



Emory University

Executive Agency Governance Code

Article I. Establishment of Authority

Pursuant to Title IV of the Constitution of the SGA, Executive Agencies are established under the Undergraduate Student Government Association of Emory University (SGA). Executive Agencies shall be governed by the bylaws of SGA and then by their respective bylaws. Pursuant to Article IX of Constitution of SGA, divisional councils and student groups shall be governed by the bylaws of SGA and are subject to this code and its Appendix. SGA hereby establishes the Executive Agency Governance Code to set forth conduct and behavioral expectations for all clubs and organizations chartered by SGA. This document is amendable by a two-thirds vote of the legislature, and it shall be reviewed at least once every year by the entire legislature after EA Reviews.

Article II. Definitions

1. Executive Agency (EA): A student organization that is chartered directly under the SGA after an application or renewal process listed under Article XI of this Governance Code and receives direct funding from SGA. The organizations that are chartered interact with the values that SGA strives to promote.
2. Sister Organization: An organization within a division that performs a similar function to one of the Executive Agencies chartered under SGA. A Sister Organization is still considered separate from an EA because it has divisional specific funding.
3. Charter Transfer: The act of moving an existing charter from either a divisional council or EA to a different EA.

Article III. Conduct and Behavioral Expectations

1. All Executive Agencies, as well as their members, shall not discriminate based on race, color, religion, gender, gender expression, gender identity, sexual orientation, age, disability, ethnic or national origin, college (BBA, ESNA, Oxford, ECAS) or any other basis of discrimination with malicious intent.
2. All Executive Agencies shall be respectful and receptive to ideas of change, diverse opinions, feedback, and criticism from the Emory community.
3. All Executive Agencies and their chartered organizations must maintain an updated constitution, made available on their respective The Hub profile.
4. All Executive Agencies funded by SGA must be available to and accessible to all four divisions and be in accordance with Article VIII of this Governance Code.
5. All EAs must be compliant with Finance Code and the EA Review process as provided in Article IX of this Governance Code.
6. All Executive Agencies should be in adherence with Emory's Sustainability policies.
7. If the provisions under Article II of this EA Governance Code are not followed by an EA or one of their chartered organizations and are subsequently reported to the SGA, SGA reserves the right to review the charter of said EA and to offer recommendations for possible solutions.

Article IV. Enumeration of Rights

1. This Code affirms all rights enumerated in Article II, Section I of the Constitution of the SGA to all clubs and organizations chartered under the SGA. Violation of rights may result in action pursuant to Article X of this Governance Code.

Article V. The General Body and Chartered Organizations

1. EAs shall provide in their governing documents the definitions for the following (if applicable):
 - a. General Body Members
 - b. Chartered Organizations
2. EAs shall provide in their governing documents the processes for the following (if applicable):
 - a. Removal of chartered organizations

Article VI. The Executive Board

1. An executive member refers to an individual who holds leadership position(s) within an EA, makes decisions concerning the EA and activities, and represents the interests of the general body members and/or EA chartered clubs.
2. EAs shall delineate the obligation, duty, and requirement for each executive position within their governing documents.
 - a. EAs must have at least one individual designated as the Chief Executive Officer (President) and one individual designated as Chief Financial Officer (Treasurer).
3. EAs shall delineate the selection process for each executive position within their governing documents. The selection process for executive members must be transparent and made available to all members of the Emory community using the following:
 - a. If the selection process is by election, results must be announced to all four divisional councils at the end of each election cycle.

- b. If the selection process involves an application, all applicants must receive an appropriate written notification of their decision.
- c. An EA must clearly delineate a replacement process for vacant executive positions within their governing documents.

