



CABINET STANDING RULES OF THE STUDENT ASSOCIATION OF THE UNIVERSITY OF TULSA

SPRING 2009

Article One: Cabinet Composition and Duties

Section One: Duties of the Cabinet

1. The Cabinet of the Student Association of the University of Tulsa shall serve to enact the goals of the President regarding student affairs and Student Association operations.
2. Cabinet shall be responsible for planning and executing all major Student Association events, including but not limited to Homecoming, Springfest, and Community Service Day.
3. Cabinet shall also oversee all internal Student Association matters not handled by the Student Senate (as specified in Article 2, Section 7, of the Student Association Constitution), including but not limited to the Student Association website and elections.

Section Two: Appointed Members of the Cabinet

1. The president shall appoint a Chief of Staff, who shall serve as the director of the Cabinet. The appointment of the Chief of Staff shall require the approval of the Student Senate. The Chief of Staff shall remain in office for the duration of the president's term.
2. The president, with the assistance of the Chief of Staff, shall appoint an Executive Director to chair each of the Cabinet committees and to serve as voting members of the Cabinet. The appointments of Executive Directors shall require the approval of the Student Senate. Executive Directors shall serve for the duration of the academic year in which they are appointed.
3. The president and Chief of Staff, with the assistance of the Executive Directors if required, shall appoint Associate Directors to each Cabinet committee as needed. Associate Directors shall serve as non-voting members of the Cabinet. The appointments of Associate Directors shall not require the approval of the Student Senate. Associate Directors shall serve for the duration of the academic year in which they are appointed.
4. The president shall have the power to create additional appointed positions as needed.
5. Appointed members of the Cabinet shall not serve as acting members of any of the Student Association's legislative or judicial bodies.

Section Three: Duties of Appointed Cabinet Members

1. *Duties of the Chief of Staff:* The Chief of Staff serves the Student Association president and the current administration as an appointed executive officer by the Student Association President. The role of the Chief of Staff includes acting as the chief

programming officer, management of internal operations of the Student Association, management of the Student Association president's platform, and acting as chairperson of the Student Association Cabinet. The Chief of Staff directs all committees and special projects of the Cabinet and president. Other duties include:

- a. Selecting, training, and supervising the appointed members of Cabinet, including Executive Directors and Associate Directors;
 - b. Attending all administrative meetings when the President is unavailable;
 - c. Maintaining responsibility for the upkeep and development of all Student Association resources, equipment, and facilities;
 - d. Setting the agenda for and conducting weekly Cabinet meetings;
 - e. Conducting Associate Evaluations at the end of November (before Thanksgiving Break) and end of March (after Spring Break) through the Executive Directors;
 - f. Conducting a Cabinet-wide survey regarding the work of the Executive Committee at least once each semester;
 - g. Communicating the specific programming and operational actions of the Cabinet to the Executive Committee;
 - h. Any other duties assigned by the Student Association President.
2. *Duties of the Executive Directors:* Each Executive Director of the Student Association Cabinet, as appointed by the president, shall be responsible for:
- a. Frequently communicating the actions of his or her committee to the Chief of Staff;
 - b. Attending all Cabinet meetings, Student Association-sponsored events, and all other events specified by the president or Chief of Staff;
 - c. Developing a list of goals for the year, to be approved by the president and Chief of Staff, and taking all reasonable measures to meet those goals;
 - d. Overseeing the actions of his or her Associate Director(s) as they pertain to the Student Association;
 - e. Managing the budget of his or her committee, with the assistance of the Treasurer as needed;
 - f. Any other duties assigned by the president or Chief of Staff.
3. *Duties of the Associate Directors:* Each Associate Director of the Student Association Cabinet, as appointed by the president, shall be responsible for:
- a. Assisting his or her Executive Director in planning, executing, and evaluating events;
 - b. Attending all Cabinet meetings, Student Association-sponsored events, and all other events specified by his or her Executive Director, the president, or the Chief of Staff;
 - c. Any other duties assigned by his or Executive Director, the president, or the Chief of Staff.

Article Two: Meetings

1. Cabinet shall meet once a week for the duration of the president's term, unless otherwise notified by the president or Chief of Staff.
2. Closed Meetings:

- a. Cabinet may go into closed session when conducting business deemed confidential by the president or Chief of Staff. This shall require a motion made by a Cabinet member and approval by a majority vote of the Cabinet.
 - b. While in closed session, only members of the Cabinet and those specifically invited as guests may remain present.
 - c. Cabinet shall remain in closed session for the duration of that meeting, unless a motion to reopen the meeting is approved by a majority of the Cabinet.
3. Minutes:
- a. The Secretary of the Student Association shall record the minutes of the Cabinet meetings.
 - b. At the start of each Cabinet meeting, the Cabinet shall vote on the minutes of the previous meeting. If approved, these minutes shall be made public on the Student Association website.

Article Three: Attendance

- 1. All appointed Cabinet members shall be expected to attend all Cabinet meetings and Cabinet-sponsored events.
 - a. Excused absences shall be granted at the discretion of the Chief of Staff pending the submission of an excuse to the Student Association secretary before the start of the meeting or event.
- 2. Unexcused absences:
 - a. An appointed Cabinet member’s first unexcused absence shall result in written reprimand from the president or Chief of Staff.
 - b. A second unexcused absence shall result in a meeting with the president and/or Chief of Staff and may result in further disciplinary action at the discretion of the Chief of Staff.
 - c. A third unexcused absence shall result in recommendation to the Student Senate for removal from office.
- 3. Three unexcused tardies shall constitute an unexcused absence, and shall be disciplined accordingly.
- 4. Executive Directors shall be required to attend at least two (2) Student Senate meetings per semester; Associate Directors shall be required to attend at least one (1) Senate meeting per semester. Failure to attend the required number of Senate meetings shall constitute an unexcused absence and shall be disciplined accordingly.

Article Four: Removal of Appointed Cabinet Members

- 1. Any appointed Cabinet member may be recommended to the Student Senate for removal from office by the president at any time if he or she fails to meet the standards for his or her position. This shall take place according to the procedure outlined in Article II, Section 7 of the Student Association Constitution.
 - a. In the case of a dismissal, the President shall file a written record of the reasons for the dismissal with the Student Association secretary.
 - b. Decisions made by the president regarding removal of appointed Cabinet members may be appealed to the Student Association Judicial Board.

2. Appointed Cabinet members may also be removed by the Student Senate, according to the procedure outlined in Article II, Section 7 of the Student Association Constitution.