



**Elon University**  
**Student Government Association**  
**Executive Bylaws 2026-2027**  
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## **ARTICLE I: Executive Rules**

These Executive rules are presented to the Senate for ratification each Legislative year to govern the actions of the Executive Board of the Student Government Association of Elon University in conjunction with the SGA Constitution.

### 1. Definition of the Executive Branch

- a. The Executive powers herein granted by the Elon University Administration and SGA Constitution shall be vested in the SGA Executive Branch and its members, led by the Executive President.
- b. Executive members shall be selected and serve terms concurrent with the legislative year as described in Article VI of the SGA Constitution.
- c. The Executive President, Executive Vice President, Vice President of Communications, Vice President of Finance, and Speaker of the Senate shall receive, for services rendered, an allotted payment, which shall neither be increased nor decreased during their term in office.
  - i. A joint committee consisting of members from the Review Board and the Finance Board shall review the amount of payment and the manner of distribution if called to review the payment by the outgoing Executive members.
- d. Before assuming office, the Executive President, Executive Vice President, Vice President of Communications, and Vice President of Finance shall take an oath of office, which shall be administered by the outgoing Executive President or designee.
- e. During their terms in office, the Executive members of SGA shall not be appointed or elected to any other office in SGA, except in the event to fill a vacancy as designated by Article VI, Section B of the SGA Constitution.
- f. At the time of election, candidates for the office of the Executive President, Executive Vice President, Vice President of Communications, and Vice President of Finance shall be members of the rising junior class or the rising senior class.

### 2. Selection of Executives

- a. Elections
  - i. The Executive President and Executive Vice President shall be elected by the Student Body.
  - ii. The Speaker of the Senate shall be elected internally by the Senate.
- b. Applications
  - i. The Vice President of Finance and Vice President of Communications shall be selected by the following process:
    1. There shall be an application created in collaboration with the Elections Committee and outgoing Executives.

- a. This application shall be open in a timeframe that aligns with the elections packet.
  2. Candidates must fill out the application by the date indicated to be eligible for these positions.
  3. Eligible candidates will be contacted for an interview.
    - a. Candidates for the Vice President of Finance position will be interviewed by the incoming Executive President and Executive Vice President, in addition to the outgoing Vice President of Finance, and Senior Class Treasurer or designee from the Finance Board, made by the President, and SGA advisors.
    - b. Candidates for the Vice President of Communications position will be interviewed by the incoming Executive President and Executive Vice President, in addition to the outgoing Vice President of Communications, a Senior representative of the School of Communications or designee of the President, and SGA advisors.
    - c. Any outgoing Executive member is welcome to consult during interviews.
  4. Per the SGA Constitution (VI. B. c. iii. and VI. B. d. iii.), the Executive President-elect shall appoint these positions which require a two-thirds majority vote of the Senate for confirmation.
  5. Once a candidate has been selected, they will be notified in a timely manner and sworn in at the next business meeting.
3. Executive President
  - a. Duties and Responsibilities:
    - i. In all official dealings with the students of other colleges or universities, and in all dealings with Elon University faculty and administration, the Executive President shall represent the student body. (Per the SGA Constitution VI. B. a. i.) The Executive President is encouraged to include other student leaders in these dealings to ensure diverse representation and perspectives.
    - ii. Ensure the continued progress of improvements and initiatives to better Elon University's campus and student body.
    - iii. Work with the Speaker to fill vacant positions of the SGA Senate. All vacant positions in the Senate must be confirmed by a two-thirds majority vote of the Senate.
      1. Prior to the election of the Speaker at the beginning of the legislative term, the Executive President will work with the Executive Vice President to meet and appoint senators.