Article VII. Removal of an Executive Member

1. EAs may remove executive members if the process to do so is clearly outlined within their respective constitution.

Article VIII. Advertisement and Methods of Inclusion

1. All opportunities for student engagement, including but not limited to EA events and applications, must be advertised to all four divisional councils. Examples of methods of inclusion/advertisement are listed below:
 - a. Creation of divisional council representatives, who serve on the EA's Executive Board.
 - b. Monthly attendance at SGA meetings to ensure transparency and communication.
 - c. Divisional specific advertisement through social media platforms including but not limited to the Hub, Instagram, and GroupMe.
 - d. Annual meetings with SILT to work on inclusion methods for students of all divisions.
2. EAs must communicate major events and application processes with divisional council Communications Committees at the discretion of each divisional council.
3. In accordance to Section I of Article VIII, EAs must include Oxford College. Because Oxford students are not on the Emory campus, EAs are strongly encouraged to advertise using at least one of the methods below:
 - a. Creation of an Oxford graduate or Current Oxford Student Liaison position, who serves on the Executive Board of the EA
 - b. Regular communication between the Executive Boards of the EA and Oxford Sister Organization
 - c. Attendance at the Oxford Involvement Fair in the fall (September) and spring (February)
4. EAs must include diversity, equity, and inclusion initiatives in their programming. Methods of DEI can include:
 - a. Annual meetings with the Office of RACE or Office of Diversity, Equity, and Inclusion
 - b. On-campus training for executive members for current issues of diversity, equity, and inclusion
 - c. Creation of a committee or executive position specific to modulating initiatives on diversity, equity, and inclusion

Article IX. EA Progress Meeting and EA Review

1. Progress meeting
 - a. There will be a progress meeting for each EA held during an SGA meeting sometime in fall semester at the discretion of the SGA President and Speaker of the Legislature.
 - b. During this meeting, each EA will present a short progress report (5-7 minutes), with five minutes afterwards allocated for questions. Content must include:
 - i. Purpose of EA and contributions to Emory community
 - ii. Past and future events planned within the semester
 - iii. Areas of challenges or ways that SGA can support the organization

- iv. Updated contact information for the EA's President and Vice President
- 2. EA Review and Charter Renewal
 - a. In accordance with Article II (Section VI) of this document, EAs must be compliant with the EA Review process. This shall run in tandem with the Operational Budgeting Process as described in Part V of the Finance Code.
 - i. EAs are required to present and must notify the Speaker of the Legislature if they must reschedule.
 - ii. EAs must be in communication with the Vice President of Finance to ensure the appropriate financial documents as part of the Operational Budgeting Process are submitted.
 - iii. The President and Vice President must provide their contact information to the Vice President of Finance Committee and within their presentation.
 - b. Presentations are limited to seven minutes total, with additional time afterwards allocated for questions up to the discretion of the speaker.
 - c. Presentation content and financial documentation can be found in the Annual EA Finance Review Guidebook. ([2022 EA Finance Review.pdf](#))
 - d. Charter renewals are approved by a majority vote of the SGA legislature
- 3. EA Probation
 - a. In the event that an Executive Agency does not fulfill all criteria for EA Review and Charter Renewal, the SGA Legislature may vote to temporarily place the EA under "Probation".
 - i. Probation shall be defined as the status in which an Executive Agency is more closely observed and overseen by the VP of Finance and Attorney General. The specifics of the EA's probation may be further defined at the discretion of the VP of Finance, Attorney General, and SGA Legislature on a case-by-case basis.
 - ii. An EA may only be placed on probation by a majority vote of the SGA Legislature
 - iii. An EA may be placed on probation for up to one year at a time.
 - b. An EA's probation period will automatically end if the Legislature determines that an EA has demonstrated that they have corrected their behavior and are following all EA guidelines.
 - i. This may happen at the subsequent EA Review the following year or any Legislative Meetings prior to EA Review at the request of the VP of Finance/the EA in question at the discretion of the Speaker of the Legislature.
 - c. If at any point, that it is brought to the attention of the SGA that an EA is not following guidelines/rules prior to EA Review, the SGA VP of Finance, Attorney General, or Speaker of the Legislature may request the leadership of the EA in question be present at a Legislative Meeting to discuss the complaint.
 - i. If it is found that an EA is not following guidelines, on a case-by-case basis at the discretion of the SGA Legislature, the SGA Legislature may vote to temporarily place the EA under probation by a majority vote.
 - ii. If the EA is already under probation, the SGA Legislature may consider/vote to revoke the charter status of the EA following the procedures outlined in Article X.
 - iii. For finance-related violations, the VP of Finance may enforce the Penalties for Violations of the SGA Finance Code (Part VI).

