



2023-2024 Executive Cabinet Election Packet

Thank you for showing interest in pursuing an Executive Cabinet position in Associated Student Government. Duties of an Executive Cabinet member include, but are not limited to, attending weekly Cabinet meetings, chairing a committee, actively participating on University Committees, meeting with administrators, collaborating with various University stakeholders (i.e. academic departments, student organizations), and engaging with student constituents.

Positions being elected:

Speaker of Student Senate
Secretary of On-Campus Affairs
Secretary of Diversity, Equity, and Inclusion
Secretary of Academic Affairs
Secretary of the Treasury
Secretary of Safety and Wellness
Secretary of Infrastructure and Sustainability
Secretary of Governmental Relations
Secretary of Communications and Media
Secretary for Off-Campus Affairs

Important dates to remember for the 2024 Executive Cabinet Election cycle:

March 13th: Cabinet Packets are released.
March 19th: Optional (but highly encouraged) "How to Run for Cabinet" presentation & Cabinet Information Session during the regular meeting of Student Senate, which begins at 6:00pm in the Joslin Senate Chamber.
April 5th: Petitions and Accompanying Materials due at **5:00 pm ET** via [this Google Form](#).
April 7th: Email certifying petitions and informing candidates of instructions for the meeting will be sent
April 9th-30th: Elections will be held in-person during the regular meeting of Student Senate, which begins at 6:00pm in the Joslin Senate Chamber and may last until 10:30pm.

Please contact Tia Bakshi at ASGSpeaker@miamioh.edu with any questions or concerns.

Instructions

Turning in the packet must be done through this google form:

<https://forms.gle/KcqeDdEnA7fjEg276>

- Requires your petition & additional questions

Petition instructions (required):

- Sample petition: <https://forms.gle/KtYN6fXpDkMHm6Jw6>
 - Make sure that you change the settings to collect email addresses and limit to 1 response.
- Please share edit access to the ASGSpeaker@miamioh.edu email **BEFORE** receiving any responses. Needs to be filled out (Name, Unique ID) by at least **50** Miami University undergraduate students enrolled at the Oxford campus.

Additional Questions (required):

In a google document, please answer the following three questions. Each response is limited to 75 words. Email your responses to ASGSpeaker@miamioh.edu by the packet deadline.

1. Why are you qualified for this position?
2. What are your plans for this position?
3. How do you plan to work within the Executive Cabinet and how do you plan to lead your committee?

Please fill out this checklist to verify you have read and completed all required items:

- By checking this box, you acknowledge that the Associated Student Government and the Office of Student Life have permission to check your eligibility to join this organization. Your acknowledgement means that advisors will ensure you're in good standing with the Office of Community Standards as well as will not be studying abroad during either the Fall 2024 semester and/or the Spring 2025 semester.
- I have read all the relevant election information (starting on this page).
- I have shared my petition to the ASGSpeaker@miamioh.edu email **BEFORE** receiving the required 50 signatures from current undergraduate students enrolled in Miami University's Oxford Campus.
- I have filled out all the information requested correctly on the petition page.
- I answered all the questions in the accompanying materials and emailed my responses to Tia Bakshi via the ASGSpeaker@miamioh.edu email by the packet deadline.

Please contact Tia Bakshi at ASGSpeaker@miamioh.edu with any questions or concerns.

Relevant Bylaws

SECTION 102

The Powers and Duties of the Speaker of Student Senate

102.A. The Speaker of Student Senate shall be a non-voting Student Senator

102.B. To preside over the Student Senate.

102.C. To call the Student Senate into special session.

102.D. To place, as soon as possible, all appropriate proposals passed by the Student Senate on the agenda of the appropriate university council or committee and act as the liaison for Associated Student Government in all legislative matters.

102.E. To sit as an ex-officio, non-voting member of any council, committee, or board of the Student Senate.

102.F. To chair the Elections Committee, with assistance from the Pro Tempore, unless said officer is pursuing an elected position. In such cases, the committee shall select its chair from among the membership.

102.G. To sit as a member of the University Senate.

102.H. The Speaker of Student Senate shall act as the legislative liaison between the Executive Cabinet and the Student Senate.

102.I. To conduct multiple training sessions for Student Senators at the beginning of the first semester and Student Senators-elect.

1. The training should include instructions on how to put forth legislation, the responsibilities of being a Senator, an outline of the structure of ASG, University governance, parliamentary procedure, constituency relations, committee procedure, and attendance requirements or other commitments.

102.J. To appoint members to the standing Senate and Cabinet committees with the

majority consent of the Student Senate.

102.K. The Speaker of Student Senate shall have the responsibility of apportioning Senate districts with consultation from the appropriate Secretaries.

102.L. The Speaker shall be an ex-officio member of the Executive Cabinet.

