Title I

The Undergraduate Executive Branch
Chapter 1
Composition

Article I. Undergraduate Student Body Officers

Section 100. President of the Undergraduate Student Body (USG President)

A. The President shall:

1. Fulfill all constitutionally mandated duties.
2. Represent the Undergraduate Student Body, especially when working with other universities, the faculty, the administration, and campus employees.
3. Enforce and administer all laws passed by the Undergraduate Senate
4. Have the authority to veto bills passed by the Undergraduate Senate, provided that he/she shall exercise such veto power within ten (10) business days after the bill is certified and placed in the executive offices.
5. Serve as a member of University boards and committees in accordance with the by-laws of these boards. These boards and committees include the, Frank Porter Graham Union Board of Directors, General Alumni Association Board of Directors, Athletic Council, Student Television Advisory Board, the University of North Carolina Association of Student Governments, and the Chancellor’s Awards Committee.
6. Serve on the Student Fee Advisory Subcommittee.
7. Serve as a non-voting ex officio member of all standing committees of the Undergraduate Senate and boards recognized by student government.
8. Nominate the Undergraduate Vice-President, Treasurer, and Secretary.
9. Nominate the chairs and members of all executive branch external appointments. Unless otherwise stated, these nominees shall automatically become executive appointees.
10. Present the annual State of the University Address and present addresses before the Undergraduate Senate upon request.
11. Call special elections to fill vacant elected offices.
12. Call special elections to fill undergraduate elected offices, excluding USG Senate offices.
13. Establish a cabinet that represents the diverse groups, needs, and interests of the
Undergraduate Student Body.

14. Appoint the Organizational Treasurer of the Undergraduate Executive Branch, Chief of Staff, Senior Advisor(s), and Director of State and External Affairs subject to a two-thirds (2/3) confirmation by the Undergraduate Senate.

15. Present a detailed written report to the Undergraduate Senate at the first full meeting of the Undergraduate Senate after the fourteenth (14th) day of October and the last full meeting of the Undergraduate Senate in March of each year. This report should outline the issues the current administration has dealt with in the prior six months.

16. With the collaboration of the Student Body President, present a tuition expense report no more than three weeks after the final recommendations of the Tuition and Fee Advisory Committee are presented to the BOT and the Chancellor. This report shall describe how tuition revenue has been spent in the areas where increases were proposed during the last five years and the explicit purpose of the revenue to be generated by the increases. The President shall publicize the report to the student body.

B. The President may issue Executive Orders directing the official establishment, conduct, policies or other operations of any committee or representative that falls under the control of the Office of the Undergraduate Student Government President.

1. Executive Orders shall be used to call special elections.

2. Executive Orders shall not be considered official policy of the Undergraduate Executive Branch of Student Government or the Office of the Undergraduate Student Government President until the order is signed by the USG President and certified by the USG Secretary.

3. The Undergraduate Student Government Secretary shall deliver a copy of each Executive Order to the University Archives, the Speaker, and the respective representatives or bodies affected by each order.

4. Each Executive Order shall cite the provision of the Student Code under which the act is deemed to be within the power of the Office of the USG President

5. Each Executive Order shall be dated, numbered sequentially, and annotated for the administrative year in which the USG President was inaugurated in the following format: EO-XX- YYY, where XX represents the two-digit year in which the president was inaugurated and YYY represents the number of the executive order beginning with the
number zero-zero-one (001) for each new administration.

6. Executive orders shall expire upon the swearing in of the following USG President, the
issuing of another executive order that modifies or rescinds a previous order, or the date
of expiration determined within an existing order.