Article X. Regulation of EAs

1. SGA reserves the right to review and revoke an EA's charter status and regulate their budget by a majority vote of the legislature and/or majority vote of the divisional councils.
2. The SGA Legislature shall retain the power to remove executive members of EAs pursuant to Title IV, Article 2, Section 3 of the SGA Code.

Article XI. EA Chartering Process

1. To be eligible to apply for a direct funding charter/EA charter:
 - a. Organizations must demonstrate that it is unfeasible for the organization to carry out their stated mission under an undergraduate divisional council.
 - b. Organizations must also demonstrate that either:
 - i. They serve all four divisions currently and have plans to continue to do so.
 - ii. Or upon receiving EA charter status, they would have the capabilities to serve all four divisions.
2. Application
 - a. To receive funding for the next academic school year, organizations must apply by November 1st.
 - b. Application materials must be sent to both the Speaker of the Legislature and the VP of Finance. Such application materials must include:
 - i. A bill authored by at least the Executive Members of the organization requesting a charter for the following year.
 - ii. A proposal that shall include:
 1. An Introduction to the Organization
 2. Current Leadership and Membership List
 3. The Organizations Constitution
 4. Financial Report
 5. Event Report
 6. Future EA Report
 7. Any other Additional Information
 - iii. A presentation that includes:
 1. Information about the Organization
 2. The Operations of the Organization
 3. Plans for Expansion
 4. Benefits from the Charter/ why an EA charter versus a Divisional Council one
 5. Financial Standing
 6. Events and Future Report
 7. Additional Information
 8. Any financial materials that is requested by the VP of Finance
 - iv. Optional recommendation letters from the leadership of each Divisional Council.
 - c. Exceptions to application requirements may be made by the SGA VP of Finance at their discretion. These exceptions shall be communicated to the legislature during the SGA Presentation. The legislature reserves the right to accept or deny the charter of an Executive Agency at its discretion, with appropriate consideration of any exceptions made, pursuant to Article IV of the Constitution of the SGA.
3. SGA Presentation
 - a. EA's will present their presentation and bill at the next SGA meeting at the discretion of the Speaker of the House. Divisional council presidents will be notified by the Speaker and invited to attend the EA presentation. After the presentation, the legislature shall vote to approve the bill.

- i. If the bill to charter the organization is approved by a majority vote of the SGA legislature, the Speaker shall communicate the results of the vote to the applicants.
 - ii. If the charter status is denied by a majority vote of the SGA Legislature, then the organization seeking the charter will be notified of the reasons why and can apply the following year for a charter.
- 4. After the Approval for a Charter
 - a. The newly chartered EA will be subject to this Governance Code.
 - b. Standards unique to the EA will be drafted to maintain the charter status.
 - c. The Executive Board of the new EA will be formed using the selection process included in the application.
 - d. The Attorney General shall review the proposed EA constitution and notify the newly chartered EA to make any necessary changes.
 - e. The VP of Finance shall collaborate with the newly chartered EA to create a budget to be presented and approved during the EA review and Operational Budgeting process in the Spring.