102.M. The Speaker of Student Senate shall be paid according to the formula outlined in 217.A. using as a base the FY 2022 salary of \$5,610.

SECTION 201

There shall be an Executive Cabinet, chaired by the Student Body President, The Cabinet shall consist of the Student Body President, the Student Body Vice President, the Secretary for Academic Affairs, the Secretary for Communications and Media Relations, the Secretary for Diversity, Equity and Inclusion, the Secretary for Governmental Relations, the Secretary for Infrastructure and Sustainability, the Secretary for On-Campus Affairs, the Secretary for Off-Campus Affairs, the Secretary of the Treasury, the Secretary for Safety and Wellness, and the Chief of Staff.

1. The Speaker of Student Senate, acting as liaison between Student Senate and Executive Cabinet, will be entitled to attend all Executive Cabinet activities and meetings.
2. Members of the Executive Cabinet are to attend one multicultural event per semester from a list provided by the Secretary for Diversity, Equity and Inclusion
3. Members of Executive Cabinet are to attend a bystander intervention program once per year from a list provided by the Secretary for Safety and Wellness.

SECTION 204

The Powers and Duties of the Secretary for Academic Affairs

204.A. The Secretary, working in conjunction with the Associated Student Government Executive Cabinet, takes responsibility for all activities and policies in the area of academic affairs. The duties include, but are not limited to, augmenting the intellectual

climate of the University, furthering student academic interests, and the generation of academic reform at both the divisional and university levels.

204.B. The Secretary shall maintain contact with members of University bodies dealing with academic affairs including, but not limited to, University Senate, Undergraduate Academic Advising Council, Liberal Education Council, and the Academic Policy Committee, as well as pertinent university offices including, but not limited to, the Provost's office, the Registrar's office, all Deans' offices, Career Services, and advising offices.

204.C. Upon election, the Secretary for Academic Affairs shall be allocated a Student at-Large seat on the University Senate.

204.D. The Secretary shall chair the Academic Affairs Committee.

204.E. The Secretary for Academic Affairs shall plan and execute the Outstanding Professor Awards.

204.F. The Secretary for Academic Affairs shall be paid according to the formula outlined in 217.A. using as a base the FY 2022 salary of \$3,930.

SECTION 205

The Powers and Duties of the Secretary for Communications and Media Relations

206.A. The Secretary shall take responsibility for all activities of all three branches of Associated Student Government in areas of communications, publicity, graphic design, and media.

1. The Secretary for Communications & Media Relations is responsible for creating, updating and enforcing branding guidelines. All branding guidelines are subject to the approval of Student Senate when Student Senate deems necessary. Any branding challenge brought by Student Senate will succeed by a simple majority vote. In such case, the new branding guidelines will not go into effect, and the guidelines will be sent back to the Secretary for Communications and Media Relations for rework.

205.B. The Secretary shall be an ex-officio member of the Elections Committee with all media relations and student-wide communications regarding any election and recruitment for all branches of Associated Student Government.

1. The Secretary shall recuse themselves of this duty if there is a conflict of interest, such as they are running for a position in that election.

205.C. The Secretary shall be Webmaster of the Associated Student Government website and responsible for all social media sites.

1. The Secretary shall be responsible for updating the website and social media sites within the week to reflect recent matters pertaining to, but not limited to, new legislation, meeting minutes, and press releases.
2. The Secretary shall be responsible for including the personal pronouns of all members of the Associated Student Government who grant expressed consent to share said information.

205.D. The Secretary shall serve as a resource for all members of the Associated Student Government who need assistance reaching out to their constituents.

205.E. The Secretary shall chair the Communication and Media Relations Committee of Student Senate.

205.F. The Secretary shall appoint members to the Embracing Differences outreach subcommittee and shall co-chair the subcommittee, along with the Secretary of Diversity, Equity, and Inclusion, or delegate the responsibility to a Senator.

1. The Secretary shall appoint two members of the Communications and Media Relations Committee to the Embracing Differences outreach subcommittee.
2. The Secretary shall work with the Secretary of Diversity, Equity, and Inclusion to appoint At-Large members that represent multicultural student organizations present on campus to the subcommittee to offer a diverse perspective of students on campus and act as representatives on projects of the committee.
3. The Secretary shall facilitate the creation and continuation of multimedia outreach endeavors, potentially including but not limited to: a podcast, a blog, and infographic flyers.

205.G. The Secretary shall be responsible for creating Associated Student Government name placards and ordering Executive Cabinet name tags.

1. The Secretary shall be responsible for including the personal pronouns of all members of the Associated Student Government who grant expressed consent to share said information on these materials.

205.H. The Secretary shall be the primary contact for administering the Student Success Fund.

205.I. The Secretary for Communications and Media Relations shall be paid according to the formula outlined in 217.A. using as a base the FY 2022 salary of \$3,930.

