



Executive Branch Bylaws

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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.

§2.3.4. Meet a minimum of once a semester with City of Waco Leadership including but not limited to the Waco Mayor, Chambers of Council, Council-members, and the City Manager.

§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. Director of Student Government Communications

§3.1.1.5. Director of Student Government Policy

§3.1.1.6. The Student Government Secretary

§3.1.1.7. Director of Student Government Administration

§3.1.1.8. Student Senate Ex-Officio Liaison

§3.1.1.9. 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.

§3.5. Student Senate Ex-Officio Liaison

§3.5.1. Pursuant to Art. III, Sec. IV, Par. 2, Part F, Subsection III (*The Baylor University Student Body Constitution*), the Student Senate Ex-Officio Liaison shall be a member of the Student Senate appointed by the Student Body President.

§3.5.2. The Student Senate Ex-Officio Liaison shall serve as a link between the Student Body President's Cabinet and the Student Senate to keep each entity informed of their activities, progress, and needs.

§3.6. Recess Appointments

§3.6.1. Appointees to The Cabinet of the Student Body President nominated during a break or recess of the Student Senate shall serve as the acting holder of the position for which they were nominated.

§3.6.2. Acting members of the Student Body President’s cabinet shall serve until the Student Senate leaves its recess or break and approves or rejects the nominee during the approval process.

§3.6.3. Recess appointments may only be made for vacant positions within The Cabinet of the Student Body President.

§3.7. Swearing in of The Cabinet of the Student Body President

§3.7.1. Members of The Cabinet of the Student Body President shall be sworn into office before officially assuming their new position.

§3.7.2. The Student Body President or a representative they appoint shall administer the following oath in the presence of a witness when swearing in members of The Cabinet of the Student Body President:

"I solemnly swear that I will faithfully execute the office of [position], will seek to improve the quality of student life equitably and with dignity and respect for others, will abide by the Baylor University Student Government Executive Branch Bylaws, and will, to the best of my ability, uphold the Constitution of the Baylor University Student Body, so help me God."

§3.7.3. Witnesses to oaths administered by the Student Body President or their appointed representative shall be a member of the Baylor University Student Body.

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. Class Officers

§4.1.1.3. The Office of the Attorney General

§4.1.1.4. The Office of Student Government Communications

§4.1.1.5. The Office of Student Government Policy

§4.1.1.6. The Office of the Student Government Secretary

§4.1.1.7. The Office of Student Government Administration

§4.1.1.8. The Office of Student Government Treasurer

§4.1.1.9. 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.

§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 through the Office of Student Government Administration:

§4.5.1.1. The Office of the Attorney General

§4.5.1.2. The Office of Student Government Communications

§4.5.1.3. The Office of the Student Government Secretary

§4.5.1.4. The Office of the Student Government Treasurer

§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

§5.1.1.3. Director of the Student Government Office of Student Organization Engagement

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

§5.1.1.5. Director of the Student Government Office of Multicultural Engagement

§5.1.1.6. 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.

§5.5. Recess Appointments

§5.5.1. Appointees to The Cabinet of the Student Body External Vice President nominated during a break or recess of the Student Senate shall serve as the acting holder of the position for which they were nominated.

§5.5.2. Acting members of the Student Body External Vice President's cabinet shall serve until the Student Senate leaves its recess or break and approves or rejects the nominee during the approval process.

§5.5.3. Recess appointments may only be made for vacant positions within The Cabinet of the Student Body External Vice President.

§5.6. Swearing in of The Cabinet of the Student Body External Vice President

§5.6.1. Members of The Cabinet of the Student Body External Vice President shall be sworn into office before officially assuming their new position.

§5.6.2. The External Vice President or a representative they appoint shall administer the following oath in the presence of a witness when swearing in members of The Cabinet of the Student Body President:

"I solemnly swear that I will faithfully execute the office of [position], will seek to improve the quality of student life equitably and with dignity and respect for others, will abide by the Baylor University Student Government Executive Branch Bylaws, and will, to the best of my ability,

uphold the Constitution of the Baylor University Student Body, so help me God.”

§5.6.3. Witnesses to oaths administered by the External Vice President or their appointed representative shall be a member of the Baylor University Student Body.

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

§6.1.1.5. The Student Government Office of Multicultural Engagement

§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. 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 Policy.

