

The purpose of this document is to increase understanding of the duties required for each position in the Student Government Executive Branch, Judicial Branch, Diversity Coalition, and All University Committees. Detailed descriptions of the position are provided, but any persisting questions can be referred to Hunter_Walker2@baylor.edu

Executive Branch:

Executive Office of the Student Body President

The Executive Office of the Student Body President assists the Student Body President on various projects and campus initiatives as well as the day-to-day operations of Student Government. It is organized into several Offices each with its own job.

Chief of Staff to the Student Body President

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

Student Government Policy Team

- **Policy Director**
- **Director of Diversity**
- **Director of student Spirituality**
- **Title IX Director**
- **Affordability Director**
- **Health Director**

The Student Government Communications Office is responsible for communicating the activities of the Student Government to the student body and other external entities. Communications Director oversees all Student Government social media presence and is point of contact for each member of the communications team. Photographer is tasked with taking headshots of each member of Student Government and taking photos at Student Government events, as well as any other photography needs throughout the year. The Press Secretary assists with speech writing and other announcements. Webmaster consistently updates the Student Government website. Director of Graphic Design creates all graphics for social media posts and may be asked to assist with creating content for the website.

Student Government Administration

- **Director of Administration**
- **Secretary/ Treasurer**
- **Assistant Secretary**
- **Executive Branch Associate**

The Office of the Student Government Administration performs administrative functions necessary to the success and efficiency of the Student Government such as documenting important meetings, ensuring organized finances, and keeping record of Executive Branch initiatives. The Executive Branch Associate position is only open to incoming Freshman, with

responsibilities including assisting the Communications, Policy, and Administration teams when needed and working under the Chief of Staff to coordinate with the rest of the Executive Branch.

Office of the Attorney General

- **Attorney General**
- **Deputy Attorney General**

The Office of the Attorney General ensures that all allocations are properly spent and works to recover any funds that are spent incorrectly. Additionally, the office is the chief investigative body within the Executive Branch and the official representative of the Student Government to the Student Court.

The Executive Office of the External Vice President

The Office of the External Vice President assists the Student Body External Vice President with executing the duties and projects they choose to undertake. It consists of several offices, each with its own distinct responsibilities. All members of the EVP cabinet will serve as fully sworn members of Student Government for the 2022-2023 school year.

Office of Community Relations

- **Director**
- **Committee members**

The Student Body Office of Community Relations is responsible for connecting students to the greater Waco community and representing their interests. This office will focus on creating meaningful relationships with local officials, businesses, nonprofit organizations, and other leaders within the community on behalf of the Baylor University Student Government.

Office of Student Organization Engagement

- **Director**
- **Committee members**

The Student Government Office of Student Organization Engagement is responsible for coordinating relations between Student Government and student organizations at Baylor through continued support and advocacy.

Office of Extra-University Relations

- **Director**
- **Committee members**

The Student Government Office of Extra-University Relations is typically responsible for coordinating lobbying efforts at the local, state, and federal levels under the direction of the External Vice President. The office will also begin coordinating relations with Baylor alumni and other institutions of higher education.

This upcoming year the office will have an added role: planning and operating the annual Big XII On the Hill Student Government Conference to be held in Washington D.C. in the Spring of

2023. The conference serves as an opportunity for Student Government leaders from across the Big XII to lobby on behalf of varying college resources (affordability, mental health, Title IX, etc.). This year as the host school, Baylor's Student Government will determine the topics for which the Big XII schools will advocate.

Office of Multicultural Engagement

- **Director**
- **Committee members**

The Student Government Office of Multicultural Engagement is responsible for working to promote an equitable campus for all members of the Baylor University Student Body. This office will serve as a specific advocate and liaison for Baylor's multicultural populations with Multicultural Affairs.

Judicial Branch:

- **Student justice**
- **Court clerk**
- **Electoral commissioner**

Student Court is the judicial branch of Student Government. It is **composed of seven justices and two court clerks**. Student Court interprets the official documents of Student Government and settles disputes among students and organizations. It also hears appeals concerning Baylor traffic tickets issued on campus. The Court works closely with the administration of the university - Student Life, Parking Services, and Judicial Affairs, as well as with the other branches of Student Government. For more information about the Court's jurisdiction see Article IV. Section V. of the Baylor Student Body Constitution.

All justices are appointed in accordance with the Student Body Constitution. This entails appointment by the Student Body President and then confirmation by a majority vote of the Student Senate. Each justice serves a term of two (undergraduate) academic years or until his or her graduation from Baylor University.

Individuals interested in serving on the Student Court as either a justice or a clerk should fill out the application listed on the Student Government website and submit it to the Student Body President. Candidates will be interviewed by the Student Body President and/or their staff and if selected will be nominated and required to be confirmed by the Student Senate.