SECTION 206

The Powers and Duties of the Secretary for Diversity, Equity and Inclusion

206.A. The Secretary shall take responsibility for activities and policy in the area of diversity affairs including, but not limited to, heightening cultural awareness, community integration, and creating a campus environment that values and embraces diversity.

1. The Secretary for Diversity, Equity and Inclusion shall work with the Diversity, Equity and Inclusion Committee and the Speaker of Senate to offer a mandatory, University-sponsored semesterly inclusion training during the fall and spring academic semester for all members of the Associated Student Government.
2. The Secretary for Diversity, Equity and Inclusion shall create a list of multicultural events that will be shared at the beginning of every semester that members of Associated Student Government can select from to fulfill their mandatory multicultural event attendance requirement.
3. The Secretary shall work with Senate Leadership to conduct a Climate Survey every two years to gauge and assess the climate of Student Senate and Cabinet.

206.B. The Secretary shall reserve the ability to sit on, or appoint a Senator to, the

Diversity Affairs Council.

1. The Secretary, in tandem with the Diversity Affairs Council, will plan an annual Inclusion Forum for the University.

206.C. The Secretary shall appoint members to the Embracing Differences outreach subcommittee and shall co-chair the subcommittee, along with the Secretary of Communications and Media Relations, or delegate the responsibility to a Senator.

1. The Secretary shall appoint two members of the Diversity, Equity and Inclusion Committee to the Embracing Differences outreach subcommittee.
2. The Secretary shall work with the Secretary of Communications and Media Relations to appoint At-Large members that represent multicultural student organizations present on campus to the subcommittee to offer a diverse perspective of students on campus and act as representatives on projects of the committee.
3. The Secretary shall facilitate the creation and continuation of multimedia outreach endeavors, potentially including but not limited to: a podcast, a blog, and infographic flyers.

206.D. The Secretary shall maintain contact with the Vice President for Institutional Diversity and the Director of the Center for Student Diversity and Inclusion.

206.E. The Secretary shall maintain contact with the Center for Student Diversity and Inclusion, the Office of the Dean of Students, the Office of Equity and Equal Opportunity, and the Office of Institutional Diversity.

206.F. The Secretary shall chair the Diversity, Equity and Inclusion Committee of Student Senate.

206.G. The Secretary shall maintain a seat on the Student Life Council and the Council on Diversity and Inclusion.

206.H. The Secretary shall appoint a Senator to the Office of Institutional Diversity Advisory Board.

206.I. The Secretary for Diversity, Equity and Inclusion shall be paid according to the formula outlined in 217.A. using as a base the FY 2022 salary of \$3,930.

SECTION 208

The Powers and Duties of Secretary for Governmental Relations

208.A. The Secretary shall be responsible for lobbying on behalf of the student body at the local, state, and federal level on issues of higher education as they relate to Miami University.

208.B. The Secretary shall be in contact with student government representatives of other Ohio public universities in order to coordinate lobbying efforts on issues that affect all state institutions.

208.C. The Secretary shall serve as the liaison between ASG and the Office of ASPIRE.

208.D. The Secretary will be given automatic consideration to attend the Government Relations Network Alternative Spring Break trip during the time of their term.

208.E. The Secretary shall chair the Government Relations Committee of Student Senate.

208.F. The Secretary shall serve as the lead of civic engagement within ASG.

1. The Secretary shall run voter registration drives and ensure voter registration forms are provided at ASG-sponsored functions that may include tablings, events, forums, and meetings to aid students in becoming civically engaged. The Secretary shall also provide training on appropriate voter registration etiquette and conduct to all members of Student Senate prior to completing the first voter registration drive of the academic year.
2. The Secretary shall coordinate getting out the vote and voter education initiatives within ASG, including, but not limited to voter registration drives and education initiatives on voting rights.

3. The Secretary shall coordinate with other civic engagement teams on Miami's campus to facilitate voter education and promotion.

208.G. The Secretary for Governmental Relations shall be paid according to the formula outlined in 217.A. using as a base the FY 2022 salary of \$3,930.

SECTION 209

The Powers and Duties of the Secretary for Infrastructure and Sustainability

209.A. The Secretary shall be responsible for all activities related to sustainability, infrastructure, and environmental policy on Miami's Campus and the Oxford community. **209.B.** The Secretary shall be responsible for policy and programs related to infrastructure on and off campus including but not limited to parking and transportation, physical facility services, composting, recycling, accessibility, waste management, and campus planning.

1. This includes an individual meeting with the Director of Sustainability and relevant staff within Dining Services and Physical Facilities once per semester at a minimum, and encouraging relevant staff members to attend Infrastructure and Sustainability Committee meetings.

209.C. The Secretary shall chair the Infrastructure and Sustainability Committee.

