



**University of North Texas Student Government Association**  
**2021-2022 Executive Policy Manual**

**Executive Branch Members Subject to this Manual:**

*President: Devon Skinner*

*Vice-President: David Muñoz-Sarabia*

*Chief-of-Staff: Casey Jimenez*

*Communications Director: Matthew Noh*

*Outreach Director: Maya Stevens*

*Co-Director of Diversity and Inclusion: Alexis Hawkins*

*Co-Director of Diversity and Inclusion: Zoë Brown*

*Intern Program Director: Jermaine "JT" Turner*

*Student Allocations Director: Isabella "Bella" Armenta*

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Greetings,

Thank you for viewing the Student Government Association (“SGA”) 2021-2022 Executive Policy Manual (herein referred to as the “Manual”). This Manual governs the inner workings of the Executive Branch of the SGA. This Manual will account for general and specific actions taken by the Executive Branch. While the Senate has a Code of Conduct and the Election Board has an Election Code, the Executive Branch has the Executive Policy Manual. This is a document designed to ensure integrity and quality of work by members of the Executive Branch.

In the 2021-2022 year, the Executive Branch comprises of the following: Devon Skinner – President, David Muñoz-Sarabia – Vice-President, Casey Jimenez – Chief-of-Staff, Matthew Noh – Communications Director, Maya Stevens – Outreach Director, Alexis Hawkins – Co-Director of Diversity and Inclusion, Zoë Brown – Co-Director of Diversity and Inclusion, Jermaine “JT” Turner – Intern Program Director, and Isabella “Bella” Armenta – Student Allocations Director. All aforementioned members of the Executive Branch are held to the standards outlined in this document, the SGA By-Laws, the SGA Constitution, and all other applicable documents.

Should you notice failure of any member of the Executive Branch to adhere to the Executive Policy Manual, please report such violations to [sga@unt.edu](mailto:sga@unt.edu). The SGA’s physical offices are at 1155 Union Circle, Denton, Texas 76203 (UNT Union) in Suite 344. You can also call our office at (940) 565-3850. You can find a copy of this manual at <https://studentaffairs.unt.edu/student-government-association>.

Thank you for your interest and Go Mean Green!

~ Devon Skinner, 2021-2022 UNT SGA President

## **Section 1: Definitions**

- A. The Student Government Association (SGA): The representative body of the Undergraduate Students at the University of North Texas.
- B. The Executive Policy Manual: A document governing the inner workings of the SGA Executive Branch.
- C. The Executive Branch: Any elected, appointed, or volunteer contributor to the Executive Branch as defined in the UNT SGA Constitution and Bylaws, and as defined by the SGA President when applicable.
- D. Purchase Card (P-Card): A debit card issued by the University of North Texas for purchases made by the Student Government Association with entities outside of the University of North Texas. This uses funds only allocated to it by the Student Service Fees Committee from the previous year.
- E. Chart of Accounts (COA): A cost fund center utilized for the purchase of items with the University of North Texas or its entities. This uses funds only allocated to it by the Student Service Fees Committee from the previous year.
- F. Requisition: The process of initiating a transaction through an external entity.
- G. Student Service Fees Committee (SSF Committee): The Committee responsible for the allocation of mandatory Student Service Fees to varying departments and programs at the University of North Texas, including the SGA.
- H. Grievances: Complaints brought forward by any member of the Executive Branch for any reason. These reasons may or may not be addressed by the governing documents of the SGA.
- I. Code-of-Conduct: A set of regulations and values which govern the actions of Executive Branch members while acting in their official capacity.
- J. Amendments: Changes to this document which are made following the creation of this document.

## **Section 2: Purpose**

- A. The Manual shall act as the governing document of the Executive Branch in absence of direction by the SGA Constitution, Bylaws, or Senate Action.
- B. The Manual shall direct the actions of Executive Branch members only and shall apply to paid and unpaid members alike.
- C. No actions shall be made to misconstrue or otherwise manipulate the meaning of this document to perform any action which is unbecoming of the Executive Branch.