Section 101. Vice-President of the Undergraduate Student Body (USG Vice-President)
The Vice-President shall:

1. Fulfill all constitutionally mandated duties.
2. Chair the Student Advisory Committee to the Chancellor, set regular meetings, and
formulate agendas in sufficient time to send copies to the Chancellor, Vice-Chancellor
for Student Affairs, Executive Vice-Chancellor, and Provost.
3. Chair the Student Academic Advising Board, set regular meetings, and solicit student
input of University issues for the discussion with the Deans of the College of Arts and
Sciences and the General College.
5. Review executive appointments.
6. Deliver an updated hard copy of the External Appointments Guide to the Undergraduate
Senate at the first meeting of the full Undergraduate Senate in both April and September.
   The External Appointment Guide shall be publically available upon request.

Section 102. Treasurer of the Undergraduate Student Body (USG Treasurer)
The Treasurer shall:

1. Fulfill all constitutionally mandated duties.
2. Execute and administer the Treasury Laws outlined in Title V.
3. Advise the Undergraduate Senate.
4. Serve as an non-voting, ex-officio member of the Finance Committee.
5. Have the supreme authority to expend any undergraduate student government funds of all
   organizations receiving them in accordance with Title V.
6. Chair the Student Fee Audit Committee, set regular meetings, formulate agendas in
   sufficient time to send copies to the membership of the Committee, and present all
   recommendations of the committee.
7. Serve as a voting member on the Chancellor’s Committee on Student Fees at the chancellor’s request.

8. Present a financial statement every month to the Undergraduate Senate, while during regular session. This statement shall be prepared in accordance with generally accepted accounting principles and shall describe the unappropriated balance, the general surplus and changes in balances of all organizations funded by the Congress.

9. Submit to the Finance Committee Chair a monthly expense report documenting what stipend monies, as defined in Title V, have been spent on in the prior month.

Section 103. Secretary of the Undergraduate Student Body (USG Secretary)

The Secretary shall:

1. Coordinate outreach activities of the Undergraduate Executive Branch.

2. Ensure that the Undergraduate Executive Branch periodically seeks direct input from the student body about the activities and policies of the Undergraduate Executive Branch.

3. Oversee the maintenance and upkeep of the Undergraduate Executive Branch website.

4. Certify Executive Orders.

5. Make appropriate provisions to deposit the following materials in the university archives:
   
a. Legislation. Copies of all legislation submitted to the Undergraduate Senate for consideration together with amendments and action on such legislation, membership rosters, minutes, and other records of the Undergraduate Senate.

b. Records of Student Government. Copies of presidential addresses, directives, statements of policy, reports, and other correspondence submitted to the USG President, and all other correspondence and records of the Undergraduate Student Government as the Secretary shall deem of future importance or utility.

c. Records of the Judiciary. Copies of the records of the judicial branch of Student Government provided that this requirement shall not apply to data that would be in violation of the Family Educational Rights and Privacy Act of 1974.
Section 104. Chief of Staff of the Undergraduate Executive Branch

The Chief of Staff shall:

1. Organize recruitment drives for committee chairs and committee members.
2. Appoint chairs, or co-chairs, of cabinet committees, subject to the approval of the USG President.
3. Serve as a resource for cabinet members as they plan, organize, and execute activities.
4. Preside over cabinet meetings.
5. Establish an updated schedule (i.e. date, time, and location) of all open official meetings. That schedule shall be made public on the Undergraduate Executive Branch website.
6. Publish the date, time and place of any unscheduled official meetings at least twenty-four (24) hours in advance unless that meeting is a continuation of a previous meeting and is announced during the previous meeting.

Section 105. Senior Advisor(s) of the Undergraduate Executive Branch

The Senior Advisor(s) shall:

1. Serve as a resource for the USG President in carrying out his/her campaign platform.
2. Serve as a resource for cabinet members as they plan, organize, and execute activities.
3. Have the ability to seek their own directives outside the USG President’s platform.