- iv. Appoint students within and outside of SGA to serve as student representatives on committees.
  - 1. Joint Faculty/Administration and Student Committees that require Executive President appointment(s) may include, but are not limited to:
    - a. Academic Standing Committee (2 students)
    - b. Athletics Committee (1 student)
    - c. Calendar Committee (1 student)
    - d. Grade Appeal Hearing Committee (2 students)
    - e. Religious and Spiritual Life Committee (1 student per year to a two-year term)
    - f. Residential Campus Advisory Committee (1 student)
    - g. Student Life Committee (5 students)
    - h. Student Media Board (1 student)
    - i. Traditions Council (2 students per year to a two-year term)
  - 2. Student representatives on these committees are expected to regularly report on the progress and significant updates, if any, to be compiled by the Executive President and included in the End of Year Report to the Senate.
- v. Participate in the promotion of school spirit during move-in weekend to welcome first-year students.
- vi. Meet with the Initiative Senators and Class Presidents to receive updates and provide information relevant to those roles no less than twice per semester.
- vii. Write and deliver a speech at both fall and spring New Student Convocation.
- viii. Participate in Call to Honor Ceremony
- ix. Lead weekly Executive Board meetings and support the duties and responsibilities of all Executive Board members. This may include, but is not limited to, facilitating one-on-one check-in meetings, coordinating professional development opportunities, supporting the development, implementation, and execution of goals and priorities of individual executive members.
- x. Participate in one-on-one meetings with the Deans of each of the academic colleges
- xi. Lead the Executive Board in reviewing Senate proposals for its annual priorities that are to be presented to Senior Administration before the beginning of the Fall semester.
- xii. Propose amendments or edits to the SGA Constitution if necessary.
- xiii. Amend or edit the SGA Executive bylaws if necessary.

4. Executive Vice President

a. Duties and Responsibilities:

- i. Lead internal operations of the Student Government Association, which includes, but is not limited to event planning, administrative functions, management, and tracking yearly priorities.
- ii. Collaborate with the University Administration to plan and execute engagement and outreach events including one (1) Fireside Chat in the Fall and Spring and the Senior Staff Dinner in the Fall.
- iii. Organize and track SGA member participation and volunteering for all SGA events throughout the term.
- iv. Lead the Review Board.
- v. Coordinate one (1) Town Hall in the fall and spring.
- vi. Organize the SGA tabling for all events, including the fall and spring organization fair, SGA tables at college coffee, and in downstairs Moseley.
- vii. Work with the Speaker of the Senate to plan and execute the fall retreat for SGA, along with the rest of the Executive Board.
- viii. Oversee planning and execution of SGA events and traditions such as the Administrative Professionals' Day, the 9/11 Memorial, and participation in other Elon traditions, such as Elon Day.
- ix. Partner with Student Involvement to organize the Leo Lambert Awards.

5. Vice President of Finance

a. Duties and Responsibilities:

- i. Serve as the Finance Board Comptroller.
- ii. Follow and maintain the Finance Bylaws.
- iii. Present the Finance Bylaws for Senate approval annually at a Business meeting determined in conjunction with the Speaker of the Senate.
- iv. Interview and nominate students for vacant Finance Board seats, with the appointment then made by the Executive President and confirmed by the Senate.
- v. Maintain records of all receipts and expenditures of SGA and all money allocated by SGA in accordance with university policies.
- vi. Oversee the Acorn Fund, Micro-Grants, operational budget, and reserve funds in collaboration with the advisor(s) and Assistant Comptroller.
- vii. Report the State of the Treasury to the Senate upon request or as needed.
- viii. Present at Organization Leader Training in conjunction with the Student Involvement office.
- ix. Ensure student organization leaders understand how they can apply for funding through SGA and what can be funded.
- x. At the conclusion of each quarter, present to the Senate a comprehensive

financial report detailing total expenditures for that quarter.

