

QUALIFICATIONS & DUTIES OF THE EXECUTIVE CABINET

The Executive Cabinet of the LEFC – SGA shall consist of the President, Vice President, Treasurer, and Secretary as elected by the students of the L. E. Fletcher Campus.

Qualifications:

1. Members of the Executive Cabinet shall have completed six credit hours of study at the L. E. Fletcher Campus of Louisiana Technical College which must have been completed in the semester prior to installation in executive office.
2. Members of the Executive Cabinet shall have earned a cumulative grade point average of at least 2.5 on a 4.0 scale and maintain at least a 2.0 semester average while in office.
3. Members of the Executive Cabinet shall be enrolled in a minimum of six credit hours of study per semester at L. E. Fletcher Campus during their terms of office.

Powers and Duties of the President:

1. Serve as the official representative of the LEFC - SGA, providing direction and leadership to the SGA.
2. Supervise the execution of LEFC – SGA policy.
3. Establish any committees he or she deems necessary and make special committee appointments.
4. Be an ex-officio member of all committees.
5. Appoint any position on the LEFC – SGA in the event of resignation, recall, or other vacancy with the approval of the SGA Student Senate.
6. Call special sessions of the LEFC – SGA Executive Board or the SGA Student Senate any time he/she deems it to be in the interest of the SGA with twenty-four hours notice.
7. Notify the Vice President to assume his/her duties in the event that the President expects being absent from his/her duties.
8. Preside over recall procedures, Executive Board meetings, LEFC – SGA meetings, and other college meetings as deemed necessary.
9. Ensure that quality and diverse programs are presented.
10. Work with the Student Services Office in the preparation of the Student Activities Calendar and the Student Handbook.
11. Attend the meetings of the Faculty Senate and act as the LEFC – SGA's liaison to the Faculty Senate committee(s).
12. Appoint members to the Judiciary Council and fill vacancies on the council with a consent of a majority (51%) of the Student Senate.

Powers and Duties of the Vice President:

1. Assist the President in the administration of LEFC – SGA affairs.
2. Fulfill the duties of the President when he or she is unable to do so.
3. Be the convening and presiding officer of recall proceedings against the President.
4. Assist the President in responding to all student concerns relating to the academic policies of the L. E. Fletcher Campus of Louisiana Technical College.
5. Assist with the activities of co-curricula student organizations.
6. Take responsibility for the effective planning, management, and evaluation of all LEFC – SGA programs and activities related to academic affairs.
7. Ensure that quality and diverse programs are presented.
8. Work with the Student Services Office in the preparation of the Student Activities Calendar and the Student Handbook.
9. Cast a vote on Student Senate Legislation in case of a tie.
10. Organize the agenda for the Student Senate meetings.
11. Perform such duties as may be requested by the President.
12. Serve as an ex-officio member of all Student Senate committees.

Powers and Duties of the Treasurer:

1. Be responsible for the LEFC – SGA funds as directed by the SGA.
2. Be responsible for the safekeeping of those funds with the Campus Accountant.
3. Work with the Student Services Office in the establishment and maintenance of disbursement and accounting procedures.
4. Submit a financial statement on a weekly basis to the Faculty Advisor and Campus Accountant.
5. Approve expenditures under \$25 in conjunction with the President and Faculty Advisor. All expenditures over \$25 which do not appear in an approved budget must have the majority approval of a quorum (51%) of the voting members of the SGA and signed approval of the Campus Administrator.
6. Perform such duties as may be requested by the President.

Powers and Duties of the Secretary:

1. Take accurate minutes at all Executive Board and LEFC – SGA meetings.
2. Make copies of all minutes available to LEFC - SGA members, the student body, and the Faculty Advisor within one week of any meeting.
3. Work with the Student Services Office in the preparation and distribution of all minutes.
4. Establish and maintain a representative file consisting of names, addresses, and telephone numbers and class schedules of all Executive Cabinet members, all Legislative Body members, and all Judicial Council members.
5. Be responsible for all office files.
6. Collect and assemble all reports of officers or committee chairpersons.
7. Be responsible for all office correspondence.
8. Perform such duties as may be requested by the President.