



## **BYLAWS OF THE EXECUTIVE CABINET**

### ***Section I - General Provisions***

1. The Executive Cabinet and its constituent members are authorized by the Constitution of the Undergraduate Student Body of the University of Notre Dame du Lac (“the Constitution”) to advance the agenda of the Student Body President and Vice President through the Senate in an effort to protect the interests of students in all areas of university life, provide services to the Undergraduate Student Body, and advance the policy priorities of the Student Union

### ***Section II - Executive Officers***

1. The Student Body President, Student Body Vice President, Chief of Staff, Student Union Secretary, and Executive Controller shall serve as the Executive Officers of the Executive Cabinet. The Student Body President and Vice President shall be elected by the Undergraduate Student Body of the University of Notre Dame du Lac, pursuant to the Constitution. The Student Body President shall nominate the Chief of Staff, Student Union Secretary, and Executive Controller to the Student Senate for approval.
2. The Executive Officers shall be responsible for the efficient and effective operation of the Executive Cabinet and its respective meetings.
3. The Student Union Secretary shall record minutes at all meetings of the Executive Cabinet and shall archive the minutes for future reference.
4. The Executive Controller shall oversee the finances of the Executive Cabinet.

### ***Section III - Membership***

1. The Student Body President, Student Body Vice President, Chief of Staff, Student Union Secretary, Executive Controller, Standing and ad hoc Executive Cabinet Department Directors, FUEL Directors, and any others appointed by the Student Body President shall be members of the Executive Cabinet.
2. The members of the Executive Cabinet shall perform the duties entrusted to them by the Constitution, particularly leading their respective department if applicable. Members of the Executive Cabinet are required to attend all meetings of the Executive Cabinet.

Members who do not fulfill their constitutional responsibilities or fail to perform duties entrusted to them by the Student Body President, Vice President, and Chief of Staff will have a check-in meeting which can lead to disciplinary action up to dismissal from the Executive Cabinet.

3. The Director of Student Activities or a designee thereof shall serve as the advisor to the Executive Cabinet. They are not required to attend meetings of the Executive Cabinet.

#### ***Article IV - Meetings***

1. The Chief of Staff shall schedule meetings of the Executive Cabinet which shall be held at minimum once every two weeks during the academic year. The Executive Officers have the authority to unanimously amend the schedule. Meetings can be closed by the unanimous decision of the Executive Officers.
2. The Chief of Staff shall establish the agenda items for all meetings and adapt it as they see fit to ensure the efficiency and efficacy of such meetings.
3. Members of the Executive Cabinet are required to attend all meetings of the Executive Cabinet. The Chief of Staff shall be notified before the start of the meeting if a member is unable to attend. Three absences in one semester or two consecutively missed meetings will result in a check-in meeting with the Executive Officers, which may lead to disciplinary action up to dismissal from the Executive Cabinet.
4. All standing and ad hoc departments shall meet at least once every two weeks during the regular academic year.

#### ***Article V - Amendments***

1. The Executive Cabinet shall, no later than April 30th, conduct a process of internal review and reform of these Bylaws and the sections of the Constitution pertaining to the Executive Cabinet. The Executive Cabinet shall, having made necessary changes, vote by a two-thirds majority to approve these Bylaws for a term of one year prior to May 1st. Following the approval of these Bylaws, the Chief of Staff shall present these Bylaws to the Student Union Ethics Commission.
2. These Bylaws may be altered, amended, or repealed only by a unanimous vote of the Executive Officers with approval of the Student Activities Advisor. Once approved, the

Bylaws of the Executive Cabinet

Amended [x]

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Chief of Staff must notify the Student Union Ethics Commission of such alteration, amendment, or repeal or review and comment.