

# TITLE IV: THE EXECUTIVE BRANCH

## Chapter 400 Presidential Appointments

- 400.1 All appointments to the Cabinet, Student Senate, Judicial Branch, and Election Commission positions shall be made by the Student Body President.
- 400.2 All applicants for Student Government positions shall have proper eligibility clearance as outlined in Title X.
- 400.3 Appointments and the Student Body Senate
- A. All appointments made by the Student Body President, requiring a confirmation by the Student Body Senate, must be read into Senate minutes by the Student Body President or his or her designee at least one (1) week prior to consideration by the Student Body Senate.
  - B. Each presidential appointee must be present and available for questioning at the Senate meeting in which they are to be considered by the Senate.
  - C. The Student Body President, or their designee, shall announce all appointments, for consideration by the Student Body Senate, before the Student Body Senate, at its regular meeting. The Student Body President shall, in memorandum form, submit a written list of all appointments made to the Elections and Appointments Chair, Senate President, and the Senate President Pro Tempore. The receipt of the memorandum shall constitute verification of the date of appointment.
  - D. In the event that an Election Commissioner voluntarily resigns during an election period, Title IV, Chapter 400.3, Section A will be waived strictly for the appointment and confirmation of an Election Commissioner.
  - E. In the event that the Office of the Chief Justice becomes vacant, Title IV, Chapter 400.3, Section A, will be waived strictly for the appointment of an Interim Chief Justice.
- 400.4 After Senate Confirmation, all appointees shall take the “Oath of Office” as administered by the Chief Justice of the Judicial Council or by another Justice if the Chief Justice is unavailable. The Chief Justice or the Student Body President shall notify the office of the Senate President, immediately and in writing, as to the time and date of the administration of the “Oath of Office.”
- 400.5 The Student Body President may remove appointees to Executive offices at will, unless otherwise specified in the Constitution. The Student Body President may not remove appointees to legislative or judicial offices. This may be done only through regular impeachment or recall procedures.
- 400.6 On a monthly basis, an advertisement shall be placed in the primary campus media outlet(s) stating that the Student Government website contains all newly confirmed and unoccupied appointed positions, and the person(s) to contact regarding vacancies. The Student Body President, or their designee, shall ensure publication of said advertisement.

**Chapter 401 Presidential Cabinet**

- 401.1 The President's Cabinet shall be composed of the following:
- A. The Attorney General
  - B. The Judicial Advisor
  - C. The Comptroller
  - D. Any additional positions deemed necessary by the Student Body President to fulfill the requirements laid out in this Title.
- 401.2 The Student Body President and Vice-President shall publish, and report to the Student Body Senate, a list of all Executive Cabinet positions, along with their duties and responsibilities as according to chapter 405.2, by the second Friday following the swearing in of the President and Vice-President. This report must take place at a regularly scheduled Student Body Senate meeting.
- A. In the event there is no regularly scheduled Student Body Senate meeting the week of or week after the presidential swearing in, the President-elect must make their report to Senate at any regularly scheduled Student Body Senate meeting prior.
- 401.3 The Student Body President and Vice-President may, at any time after the initial report, modify the list of all Executive Cabinet positions, along with their duties and responsibilities and shall publish, and report to the Student Body Senate the reason for changes made to the Cabinet. This report must take place at a regularly scheduled Student Body Senate meeting after the changes.
- 401.4 The Student Body President may, at any time, eliminate or modify the duties of any Cabinet office, but may not contravene the statutorily prescribed duties of the Attorney General, the Comptroller, and the Judicial Advisor.
- A. The Student Body President shall be required to submit the reason(s) for eliminating or modifying the duties of any Cabinet office in writing, to the Cabinet office being modified and to the Student Body Senate within five (5) academic days of the modification.
- 401.5 Members of the Executive Cabinet shall serve a term in congruence with the Student Body President that appointed them unless otherwise stated by the Student Body Constitution or Student Body Statutes.
- 401.6 The Student Body President may remove any cabinet member at their discretion unless otherwise outlined in the Student Body Constitution or Statutes.
- A. The Student Body President shall be required to submit the reason(s) for removal, in writing, to any cabinet member being removed and to the Student Body Senate within five (5) business days of the removal.