6. Vice President of Communications

a. Duties and Responsibilities:

- i. Shall be responsible for outreach to the student body regarding SGA events including, but not limited to: business meetings, Fireside Chats, town halls, and election events.
- ii. Develop and implement strategies for effective media analytics to assess the impact of SGA communications.
- iii. Monitor and analyze social media trends, audience engagement, and other relevant metrics.
- iv. Collaborate with event committees and SGA-funded organizations to ensure the SGA logo is visible on all promotional event items SGA is funding.
- v. Serve as the primary point of contact for inquiries related to SGA communications. Respond to queries and requests promptly and professionally, representing SGA effectively.
- vi. Shall be empowered to appoint persons to positions on a Communications Team as deemed necessary, to aid in executing the duties of the office.
  1. The Communications Team shall consist of both Senators and non-senators, aiding the Vice President of Communications in various capacities, encompassing, but not restricted to, media analytics, content creation, graphic design, and event planning.
- vii. The Vice President of Communications shall serve as the Communications Team chair.
- viii. Maintain the social media and communications platforms of SGA.
  1. This shall include the official Student Government Association website up to date with important changes and announcements, as well as casual platforms such as the SGA social media platforms, articles, and events calendar on the website.
- ix. Shall be responsible for collaborating with the Senate and Executive branches to ensure transparency to the student body through easily accessible records and information.

7. Speaker of the Senate

- a. The Speaker shall be chosen by Senators immediately following the Oath of Office for Senators on the first meeting of the legislative year.
  - i. To qualify for the internal election of the Speaker of the Senate, a Senator must have had previous experience in the Senate and be of Junior or Senior standing.
  - ii. The newly elected Speaker shall vacate their Senate seat and all accompanying duties and privileges associated with the position.

- iii. Upon vacating their Senate seat, the Speaker is then considered a member of the Executive Board alongside members of the Executive Branch.
- b. Responsibilities:
  - i. Determine the Senate calendar, including presentations and business meeting schedule.
    - 1. Work with the Elections Chair to determine the Elections Timeline for both first-year and Senate-wide elections.
  - ii. Shall be empowered to call any special meetings of the Senate as deemed necessary by the majority of Senate Leadership.
    - 1. The Senate Leadership shall be comprised of the Speaker Pro Tempore, Parliamentarian, and SGA Committee Chairs.
  - iii. Oversee the assignment of Senators to Senate committees.
  - iv. Draft the Senate Rules, which can be found in the SGA Bylaws, to govern the Senate during the legislative year. The rules shall be submitted to the Senate for any amendment, and approval by a two-thirds majority is required.
  - v. Maintain all legislative correspondence, including the notification of legislation that directly affects any individual or organization.
    - 1. Update the Senate as appropriate on in-progress legislative projects.
  - vi. Communicate all appropriate notices to members of the Senate concerning regular and special meetings.
  - vii. Track Senate absences throughout the term.
    - 1. Notify Senators of absences as specified in the Review Board Bylaws.
  - viii. Partner with the Speaker Pro Tempore to oversee mentorship within the Senate.
  - ix. Conduct the first business meeting of the following term until the new Speaker of the Senate is selected.
  - x. Manage and advise the Senate Leadership Team on events, legislation, elections, and other necessary items by providing feedback and assisting as needed.
  - xi. Compile a system for accessible Senate Resources, where each Senator has access to bylaws, the Senate calendar, agendas, dresscode, and other resources necessary for a successful term.
- 8. Removal of an Executive Board Member
  - a. Removal or Resignation:
    - i. In the case that an Executive Board Member is removed from office due to resignation or judicial action, in the interim, their assistant or second-in-command shall immediately assume the office and duties.



Board will review the cases according to the procedures set forth in the Review Board Bylaws.

