

Resolution SS0809-11

October 1, 2008

COMMITTEE ON OVERSIGHT
MR. SECVIAR, CHAIRMAN

**A RESOLUTION PROPOSING AN AMENDMENT TO THE
CONSTITUTION OF THE UNDERGRADUATE STUDENT BODY
CONSOLIDATE EXECUTIVE OFFICERS INTO ARTICLE II**

I. Section 1.5 is hereby repealed.

II. Article II is hereby repealed.

III. Article II shall now read as follows:

ARTICLE II

EXECUTIVE OFFICERS

Section 2.1. Student Body President.

- (a) The Student Body President shall be elected by a majority vote of the undergraduate student body prior to the third Thursday in February of each year.
- (b) The Student Body President shall serve a one-year term beginning on April 1st of the year elected.
- (c) The Student Body President shall ensure the efficient and effective operation of the Student Union.
- (d) The Student Body President shall represent undergraduate student interests and maintain regular communication with the undergraduate student body and be responsive to undergraduate student opinion.
- (e) The Student Body President shall address the Senate at least once each semester in his or her State of the Student Union Address. State of the Student Union Addresses shall occur by the end of September and another by the end of January. In addition, upon the Student Body President's election, he or she shall address the Senate by the end of April of the year elected;

each of which shall be delivered orally and submitted in written form to each member of the Senate.

(f) The Student Body President shall serve as the chairperson of the Council of Representatives and ensure its efficient and effective operation.

(g) The Student Body President shall serve as the chairperson of the Campus Life Council in the capacity outlined in the Bylaws of the Campus Life Council.

(h) The Student Body President shall represent the undergraduate student body as an ex officio member of the Student Affairs Committee of the Board of Trustees.

(i) The Student Body President shall appoint a Student Union Secretary, a Chief Executive Assistant, an Executive Controller, and a Webmaster as outlined in Article I. The Student Body President shall also appoint Senate Committee Chairs and the Academic Delegate. The Student Union Secretary, the Student Union Webmaster, and the Academic Delegate shall be approved by the Council of Representatives.

(j) The Student Body President shall attend all Senate meetings.

(k) The Student Body President shall create ad hoc Senate committees as needed.

(l) The Student Body President or any qualified designee acting on behalf thereof shall attend all meetings of the Community/Campus Advisory Coalition (CCAC) as the representative of the student body of the University of Notre Dame. The Student Body President or the designee thereof shall brief the Student Senate regarding the affairs of the CCAC at its first regular meeting after any meeting of the CCAC.

(m) The Student Body President shall develop, submit, and present a budget proposal for both the Senate and Council of Representatives to the Financial Management Board for the annual allocation meeting with the assistance of the Student Body Vice-President and Executive Controller.

(n) The Student Body President shall develop, submit, and present a budget proposal for the Office of the Student Body President for the purposes of limited, policy-based programming to the Financial Management Board for the annual allocation meeting with the assistance of the Student Body Vice-President and the Executive Controller.

(o) The Director of Student Activities shall designate an advisor to the Student Body President.

Section 2.2. Student Body Vice-President.

(a) The Student Body Vice-President shall assist the Student Body President in the performance of presidential duties.

(b) The Student Body Vice-President shall be elected by a majority vote of the undergraduate student body prior to the third Thursday in February of each year.

(c) The Student Body Vice-President shall serve a one-year term beginning on April 1st of the year elected.

(d) The Student Body Vice-President shall serve as the Chairperson of the Senate and ensure its efficient and effective operation.

(e) The Student Body Vice-President shall chair Executive Policy Board meetings.

(f) The Student Body Vice-President shall attend all Council of Representative meetings.

(g) The Student Body Vice-President shall assist the Student Body President and the Executive Controller in the development, submission, and presentation of the budget proposal for both the Senate and Council of Representatives to the Financial Management Board for the annual allocation meeting.

(h) The Student Body Vice-President shall assist the Student Body President in the development, submission, and presentation of the budget proposal for the Office of the Student Body President.