§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 3 senate meetings of the vacancy's occurrence. Class officers have the responsibility of nominating a candidate to fill a Student Senate vacancy pursuant to Article I, Section XI, Par. 1 of the Baylor University Student Body Constitution. Class officers shall act in accordance with the following process to bring forth a candidate for confirmation by the Student Senate:

1. Send a mass email to every member of the respective class containing the Student Senate vacancy.
2. The Director of Administration shall receive applications from candidates belonging to a vacancy's respective class. The Director of Administration shall review applicants and submit a list of candidates to the class officers representing vacancy's respective class.
3. Candidates shall be interviewed by at least two of the three class officers representing the vacancy's respective class and the Director of Administration. Class Officers shall interview at least, but not limited to, 20 percent of applicants. If the 20 percent threshold exceeds 10

candidates, class officers shall not be required to meet with more than 10 candidates.

4. Class officers representing a vacancy's respective class shall nominate by majority vote a member of the respective class to fill the vacancy for the remainder of the term of that seat. If a candidate is approved by the class officers, they shall nominate and submit them to the Student Senate for confirmation.

§8.4.2.1. Student Senate vacancies may only be filled up until 5 Student Senate meetings prior to the Spring General Election's filing form deadline.

§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 and Custodian Banquet.

§8.4.3.3. The junior class shall organize and manage the annual Thanksgiving Dinner and Sic Hunger Food Drive with the assistance of the Student Government Director of Affordability.

§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.

§9.2.1.1.4. Taking action through appropriate means subject to the approval of the Student Body President against recipients of funds that misuse them.

§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, bylaws, or other policies and pursue appropriate measures, which may include bringing suit in the Student Court or bringing articles of impeachment to the Senate Executive Council.

§9.2.1.8. Issue advisory notices and instructions to any branches, offices, or members of the Baylor University Student Government in regard to potential or impending alleged breaches of The Baylor University Student Government Constitution, bylaws, or other policies.

§9.2.1.9. Work with the Baylor University Office of General Counsel and other appropriate entities to increase awareness of legal resources and measures for student organizations and members of the Baylor University Student Body.

§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.

§9.3.3.3. The Attorney General and/or Deputy Attorney General may not partake in any business on behalf of the Office of the Attorney General with an outside student organization they are currently a member of or have been a member of within the past calendar year.

§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.

§9.3.4.3. The Office of the Attorney General shall keep a reasonable level of confidentiality and discretion while conducting its duties in

order to insulate itself from outside pressures, influences, and other factors that may jeopardize its integrity.

CHAPTER 10: Office of Student Government Communications

§10.1. Establishment

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

§ 10.2 Positions

§10.2.1. Director of Student Government Communications

§10.2.2. Deputy Director of Student Government Communications

§10.2.3. Director of Social Media

§10.2.4. Press Secretary

§10.2.5. Webmaster

§10.2.6. Photographer

§10.2.7. Director of Graphic Design

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

§10.3. Duties

§10.3.1. The Office of Student Government Communications shall:

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

§10.4. Director of Student Government Communications

§10.4.1. The Director of Student Government Communications shall:

§10.4.1.1. Oversee the Office of Student Government Communications 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. Publishing a monthly newsletter outlining the work of Baylor University Student Government and other news.
- §10.4.1.1.4. Working with the Senate Public Relations Committee Chair to develop content originating from the Office of Student Government Communications.
- §10.4.1.1.5. Utilizing the Student Government Press Secretary to edit and advise email correspondence.

§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 Office of Student Government Communications.

§10.4.1.5. Conduct an annual census within the Baylor University Student Government's membership following the Fall general election to measure its member's backgrounds and level of student body representation.

§10.4.1.5.1. The Baylor University Student Government Census shall ask questions and collect data on characteristics determined by the Director of Communications, Student Body President, and other positions designated by the Student Body President.

§10.5. Deputy Director of Student Government Communications:

§10.5.1. The Deputy Director of Student Government Communications shall:

§10.5.1.1. Assist the Director of Student Government Communications with his or her duties as needed.

§10.5.1.2. Analyze and track the increase of social media usage and communication through other online platforms.

§10.5.1.3. Work with the Baylor University Student Government Director of Social Media, Photographer, Graphic Designer, and Senate Public Relations Committee members to create content.

§10.6. Director of Social Media

§10.6.1. The Director of Social Media shall:

§10.6.1.1. Manage the Baylor University Student Government's social media accounts and assist the Director and Deputy Directors of Communication in creating content for their followings.

§10.6.1.2. Fulfill other duties as deemed necessary by the Student Body President.

§10.7. Press Secretary

§10.7.1. The Student Government Press Secretary shall:

§10.7.1.1. Assist the Director of Student Government Communications in creating a monthly newsletter on behalf of Baylor University Student Government.

