Section 2 – Duties (excerpt from the “Student Government Association Constitution” in the Student Handbook 2017-2018)

A. President

1. To honor, uphold, and defend this Constitution.

2. The President shall direct the activities of the Executive Branch with due consultation of the Cabinet.

3. The President shall appoint all non-elected Cabinet members subject to the approval of the Student Senate. Such appointed Cabinet members shall serve at the pleasure of the President.

4. The President shall make recommendations for appropriate legislation to the Student Senate. They shall deliver a State of the Students Address to the Senate at the first meeting of the academic year, the first meeting of the second semester, and at other times.

5. To implement measures and to enforce legislation enacted by the Student Senate.

6. The President shall have the power to veto acts of the Student Senate. If the President does not veto act of the Senate within five (5) working days after passage, such acts shall become law without the President's signature.

7. To serve as an ex-officio non-voting member for all executive SGA committees and departments.

8. To develop the operating budget for SGA and submit the same budget to the Senate at the first meeting of the academic year. The budget should represent a proportional allocation for each semester during the academic year.

9. Prepare a summer term budget to be approved by the Director of Student Life and Development and the Vice President for Enrollment Management and Student Affairs. These funds may be expended prior to the approved SGA budget.
10. The President shall take responsibility for the financial matters of the SGA. They shall co-sign all requests for expenditure of funds with the Treasurer. All expenditures must be approved by the Director of Student Life and Development.

11. The Student Government Association officials and agents must be in compliance with all university contracts, policies, and procedures.

12. The President shall have the power to call special sessions of the Student Senate.

13. The President shall submit a financial report to the Student Senate reflecting the financial status of the SGA twice each semester.

14. To prepare and submit to the Student Senate and Director of Student Life and Development the agenda for the Student Affairs Committee of the Board of Trustees and for the Student Officers Council five days prior to the meeting.

15. The President or designee shall be present at all meetings of the Board of Trustees and provide a written summary of key issues to the student body at least seven days after said meeting.

16. To approve or not approve all contracts that the SGA enters into with other organizations.

B. Vice President

1. To honor, uphold, and defend this Constitution.

2. To assist the President in the administration of the business of the SGA.

3. The Vice President shall execute the duties and powers of the SGA President in their absence or at the President's request.

4. To conform to the order of succession as designed in ARTICLE XI, Section 5.

5. To direct programs dealing with international, national and local affairs which interest the Tuskegee University students.

6. The Vice President shall preside over all meetings of the Senate. They shall vote only in the case of a tie and may not vote during an impeachment trial.

7. The Vice President shall appoint and dismiss all members of any Student Senate Committee and shall serve as an ex-officio member of all such committees.

8. The Vice-President shall appoint and dismiss all chairs and vice chairs of any Student Senate committee.

9. The Vice President shall appoint a clerk to the Student Senate who shall be responsible for keeping minutes of each meeting.
10. The Vice President shall submit a list of all Senators and their addresses to the SGA President and the Director of Student Life and Development prior to the second Senate meeting of the academic year in which they are to serve.

11. The Vice President shall call for an election within the Student Senate in order to eject the appropriate Senate officers.

C. Student Coordinator of Clubs and Group Activities
1. To honor, uphold, and defend this Constitution.
2. To receive and evaluate requests for funds from campus organizations and charitable groups and to refer such requests to the Executive Branch for consideration.
3. To maintain a historical amount of all important SGA events and assure that all annual (having occurred three consecutive years) events are on the SGA and campus calendars.
4. To coordinate and initiate entertainment programs for the SGA.

D. Student Judicial Advisor
1. To honor, uphold, and defend this Constitution.
2. To serve as chairperson of the Student Judicial Board and shall vote only in the case of a tie.
3. To provide advice and assistance to students who request it with regards to violations of these rules.
4. To advise and represent students and their interests regarding rules of the University and violations of these rules.

E. Treasurer
1. To honor, uphold, and defend this Constitution.
2. To be responsible for the records relation to all financial transactions of the SGA.
3. To assist the SGA President in preparing a budget for the academic year.
4. To make a comprehensive report of financial transactions on a bi-monthly basis to the Student Senate and student body.
5. To be responsible for maintaining a balanced budget and prevent deficit spending. They shall co-sign all requisitions with the SGA President.
6. To ensure that no funds are expended outside of executive power and legislative authority.

7. The Treasurer shall publish a Financial State of the SGA report each semester with distribution to the President, General, and Associate General Officers of the University and the Director of Student Life and Development. This report must be published at least twice per school year.