

**STUDENT GOVERNMENT ASSOCIATION
BILL
0405-B-011**

Submitted by: Josh Hill, Executive Secretary
Tina Strozier, Administrative Vice President
Robert Weaver, Fine Arts Senator
Chris Willis, Freshman Forum Senator

Date: November 15, 2004

Comments: We request these changes be made to the Student Government Association Code of Laws, Title II, Chapter 101.2.

Let Title II, Chapter 101.2, now read:

- A. Executive Secretary whose duties shall include:
1. Attend and keep minutes of all Executive Cabinet meetings.
 2. Attend and keep minutes of all SGA Advisory Committee meetings.
 3. Notify members of Cabinet meetings.
 4. Handle all SGA correspondence, including that of the President, Treasurer, and UPC Director.
 5. Update and maintain the SGA website.
 6. Organize and compile the SGA Annual Report.
 7. Post and maintain a minimum of five office hours per week.
 8. Check office hours for Executive Cabinet.
 9. Attend all Senate meetings, be subject to its absence policy, and have permanent privilege of the floor.

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President of the Senate Date

President of the SGA Date

President of the University Date