHAPTER 14: Student Government Office of Extra-University Relations**

§14.1. Establishment

§14.1.1. Members of The Student Government Office of Extra-University Relations shall be appointed by the Student Body External Vice President, subject to majority approval of the Student Senate.

§14.2. Duties

§14.2.1. The Student Government Office of Extra-University Relations shall be responsible for coordinating lobbying efforts at the local, state, and federal legislatures, under the direction of the External Vice President.

§14.2.2. Other duties as defined by the External Vice President.

§14.3. Positions

§14.3.1. Director of the Student Government Office of Extra-University Relations

§14.3.2. Other positions as defined by the External Vice President.

**CHAPTER 15: Student Body Office of Community Relations**

§15.1. Establishment

§15.1.1. Members of The Student Body Office of Community Relations shall be appointed by the Student Body External Vice President, subject to majority approval of the Student Senate.

§15.2. Duties
§15.2.1. The Student Body Office of Community Relations shall be responsible for maintaining a strong relationship between students and the local Waco community, under the direction of the External Vice President.

§15.2.2. Other duties as defined by the External Vice President.

§15.3. Positions

§15.3.1. Director of the Student Body Office of Community Relations

§15.3.2. Other positions as defined by the External Vice President

CHAPTER 16: Student Body Office of Student Organization Engagement

§16.1. Establishment

§16.1.1. Members of The Student Government Office of Student Organization Engagement shall be appointed by the Student Body External Vice President, subject to majority approval of the Student Senate.

§16.2. Duties

§16.2.1. The Student Government Office of Student Organization Engagement shall be responsible for contacting other student organizations on campus in order to strengthen relations between Student Government and other student organizations.

§16.2.2. Other duties as defined by the External Vice President.

§16.3. Positions

§16.3.1. Director of the Student Body Office of Student Organization Engagement

§16.3.2. Other positions as defined by the External Vice President.

CHAPTER 17: Executive Branch Membership

§17.1. Dues

§17.1.1. Each elected or appointed Executive Branch member shall be required to pay dues at the beginning of each legislative session or when appointed. The Student Body President, in accordance with the Baylor University Student Government Operating Budget, shall set the amount of dues. The Student Body Officers shall determine the date(s) of payment.
§17.2. Failure to Pay Dues

§17.2.1. The Student Body President may excuse the failure to pay dues at his or her sole discretion.

§17.2.2. If no exception is granted then the Office of the Attorney General shall present articles of impeachment to the Senate Executive Committee.

§17.3. Contact with Administration

§17.3.1. Executive Branch members must receive the approval of the Student Body President (or External Vice President when appropriate) before contacting an administrator above the title of an Associate Dean for Student Government related matters.

CHAPTER 18: Amendment of Bylaws

§18.1. These bylaws may be amended by a 2/3rd vote of Executive Branch members whereupon they shall be adopted after the next Senate meeting unless the Senate chooses not to adopt them by a 2/3rd nay vote.