



ASBSU

Executive Code

CHAPTER 5: EXECUTIVE CODE

I. Table of Contents

II. Chapter Overview

- A. Purpose
- B. Definitions

III. Rules of Procedure

- A. Attendance
- B. General Rules of Meetings
- C. Order of Business at Meetings
- D. Business of the Executive Cabinet
- E. Records

IV. Members of the Executive Cabinet

- A. General Provisions
- B. Duties and Responsibilities of the ASBSU President
- C. Duties and Responsibilities of the ASBSU Vice President
- D. Duties and Responsibilities of the Associate Vice President of Academic Affairs
- E. Duties and Responsibilities of the Associate Vice President of Financial Affairs
- F. Duties and Responsibilities of the Associate Vice President of Greek Affairs
- G. Duties and Responsibilities of the Associate Vice President of Ethics Affairs
- H. Duties and Responsibilities of the Associate Vice President of Inclusive Excellence
- I. Duties and Responsibilities of the Associate Vice President of Student Relations
- J. Duties and Responsibilities of the Chief of Staff
- K. Duties and Responsibilities of the Government Relations Officer
- L. Duties and Responsibilities of Other ASBSU Personnel

V. Executive Committees

II. Chapter Overview

- A. Purpose

1. This Chapter elaborates upon the guidelines in Article II of the ASBSU Constitution to provide operational procedures and policies for the Executive Cabinet.

B. Definitions

Executive Committee: Any subordinate body established by the ASBSU President to ensure the functionality of ASBSU.

Legislation: Any Bill, Resolution, Declaration, Code Change, Code Regulation, Budget, or other item passed by the Legislature for the signature of the President.

Member: In this Chapter, a Member is anyone who has the ability to vote in Executive Cabinet meetings.

By-laws: rules proposed and approved within the Executive Cabinet to govern the procedures of the Cabinet and conduct of its Members. By-laws are subordinate to Code and the Constitution.

Budget Revisions: Edits or changes to the Annual Budget made on as-needed basis after the year-end officer transition has concluded. Requires a two-thirds ($\frac{2}{3}$) majority of the Executive Cabinet to be approved.

III. Rules of Procedure

A. Attendance

1. Prompt attendance at Executive Cabinet meetings is required of all Executive Cabinet Personnel.
2. Acceptable reasons for absence and tardiness are limited to death in the family, personal illness, University events, and other extenuating circumstances. Extenuating circumstances do not include work, classwork, or a regularly scheduled class period. The Associate Vice President of Ethics Affairs in cooperation with the ASBSU President will determine what specific circumstances are acceptable reasons for absence on a case-by-case basis, if he/she is asked to do so.
 - a. Any unexcused tardiness greater than 20 minutes from the call to order will be considered an absence.
3. If an ASBSU Officer on the Executive Cabinet plans to be tardy or absent, he/she must notify the Chair of the meeting and the Associate Vice President of Ethics Affairs in advance.
4. Quorum is determined by attendance at the beginning of a meeting. Quorum is defined as more than one-half (50%+1) of Executive Cabinet Members.

B. General Rules of Meetings

1. All Members will maintain proper decorum at meetings. If a Member behaves disruptively, another Member may ask the Chair of the meeting to call for a vote to censure the disruptive Member. Censure requires a two-thirds majority and voting will be conducted through anonymous paper ballots.
2. Regular meetings will be held weekly, at a consistent time that is established by the Executive Cabinet for each semester. Special meetings of the Executive Cabinet may be called by the ASBSU President to ensure the effective functioning of ASBSU.
3. Meetings will be run in a manner loosely aligned with Robert's Rules of Order. An agenda will be created for each meeting and must be publicly posted by 11:59 P.M. on the day prior to the regularly scheduled meeting. Agendas must be publicly posted as soon as possible for special meetings.
4. The President serves as the Chair of the Executive Cabinet. In his/her absence, the Vice President will serve as the Chair.
5. The Chair of the meeting is responsible for ensuring that the meeting agenda is made available to the public. Members are responsible for using a computer or bringing their own copies.

C. Order of Business at Meetings

1. A quorum must be met to call a meeting to order.
2. Approval of Minutes
3. Members will have the opportunity to give reports in any order. It is not necessary for a Member to give a report at every meeting.
4. Old Business
5. New Business
6. The Chair will announce the next scheduled meeting of the Executive Cabinet and then open the floor for announcements from Members, followed by announcements from the Gallery.

D. Business of the Executive Cabinet

1. Members may make other motions unrelated to Legislation for the purpose of having debate and discussion on other issues. For example, a Member could move to approve the creation of a committee proposed by the ASBSU President. These motions do not require consideration at a second meeting.