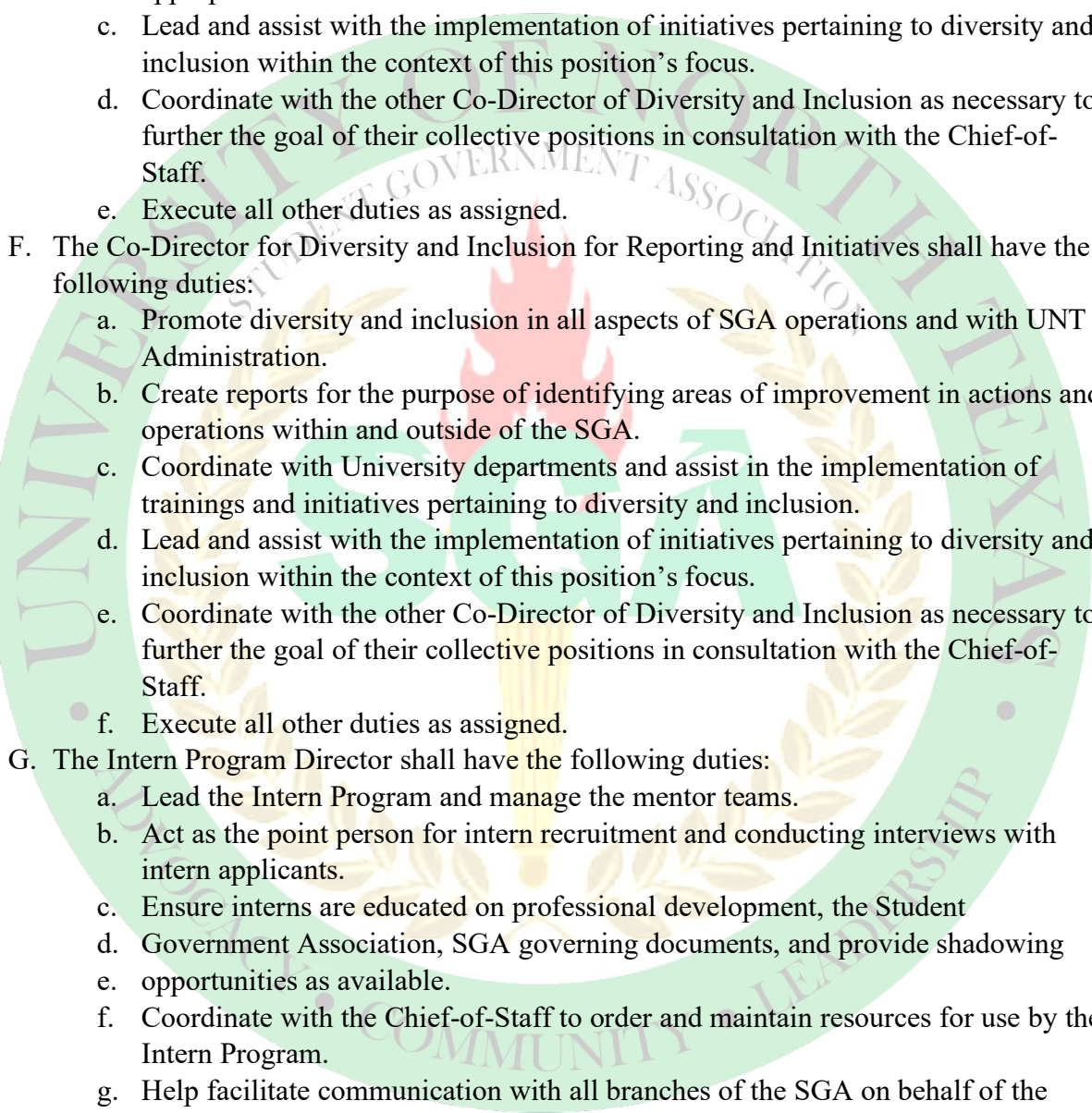
### **Section 3: General Provisions**

- A. The Executive Branch of the SGA shall ensure that the voices of the Student Body are always heard at the University of North Texas.
- B. Executive Branch Members shall hold the highest standards of diligence, integrity, and professionalism during the course of their duties.
- C. Executive Branch Members shall answer to the Chief-of-Staff in absence of direction by the President or Vice-President.
- D. Executive Branch Members shall attend Senate Meetings and Executive Branch Meetings as they are held.
  - a. This requirement is waived if excused by the President, Vice-President, or Chief-of-Staff for specific and appropriate purposes.
- E. Executive Branch Members shall know fully the governing documents of the SGA and shall adhere to them in all actions taken while in their official capacity as members of the Executive Branch.

