# TITLE III: THE EXECUTIVE BRANCH

## Chapter 300: Authority of the Executive Branch

### The power of entities within the Executive Branch is derived from the President’s constitutional investiture of the executive powers of Student Government.

### The Executive Branch shall:

#### Be the administrative arm of Student Government.

#### Be responsible for the enforcement and execution of the Student Government Statutes in accordance with the constitution.

#### Be responsible for the planning and execution of programs, projects, and services provided to the students through Student Government.

#### Be responsible for researching and developing programs to enhance the health, education, safety, and welfare of the Student Body.

## Chapter 301: Composition of the Executive Branch

### The Executive Branch shall be composed of:

#### President

#### Vice President

#### Executive Cabinet

#### Executive Staff that the President deems necessary

## Chapter 302: The President and Vice President

### 302.1 The President has the sole power of appointment, and overall hiring authority, or within the Executive Branch and may dismiss at their discretion, and hired position, or any appointment at any time with the exception of Treasurer, Attorney General, and Student Advocate prior to their respective confirmations.

### 302.2 The President shall be ultimately responsible for all job duties/responsibilities of all Executive Branch members with the exceptions of Treasurer, Attorney General, and Student Advocate.

### Administrative Authority

#### The President may construct the Executive Branch, at their pleasure and proper within the limits imposed by the Student Government Constitution and Statutes.

#### The President shall be the chief executive of Student Government.

#### The President shall administer and enforce all laws of Student Government.

#### The President shall co-sign, along with the Student Government Director, or designee, on all expenditures from Executive Branch indexes.

#### The President shall call and preside over executive meetings of Student Government and student assemblies when appropriate.

#### The President shall oversee Executive Agency operations.

#### The President shall address the Student Body using the most popular form of communication regularly throughout their term.

#### The President must establish the Executive Policies and Procedures prior to the first day of classes of the fall semester.

#### If a new Executive Branch position is created, the President must notify the Senate President through an Executive Order within five (5) business days of its creation.

302.4 Additional Powers of the President include:

1. Serve as a member of the University of North Florida Board of Trustees: Article IX; Section 7(C) of the Florida State Constitution.
2. Appoint individuals to University-wide Committees (UWC).
3. Serve on, or appoint a designee, to the Space Committee and the Student Affairs Community Council.
4. Serve as an Ex-Officio member of the UNF Foundation Board following confirmation of the board.
5. Serve as an Ex-Officio member of the Alumni Association Board.
6. Appoint or serve as the Student Body President Designee for the UNF Museum of Contemporary Arts Student Trustee.
7. Enforce disciplinary action regarding any violations of the Executive Branch Policies and Procedures.
8. Issue Executive Orders to implement a Student Government entity, suspension, or permanent removal that should take perpetuity in such time that the Executive Order is repealed or found in violation of the Constitution & Statues by the Judicial Branch.

302.5 The Vice President shall assume the duties of the President in their absence under extreme circumstances, such as physical incapacitation, which make it impossible to discharge the duties of the office, or at the President’s request.

302.6 Additional powers of the Vice President include:

1. Shall oversee the Executive Agencies in conjunction with the President as defined by law or Executive Branch Policies & Procedures.
2. Coordinate alongside the efforts of the Cabinet and assist in the formation of Cabinet projects.
3. Coordinate with the Student Body President, Student Body Treasurer, and the Executive Cabinet to accomplish executive projects.
4. Direct grievances and ideas to the proper functionary and see that the grievances and ideas are acted upon.
5. Meet at least once a month with the Directors of Executive Agencies and affiliated projects to review performance, address questions and/or concerns, receive feedback and/or advice on the functioning of the Executive Branch, and discuss possibilities of new projects.

## Chapter 303: The Executive Cabinet

### 303.1 There shall be an Executive Cabinet to advise the President and Vice President on general matters and to assist in the coordination of the Executive Branch.

### 303.2 The President shall have the power to appoint any member of the Executive Branch to the Executive Cabinet.

### 303.3 The Executive Cabinet is the Executive Branch’s Senior Advisory Body. It may not, however, issue any binding resolution or act unless otherwise stated.

### 303.4 The President shall serve as the Chairperson of the Cabinet or may appoint a member of the Executive branch to do so.

### Individuals holding Cabinet level positions may be referred to hereinafter as Executive Cabinet Members.

### The Executive Cabinet must consist of:

#### Attorney General

#### Treasurer

#### Student Advocate

## Chapter 304: Treasurer

### The Treasurer is responsible for ensuring financial accountability and serving as the executive liaison to the student body on all matters pertaining to A&S Fee monies.