The Electoral Commission shall be comprised of one Electoral Commissioner, four Commission Members, and other members deemed necessary and expedient by the Student Court. The Electoral Commissioner shall appoint one of the Electoral Commission members to act as Assistant Electoral Commissioner, who shall act as Electoral Commissioner in the event the Electoral Commissioner cannot. The electoral commission is responsible for ensuring an efficient election process. The Electoral Commission has the ability to interpret the Electoral Code in order to make a decision in matters of voting and election by the Student Body.

All University Committees

An incredible opportunity is given to Baylor students each year to serve on All-University committees, alongside faculty, staff, and administration. These applications are not members of nor overseen by Student Government. Each description includes who the committee reports to and their respective duties.

Academic Appeals Committee

Reports to: The Academic Appeals Committee reports to the Executive Vice President and Provost.

Composition of Membership: The committee is composed of nine tenured faculty members from different departments. It also includes one student appointed by Student Body President and one student appointed by the Executive Vice President and Provost.

Committee Charge/Responsibilities: The Academic Appeals Committee hears student complaints pertaining to unfair academic treatment by faculty.

Athletic Council

Reports to: The Athletic Council reports to the President.

Composition of Membership: The committee is composed of fourteen faculty members (including a Senate representative appointed by the Faculty Senate), and **one student** representative appointed by the Student Body President. One-half of the members must be familiar with women's intercollegiate athletics, and one-half of the members must be familiar with men's intercollegiate athletics. All members should be familiar with or be willing to become familiar with the requirements of Title IX of the Education Amendments of 1972.

Committee Charge/Responsibilities: The Athletic Council reviews matters related to the intercollegiate athletic program, including mission, governance, and rules compliance; academic integrity; fiscal integrity; and commitment to equity.

Baylor University Press Committee

Reports to: The committee reports to the Executive Vice President and Provost and the Vice Provost for Academic Affairs and Policy.

Composition of Membership: The committee is composed of 12 faculty members and **one student** representative. The Vice Provost for Academic Affairs and Policy serves as an ex officio member.

Committee Charge/Responsibilities: The Baylor University Press Committee serves as the editorial advisory board for the Baylor University Press. The committee serves in conjunction with the Director to establish editorial policies and select scholarly manuscripts to be published by the BUP.

- The committee typically meets 4 times a year. Meetings during summer terms are held by email. Meetings typically last 1.5 to 2 hours.
- The Director of the University Press sends out a 30 to 45 page booklet describing proposed projects to all committee members prior to each meeting.
- It is preferable that faculty members have some familiarity with one or more of the academic fields for which the University Press publishes: philosophy, theology, rhetoric and religion, politics and religion, biblical studies, and popular culture and religion are the major fields. This would help the member review projects and enhance proposals.

Calendar Committee

Reports to: The Calendar Committee reports to the Executive Vice President and Provost and the Vice President for Student Life.

Composition of Membership: The committee is composed of nine faculty members, including a faculty chair, one staff representative, and **two student** representatives. Ex-officio members include: Deans, Athletic Director, University Host, Student Foundation Co- Presidents, Chamber of Commerce Faculty Adviser, Baylor Round Table President, Executive Director of the Alumni Association, Student Body President, Baptist Student Ministries Director, Director of Bill Daniel Student Center, Assistant Provost for Academic Services

Committee Charge/Responsibilities: The committee recommends, three years in advance, the schedule for the academic year, including number of class days, examination days, and holidays; sets non-academic events such as Parents' Weekend, Homecoming, and Diadeloso.

Campus Diversity Committee

Reports to: The Campus Diversity Committee reports to the Office of the President.

Composition: The committee is composed of the following members:

- Six at-large faculty members selected by Committee on Committees
- Five staff members selected by Staff Council
- **Two undergraduate students** selected by the Student Body President
- One graduate student selected by the Graduate Student Association
- Ex officio: Chief of Staff to the President
- Ex officio: Representative from Office of General Counsel
- Ex officio: Campus affirmative action officer
- Ex officio: Head of Multicultural Activities Office, Student Life
- Ex officio: Coordinator of Multicultural Recruitment Committee

Charge/Responsibilities: The committee's duties include the following:

- Support and encourage campus wide diversity efforts by providing ideas and suggestions for programs that could benefit faculty, staff and students.
- Assist with implementation of ideas generated.
- Establish criteria and review applications for campus diversity initiative grants

Career Services Advisory Committee

Reports to: The committee reports to the Vice Provost for Undergraduate Education.

Composition of Membership: The committee is composed of 9 faculty members and **one student** representative. A staff member from Career Services serves as an ex-officio member. Committee

Charge/Responsibilities: The Career Services Advisory committee acts as a resource for the Director of Career Services. Committee members review existing approaches and suggest new ones. The committee has a one hour meeting once each semester. Faculty members serving on this committee should have a genuine interest in assisting the Paul L. Foster Success Center Career Services office to be as beneficial to all of its constituencies as possible.

Commencement Committee

Reports to: The Commencement Committee reports to Baylor Institutional Events and the Vice President for Marketing and Communication.

