

The Executive By-Law

Be it enacted by the Senate of Duke Student Government (DSG):

TITLE I: The Executive Board

The Executive Board is comprised of the following members who shall have the duties and privileges set forth in the Constitution and any additional outlined below.

SECTION 1: The DSG President

1. In addition to those duties set forth in the Constitution, the President shall have the power to create temporary committees to aid them in fulfilling their responsibilities, as well as the power to appoint members of the Student Government to serve on said committee. The President shall occupy the reserved seat on both the Trustee Committee for Undergraduate Education and the University Priorities Committee.
2. A written version of the President's semesterly report shall be presented upon request to Senators concurrent with the President's oral report, and newly elected Senators will receive the most recent report upon request.

SECTION 2: The DSG Executive Vice President

1. The Executive Vice President shall, in addition to the duties set forth in the Constitution, have the power to:
 - a. create ad-hoc legislative committees and task forces, their chairs and members, subject to the approval of the full Senate;
 - b. serve as an ex-officio member of all Standing Committees, ad-hoc committees, task forces, and other sub-groups of the Senate, unless there exists a conflict of interest.
2. The Executive Vice President shall keep the By-Laws of the Student Government in good order. They should be present at all of the general body meetings to provide information on the legality of legislation with regard to the By-Laws and the Constitution as provided by the Senate By-Law.

SECTION 3: The DSG Vice-Presidents

1. The Vice Presidents of the Standing Committees shall, in addition to the duties set forth in the Constitution, be responsible for DSG business as outlined by the Senate By-Law.
2. Vice-Presidents of the student government shall be the primary DSG contact with the administrators in their respective areas.
3. The duties of the Vice-Presidents are not limited to those areas described above and may be expanded to include specific interests of the Vice-Presidents or to include other duties assigned by the President or may have other duties prescribed by By-Law.
4. The Vice-Presidents may sit on Trustee, University, or Arts and Sciences committees as deemed appropriate by the Vice Presidents in agreement with the President and the Executive Vice President.

SECTION 4: The DSG Chief of Staff

The Chief of Staff shall oversee the day-to-day operations of the organization, attend all Senate meetings, interface with Organizational Leadership, foster collaboration between senators and Vice Presidents, strategize on projects, focus on the long-term strategy of the President, and shall be responsible for such duties as may be assigned by the President.

SECTION 5: The DSG Cabinet Chair

The Cabinet Chair shall oversee the day-to-day operations of the Cabinet. Up to three nominations shall be made from the previous year's Cabinet. The Executive Board shall select one nominee as the chair, with confirmation from the Senate.

SECTION 6: Line of Succession

1. In the event of the death, incapacitation, resignation, or removal of the President, the Executive Vice President shall immediately be sworn in as President.
2. Should the Executive Vice President be unable to assume the post for any reason, then the Senate shall nominate and elect one of the Standing Committee Vice Presidents by the following procedure. The Senate shall vote via secret ballot on the nominations. If no candidate secures a simple majority of the vote, then the candidate with the lowest number of votes shall be eliminated and the process shall repeat until a candidate has secured a majority. The winner shall immediately be installed as President.

TITLE II: THE PRESIDENTIAL CABINET

The Presidential Cabinet, whose composition is specified in this Title, shall have the duties and privileges set forth in the Constitution and any additional outlined below.

SECTION 1: Attendance

Members of the Cabinet are responsible for attending all Cabinet and Senate meetings.

SECTION 2: Nomination of Cabinet Directors

1. The President-Elect, who is defined as the incoming DSG President for the next academic year, shall propose a list of Cabinet positions and descriptions to be approved by the Senate no later than the final senate meeting of the preceding senate session by using input and feedback from interested student groups. The list can be amended as needed with majority approval of the senate.
2. All SOFC-recognized, SOFC-chartered, and departmentally-recognized groups may nominate a candidate to serve as a Cabinet Director, with exceptions approved by a majority vote of the executive board.
3. If no nominations are received for a particular position, individual nominations will be considered; however, preference shall be reserved for student group-nominated individuals.
4. Cabinet nominees shall be presented no later than the third senate meeting of the year.
5. The cabinet positions expire at the end of the President's term.

TITLE III: THE OPERATIONS TEAM

The Operations Team is comprised of the following members, and any additional members the Executive Vice President appoints, who shall have the duties and privileges set forth in the Constitution and any additional outlined below.

SECTION 1: The DSG Attorney General

1. In addition to those duties set forth in the Constitution, the Attorney General shall:
 - a. Represent the DSG in all Judicial cases to which it is a party;
 - b. Coordinate the Election Process in consultation with the Vice President and President Pro Tempore and Board of Elections;
 - c. The Attorney General may be assigned other duties by the President, provided these duties do not interfere with their exercise of duties when acting in their concurrent capacities as outlined in the Elections By-Law and the Senate By-Law, or may have other duties prescribed by By-Law.
2. The Attorney General may not adjudicate or coordinate the election process for any election in which they are a candidate; nor any election in which they are acting as a member of a candidate's campaign.

SECTION 2: The DSG Treasurer

The Treasurer shall:

1. Prepare an annual organizational budget for the DSG for the approval of the Senate
2. Share with the President the power to sign all financial forms
3. Submit a written report of DSG's expenditures to the Executive Vice President upon request. They shall make this report available to the Senate upon request.
4. Transfer funds from all DSG accounts within four (4) days of legislative approval, including certification by the President and Executive Vice President
5. Maintain a list of all equipment purchased with DSG funds as authorized by the Senate. Such equipment shall be:
 - a. Tagged as an asset of DSG
 - b. Presented to the Treasurer at a time and place of their discretion for review.
 - c. Noted in a report presented to the Treasurer and SOFC stating the equipment's condition, location, and remaining lifetime.
6. Maintain a schedule of all equipment depreciated by DSG. Present the SOFC with recommendations concerning allocations from depreciation accounts.
7. The DSG Treasurer is required to make a presentation to the DSG Senate once a year. This presentation will detail the activity of all DSG accounts for the past twelve (12) months.

SECTION 3: The Communications Director

In addition to those duties set forth in the Constitution, the Communications Director shall have purview over the social media of DSG, including the website and all other channels as directed by the Executive Vice President.

TITLE IV. ENACTMENT AND EFFECTS

This By-Law shall be effective immediately. The previous Executive By-Law is hereby repealed, and any By-Law, Statute, policy, or practice in conflict with this By-Law is hereby declared null and void.