### **Section 4: Position Descriptions and Duties**

- A. The Executive Branch shall consist of the following positions:
  - a. President, to work 20 hours per week.
    - i. The President is defined by the SGA Constitution and Bylaws.
  - b. Vice-President, to work 24 hours per week.
    - i. The Vice-President is defined by the SGA Constitution and Bylaws.
  - c. Chief-of-Staff, to work 20 hours per week.
  - d. Communications Director, to work 15 hours per week.
  - e. Outreach Director, to work 15 hours per week.
  - f. Co-Director of Diversity and Inclusion for the Ambassador Program, to work 12 hours per week.
  - g. Co-Director for Diversity and Inclusion for Reporting and Initiatives, to work 13 hours per week.
  - h. Intern Program Director, to work 10 hours per week.
  - i. Student Allocations Director, to work 12 hours per week.
- B. The Chief-of-Staff shall have the following duties:
  - a. To lead the Executive Staff (excluding the President and Vice-President) with direction from, and in the absence of, the President and Vice-President.
  - b. To manage the physical offices of the SGA.
  - c. To create and update monthly work plans for the Executive Staff in coordination with the President.
  - d. To execute performance evaluations semesterly for executive staff.
  - e. To maintain the President's and Vice-President's calendar.
  - f. To create and maintain membership rosters.

- g. To manage the financial obligations of the SGA in coordination with the President.
  - h. To create agendas and handle logistics of Executive Branch meetings.
  - i. To manage the timecards and other records of the Executive Staff.
  - j. To plan Executive socials and SGA retreats with the President and Vice-President as needed.
  - k. To aid the President and Vice-President in the planning and implementation of initiatives established by the President and Vice-President.
  - l. To prepare, manage, and distribute all reports from executive officers for public consumption.
  - m. To execute all other duties as assigned.
- C. The Communications Director shall have the following duties:
- a. Manage and update online content for the SGA (i.e., website and social media content).
  - b. Design graphics and promotional materials (printed and digital) for the SGA.
  - c. Publish all documents and materials which are for public consumption.
  - d. Establish and cultivate media relationships both on and off campus.
  - e. Coordinate with the Director of Outreach to promote SGA initiatives and town-hall events.
  - f. Advise the SGA on presentation standards and graphic uniformity.
  - g. Manage forms for the purpose of streamlining graphic requests.
  - h. Assist in speech writing and internal and external messaging.
  - i. Track engagement and data across various platforms for decision-making purposes.
  - j. Perform general photography and videography services when requested.
  - k. Ensure quality control of information.
  - l. Lead a team which will assist in the Director's duties.
  - m. Execute all other duties as assigned.
- D. The Outreach Director shall have the following duties:
- a. Develop and implement strategies which will actively engage the Student Body in dialogue with the SGA.
  - b. Manage a team which will assist in the Director's duties.
  - c. Host town halls/other events and manage the resources required to execute this duty.
  - d. Implement and manage surveys to evaluate the needs and status of the Student Body as required.
  - e. Oversee the SGA Ambassador Program in coordination with the Diversity and Inclusion Co-Director.
  - f. Assist the Vice-President with external and executive committee operations.
  - g. Execute all other duties as assigned.