Article XII. Transferring a Charter Process

- 1. To be eligible to transfer an organization's charter from a divisional council or existing Executive Agency to another chartering body:
 - a. Organizations must demonstrate that it is not feasible for either the student organization or its current chartering body to effectively carry out their stated missions if the organization(s) remain with its current charter.
 - b. The organization must also demonstrate that the organization will satisfy one of the following once their charter is transferred:
 - i. If transferred to a divisional council, the organization serves students under its division and has plans to continue to do so, or upon approval of the transfer would have the capability to serve students under its division.
 - ii. If transferred to an EA charter, the organization serves students in all four divisions and has plans to continue to do so, or upon approval of the transfer would have the capabilities to serve all four divisions.
- 2. Charter Transfer Application
 - a. To receive funding for the next academic year, the bill authors must submit their application to the Student Legislature by November 1st of the current academic year. The SGA VP of Finance may extend this deadline at their discretion.
 - b. Application materials must be sent to both the SGA Speaker of the Legislature and the SGA VP of Finance, and such application materials shall include:
 - i. A bill:
 - 1. That is authored from one of the following:
 - a. The SGA VP of Finance.
 - b. A representative of the recipient chartering body with approval from the recipient chartering body's chartering process AND the SGA VP of Finance.
 - c. A representative of the proposed organization's executive board, with the approval of a majority of its executive board, AND the SGA VP of Finance.
 - 2. If a bill is submitted to the Speaker of the Legislature to transfer an organization into an existing chartering body, the SGA Speaker must

notify the chartering body's Executive Board after receiving the application.

- ii. A proposal that includes the following:
 1. An introduction to the organization(s) and how it fits into the existing chartering body
 2. Sufficient reason as to why the organization(s) should move under existing chartering body
 3. What challenges the council/organization(s) are facing currently and how transferring the organization would benefit the council, undergraduate students, and/or the organization(s)
 4. Current leadership of the organization/organizations and number of general body members
 5. Financial Report that includes:
 - a. The current year's budget(s) of the organization(s) and projections for the next year on spending
 - b. Any financial materials that are requested by the VP of Finance
 - iii. A presentation that includes:
 1. Information about the organization(s) and its fit into the EA
 2. Benefits from transferring charter
 3. Demonstrated need for the organization(s) or council(s) to transfer the organization(s) into an existing EA
 4. Any financial materials that are requested by the VP of Finance
 5. Optional recommendation letters from the leadership of each Divisional Council.
 6. Additional information
3. SGA Presentation
- a. The bill authors shall present their presentation and bill at the next SGA meeting at the discretion of the Speaker of the House. Divisional council presidents will be notified by the Speaker and invited to attend the EA presentation. After the presentation, the legislature shall vote to approve the bill.
 - i. If the bill to transfer the organization(s) is approved by a majority vote of the SGA legislature the bill authors seeking the transfer and all relevant leadership shall be notified of the approval and next steps.
 - ii. If the charter status is denied by a majority vote of the SGA Legislature, then the bill authors and relevant leadership seeking the charter will be notified of the reasons why and can apply the following year for a charter transfer.
4. After the Approval for a charter transfer of the organization(s) into an already existing chartering body:
- i. The chartered organization(s) shall be transferred from the council to the existing chartering body and such process would be defined in the council's appendix
 - ii. The Attorney General shall review the proposed organization(s) constitution(s) and notify the EA that the constitution has met SGA's standards
 - iii. The VP of Finance shall collaborate with the existing chartering body to create a budget for the newly transfer organizations to be presented and approved during the EA review and Operational Budgeting process in the Spring.

EA Appendix

1. Transferring Organization(s) from College Council into an EA
 - a. Upon approval of the organization(s) charter transfer, College Council will take the follow steps to facilitate the transfer:
 - i. Sending the organization(s)' relevant chartering information to the SGA VP of Finance, who shall then transfer the chartering information to the Executive Board of the Executive Agency.
 - ii. Sending the organization(s)' relevant finance information, including all documents requested by the VP of Finance, which may include but is not limited to the following:
 1. Requested and approved operational budget for the previous fiscal year
 2. Requested and approved supplemental budget for the current fiscal year
 3. SGS Monthly Divisional Reports for the current fiscal year
 - iii. Sending the College Council form(s) to the SGA VP of Finance, who shall then transfer these forms to the Executive Board of the Executive Agency:
 1. Official Operational Funding Budget Request Sheet
 2. Official Supplemental/Initiative Funding Budget Request Sheet
 3. Line-Item Information; Cost Formula
 4. Official Organizational Audits Form
 5. Full Chartering Rubric
 6. Provisional Chartering Rubric