2. All motions require a simple majority to be passed unless explicitly stated elsewhere.
3. When the Chair calls for a vote on a motion, they will ask Members to raise their hands in favor of the motion, ask Members to raise their hands in opposition to the motion, and inquire if any Members choose to abstain from voting. Each Member may only vote once. At the request of two (2) Members, a roll call vote will be taken in which each Member's vote is recorded individually with their name.
4. Members who need to leave a meeting early or be absent for an acceptable reason, determined by the Associate Vice President of Ethics Affairs and the President, may vote by proxy. To do so, the Member must handwrite the motion, indicate their vote in favor or opposition, print and sign their name, date the note, and hand it to the Chair prior to leaving the meeting.
5. The Executive Cabinet will not vote in any way other than explicitly stated in this Chapter. In cases of emergency where holding a vote is crucial to maintaining the functionality of ASBSU, the President may call for a vote via email.
6. The number voting in favor, voting in opposition, and abstaining will be recorded in the minutes of the meeting.

E. Records

1. Minutes will be recorded at every regular and special meeting of the Executive Cabinet. Minutes will accurately reflect issues discussed at the meeting and will be publicly available within 48 hours of an Executive Cabinet meeting.
2. If correspondence is directed to the Executive Cabinet it will be the responsibility of the President, or his/her designee, to review the correspondence. The President will report on correspondence during Executive Cabinet meetings.

IV. Members of the Executive Cabinet

A. General Provisions

1. All Executive Cabinet Members must fulfill all of their specific responsibilities as outlined in the ASBSU Constitution. This section describes these responsibilities in detail and establishes additional responsibilities in some cases.
2. Payment for Executive Cabinet Members is defined in Financial Code VII.B.
3. All Members will maintain proper decorum whenever representing ASBSU.

4. If the University provides a scheduling/calendar management tool, ASBSU Personnel will use this tool to maintain an accurate personal calendar including class schedule, work schedule, ASBSU office hours, meetings, etc.
5. Office hours are defined as publicly announced availability that takes place on the University campus. Office hours may change each week as long as they are always publicly announced.
6. More than three (3) unexcused absences at the Executive Cabinet will be considered grounds for impeachment for any Executive Cabinet Personnel. Certain extenuating circumstances will be discussed as an Executive Cabinet on a case-by-case basis.
7. No individual who has been impeached from his or her office may hold any student leadership position on the Executive Cabinet or any other branch of ASBSU for the rest of his or her tenure at Boise State University.

B. Duties and Responsibilities of the ASBSU President:

1. Serve up to twenty-five (25) office hours per regular school week.
2. Appoint ASBSU Personnel as necessary and as permitted to ensure the functionality of ASBSU.
3. Serve as the supervisor for all hired ASBSU Officers on the Executive Cabinet.
4. Ensure that student seats on University Committees are filled with active student representatives.
5. Prepare and present a defense of the ASBSU Student Fee for the Student Tuition & Fee Hearings that occur each spring.
6. Verify hours worked by hourly ASBSU personnel in conjunction with the Director of Student Involvement and Leadership.

C. Duties and Responsibilities of the ASBSU Vice President:

1. Serve up to twenty (20) office hours per regular school week.
2. Act as Chair for General Assembly and Joint meetings.
3. Report to the Executive Cabinet regarding the business of Joint meetings.
4. Assist the President in the completion of his or her duties, where needed.

D. Duties and Responsibilities of the Associate Vice President of Academic Affairs:

1. Serve up to twelve (12) office hours per regular school week.
2. Chair the Academic Senate.
3. Facilitate recognition of faculty by planning the Golden Apple Awards.
4. Meet regularly with the Provost.
5. Serve as the student representative to the Faculty Senate.
6. Occasionally present academic-related subjects to the General Assembly and Academic Senate.

E. Duties and Responsibilities of the Associate Vice President of Financial Affairs:

1. Serve up to ten (10) office hours per regular school week.
2. Occasionally attend Student Organization meetings, especially if requested.
3. Serve as a liaison between Student Involvement and Student Organizations to improve processes that relate to student organizations.
4. Help increase awareness of funding opportunities available through ASBSU.
5. Coordinate communication between ASBSU and Student Organizations.
6. Facilitate Joint Club Grants by connecting different Student Organizations that may be interested in partnering for an event.
7. Work closely with the Funding Board to ensure that Student Organizations have a positive experience with the ASBSU funding process.
8. Ensure the Funding Board has enough members to meet quorum at all times, including for the Interim Funding Board in the summer as needed.
9. Present at least one (1) time per semester to the General Assembly and Academic Senate regarding updates on the activities of the Funding Board as well as any needed budget adjustments.
10. Assist the Chief of Staff in developing and maintaining the budget.

F. Duties and responsibilities of the Associate Vice President of Greek Affairs:

1. May serve up to ten (10) office hours per regular school week.

2. Attend Executive Cabinet and Joint legislative meetings.
3. Attend all meetings of the Panhellenic Association, Interfraternal Council, and Multicultural Greek Council. Attendance of these meetings will count toward weekly office hours.
4. Serve as the primary ASBSU representative on all issues related to Greek life at Boise State.
5. Serve as a liaison between Greek organizations and ASBSU to keep each group updated on the relevant initiatives and plans of the other, and to facilitate better communication and support for Greek life on campus.
6. Advocate for the improvement and advancement of Greek life at Boise State.
7. Appoint one (1) student to serve as Interfraternal Representative, one (1) student to serve as Panhellenic Representative, and one (1) student to serve as Multicultural Greek Representative.