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- E. The Co-Director of Diversity and Inclusion for the Ambassador Program shall have the following duties:
- Promote diversity and inclusion through the Ambassador Program to the Student Body.
  - Manage the Ambassador Program and provide assistance to that Program when appropriate.
  - Lead and assist with the implementation of initiatives pertaining to diversity and inclusion within the context of this position's focus.
  - Coordinate with the other Co-Director of Diversity and Inclusion as necessary to further the goal of their collective positions in consultation with the Chief-of-Staff.
  - Execute all other duties as assigned.
- F. The Co-Director for Diversity and Inclusion for Reporting and Initiatives shall have the following duties:
- Promote diversity and inclusion in all aspects of SGA operations and with UNT Administration.
  - Create reports for the purpose of identifying areas of improvement in actions and operations within and outside of the SGA.
  - Coordinate with University departments and assist in the implementation of trainings and initiatives pertaining to diversity and inclusion.
  - Lead and assist with the implementation of initiatives pertaining to diversity and inclusion within the context of this position's focus.
  - Coordinate with the other Co-Director of Diversity and Inclusion as necessary to further the goal of their collective positions in consultation with the Chief-of-Staff.
  - Execute all other duties as assigned.
- G. The Intern Program Director shall have the following duties:
- Lead the Intern Program and manage the mentor teams.
  - Act as the point person for intern recruitment and conducting interviews with intern applicants.
  - Ensure interns are educated on professional development, the Student Government Association, SGA governing documents, and provide shadowing opportunities as available.
  - Coordinate with the Chief-of-Staff to order and maintain resources for use by the Intern Program.
  - Help facilitate communication with all branches of the SGA on behalf of the Interns.
  - Execute all other duties as assigned.
- H. The Student Allocations Director shall have the following duties:
- Chair the Eagle's Nest and Raup Travel Grant Committees.
  - Coordinate with the Chief-of-Staff to purchase materials and services which were approved by respective committees below a certain amount.

- c. Ensure the attendance of at least one committee member at each approved event by the Eagle's Nest Committee.
- d. Execute all other duties as assigned.

### **Section 5: Executive Branch Code-of-Conduct**

- A. The Executive Branch shall hold the highest standards of diligence, integrity, and professionalism during the course of their duties.
- B. No Executive Branch Member shall take any adverse action towards another member of the Student Government Association that isn't warranted, professional, or provided for in the governing documents of the SGA.
- C. Executive Branch Members shall adhere to the Student Code of Conduct.
- D. The Executive Staff shall be communicative in issues regarding their jobs.
- E. No Executive Branch Member shall abuse the authority of their position.
- F. Executive Branch Members shall make conscientious efforts to stay informed on issues affecting the Student Body.
- G. Executive Branch Members shall make every effort to dress in business casual or in jeans with the SGA polo to Senate meetings.
  - a. Executive Branch Members shall adhere to this section for events hosted by the SGA when requested by the President, Vice-President, or Chief-of-Staff.
- H. The Executive Staff shall hold each other accountable to the ideals of the SGA and to the high standard of integrity befitting of the Executive Branch of the UNT SGA.

### **Section 6: Process for Addressing Grievances**

- A. Executive Branch Members shall be empowered to use informal methods to address concerns arising from inter-personnel activities if the member in question is comfortable doing so.
- B. Should Executive Branch Members wish to initiate a formal grievance process against another appointed or elected member of the Executive Branch, they shall fill out the "Grievance Submission Form".
  - a. The Grievance Submission Form shall be submitted to the SGA Advisor.
  - b. The President shall be notified that a Grievance Submission Form has been filed, however, the details of the form shall not be released until the SGA Advisor has decided on any action as deemed appropriate and within the confines of UNT Policy and the governing documents of the SGA.
  - c. Evidence may be attached to the Grievance Submission Form; however, evidence is not required to submit the form to the SGA Advisor.
- C. If an item is referred to the SGA President by the SGA Advisor, the SGA President shall take any and all action deemed appropriate by the SGA President and in keeping with UNT Policy and the governing documents of the SGA.
- D. Actions taken by the President may be appealed to the Supreme Court.



- E. Findings of either the President or the SGA Advisor should be retained by the Executive Branch.