§10.7.1.2. Assist the Student Body President in developing press releases originating from the Executive Office of the Student Body President on behalf of Baylor University Student Government.

§10.7.1.3. Fulfill other duties as deemed necessary by the Student Body President.

§10.8. Webmaster

§10.8.1. The Student Government Webmaster shall:

§10.8.1.1. 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.

§10.8.1.2. Fulfill other duties as deemed necessary by the Student Body President.

§10.9. Photographer

§10.9.1. The Photographer shall be responsible for taking photographs for official Student Government use and fulfill other duties as deemed necessary by the Student Body President.

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

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

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

§10.6. Director of Graphic Design

§10.6.1. The Student Government Director of Graphic Design shall:

§10.6.1.1. Create graphics for use in Baylor University Student Government content, publications, and other materials.

§10.6.1.2. Fulfill other duties as deemed necessary by the Student Body President.

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 to create knowledge of the policy initiatives.

§11.2.2.4. Other actions taken to implement policy.

§ 11.3. Positions

§11.3.1 Director of Student Government Policy

§11.3.1.1. The Director of Student Government Policy shall oversee the Office of Student Government Policy, all the efforts of the office, and its subsidiary positions.

§11.3.2. Director of Affordability

§11.3.2.1. The Director of Affordability shall serve under the Director of Student Government Policy and work to develop policies, programs, and campus events relating to affordability, food insecurity, and other pertinent issues faced by the Baylor University student body.

§11.3.2.2. The Director of Affordability shall also assist the Student Body President in administering the Student Care and Wellness Fund (SCWF) through appropriate measures.

§11.3.3. Director of Diversity

§11.3.3.1. The Director of Diversity shall serve under the Director of Student Government Policy and work to develop policies, programs, and campus events that promote a more diverse and inclusive campus for all members and populations of the Baylor University Student Body. The Director of Diversity shall oversee the Diversity Coalition and be responsible for communicating with the Senate Diversity and Inclusion Committee chair. The Director of Diversity shall direct meetings, logistical endeavors, and diversity initiatives prompted by the Diversity Coalition, during the corresponding academic year.

§11.3.3.1.1. The Diversity Coalition shall function as a formal committee to inform, equip and encourage Student Government's outreach on campus.

§11.3.3.1.1.1. Duties. The Coalition shall coordinate with the Director of Diversity to engage with the student body in at least one external initiative (this may include open-

forum sessions, cultural awareness events, or educational programs). The Coalition will act in conjunction with the Office of Student Government Policy, Office of Multicultural Engagement, the Senate Diversity and Inclusion Committee, and a Student Government advisor.

§11.3.3.1.1.2. Applications. The Diversity Coalition applications shall be emailed during the summer prior to the academic year, in conjunction with the All-University Committee applications. Additionally, applications must be emailed to the following offices: First in Line, International, Multicultural Affairs, ROTC, Student Athletics, Transfer, and Veteran. All submissions are to be reviewed among the Student Body Officers, Director of Diversity, and the Senate Diversity and Inclusion committee chair. The number of accepted applicants shall be upon the basis of need, determined by the Student Body President.

§11.3.3.1.1.3. Membership. Appointed Coalition members shall serve one academic year. Membership requirements shall be concurrent to Article I, Section III, Par. 1 per the Student Government Constitution.

§11.3.3.1.1.4. Funds. The Diversity Coalition shall have access to the Executive Branch budget upon approval of the Student Body President. Monetary allocations may be used in funding initiatives that will directly assist improvements for the student body.

§11.3.3.2. The Director of Diversity shall regularly meet and correspond with the Senate Diversity & Inclusion Committee Chair and Baylor University Office of Equity.

§11.3.4. Director of Health

§11.3.4.1. The Director of Health shall serve under the Director of Student Government Policy and work to promote good health and wellness among members of the Baylor University Student Body through campus promotions, campaigns, policies, and events.

§11.3.4.2. The Director of Health shall work with the Baylor University Counseling Center, Department of Wellness, and other

appropriate organizations on campus and within the Waco community.

§11.3.5. Director of Title IX

§11.3.5.1. The Director of Title IX shall serve under the Director of Student Government Policy and work to promote increased availability of information and resources pertaining to sexual violence prevention.

§11.3.5.2. The Director of Title IX shall serve as a point of contact between Student Government and the Baylor University Title IX Office and work in conjunction with it to create campus events and promotions that raise awareness of sexual and domestic violence among students.

§11.3.6. Director of Student Faith

§11.3.6.1. The Director of Student Faith shall serve under the Director of Student Government Policy and work to promote good spiritual habits and interfaith understanding.