- b. An Executive member cannot exceed two (2) excused absences. If an Executive member surpasses two (2) excused absences, the absence is deemed as unexcused and will contribute towards Judicial review.
2. Absences in Advisor or Executive Board Meetings
  - a. Should an Executive member exceed two (2) unexcused absences, the SGA Advisor(s) shall send a warning email to the Executive member and meet with them. If an Executive member surpasses two (2) unexcused absences, the Review Board will review the cases according to the procedures set forth in the Review Board Bylaws.
  - b. An Executive member cannot exceed four (4) excused absences. If an Executive member surpasses four (4) excused absences, the absence is deemed as unexcused and will contribute towards Judicial review.
3. Absence in Office Hours
  - a. Should an Executive member exceed three (3) unexcused absences, the SGA Advisor(s) shall send a warning email to the Executive member and meet with them. If an Executive member surpasses three (3) unexcused absences, the Review Board will review the cases according to the procedures set forth in the Review Board Bylaws.
  - b. An Executive member cannot exceed five (5) excused absences. If an Executive member surpasses five (5) excused absences, the absence is deemed as unexcused and will require them to meet with the Review Board.
  - c. Absences during office hours for activities such as, but not limited to, Faculty Committee Meetings, Ad Hoc Working Groups, and meetings with the President's Office may be permissible.
- ii. Excused and unexcused absences are defined in the Review Board Bylaws.
  1. The SGA Advisor(s) can aid in deeming what is excused and what is unexcused.
- iii. Excess absences by Executive members can count towards an Ethical Infraction as outlined in the Review Board Bylaws.
- d. Responsibilities:

- i. Executive members must attend the Senate Meetings of the Legislative Branch to provide updates and foster communication between the two branches.
- ii. In addition to the Senate meetings or other programmed meetings, each Executive member must also be responsible for attending weekly meetings with the SGA advisor(s) and meeting as needed with the rest of the Executive Board.
- iii. Each Executive Officer is obligated to prepare for each SGA meeting by checking communications for details regarding time and location, and preparing Executive Reports. and other tasks outlined in Article I and II.
- iv. Each Executive member is required to participate in a minimum of four (4) hours of programming sponsored by a campus cultural identity group, center or organization.
- v. Each Executive member shall be responsible for any duties outlined in the SGA Constitution and in the SGA Bylaws.

#### 11. Rules Governing Executive Council

- a. Definition of the Executive Council
  - i. The Executive Council is defined as the assistants of: the Executive officers and the Speaker of the Senate. Additional members shall be added by a unanimous vote of the SGA Executive Board with the concurrence of the Student Body by means of a Constitutional Amendment.
  - ii. The Executive President and Executive Vice President will share one (1) Chief of Staff. The Vice President of Finance will have one (1) Assistant Comptroller. The Vice President of Communications will have one (1) Assistant Vice President of Communications. The Speaker of the Senate will have one (1) Speaker Pro Tempore.
- b. Each member shall meet at least twice a month according to the following:
  - i. The Chief of Staff shall meet with the Executive President and Executive Vice President.
  - ii. The Assistant Comptroller shall meet with the Vice President of Finance.
  - iii. The Assistant Vice President of Communications shall meet with the Vice President of Communications.
  - iv. The Speaker Pro Tempore shall meet with the Speaker of the Senate.
- c. Chief of Staff
  - i. Is appointed by, serves at the discretion of, and can be removed by the Executive President.
  - ii. Assist the Executive President and Executive Vice President in tasks deemed necessary.
  - iii. Assist with the communication between all student appointments to special, standing, and advisory faculty/staff committees and SGA.

