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AUG 21 '07 PM 2:01/SG

Office of the Student Government President

EXECUTIVE ORDER CC 2007-9

Executive Charter

August 21, 2007

Recipient: SG

Whereas, the University of New Orleans Student Government is the governing organization and representative of the student body, representing all UNO students;

Whereas, Student Government is an organization that supports student interests and is based on mutual confidence among the student body, the faculty and the administration;

Whereas, authority has been granted to the student body through Student Government for the purposes of acting as the voice of the students on a city, state, national, and international level;

Whereas, authority has been entrusted by the Student Body to Student Government to carryout duties expressed in the Student Government Constitution;

Whereas, authority has also been entrusted in the Executive Members by Student Government to carry out all constitutional duties, as well as, implement visions outlined in their respective platforms;

Whereas, the Executive Members shall recognize that hard work and cooperation is needed and detrimental to the success of the, not only the Executive Branch, but also Student Government, through constant and deliberate efforts in communication, understanding, and respect;

Whereas, the Executive Members shall also recognize the importance of their positions and accept responsibility to help advance, develop, protect, and serve the Student Body;

Whereas, this responsibility is acquired through the commitment of the Executive Members by creating open dialogue with fellow members of the Executive Branch, Legislative Branch, Judicial Branch, the Student Body and administration;

2. "Failed" Bills, as well as Proclamations, Resolutions, and Binding Resolutions after action by the Senate to the Secretary of State.
- D. Shall be responsible for keeping an up-to-date roster of all SG Senators and their contact information. This roster shall be updated weekly and copied (CC) to Secretary of State and SG President.
- E. Assist other officers in carrying out their responsibilities as representatives of the student body.
- F. Shall be responsible for all other duties allocated by the SG President.

SECTION 3: SG TREASURER

- A. Shall keep and post a minimum of ten office hours per week for the purpose of being able to meet with constituents and officers of SG, exclusive of Senate meetings (SG and University), and other Treasurer duties.
- B. Shall be responsible for creating and maintaining documents that shall disclose the procedural requirements for recipients of SG funds. These documents shall be copied (CC) to the Secretary of State, Vice President, and SG President.
- C. Shall prepare a monthly report, and a report at the close of each semester (including summer and/or upon request) on all SG accounts to the SG President.
- D. Shall prepare a weekly report on all SG Accounts to the SG Senate.
- E. Assist other officers in carrying out their responsibilities as representatives of the student body.
- F. Shall be responsible for all other duties allocated by the SG President.

SECTION 3: SG SECRETARY OF STATE

- A. Shall keep and post a minimum of ten office hours per week for the purpose of being able to meet with constituents and officers of SG, exclusive of Senate meetings (SG and University), and other Secretary of State duties.
- B. Shall remain on-call each week during business hours for two weeks prior to all SG elections and on-call 24 hours during all SG Elections. A contact number must be provided to the SG

- Administrative Team and the SG President for the purpose of being on-call.
- C. Shall be responsible for preparing all necessary paperwork and activities concerning all SG elections, as mandated by the SG Election Laws.
 - D. Shall be responsible for creating and providing documents which shall disclose the procedural requirements for individuals wishing to be nominated or elected to the Senate. This document shall be copied (CC) to the President, the Vice President and the Administration Team.
 - E. Shall prominently post and maintain in the SG Office a list of all positions in the SG Senate, SG Court, and SG Executive Branch, including the names of the people in those positions.
 - F. Assist other officers in carrying out their responsibilities as representatives of the student body.
 - G. Shall be responsible for all other duties allocated by the SG President.

SECTION 4: COMMUNICATION

- A. Executive Board Meetings are to be held for the purpose of ensuring efficient communication within the Executive branch of the Student Government. All Executive officers are to be present at all Executive Board Meetings.
- B. Executive Branch meetings shall be called at the President's discretion and at least 48 hours prior to meeting. At the discretion of the President, minutes shall be produced and posted.
- C. The presiding officer of the executive branch of the University of New Orleans Student Government shall forthwith have sole and pre-eminent authority and final say in all official SG related correspondences including, but not limited to memorandums and letters, both inter-office, and intra-office. Executive Officers must seek approval of the President for any Student Government related correspondences. These documents shall be copied (CC) to the President, and either delivered personally, or within the mailbox of the President.
- D. Executive Officers shall keep fellow Executive Members informed of any SG-related correspondences through a report. This report shall review the details and concerns discussed in the meeting, emails, faxes, etc. with administration, students, etc.


SECTION 5: OFFICIAL STATEMENTS OF SG EXECUTIVE BRANCH

All official statements of the SG Executive Branch made to the UNO Community, including Student Government or the Driftwood, shall bear the signature of the President.

SECTION 6: EXECUTIVE ASSISTANTS

- A. If at all possible, SG will utilize student worker funds to hire student worker assistants.
- B. Executive Assistants shall serve at the discretion of the Officers whom they assist.
- C. Executive Assistants must post office hours for the purpose of carrying out their duties, as requested by the Officers whom they assist.
- D. Executive Assistants must be approved by the President, regardless of whom they assist.
- E. Executive Assistants shall serve a term of office at the discretion of the Officers whom they assist.

WHEREOF, I have set my hand officially on this Executive Order on this 21th day of August, 2007 at the University of New Orleans, in the city of New Orleans, Louisiana.


Cody Comfort
President