## **Section 7: Purchasing Procedures**

- A. Purchases shall only be made by the Executive Branch which best serve the Student Body and assist the SGA in the fulfillment of its mission.
- B. The Senate may direct the purchase of item(s) or service(s) for the SGA or in the benefit of the Student Body so long as such direction is in adherence with the Budget of the SGA and governing documents of the SGA.
- C. Executive Branch Members shall submit a “Purchase Requisition Form” to the Chief-of-Staff to begin the purchasing process.
  - a. The Requisition must include the cost, purpose for the purchase, and the section of the budget which the funding will come from.
- D. The Chief-of-Staff shall then determine whether the purchase should be made from the COA or P-Card.
  - a. If the purchase is made from the COA, and the purchase is approved by the Chief-of-Staff, the Chief-of-Staff will take all necessary actions to complete the purchase and secure the product or service.
  - b. If the purchase is made from the P-Card, and the purchase is approved by the Chief-of-Staff, the Chief-of-Staff will send the request to the SGA Advisor along with the Purchase Order form so that the purchase can be made by the SGA Advisor.
    - i. Rejection of purchases by the SGA Advisor shall be accompanied by the reasoning for the rejection and shall be filed with all financial documentation of the SGA.
- E. The Chief-of-Staff shall regularly report to the requesting member of the Executive Branch the status of the purchased item or service.
- F. All approved and completed expenditures shall be listed on the “Running Budget Expenditure List”, which shall be made available to the public via the SGA website.
  - a. The Running Budget Expenditure List shall include the item or service purchased, the funding source in the budget, the original requestor, whether the funding came from COA or P-Card, and any additional information which the public should know about the purchase.
- G. No Executive Branch Member shall purposefully misconstrue to the public financial information of the SGA.
  - a. Sensitive financial information such as account numbers may be restricted from public access unless otherwise required by law.
- H. The Chief-of-Staff shall regularly update the Senate on the financial situation of the SGA and shall participate in town halls for the purpose of explaining expenditures of the SGA.
- I. The President shall inform the Student Body of the financial status of the SGA during the State of the Student Body given at the beginning of each long semester.
- J. Any individual purchases of more than \$500.00 must be approved by the President.

- K. Discretionary purchases of more than \$1,000.00 must be approved by the Senate in accordance with Article VI, Section 2, Subsection D of the SGA Bylaws.

### **Section 8: Employee Procedures**

- A. Paid employees of the SGA shall ensure that all records created in the course of their duties are retained and accessible for public access.
- B. Employees shall submit their time sheets at the request of the Chief-of-Staff for approval at the end of each pay period.
  - a. Timecards must be in compliance with UNT policy.
- C. Executive Staff Members shall maintain their desk space and computer.
- D. Executive Staff Members shall coordinate with the GSC to maintain the physical offices of the SGA.
- E. Executive Staff Members may wear casual to work, however, they must wear their nametags when on the clock.
  - a. Executive Staff Members represent the Executive Branch when working on the clock.
- F. Paid staff of the Executive Branch shall ensure that proper resources exist for volunteer staff when at all possible.
- G. Executive Staff Members shall accept all duties as assigned when appropriate and acceptable by law and the governing documents of the SGA.

### **Section 9: Authority of the Executive Policy Manual**

- A. The Executive Policy Manual shall bear force and effect and shall bind all members of the Executive Branch to a high standard of diligence, accountability, and professionalism.
- B. The Executive Policy Manual exists pursuant to Article III, Section 1 of the SGA Bylaws.
- C. Significant failure to abide by the statutes of this Manual may be cause for removal of the Executive Staff and Executive elected officials.

### **Section 10: Amendment Process**

- A. The President shall be the sole amending authority for the Executive Policy Manual.
  - a. Requests by the Executive Staff for amendments to this document must be approved by the President in writing.
- B. The President shall inform all members of the SGA of any amendments to this document via e-mail notification before the change is made in accordance with Article III, Section 1, Subsection A of the SGA Bylaws.
- C. The President shall issue a memo to the Executive Staff which states what the previous text was which was amended, and what the new amended version is for all amendments made to this document after its implementation.