IPSGA
EXECUTIVE BRANCH
BYLAWS

ADOPTED FEBRUARY 16, 2011
AMENDED MAY 22, 2012
AMENDED DECEMBER 18, 2013
ARTICLE I: PURPOSE

The IPSGA Executive Branch shall use these Executive Branch Bylaws in conjunction with the IPSGA Constitution to outline the procedures and practices used to conduct administrative business. This document shall be binding only to the Executive Branch.

ARTICLE II: MEMBERSHIP

The membership of the Executive Branch of IPSGA shall consist of the Student Body President, Student Body Vice President of Legislation, Student Body Vice President of Programming, and Student Body Vice President of Finance, Student Government Coordinator, and the Executive Bureaucracy. The Student Government Coordinator and members of the Executive Bureaucracy shall have no voting rights in the Executive Branch. No member of the Executive Branch may serve in any other branch of IPSGA while serving in the Executive Branch.

ARTICLE III: DUTIES

SECTION 1: Executive Branch
The Executive Branch shall:
   a. Conduct the everyday operations of the IPSGA office.
   b. Assist with the operation of programs sponsored by any branch of IPSGA.
   c. Maintain all IPSGA binding documents, official records, office supplies, equipment, promotional items, and any other intellectual or physical property of IPSGA.
   d. Hold regular meetings as outlined in this document.

SECTION 2: Executive Officers
The Executive Officers shall:
   a. Hold weekly open office hours set by their personal schedules.
   b. Maintain paid hours within their respective position.
   c. Hold regular meetings as outlined in this document.
   d. Serve as the ceremonial representatives to events that are requested of their presence for the Student Body and IPSGA.
   e. Conduct the Constitutional duties and responsibilities of their respective positions.
   f. Annually review the Allocations Contract between IPFW and IPSGA prior to the beginning of the spring semester.

SECTION 3: Executive Bureaucracy
The Executive Bureaucracy shall:
   a. Carry out general office business under the supervision of the co-office managers
   b. Abide by rules, regulations, process, and procedures outlined in the Constitution, supplemental binding documents or legislation, and through written or verbal communication from the Student Government Coordinator.

ARTICLE IV: RIGHTS

SECTION 1: Compensation
   a. All members of the Executive Branch, with the exception of special appointments made by the Student Body President, are entitled to reasonable and just compensation for their services to IPSGA.
b. All Executive Officers shall be compensated equally per unit of work.

SECTION 2: Office Space
a. All physical IPSGA office space shall be used in a manner consistent with IPSGA and IPFW policies, and with all local, state, and federal laws.
b. IPSGA office space shall not be used in ways that create an unreasonable nuisance to others.
c. Executive Officer office spaces shall be free from unwarranted, unapproved, or unlawful entry or inspection by anyone.

ARTICLE V: MEETINGS

SECTION 1: Executive Branch Meetings
a. The full Executive Branch shall hold at least one meeting each month at a time and location that most reasonably fits the schedules of all Executive Branch Members.
b. The Student Government Coordinator and Student Body Vice President of Finance shall jointly prepare the meeting agendas and co-chair the meetings.
c. A member of the Executive Branch shall be designated as clerk for each meeting and shall take written minutes to be saved as official, but not public, IPSGA records.
d. The primary focus of these meetings shall be to discuss the operational aspects of the IPSGA office and formulate ways of increasing the efficiency and effectiveness of IPSGA.
e. No formal or binding votes shall be conducted at these meetings.

SECTION 2: Executive Officer Meetings
a. The Executive Officers and the Student Government Coordinator shall hold at least one official Executive Officer meeting every two weeks, excluding Winter Intercession and Spring Break.
b. All Executive Officers must be present to conduct official business.
c. Executive Officer meetings shall be closed to the public unless otherwise decided by a majority vote of the Executive Officers prior to the meeting.
d. The Student Body President shall prepare agendas and chair these meetings.
e. Items to be placed on the agenda shall be emailed to the Student Body President no later than 24 hours before the start of the meeting.
f. Each officer and the Student Government Coordinator shall have the opportunity to issue a report at each meeting.
g. An Executive Officer shall be designated as clerk for each meeting and shall take written minutes to be typed out and saved as official, but not public, IPSGA records.
h. All formal actions taken by the Executive Branch shall be decided by a ¾ vote of the Executive Officers.

ARTICLE VI: OFFICE BUDGET

SECTION 1: Budget Maintenance and Administration
a. The Student Government Coordinator and Student Body Vice President of Finance shall be responsible for ensuring that the IPSGA budget is balanced and as current as reasonably possible.
b. The Vice President of Finance shall issue a monthly report of the IPSGA office budget to the Executive Officers.

SECTION 2: Fiscal Flexibility
a. Money may be moved between line items within the IPSGA Office budget to allow for the proper and reasonable operations of the IPSGA Office.
b. Money movements shall be conducted only after a formal vote in which all Executive Officers vote in support.
c. Money shall not be moved to increase the wages or overall compensation cap of any member of the Executive Branch.
d. The Student Government Coordinator and Student Body Vice President of Finance shall keep official records of all line item movements within the IPSGA Office Budget.

ARTICLE VII: SUSPENSION AND AMENDMENTS TO THE RULES

SECTION 1: Suspension of the Rules
a. The rules outlined in this document may be suspended only by a unanimous vote.
b. Suspended rules shall take effect immediately following a successful vote.
c. Rules may only be suspended in order to allow a particular course of action, which must be stated in the motion to suspend the rules.
d. The time frame for a suspended rule must be stated in the motion to suspend the rule. If no time frame is suggested, the suspension shall only take effect for the current meeting.
e. Any approved rule suspension that shall take effect for more than one meeting shall be typed as an official memo from the Student Body President, and given to all Executive Officers and the Student Government Coordinator.
   i. An official memo from the Student Body President shall include the original rule, the reason for suspending the rule, and the time frame for the suspension of the rule.
f. Any suspension that shall take effect for longer than eight weeks shall be submitted as a proposed Amendment

SECTION 2: Amendments to the Rules
a. Amendments to this document shall be approved only with a unanimous vote, and shall take effect immediately following a successful vote.