Section 2.3. Chief Executive Assistant.

(a) The Chief Executive Assistant shall assist the Student Body President in the daily duties and tasks of the President.

(b) The Chief Executive Assistant shall assist the Student Body Vice-President in the coordination of the efforts of any standing or ad hoc Senate committees as needed.

(c) The Chief Executive Assistant shall attend all Executive Policy Board meetings.

(d) The Chief Executive Assistant shall also attend as a non-voting member all Student Union meetings the Student Body President attends as enumerated below—

- (1) Council of Representatives.
- (2) Senate.
- (3) Campus Life Council.

(e) The Chief Executive Assistant shall be responsible for all Senate press releases.

(f) The Chief Executive Assistant shall be responsible for publicity for the Senate.

(g) The Chief Executive Assistant shall be appointed by the Student Body president and approved by the Council of Representatives.



(h) The Chief Executive Assistant shall chair the Executive Programming Board meeting.

Section 2.4. Student Union Secretary.

(a) The Student Body President shall nominate the Student Union Secretary at the first Council of Representatives meeting of the term. The Council of Representatives shall review and approve this nomination.

(b) The Student Union Secretary shall facilitate the distribution of information among all branches of the Student Union. This shall include distribution of information among the following groups—

- (1) Council of Representatives.
- (2) Senate.
- (3) Executive Policy Board.
- (4) Executive Programming Board.
- (5) Campus Life Council.

(c) The Student Union Secretary shall be responsible for the maintenance of the Student Union's public records, which shall include (but are not limited to) the minutes and agendas of the aforementioned Student Union meetings.

(d) The Student Union Secretary shall make all public records of the Student Union easily accessible to all students, faculty, and staff of the University.

(e) The Student Union Secretary shall be responsible for the preparation of minutes of the aforementioned Student Union meetings and distribute the minutes to the members of the Senate as well as students, faculty, and staff who request the minutes.

(f) The Student Union Secretary must compile a document containing all agendas, dockets, and minutes for the given aforementioned Student Union groups' terms.

Section 2.5. Parliamentarian.

(a) The incoming Judicial Council President shall nominate a Parliamentarian to the Council of Representatives at the first Council of Representatives meeting of the term. The

Council of Representatives shall review and approve this nomination.

(b) The Parliamentarian shall advise the Chairperson of the Senate, Council of Representatives, and Campus Life Council regarding parliamentary procedure and Robert's Rules of Order Newly Revised.

Section 2.6. Student Union Webmaster.

(a) The Student Union Webmaster shall update and maintain a web site consistent with the Hall Presidents' Council, Student Union Board, Council of Representatives, and Senate.

(b) The web site shall—

- (1) Facilitate communication and collaboration among student groups.
- (2) Effectively publicize all student group events and programs to the student body.
- (3) Be updated weekly during the academic year.

(c) The Student Union Webmaster shall attend Executive Policy Board and Executive Programming Board meetings.

(d) The Student Union Webmaster shall be appointed by the Student Body President and approved by the Council of Representatives.

Section 2.7. Executive Controller.

(a) The Executive Controller shall maintain an accurate and timely record of all income and expenses of the Senate and Council of Representatives.

(b) The Executive Controller shall approve all transactions of the Senate and Council of Representatives and submit requests to the Office of the Student Union Treasurer.

(c) The Executive Controller shall be appointed by the Student Body President.

(d) The Executive Controller shall assist the Student Body President in the development, submission, and presentation of the budget proposal for both the Senate and Council of

Representatives to the Financial Management Board for the annual allocation meeting.

(e) The Executive Controller shall attend all Executive Policy Board meetings and all Financial Management Board meetings.

- IV. All mention of a “Policy Branch Controller” shall be changed to “Executive Controller.”**
- V. All mention of a “Web Site Administrator” shall be changed to “Webmaster.”**
- VI. This act shall take effect pursuant to Section 1.4 of the Constitution of the Undergraduate Student Body.**