Section 107. USG Director of State and External Affairs

The Director of State and External Affairs

1. Represent the Undergraduate Executive Branch and advocate on behalf of the student body to elected local, state, and national politicians.
2. Advise the Undergraduate Senate.
3. Serve as a non-voting, ex-officio member of the Oversight & Advocacy Committee.
4. Serve as a liaison between the Undergraduate Executive Branch and the UNC Board of Governors, the UNC-CH State Relations office, and the UNC General Administration State Relations office.
5. Assist in the drafting of public statements from the executive branch.
6. Serve as an alternate for the USG President to the UNC Association of Student Governments.
7. The Director of State and External Affairs shall organize at least one voter registration drive directed at the Student Body during each semester in which the Board of Elections of the State of North Carolina issues a ballot to the registered voters of the state.
   a. The registration drive shall occur over the course of one week of five consecutive academic school days, the final day occurring prior to the deadline for registering to vote on the ballot mentioned in Subsection 7.
   b. The Director of State and External Affairs and the Director’s staff shall offer assistance with the following voting options:
      i. Register a student to vote at the address the student resides at during the school year (i.e. a residence hall or residence within the town of Chapel Hill or surrounding areas).
      ii. Register a student to vote at an address within the state of North Carolina that the student calls home when not at the University.
      iii. Request an absentee ballot to be mailed to the student from the local Board of Elections of the area where the student is registered to vote if the student is registered to vote in North Carolina.
      iv. Research how to request an absentee ballot be mailed to the student from the local election authority of the area where the student is registered to vote if the student is registered to vote in a state or territory outside of North Carolina.
   c. Neither the Director of State and External Affairs nor any member of the Director’s staff shall be compelled to assist a student with voting in an election for public office in a country other than the United States. This shall not be interpreted to forbid the Director or the Director’s staff from doing so, only to allow the Director to decide.

8. Neither the Director of State and External Affairs nor any member of the Director’s staff may express a bias in favor of or against any of the voting options noted in Subsection (b.) when present at the voter registration drive.

9. The Director of State and External Affairs and all members of the Director’s staff shall abide by all Student Government, local, state, and national laws as they pertain to voter registration when conducting the voter registration drive.

Section 107. Organizational Treasurer of the Undergraduate Executive Branch
The Organizational Treasurer shall:

1. Serve as a financial resource for cabinet members as they plan, organize, and execute activities.
2. Raise funds for the Undergraduate Executive Branch from a variety of sources, including but not limited to the Undergraduate Senate and private donations.
3. Fulfill all mandated duties of an organizational treasurer

Article II. Cabinet

Section 110. Cabinet Members

Cabinet shall consist of:

1. All Executive Branch Officers.
2. The Organizational Treasurer of the Undergraduate Executive Branch.
3. The chair, or co-chairs, of the Academic Affairs Committee.
4. The chair, or co-chairs, of the Civic Engagement Committee.
5. The chair, or co-chairs, of the Environmental Affairs Committee.
6. The chair, or co-chairs, of the Multicultural Affairs and Diversity Outreach Committee.
7. The chair, or co-chairs, of the Student Programming and Outreach Committee.
8. The chair, or co-chairs, of the Student Safety and Wellness Committee.

Section 111. Responsibilities of Committee Chairs

Committee chairs, or co-chairs, shall:

1. Attend all Cabinet meetings, else send a committee member in their place.
2. Establish whatever sub-committees they deem necessary to achieve their goals.
3. Communicate regularly with a representative of the Graduate and Professional Student Federation that works in a similar capacity.
4. Serve on university boards and committees at the USG President’s request.
5. Keep detailed records of their work to facilitate the transition process.

Section 112. Responsibilities of the Chair of the Academic Affairs Committee

The Chair or Co-Chairs of the Academic Affairs Committee shall:

1. Encourage academic excellence by advocating for effective academic policies and the adoption of modern, evidence-based learning techniques.
2. Showcase and celebrate the work and accomplishments of students, researchers, lecturers, and professors.
3. Collect and disseminate student feedback on their learning experiences.