Composition of Membership: The committee is composed of nine faculty members appointed by the University Committee on Committees and **two students** selected by the Student Body President. The Commencement Event Manager serves as chair of this committee and the two Chief Marshals are ex-officio members.

Committee Charge/Responsibilities: The committee will review past practices and suggest changes as the need arises. Discussion will include, but is not limited to: communication to faculty, faculty participation and training, recruitment of new faculty volunteers, faculty parking options and other logistical issues.

Communications/Media Committee

Reporting Line: The Communications/Media Committee reports to the Vice President for University Relations and the Associate Vice President for External Relations.

Composition of Membership: The committee is composed of 12 faculty members and **one student** representative. Due to a possible conflict of interest, the chair should not be from the Department of Journalism. Ex-officio member: Associate Vice President for External Relations Committee

Charge/Responsibilities: Reviews publication and non-print media proposals submitted by individuals and organizations to assure compliance with University publication guidelines and to provide quality control.

Health Committee

Reporting Line: The Health Committee reports to the Vice President of Student Life.

Composition: The committee is composed of nine faculty members, **two student members** appointed by the Student Body President, and one staff representative recommended by the University Staff Council. Ex officio members include the Dean of Student Services, the Medical Director of the Health Center, the Director for Business Affairs, & the Director for Community Partnerships.

Committee Charge/Responsibilities: The committee oversees and makes recommendations concerning the Health Center, Counseling Center, and Wellness Program.

Libraries & ITS Advisory Council

Composition: One undergraduate student selected from the Library/ITS Student Advisory Group and **one** Student Representative – selected by the Student Body President Committee

Charge/Responsibilities: The goal of the ITS/Libraries Advisory Council includes, but is not limited to, the following:

- Ensuring purposeful communication regarding information technology and the libraries with the university community.
- Providing feedback and suggestions to help fine-tune division communications.
- Providing meaningful advice on the roll-out of new technologies and programs.
- Assisting in the assessment of information technology and libraries services and programs.
- Serving as a vehicle to help the information technology and libraries team make sound decisions and test ideas.
- Sharing pertinent information technology and libraries news and information with university colleagues
- Providing cogent suggestions and recommendations for consideration in decisions made by the libraries/ITS team

Sing Procedures Committee

Reports to: The Sing Procedures Committee reports to the Vice President for Student Life and the Dean of Student Campus Life. Composition of Membership: Members of the Sing Procedures Committee include the following:

- Six faculty members, including at least one from Theatre and one from Music.
- **Two students** selected by the Student Body President, one former Sing participant, and one student who is not a member of any participating group.
- ex-officio, non-voting: Director of Student Activities, Coordinator of Special Performances, and Manager of Waco Hall.

Committee Charge/Responsibilities: The committee establishes and enforces guidelines for All University Sing.

Student Life and Services Committee

Reporting Line: The Student Life and Services Committee reports to the Vice President of Student Life and to the Faculty Senate.

Composition of Membership: The committee is composed of the following:

- 11 faculty (nine rotating plus two Senators). The Faculty Senate appoints two of members to serve and designates the chair;
- **Two student** representatives, including one male and one female, who are appointed by the Student Body President
- ex-officio: Dean for Student Development

Committee Charge/Responsibilities: Reviews and makes recommendations to the Faculty Senate and the Student Life Division concerning issues related to students.

Teaching, Learning, and Technology Committee

Reports to: This committee reports to the Office of the Provost.

Composition: The committee consists of the following members:

- Two faculty representatives from the College of Arts & Sciences (one from the humanities and one from the sciences)
- One faculty representative from each of the other schools: Graduate School, Honors College, Law School, School of Business, School of Education, School of Engineering and Computer Science, School of Music, School of Nursing, School of Social Work, Truett Seminary
- One faculty representative from the University Libraries
- Two student representatives (**1 undergraduate, 1 graduate**)
- One representative from ITS, ex officio
- One representative from the Electronic Library, ex officio
- One executive staff member from the Office of the Provost, ex officio
- One representative (director or assistant director) from the Academy for Teaching & Learning, ex officio

Committee Charge/Responsibilities: The goal of the Teaching, Learning, and Technology Committee includes, but is not limited to, the following: Identifying effective combinations of teaching methods and technology, sharing successful implementations, investigating new tools and capabilities, providing a campus focal point for the distribution of information to faculty about instructional technology, and serving as an advisory group for the Electronic Library.

University Grievance Committee

Reports to: The University Grievance Committee reports to the President and the Executive Vice President and Provost.

Composition of Membership: The committee is composed of the following members:

- 12 faculty members, including two from the College of Arts and Sciences and one from each of the other schools and colleges;

- **Two students** selected by the Student Body President
- Two staff members.

Note: student representatives participate in the proceedings only when a student is either the grievant or the respondent, and staff representatives participate only when a staff member is either the grievant or the respondent.

Committee Charge/Responsibilities: The committee assists in the formal resolution of grievances between or among university faculty, staff, and students