§11.3.6.2. The Director of Student Faith shall serve as a point of contact between Student Government and Baylor University Spiritual Life and work in conjunction with it to improve Chapel and other campus spiritual programs.

§11.3.6.3. The Director of Student Faith shall also assist existing campus initiatives, programs, and events and work to create new ones under the direction of the Director of Student Government Policy and Student Body President.

§11.3.7 Other positions

§11.3.7.1. 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

§12.1.1. 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 Secretary

§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. Oversee all mailings both to and from Student Government.

§12.3.3. Ensure the Student Government office has adequate supplies and request replacements when needed.

§12.3.4. Maintain the Connect 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. Maintain an official record of all changes and improvements made by Baylor University Student Government each year to be accompanied by its bylaws.

§12.3.11. Assist the Student Body President in preparing and submitting official documents to the Baylor University Texas Collection.

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

CHAPTER 13: Office of Student Government Administration

§13.1. Establishment

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

§13.2. Duties

- §13.2.1. The Office of Student Government Administration shall be responsible for overseeing the day-to-day operations of Student Government and performing duties related to its clerical and administrative needs.

§13.3. Director of Student Government Administration

- §13.3.1. The Director of Student Government Administration shall oversee the departments and offices within Student Government and responsible for the day-to-day operations of Student Government.
- §13.3.2. 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.

CHAPTER 14: Office of Student Government Treasurer

§14.1. Establishment

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

§14.2. Duties

- §14.2.1. The Office of The Student Government Treasurer shall be responsible for overseeing the Baylor University Student Government operating budget and internal finances.

§14.3. The Student Government Treasurer

- §14.3.1. The Student Government Treasurer shall report to the Director of Student Government Administration and Student Body President.

§14.3.2. The Student Government Treasurer shall provide bi-weekly reports to the Director of Student Government Administration about the Baylor University Student Government's spending, remaining balance, and semester financial trends.

§14.3.3. The Student Government Treasurer shall assist the Student Body President in preparing the Baylor University Student Government operating budget and work with the Internal Vice President and Chief Court Justice to address their respective branch's budgetary needs.

CHAPTER 15: Office of the External Vice President Chief of Staff

§15.1. Establishment

§15.1. 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.

§15.2. Duties

§15.2.1. 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.

§15.2.2. 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.

§15.2.3. 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.

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

§15.3. Positions

§15.3.1. The External Vice President Chief of Staff

§15.3.2. Ex Officio Liaison from Student Senate

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

CHAPTER 16: Student Government Office of Extra-University Relations

§16.1. Establishment

- §16.1.1. 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.

§16.2. Duties

- §16.2.1. 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.
- §16.2.2. Other duties as defined by the External Vice President.

§16.3. Positions

- §16.3.1. Director of the Student Government Office of Extra-University Relations
- §16.3.2. Other positions as defined by the External Vice President.

CHAPTER 17: Student Body Office of Community Relations

§17.1. Establishment

- §17.1.1. 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.

§17.2. Duties

- §17.2.1. 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.
- §17.2.2. Other duties as defined by the External Vice President.

§17.3. Positions

- §17.3.1. Director of the Student Body Office of Community Relations

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

CHAPTER 18: Student Body Office of Student Organization Engagement

§18.1. Establishment

§18.1.1. 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.

§18.2. Duties

§18.2.1. 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.

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

§18.3. Positions

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

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

CHAPTER 19: Student Body Office of Multicultural Engagement

§19.1. Establishment

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

§19.2. Duties

§19.2.1. The Student Government Office of Multicultural Engagement shall be responsible for serving as a liaison between Multicultural Affairs students organizations on campus and Minority Waco community groups to strengthen relations between Baylor University Student Government, Multicultural Affairs, and the Waco community.

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

§19.3. Positions

§19.3.1. Director of the Student Body Office of Multicultural Engagement.

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

CHAPTER 20: Executive Branch Membership

§20.1. Dues

§20.1.1. 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.

§20.2. Failure to Pay Dues

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

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

§20.3. Contact with Administration

§20.3.1. 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 21: Amendment of Bylaws

§21.1. 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.

§21.2. These bylaws were last amended and become effective on April 15, 2021.

§21.2.1. Baylor University Student Government Executive Branch leadership at time of most recent amendment:

§21.2.1.1. Student Body President: Sutton Houser

§21.2.1.2. Student Body External Vice President: Gracie Kelliher

§21.2.1.3. Attorney General: Zach Tufenkjian

§21.2.1.4. Deputy Attorney General: Zoey Johnson