### The Treasurer shall:

#### Enforce all fiscal policies of Student Government as set forth in this title, in the provisionary language of the current year’s A&S Fee Budget, and in the Policies and Procedures established and enacted by the Senate;

#### Periodically check the A&S Fee accounts to correlate with language and expenditures set by the current year’s budget;

#### Submit a proposed balanced A&S Fee Budget during the Annual Budget Process;

#### Serve as a fiscal advisor to the Senate and the Budget and Allocations (B&A) Committee;

#### Advise and aid RSOs on fiscal policies set by Student Government and meet bi-weekly with the Chair of Club Funding Board to review all fiscal matters relating to RSOs;

#### Assist the Business and Accounting Office in facilitating the procedural workshops for funded departments and agencies;

#### Meet regularly with the B&A Chair, the Director, the Business Manager, the President, and Senate President to review fiscal matters pertaining to all accounts;

#### Inform the B&A Committee of all transfers;

#### Assist the Accounting Associate(s) and Business Manager in auditing all A&S Fee accounts;

#### Report all A&S Fee account errors, inappropriate expenditures, and other activities that are in violation of state, local, or Student Government rules or regulations to the B&A Committee and Senate; and

#### Advise all entities that request A&S Fee money on all state, local, and Student Government rules and procedures.

### The Treasurer is appointed by the President, subject to confirmation by the Senate.

## Chapter 305: Attorney General

### The Attorney General is the Chief Executive Prosecutor for Student Government and as such shall serve to represent the interests of the Student Body at Large in all Student Government legal proceedings.

### The Attorney General shall:

* + 1. Be responsible for issuing, upon the receipt of a written request by any member of the Student Body, an interpretation of any question relating to the Student Government Constitution, System of Statutes, or subsequent Policies and Procedures. The Attorney General’s interpretation shall be considered binding unless negated upon Judicial Review. All interpretations issued by the Attorney General shall be reviewed by the Judicial Branch within five (5) business days. The Judicial Branch shall then render a final and binding opinion in accordance with Title V.
    2. Be responsible for periodically reviewing the Constitution and Statues for mistakes, conflicts or contradictions. Any such resulting revisions shall be submitted to the Rules and Oversight Committee.
    3. Act as Chief Prosecutor of all allegations of Election Code violations.

### The Attorney General may give legal advice concerning any matters under the purview of Student Government to any member of Student Government at any time.

### The Attorney General may act as an advisor to the Elections Commissioner.

### The Attorney General is appointed by the President, subject to confirmation by the Senate.

## Chapter 306: Student Advocate

### The Student Advocate shall:

#### Be responsible for representing the interests of the Student Body, as expressed through the President, to the faculty and administration on all major academic related programs or initiatives of the University.

#### Serve as a student liaison through the Student Government to assist students with problems, concerns, and complaints, such as those involving academics and the administration, through informal means such as counseling, negotiation, and mediation.

#### Be responsible for researching and developing programs for the President that improve the University of North Florida campus and affect students on a daily basis.

#### Serve as the Chief Public Defender for Student Government barring a conflict of interest, and shall, upon request, provide defense counsel to any party concerning matters under the purview of Student Government.

### The Student Advocate is appointed by the President, subject to confirmation by the Senate.

## Chapter 307: Executive Staff

### 307.1 The Executive Staff derives its authority from the President and has no authorization, power or authority to act unless specifically granted by the President or Vice President.

### 307.2 The Executive Staff are hired by the President and shall be defined in the Executive Branch Policies & Procedures.

## Chapter 308: Presidential Appointment and Dismissal Powers

### 308.1 Candidate Search

#### No position requiring Senate confirmation may be filled until the position has been thoroughly and effectively advertised, with the exception of a vacancy in the Office of the Vice President.

#### Advertisements must run during the candidate search time period in order for a position to be considered thoroughly advertised. In addition, the advertisements must be visible for a reasonable amount of time, and they must be placed so as to attract the attention of the UNF Student Body.

#### The President is responsible for the handling of advertising and ensuring the UNF Student Body’s awareness of vacancies.

#### The Judicial Branch may review the President’s performance in advertising, subject to Chapter 507 “Judicial Complaint.” Those advertisements which the Judicial Branch finds unqualified shall not satisfy the requirement stipulated in Paragraph A of this Section.

### 308.2 Appointment to Executive Cabinet Positions

#### The President shall appoint all non-elected members of the Executive Cabinet.

#### Any Individual appointed to an Executive Cabinet position shall require confirmation by a majority vote of the Senate.

#### Any individual appointed to an Executive Cabinet position who has yet to have been confirmed shall be referred to as an acting member of the executive branch and will receive compensation until said individual can be forwarded to the Senate for confirmation. Acting members of the Executive Cabinet shall come before Senate for confirmation at the next Senate meeting following their appointment, unless an extraordinary circumstance prevents them from doing so, and may not serve longer than thirty (30) days without confirmation. The President must report any Acting Executive Cabinet Member’s first official day of work to the Senate President.