G. Duties and responsibilities of the Associate Vice President of Ethics Affairs:

1. Serve up to fifteen (15) office hours per regular school week.
2. Serve as the prosecutor in any impeachment hearings, as provided in this Constitution and ASBSU Code.
3. Serve as the plaintiff before the Review Board in any ASBSU Constitution or Code violation complaints. When a complaint is received, it must be processed and filed, and a case prepared for presentation to the Review Board. This authority is considered discretionary when dealing with complaints against persons, but is not discretionary when dealing with complaints involving Constitution and Code.
4. From time to time, or upon request, examine ASBSU Code for errors or omissions and recommend fixes to the Legislature in order to keep Code professional and up to date.
5. Implement all code changes and code regulations passed by the Legislature.
6. Attend all Executive Cabinet and joint legislative meetings, as well as meetings of the Funding Board and other ASBSU bodies as needed.
7. Work with faculty, staff, and fellow ASBSU personnel to ensure transparency between all branches of ASBSU and between ASBSU and the Student body at large.
8. Report to any body of ASBSU as requested.

9. The Associate Vice President of Ethics Affairs must provide a monthly report to the Executive Cabinet as well as one direct advisor, and file this report on the ASBSU server. The Associate Vice President of Ethics Affairs must share this report with the General Assembly and Academic Senate when requested.

H. Duties and Responsibilities of the Associate Vice President of Inclusive Excellence:

1. Serve one academic year and up to (15) office hours per regular school week.
2. Review and offer suggestions on behalf of the Boise State campus relating to the fostering of a more inclusive and caring community.
3. Serve as a liaison to other multicultural student organizations, events, and populations across campus.
4. Educate and inform students within ASBSU about issues pertaining to marginalized populations on campus.
5. Represent ASBSU, both on and off campus, on issues related to diversity and inclusion initiatives.
6. Appoint six (6) students to serve as Under-served population representatives in the General Assembly.
7. Attend Executive Cabinet and Joint legislative meetings.

I. Duties and Responsibilities of the Associate Vice President of Student Relations:

1. Serve up to ten (10) office hours per regular school week.
2. Manage all social media accounts and maintain the ASBSU website.
3. Responsible for outreach to local and campus media outlets.
4. Ensure that promotional materials coincide with the standards of student affairs marketing and Boise State Brand Standards.
5. Must plan at least 8 quad days or other events each semester to promote ASBSU and connect with students.
6. Promote ASBSU Elections in an unbiased manner and encourage student participation in ASBSU.
7. Be familiar with WordPress format on Boise State University's website.

8. Be familiar with graphic design programs in the Adobe Suite.

J. Duties and Responsibilities of the Chief of Staff:

1. Serve up to fifteen (15) office hours per regular school week
2. Work with Financial Support Staff to develop and maintain a reporting format and methodology that efficiently conveys clear, relevant, and accurate financial information to Student Organizations and the students of the University.
3. Develop the annual budget in collaboration with the President, Vice President, Associate Vice President of Financial Affairs, Student Involvement Business Manager, and Student Involvement Financial Technician.
4. Serve as a voting member on the SFB during the academic year, and fulfill all responsibilities outlined in Financial Code IV.G.
5. Track utilization rates from each grant fund Account and inform the SFB whether any specific grant fund qualifies as Scarce, as defined in Financial Code IV.B.17.
6. Serve as the official keeper of records at meetings of the Executive Cabinet, Review Board, and Funding Board.

K. Duties and Responsibilities of the Government Relations Officer:

1. Serve up to fifteen (15) office hours per regular school week.
2. Aid students in advocating for their interests in the community by coordinating and participating in meetings with elected officials and other influential community members as Boise State's official student lobbyist.
3. Attend Idaho State Legislature and State Board of Education meetings, as needed.
4. Plan and organize the Day at the Capitol event.
5. Serve as the liaison between ASBSU and the Government Affairs office at Boise State.

L. Duties and Responsibilities of other ASBSU Personnel:

1. An Election Manager will be appointed by the ASBSU President at least two weeks prior to the distribution of any Election Packets.

2. Assistants may be appointed by the ASBSU President to fulfill additional duties as needed and must be confirmed by a majority of the Executive Cabinet. The responsibilities of an Assistant will be specified in a job description that will be submitted at the time of the appointment confirmation. Assistants are not paid and are not considered members of the Executive Cabinet for purposes of voting or quorum. Assistants are still subject to other minimum qualifications of ASBSU members.

V. Executive Committees

A. The ASBSU President may establish an Executive Committee to address important business related to the needs of ASBSU or the student body. This will be documented in the minutes of Executive Cabinet meetings.

1. The President has the primary authority to make all appointments to an Executive Committee. These committees may consist of any Executive, Legislative, or Judicial Branch member.
2. Executive Committees will expire at the end of each term.
3. The President reports on Executive Committees and their activities during the regular meetings of the Executive Cabinet.
4. Executive Committees will report to any branch of ASBSU upon request.