## Chapter 402 Duties and Powers of the Attorney General

### 402.1 The Attorney General shall:

- A. Be the advisor to the President pertaining to any matters involving the Constitution of the Student Body of the University of Central Florida, Student Body Statutes, Senate Rules, and related legislation.
- B. Issue opinions on the Constitution of the Student Body, Student Body Statutes, and rights and responsibilities to any member of the student body, who shall, in writing, request such an opinion.
  1. Formatting for opinions is as follows:
    - a. Address the opinion to the individual(s) who requested the opinion.
    - b. Include the question or matter at hand.
    - c. Include the wording of any relevant considerations or citations.
    - d. Provide an unbiased examination of the material.
    - e. Present a clear and concise conclusion and answer to the question(s).
  2. Opinions must be signed, time-stamped, and posted in the Student Government Office on the Main Campus (Orlando) and made available on the Student Government Website.
- C. Be responsible for undertaking statutory revisions, as follows:
  1. Conduct a continuing study of the Student Body Statutes for the purpose of controlling their number, bulk, and clarity.
  2. Facilitate correction and proper identification by statutory number and subject matter.
  3. Prepare and submit to the Student Body Senate recommendations for the revision of the Student Body Statutes.
  4. Have access to all original legislation pertaining to the amendments of the Constitution of the Student Body of the University of Central Florida and the Student Body Statutes.
  5. Update the original versions of the Constitution of the Student Body of the University of Central Florida, the Student Body Statutes, and the Senate Rules within five (5) academic days of receiving signed legislation that amends these documents.
  6. Submit the revised versions with all amendments made to the Constitution of the Student Body of the University of Central Florida, the Student Body Statutes, and the Senate Rules by the first (1<sup>st</sup>) of every month to:
    - a. The Student Body President, or designee for publication on the Student Government Website.
    - b. All sitting Senators of the Student Body Senate and the Senate Graduate Assistant.
  7. Ensure that an updated version of the Constitution of the Student Body of the University of Central Florida and the Student Body Statutes are accessible to the Student Body and general public.
  8. Correct grammatical, typographical, and like errors without the consent of the Student Body Senate.
- D. Assist in the investigation of facts and evidence in a case involving violations of the Golden Rule, upon request from the Senior Student Affairs Officer or designee. In the absence of the Judicial Advisor, the Attorney General shall be available for the explanation of the rights and procedures to a student (refer to the Golden Rule).
- E. Present the facts and evidence in a case to the Judicial Council or any other judicial boards as the Senate may deem to establish.

- F. Represent Student Government in cases where Student Government is a party.
- G. Remain neutral and not act in a partisan manner in conducting accurate compositions for their opinions.
- H. Review all new Student Organization Constitutions and forward said recommendation to the Student Body President. The Attorney General shall be granted the power to review and revise SG Agencies' and Student Organizations' rules and regulations concerning intra-university competitions.
- I. Not be actively identified with any candidate/ticket or campaign for Student Government elective office, nor act in a partisan manner.
- J. Be responsible for educating Student Government Agents on all provisions and changes to the Sunshine Act and Public Records Act through measures including, but not limited to, creating and updating a manual describing these provisions as they relate to Student Government Agents.
- K. Serve in full capacity until the following President appoints their replacement and their appointment is successfully confirmed by the Student Body Senate.
  - 1. In the event the current Attorney General cannot fulfill the role until their replacement is confirmed, an Interim Attorney General may be appointed by the President Elect and shall serve for no longer than 30 academic days.
- L. Assume the roles of the Judicial Advisor unless the Judicial Advisor position is devolved into another office at the will of the Student Body President.
- M. The Attorney General may, through an opinion, acknowledge the invalid filing of a censure or impeachment, or any such document or decision, and make it void.
  - 1. An invalid filing includes only procedural error(s)
- N. Give reports to the Student Body Senate at every regularly scheduled Senate meeting.
  - a. Should the Attorney General not be able to read their report to the Senate Body, a designee can read it in their absence.