- iv. Assist the Executive Vice President in planning and executing SGA events such as, but not limited to, the Fireside Chat and SGA Dinner.
  - v. Meet with the Executive President and Executive Vice President as deemed necessary.
  - vi. Assist the Executive President and Executive Vice President in coordinating and managing events and initiatives as Executive members see fit (per the SGA Constitution VI. B. a. ii.).
- d. Assistant Comptroller
- i. Serve as the Assistant Chair of the Finance Board.
  - ii. Serve as the Comptroller of the Finance Board in the event of the absence of the Vice President of Finance.
  - iii. Is appointed by the Vice President of Finance with subsequent approval by the Senate with a two-thirds majority vote, serves at the discretion of the Vice President of Finance, and can be removed by the Vice President of Finance.
  - iv. Serve in conjunction with the Vice President of Finance's term.
  - v. Meet with the Vice President of Finance as mandated in the SGA Bylaws and serve in conjunction with the Vice President of Finance's term.
- e. Assistant Vice President of Communication
- i. Meet regularly with the Vice President of Communications as mandated in the SGA Bylaws.
  - ii. Assist in fulfilling all communications and outreach duties of the Vice President of Communications.
  - iii. Serve as the Assistant Chair of the Communications Team of SGA.
  - iv. Is appointed by the Vice President of Communications with subsequent approval by the Senate, serves at the discretion of the Vice President of Communications, and can be removed by the Vice President of Communications.
  - v. Serve in conjunction with the Vice President of Communications' term.
- f. Speaker Pro Tempore
- i. Is elected internally by the Senate with a simple majority vote.
  - ii. Meet with the Speaker of the Senate and Senate Leadership.
  - iii. Assume the responsibilities of the Speaker in the absence of the Speaker of the Senate.
  - iv. Provide general advising and aid to the Speaker of the Senate as needed.
  - v. Ensure the Senate adheres to any dress code set in the SGA Bylaws.
  - vi. Assist in the setting up and cleaning up of Senate meetings.
  - vii. Assist the Speaker of the Senate in maintaining proper parliamentary procedure during Senate meetings.

12. Rules Governing the Communications Team

- a. The Vice President of Communications can appoint persons to positions on a Communications Team as deemed necessary to aid in executing the duties of the office.
- b. There can be a minimum of two (2) and a maximum of six (6) Communications Team members.
  - i. The Vice President of Communications shall have the ability to create new positions within the Communications Team if they deem necessary with a two-thirds majority vote of the Senate.
  - ii. All non-Senate members of the Communications Team must be appointed and sworn in by the Senate with a two-thirds majority vote.

13. SGA Mid-Year and Year-End Reports

- a. The SGA Mid-Year and Year-End Report will be compiled as mandated in- SB 69-2.0A Bill to Require a Year-End Report, and- SB 98-A Bill to Require an Annual Report from the Senate.
- b. These reports shall:
  - i. Be compiled by the Executive President in collaboration with the Executive Board who will each contribute sections based on their responsibilities.
  - ii. Recount the work that has been achieved by SGA.
  - iii. Be completed before the last Senate meeting in the Fall semester and the last Senate meeting of the legislative year.
- c. Each report must include the following information from the Executive Branch:
  - i. Executive Offices
    1. Position Responsibilities - What are the main responsibilities of the position?
    2. Achievements - What are the biggest accomplishments you achieved in your position, by your committee(s), or by the Senate?
    3. Issues - What areas is the Executive member strong or weak in? What was the biggest problem that prevented the work of the Executive member to be carried out if any at all? Next steps or tips for the next Executive member?
- d. These reports will be:
  - i. Presented to the Senate by members of the Executive Board;
  - ii. Shared with the SGA advisor(s) and the Vice President of Student Life; and made available to the student body by posting on their website.

14. Transition

- a. All Executive members are required to edit transition documents to be passed on to those who fill their positions following them.

- b. Transition documents are saved to the official SGA Shared Drive to be shared with the new Executive members by the old Executive members prior to being sworn into office.
- c. These transition documents include, but are not limited to, the following:
  - i. A description of the role.
  - ii. A list of all responsibilities of the position, both those mentioned in governing documents and those additional responsibilities that may arise during their term.
  - iii. A detailed description of all events or activities carried out by each Executive member throughout the whole term including a timeline with contacts and specific resources pertaining to the planning of the event(s).
  - iv. Any insights that were gained or advice that could be given following the planning and execution of the event.
  - v. How the first Senate Meeting will be conducted, including but not limited to a suggested agenda, points and motions, etc.
  - vi. Transition information for the respective assistants of each Executive Board member.
  - vii. Any advice pertaining to the office that may be helpful for the successor to know.
- d. Outgoing Executive members are required to meet with their incoming Executive counterpart:
  - i. At least once prior to the first Senate meeting.
  - ii. A minimum of 3 times during their transition period.
- e. The outgoing Speaker of the Senate is required to meet with the incoming Speaker prior to the second Senate meeting.
- f. The outgoing Vice President of Finance attends at least two Finance Board meetings to support the transition and training of new members of the Finance Board.

