

**B-002**  
**CREATING THE SGB GOVERNING CODE:**  
**DEFINING THE RULE OF THE PRESIDENT**

**University of Pittsburgh**  
**Student Government Board**

**Introduced by President Mike Nites**

**Whereas** the SGB Governing Code is a collection of governing documents including the SGB Bylaws,

**Whereas** the Constitution states that “The Board shall be composed of a President and eight Board members,”

**Whereas** the President’s voting privileges are ambiguously defined and the current policy is based on institutional knowledge and past precedent,

**THEREFORE BE IT RESOLVED**, On this 14<sup>th</sup> day of January in the year of 2014, the Student Government Board enacts the following revision to Title I, Chapter 1 called “The President.” All numbering changes to how the document is structured shall be automatic.

1. A section called “Member of the Board” shall be inserted before the section called “Duties of the President.” There shall be two subsections that state:
  - a. “The President is a member of the board but serves as the chair and spokesperson during all official and unofficial business.”
  - b. “During all votes, the President is assumed to have abstained unless he or she is breaking or forcing a tie.”
2. An additional subsection shall be added at the end of “Duties of the President” saying “In addition to the above duties, the President shall hold the same responsibilities as a Board Member that do not conflict with the above.”
3. Title I, Chapter 1 will be passed exactly as shown in the attached document.

The resolution shall be effective immediately upon adoption.

## Chapter 1. The President

### Section 1.01. Member of the Board

- A. The President is a member of the board but serves as the chair and spokesperson during all official and unofficial business.
- B. During all votes, the President is assumed to have abstained unless he or she is breaking or forcing a tie.

### Section 1.02. Duties of the President

- A. The President of the Board shall:
  - 1. Assign responsibilities to Board Members
  - 2. Assign specific guidelines and schedules for the completion of work.
  - 3. Hold twelve office hours per week in the Student Government Board Office.
  - 4. Shall regulate the office hours of all Board Members and Committee Chairs.
  - 5. Construct an itemized agenda for each scheduled Board meeting which shall include topics submitted to him in writing twenty-four hours prior to each meeting.
  - 6. Be responsible for the upkeep and distribution of public meeting minutes.
  - 7. Keep an attendance record of each Board Member and Committee Chair at public meetings and notify those with undue absence.
  - 8. Give a report at each scheduled meeting, which will inform the Board of all correspondence sent and received, all meetings attended and any other matter that may be of importance and interest to the Board.
  - 9. Authorize all Student Government Board expenses, in conjunction with the Business Manager.
  - 10. Establish office operations, policies and procedures for the Student Government Board office.
  - 11. Serve as the student representative to the University Senate Council.
  - 12. Have the authority to appoint students to Standing Committees of the University Board of Trustees, University Senate Council and any other appointments deemed necessary and/or requested by the University administration.
  - 13. At his or her discretion, hold weekly meetings with each Board Member and biweekly meetings with each Committee Chair.

14. Conduct, at least once per month, Committee Chair evaluations to ensure that Committee Chairs are fulfilling the responsibilities of their respective offices. These evaluations shall be conducted by the President, the Board Members serving as liaison in question and the Committee Chair. Should the President find that the Committee Chair has not fulfilled his or her duties, the President may recommend to the Board that the Chair in question be removed. The dismissal process shall then follow as outlined in Article V, Section I, of the Student Government Board Constitution.
  15. Shall guide and coordinate the transition process between the incoming and outgoing Boards after the annual SGB elections.
- B. In addition to the above duties, the President shall hold the same responsibilities as a Board Member that do not conflict with the above.