#### The terms of all presidentially appointed positions will end with the term of the President, with the exception of the:

##### Supervisor of Elections

##### Associate Justices,

308.3 Hiring to the Executive Branch

1. The Student Body President shall hire all members of Executive Staff.
2. The Student Body President has the sole power to dismiss any staff member at their discretion.
3. The terms of the presidentially hired positions will end with the term of the President, with the exception of;
   * + 1. Agency Directors and their staff,

All current and future Executive Agency position’s terms will end on the last day of the summer A Semester, subject to renewal by the Student Body President.

### 308.4 Appointments to the Judicial Branch

#### The President shall appoint members to the Judicial Branch when a vacancy occurs.

#### Once a vacancy occurs, the President shall have thirty (30) business days to appoint a member to the Branch.

#### In the event that there are no adequate applicants, the President shall forward all applicants on file to the Chief Justice and request for an extension up to thirty (30) business days.

1. The amount of extensions granted shall be within the purview of the Chief Justice.

#### If the extension is not granted, the President will have five (5) business days, from the time the Chief Justice gives their decision, to appoint a judicial member.

### 308.5 Documentation of Appointments for Confirmation

#### The President must forward all documents relevant to an appointment to the Senate President Pro-Tempore and the Senate President. These documents must be sent to the voting members by the presiding officer of the Rules and Oversight Committee, as well as all voting members of the Senate, at least two (2) business days prior to their respective meetings of the confirmation process. The President must also forward a written statement advocating on the appointee’s behalf; the President may waive this requirement by personally advocating for each appointee at the confirmation hearings.

#### Relevant documents are those pertaining to the selection of the appointee. Such documents may include, but not be limited to, the appointee’s resume, answers to questionnaires, and submitted works.

#### All documents that are protected or whose visibility is restricted by some other law or policy shall be subject to such laws, and this Section will not apply to such documents.

## Chapter 309: Vacancy in the Office of Vice President

### 309.1 Vice President Vacancy

#### The President shall forward a name to the Rules and Oversight Committee.

#### If forwarded from the Rules and Oversight Committee, a majority vote of the Senate is required for confirmation.

## Chapter 310: Powers of the President-elect

### The President-elect shall have the power to designate members of their upcoming administration. Such members shall be referred to using their titles followed by the word designee (i.e. Chief of Staff Designee).

### The President-elect shall have the power to dismiss any designee.

### Upon swearing in of the President-Elect, all Designees shall become acting Executive Branch members and assume all duties, rights, responsibilities, and compensation corresponding to their positions and shall, at this point, be subject to Chapter 308.

## Chapter 311: Executive Transition Period

### 311.1 The transition period begins upon the validation of election results by the Senate and concludes after the first Senate meeting of the term.

### 311.2 During this transition period, the outgoing administration must transfer all records and files regarding Student Government to the newly elected administration.

### 311.3 The outgoing administration shall provide the President-elect and their staff adequate space and resources for the purpose of conducting business relating to the transition.

### 311.4 All signature authority for Student Government shall be automatically transferred upon the swearing-in of the new administration.

## Chapter 312: External Affiliations

### The President shall be responsible for leading the UNF delegation to the Florida Student Association (FSA) and will either serve as the UNF representative on the FSA Board of Directors or will appoint a designee to do so.

### The President shall serve as the primary Student Government representative to community organizations including, but not limited to, the Student Alliance of Jacksonville.

## HISTORY:

SB-96F-948 (October 15, 1996)

SB-00SA-1345 (July 6, 2000)

SB-01S-1412 (April 12, 2001)

SB-03S-1669 (April 3, 2003)

SB-05S-1886 (March 29, 2005)

SB-06SA-2029 (June 19, 2006)

SB-06SB-2042 (June 30, 2006)

SB-07S-2084 (March 6, 2007)

SB-07S-2092 (March 6, 2007)

SB-07S-2140 (July 21, 2007)

SB-07SB-2144 (August 5, 2007)

SB-08S-2223 (May 14, 2008)

SB-08F-2274 (December 8, 2008)

SB-09F-2355 (September 28, 2009)

SB-09F-2360 (September 29, 2009)

SB-10S-2391 (April 15, 2010)

SB-10F-2433 (September 27, 2010)

SB-12SA-2600 (June 11, 2012)

SB-12SB-2620 (July 23, 2012)

SB-12F-2627 (September 24, 2012)

JD-14SA-0001 (May 16, 2014)

OB-14SA-2771 (June 9, 2014)

SB-15S-2830 (February 9th, 2015)

SB-15F-2891 (October 26th, 2015)

SB-16S-2946-A (April 11th, 2016) followed by JD-16SU-003

SB-16F-3028 (September 12th, 2016)

SB-16F- 3032(October 13th, 2016)

SB-16F- 3057 (October 28st, 2016)  
SB-17F-3235 (October 27th, 2017)

SB-20S-3480 (March 11th, 2020)

OB-20S-3496 (March 13th, 2020)

SB-22S-3592 (March 22nd, 2022)

OB-24S-3717 (January 30th, 2023)

SB-24S-3747 (March 29th, 2024)