## **ARTICLE II: Expectations for Executives**

These expectations were generated by members of the Senate and Finance Board at the 2022 Fall Retreat and drafted by the 2023-2024 Executive Board. They are intended to establish clear expectations and avoid misunderstandings (or a lack of understanding) related to the important roles these student leaders play within the organization and as highly visible leaders of the entire undergraduate student body. And as such, all Executive Board members are expected to:

- A. Lead by Example
  - a. Work Ethic

- i. Consistently demonstrate a strong work ethic through not only completing tasks but doing so with diligence, commitment, and a sense of responsibility.
    - ii. Be proactive in seeking out tasks and projects, approaching them with a high level of dedication.
  - b. Professionalism
    - i. Maintain a high level of professionalism in all interactions and activities by being punctual for meetings/events or communicating in advance if otherwise, dressing appropriately when representing SGA, and conducting oneself in a manner that reflects positively on the organization.
    - ii. Handle conflicts or disagreements with maturity and diplomacy, setting a standard for respectful communication within the team.
    - iii. Prioritize timely responses to inquiries, messages, and requests.
    - iv. Foster a culture of open communication among team members, encouraging them to refer to others if they don't have an immediate answer.
  - c. Adaptability
    - i. Aim to be open to change and willing to adjust strategies or approaches when necessary.
    - ii. Embrace new ideas and perspectives, be flexible and open-minded in order to overcome obstacles and drive progress.
- B. Being Present
  - a. Physical Presence
    - i. Be engaged and attentive while attending meetings, events, and activities.
    - ii. Attend and actively engage in:
      - 1. Board of Trustees Meetings
      - 2. Retreats
        - a. August Executive Board planning weeks
        - b. Senior Staff Retreat with Elon's Administration in August
        - c. Organization-wide retreats in the Spring and the Fall
      - 3. Designated University events, at the discretion of the Executive Team, which carry a significant importance for the university community (i.e. HealthEU Day, Elon Day, Commencement, etc.).
      - 4. Events Planned by the Senate/Committees
        - a. Mardi Gras, Open Forums (i.e, Conversations and Coffee, Candidate Forum, Sips with SPIE, Majors Fair, Lambert Awards)
      - 5. Meetings/Duties
        - a. Including official SGA Fireside Chats, Town Halls, business meetings, office hours, and 1:1 meetings.

- b. Including social and campus awareness activities such as Move-In Day, SGA bonding activities, Org Fairs, College Coffees, etc.
    - b. Mental Presence
      - i. Actively participate in discussions, offer insights, and contribute meaningfully to the team's conversations and decision-making processes.
      - ii. Actively seek to understand the perspectives, concerns, and ideas of team members, showing a genuine interest in their well-being and success.
      - iii. Avoid distractions and give full attention.
- C. Providing Guidance and Support
  - a. Mentorship
    - i. Act as a peer mentor, offer guidance, advice, and support to fellow Exec members as well as other SGA members.
  - b. Feedback
    - i. Provide feedback that is specific, timely, and delivered in a constructive manner, promoting a culture of continuous growth and development.
  - c. Advocacy
    - i. Recognize and promote the accomplishments and potential of individual team members.
    - ii. Raise awareness of concerns related to SGA or members of the student body.
- D. Building Relationships
  - a. Active Listening
    - i. Be an attentive listener and strive to understand the concerns, ideas, and feedback without interruption or judgment.
  - b. Empathy
    - i. Foster a supportive and inclusive team environment, where everyone feels valued and understood.
      - 1. This also includes understanding how one's actions affect other members of the Student Government.
  - c. Relationships
    - i. Encourage and facilitate networking with other extensions of the branches, including the Finance Board, Senate/Senate Leadership, and Communications Team, in addition to faculty, and university leadership relevant to the organization's priorities.