## Chapter 403 The Judicial Advisor

### 403.1 The Judicial Advisor shall:

- A. Aid the student by rendering informed advice concerning the proceedings, charges, options, and possible outcomes in any pertinent hearing.
- B. Ensure that the student is completely and thoroughly informed of all of their rights and responsibilities granted by the Constitution of the Student Body of the University of Central Florida, the Golden Rule, the Student Body Statutes, the adjective law of the Judicial Council (or other appropriate hearing agents), and by the Constitution of the State of Florida and of the United States of America.
- C. Aid the student in preparing a response to the charges rendered in any pertinent hearings.
- D. Work in close cooperation with the Senior Student Affairs Officer or designee, with their mutual mandate to protect the student's rights.
- E. Be available to appear with, advise, and assist all students appearing before the Senior Student Affairs Officer or designated representative(s), whether in a formal or an informal proceeding.
- F. Be available to advise all students appearing before the Judicial Council, or other hearing agent established by the Constitution of the Student Body of the

University of Central Florida or Student Body Statutes, in any action or disciplinary hearing.

1. Should the Judicial Advisor deny the request of the student, they must submit, in written form, and file a copy of the denial with the Office of the Student Body President.
- G. Only serve students in an advisory capacity, upon the request of the student. The students shall be their own representatives.
- H. Not act as or assume the legal privileges and prerogatives of an attorney in any capacity.
- I. Remain neutral and not act in a partisan manner during election periods while acting in the scope of statutorily prescribed duties.

## **Chapter 404 Duties and Powers of the Comptroller**

### **404.1 The Comptroller shall:**

- A. Be the chief financial officer of all Student Government bodies.
- B. Make weekly reports to the Student Body Senate containing the account balances and reversion rates of all Senate Accounts.
  1. In the event the Comptroller cannot make the regularly scheduled Student Body Senate meeting, the Comptroller shall designate an Executive Branch Official to give the report in their place
- C. Inform the Student Body Senate of all A&SF budget transfers that individually, or, combined with other such transfers, cumulatively exceed ten percent (10%) of the initiating account's budget as originally approved by the fiscal year's A&SF Budget Bill, during the Comptroller's Report to the Student Body Senate, by the next regularly scheduled Senate Meeting.
- D. Serve as a liaison between Student Government and those organizations receiving funds from A&SF, investigate the improper use of these funds by those organizations and report these improprieties to the Student Body President and the Senate Operations Review and Sanctions Committee.
- E. Be responsible to that Student Body President for the administration of the fiscal unit of Student Government and for such financial matters not otherwise provided for but specified by the Student Body President.
- F. Be responsible to the Student Body President, the Student Body Senate, and the Student Body at-large for the accurate and current record-keeping of all transactions made.
- G. Be responsible for notifying the Student Body President, the Senate Operations Review and Sanctions Committee, and the Finance Office of any irregularities.
- H. Be responsible for approving Allocation Request forms for use by the Student Body Senate.
- I. Review all committee allocated funds with the CRT and FAO Chairpersons and report all deviations to the Student Senate Operations Review and Sanctions Committee for further investigation.
- J. Shall serve in full capacity until the following President appoints their replacement and their appointment is successfully confirmed by the Student Body Senate. In the event the current Comptroller cannot fulfill the role until their replacement is confirmed, an Interim Comptroller may be appointed by the President Elect and shall serve for no longer than 30 academic days.