Section 113. Responsibilities of the Chair of the Civic Engagement Committee

The Chair or Co-Chairs of the Civic Engagement Committee shall:

1. Lead efforts to encourage UNC students to register to vote, and indeed vote, in local, state, and national elections.
2. Encourage students to engage in student organizations, student life, and Student Government.

Section 114. Responsibilities of the Chair of the Environmental Affairs Committee

The Chair or Co-Chairs of the Environmental Affairs Committee shall:

1. Collaborate with students, faculty, and staff to create a more cohesive environmental presence on campus.
2. Promote key environmental principles and encourage sustainable lifestyles amongst the student body.

Section 115. Responsibilities of the Chair of the Multicultural Affairs and Diversity Outreach Committee

The Chair or Co-Chairs of the Multicultural Affairs and Diversity Outreach Committee shall:

1. Act as a facilitating partner for student organizations that focus on diversity issues.
2. Improve the inclusiveness of the university through education, advocacy, and experiential learning.
3. Make the university more accessible and welcoming for every student, regardless of race, gender identity, sexuality, socioeconomic status, faith, nationality, or disability.

Section 116. Responsibilities of the Chair of the Student Programming and Outreach Committee

The Chair or Co-Chairs of the Student Programming and Outreach Committee shall:

1. Provide students with opportunities to express their views, discover their passions, and contribute to the Chapel Hill community.
2. Establish a sub-committee to promote and engage in the first-year experience.
3. Establish a sub-committee to promote and engage in community service.
4. Establish a sub-committee to promote and engage in campus-wide discussions.
5. Establish a sub-committee to bring engaging speakers to campus.
6. Establish a sub-committee named “Special Projects Committee”.
   i. This committee shall focus on projects that aim to create an intellectual cultural exchange between student from across the world to the University of North Carolina.
   ii. The committee shall house the African Leadership Exchange Program, which brings a group of students from Kenya to Chapel Hill.

Section 117. Responsibilities of the Chair of the Student Safety and Wellness Committee

The Chair or Co-Chairs of the Student Safety and Wellness Committee shall:

1. Strive to reduce the frequency of sexual and gender-based harassment, sexual violence, interpersonal violence, and stalking on and around campus, and increase rates of formal or informal reporting of these incidents.

2. Strive to improve the Carolina experience for students with mental health issues, by reducing stigma through awareness campaigns, improving care through advocacy, and informing students of available support through education.

3. Work closely with student organizations that focus on safety and wellness.
Chapter 2

Succession

Article I. Presidential Succession

Section 200. Presidential Succession

A. In the event of the incapacity or vacancy of the USG President, the USG Vice-President shall become the Acting USG President until a time when a special election is held.

B. In the event that the USG Vice-President assumes the role of the USG President after the Spring General Election, a special election shall not be called and the USG Vice-President shall serve as the USG President until the following inauguration ceremony to confirm the next USG President.

C. The order of the Succession to the Presidency shall be:

1. USG Vice-President
2. Undergraduate Senate Speaker
3. Undergraduate Senate Speaker Pro Tempore
4. Undergraduate Senate Finance Committee Chair
5. Undergraduate Senate Rules and Judiciary Committee Chair
6. Undergraduate Senate Oversight Committee Chair

Article II. Executive Branch Officers Succession

Section 210. Vacant Executive Branch Officers

A. In the event of the incapacity or vacancy of the USG Vice-President, Secretary, or Treasurer, the USG President shall nominate a replacement within one month of the creation of such vacancy.

B. While said vacancy exists, the following procedure shall be followed:

a. A Senior Advisor shall perform the duties of a vacant USG Vice-President.

b. The Finance Committee Chair shall perform the duties of a vacant USG Treasurer.

c. The Rules and Judiciary Committee Chair shall perform the duties of a vacant USG Secretary.

d. The Senior Advisor, the Finance Committee Chair, and the Rules and Judiciary Chair shall continue to perform the duties of his/her respective office.