## Chapter 405 Duties and Powers of the Student Body President

- 405.1 The Student Body President shall be bound to the execution of any project, program, service or action under the Student Body President's jurisdiction that has been consummated by the Student Body Senate and the Student Body President by means of a Bill or Special Act signed by the appropriate authorities.
- 405.2 The Student Body President or designee shall:
- A. Enforce proper disciplinary action for all violations to the internal rules and policies of Executive Branch procedure committed by Executive Branch officials.
  - B. Coordinate the advertising and staffing of all vacant Student Government positions throughout the year.
  - C. Plan and implement the SG Annual Day at the Capitol (DATC).
  - D. Organize voter registration drives.
  - E. Be the main liaison between the Florida Student Association and SG.
  - F. Inform students of pertinent issues in the Florida legislature and the Board of Governors.
  - G. Hold at least one governmental affair workshop each fall and spring semester to educate the student body on pertinent higher education issues and to provide student feedback.
  - H. Maintain communication with the SG lobbying firm and regularly inform SG of the firm's productivity under the following guidelines:
    1. Contact the lobbying firm at least once per month.
    2. Inform all branches of SG of all activity of the lobbying firm during the weekly Student Body Senate oral report.
  - I. Organize campus-wide events to promote UCF spirit and traditions.
  - J. Be responsible for all aspects of the Student Government website and all forms of advertisement and publication for Student Government.
  - K. Propose changes to the Student Government logo.
    1. These changes must be approved by a majority vote of the Student Senate.
    2. If the Student Senate does not approve the logo change, it shall be moved to the Judicial Council where it will require a majority vote.
  - L. Update the Student Body Constitution of the University of Central Florida, the Student Body Statutes, and Senate Rules at the request, via e-mail, of the Student Body President, Student Body Vice President, Attorney General, Senate President, Senate President Pro Tempore, or the Senate Legislative, Judicial, and Rules Committee Chair.
  - M. Ensure the proper advertisement of all Student Government elections, in conjunction with the Election Commission.
  - N. Post on the Student Government website any candidate information approved and properly submitted as outlined in chapter 603, to be posted no later than 5:00 p.m. on the Friday immediately before the election.
  - O. Publicize on the SG website all bills, referenda, constitutional amendments, and resolutions.
  - P. Give a weekly oral report to the Student Body Senate on Executive Branch operations, under the following guidelines:

1. All members of the Presidential Cabinet shall present oral reports to the Student Body Senate at least once a month at regularly scheduled Senate meetings.
  2. Should a Cabinet member not be able to read their report to the Senate Body, a designee can read it in their absence
- Q. Provide other means for students to discuss issues which include, but are not limited to, academic affairs, student health, graduate relations, campus safety, diversity and inclusion, campus sustainability, and other campus wide initiatives.

#### **Chapter 406 Presidential Vetoes**

- 406.1
- A. The Student Body President must sign or veto all forms of legislation within five (5) academic days upon receipt from the Student Government Advisor or designee.
    1. No action within five (5) academic days shall constitute approval of the legislation, which shall then progress to the Senior Student Affairs Officer for Approval.
  - B. The Student Body President shall be required to submit a typed explanation of all presidential vetoes to the Student Senate.
  - C. The veto message shall contain specific reasons why the Student Body President vetoed the legislation.
  - D. The Student Body President shall have a maximum of seven calendar days from the date of the veto to submit the veto message to the Student Senate.
  - E. The Student Body President shall forward a copy of the veto message to each Senator's SG email account and post the veto message in the Student Government Office.

#### **Chapter 407 Diversity Training**

- 407.1 All Executive Branch officials are required to attend a diversity training session scheduled by the Student Body President or designee, to be held within the first four (4) academic weeks of taking office, unless already having fulfilled this requirement in the current administrative term.
- 407.2 Absence from the scheduled diversity training session may be expunged by the Student Body President in writing.

#### **Chapter 408 Day at the Capitol**

- 408.1
- A. This event shall be hosted once each Florida Session; in between the start of the Florida State Interim Committee Meetings and the end of the Florida Regular Session.
  - B. The Student Body President shall designate this annual event to a member of cabinet.
  - C. The Day at the Capitol (DATC) Coordinator shall collaborate with Student Body Senate Committee to create the Legislative Priorities, Advocacy Agenda, and a timeline for their completion in accordance with Senate Rule 2.04 (D).

1. A tentative timeline shall be made no later than thirty (30) days after the DATC coordinator is delegated the responsibility of the DATC event.
- D. The DATC Coordinator, Student Body President, or the Student Body Vice-President must attend the designated committee meeting in which the Advocacy Agenda would be approved.
- E. The Advocacy Agenda shall be distributed to the Florida Legislature before or on the date of the DATC event.
- F. The Day at the Capitol Coordinator shall:
  1. Publish clear, objective eligibility criteria for participation in the Day at the Capitol event no later than thirty (30) academic days prior to the start of an application process.
  2. Provide written notification to all applicants within five (5) academic days of the decision and, if denied, detailing the specific rationale for denial based on the published criteria upon applicant's request.

## HISTORY:

BILL 08-69 (10/07/1976) BILL 10-43 (05/25/1978) BILL 11-04 (11/16/1978) BILL 11-12 (11/20/1978) BILL 11-90 (07/19/1979) BILL 15-59 (06/02/1983) BILL 16-11 (11/08/1983) BILL 16-31 (12/09/1983) BILL 16-26 (02/02/1984) BILL 16-63 (05/30/1984) BILL 16-69 (08/23/1984) BILL 17-12 (01/08/1985) BILL 17-12 (01/17/1985) BILL 17-22 (02/12/1985) BILL 18-07 (11/12/1985) BILL 18-23 (04/03/1986) BILL 18-40 (07/03/1986) BILL 19-19 (01/15/1987) BILL 19-21 (01/15/1987) BILL 19-37 (03/26/1987) BILL 19-43 (04/09/1987) BILL 19-55 (06/07/1987) BILL 19-68 (07/26/1987) BILL 20-07 (11/10/1987) BILL 20-37 (02/23/1988) BILL 20-82 (07/19/1988) BILL 20-83 (07/19/1988) BILL 21-16 (01/10/1989) BILL 21-41 (02/21/1989) BILL 22-19 (01/18/1990) BILL 24-46 (03/26/1992) BILL 25-07 (10/29/1992) BILL 25-42 (04/08/1993) BILL 25-44 (04/15/1993) BILL 26-09 (12/02/1993) BILL 26-41 (03/24/1994) BILL 27-24 (01/19/1995) BILL 28-24 (01/25/1996) BILL 31-33 (06/30/1999) BILL 31-84 (09/21/1999) BILL 31-112 (10/11/1999) BILL 32-20 (02/28/2000) BILL 34-03 (06/03/2002) BILL 35-57 (06/02/2003) BILL 37-59 (04/22/2005) BILL 38-02 (10/27/2005) BILL 38-37 (02/28/2006) BILL 39-21 (02/21/2007) BILL 39-26 (02/21/2007) BILL 39-51 (03/29/2007) BILL 40-36 (02/07/2008) BILL 40-37 (02/07/2008) BILL 41-19 (11/13/2008) BILL 41-35 (02/09/2009) BILL 42-15 (01/29/2010) BILL 42-59 (04/12/2010) BILL 42-69 (04/27/2010) BILL 43-52 (03/29/2011) BILL 43-71 (04/14/2011) BILL 43-118 (10/07/2011) BILL 43-110 (09/22/2011) BILL 45-139 (09/10/2013) BILL 47-70 (05/12/2015) BILL 48-106 (09/23/2016) BILL 50-13 (12/07/2017) BILL 50-77 (04/19/2018) BILL 50-91 (07/16/2018) BILL 50-102 (07/31/2018) BILL 51-16 (03/21/2019) BILL 51-18 (03/28/2019) BILL 51-31 (05/16/2019) BILL 51-32 (06/14/2019) BILL 51-37 (07/20/2019) BILL 52-04 (03/09/2020) BILL 52-34 (04/30/2021) BILL 53-04 (00/00/0000) BILL 53-07 (07/22/2021) BILL 53-22 (01/04/2022) BILL 54-06 (06/30/2022) BILL 54-13 (08/04/2022) BILL 54-32 (03/13/2023) BILL 54-35 (03/13/2023) BILL 55-15 (04/08/2024) BILL 56-55 (06/04/2025) BILL 56-62 (06/04/2025) BILL 56-70 (06/04/2025)