209.D. The Secretary shall serve as a student representative on the University Sustainability Committee.

209.E. The Secretary shall be chair of the Student Sustainability Council (SSC). This responsibility includes handling organizational logistics and appointing an active Vice President, Secretary, and Treasurer from SSC's membership or found externality.

209.F. The Secretary shall serve as a student representative on the University Campus Planning Committee.

209.G. The Secretary shall serve as a student representative on the Student Dining Hall Advisory Committee and shall assist with the facilitation of student applications,

committee meetings, and all other tasks as necessary.

209.H. The Secretary for Infrastructure and Sustainability shall be paid according to the formula outlined in 217.A. using as a base the FY 2022 salary of \$3,930.

SECTION 210

The Powers and Duties of the Secretary for On-Campus Affairs

210.A. The Secretary shall take responsibility for all activities in the area of on campus life.

210.B. The Secretary shall be the liaison for any on-campus, non-academic issues, including but not limited to dining services, housing, recreational services, and parking and transportation services.

210.C. The Secretary shall chair the On-Campus Affairs Committee of Student Senate.

210.D. The Secretary shall chair the Student Dining Hall Advisory Committee.

210.E. The Secretary shall serve as a student representative on the Armstrong Student Center Board.

210.F. The Secretary shall serve as a student representative on the Student Life Council.

210.G. The Secretary shall maintain contact with the Office of Residence Life, the Office of Student Life, Campus Services, and Dining Services.

210.H. The Secretary, in conjunction with the elected On-Campus Senators, shall plan and hold district-based Outreach events for each district throughout the academic year of their term.

210.I. The Secretary for On-Campus Affairs shall be paid according to the formula outlined in 217.A. using as a base the FY 2022 salary of \$3,930.

SECTION 211

The Powers and Duties of the Secretary for Off-Campus Affairs

211.A. The Secretary shall take responsibility for all activities in the area of off-campus affairs.

211.B. The Secretary shall serve as the liaison to the Oxford City Council, Oxford City Government, the Oxford Chamber of Commerce, and the Oxford Police Department.

211.C. The Secretary shall chair the Off-Campus Affairs Committee of Student Senate.

211.D. The Secretary will appoint members of the Miami student body to the Student Community Relations Commission in accordance with Section 403 of the Associated Student Government Bylaws.

211.E. The Secretary for Off Campus Affairs shall be paid according to the formula outlined in 217.A. using as a base the FY 2022 salary of \$3,930.

SECTION 212

The Powers and Duties of the Secretary of the Treasury

212.A. The Secretary of the Treasury shall take responsibility for the direction of all financial matters of the Associated Student Government including, but not limited to:

1. Performing bookkeeping duties for all Associated Student Government's university accounts.
2. Executing payments and procurement of revenues.
3. Administering the payroll of the Associated Student Government Executive Cabinet officers and employees.
4. Gather requests from Senate Leadership and Cabinet members, and present them to the Student Senate for approval at least once a semester. This shall constitute the ASG Internal Operating Budget.

5. The spending request shall be presented at the second or third meeting of the semester.
6. The Secretary of the Treasury shall also provide the Student Senate monthly updates regarding how the Internal Operations Budget is being spent.
7. The Secretary of the Treasury will present a budget to be approved at either of the last two Senate meetings of the spring semester for the summer and first 50 days of the fall semester.

212.B. To direct all business service operations of Associated Student Government and execute all necessary contractual obligations.

212.C. To chair the Committee on Student Organization Financial Services and hold final responsibility for student organization funding and conducting audits of student organizations during all semesters of the academic year, with the amount and frequency to be determined by the Secretary of the Treasury.

212.D. To verify student organizations that request funding from ASG do not receive funding from the Student Organization Budget as defined in Section 716.A.8.

212.E. To act as the financial liaison of the student body in all financial matters at all levels necessary.

212.F. Act as the primary manager of allocation of all university dollars secured by Associated Student Government.

212.G. To deliver summary reports to the Senate on student organization funding and Associated Student Government finances at the end of spring and fall semesters.

212.H. The Secretary of the Treasury shall have the additional title of Treasurer of Associated Student Government.

212.I. The Secretary of the Treasury shall have the power to adjust all ASG salaries, for the explicit purpose of rounding, by an amount not to exceed .3% of their listed total for each fiscal year.

212.J. The Secretary of the Treasury shall be paid according to the formula outlined in 217.A. using as a base the FY 2022 salary of \$5,610.

SECTION 213

The Powers and Duties of the Secretary for Safety and Wellness

213.A. The Secretary for Safety and Wellness shall address issues involving campus safety and health, including but not limited to infrastructure involving safety, mental and physical wellness, Student Counseling Services, accessibility, and sexual and interpersonal violence (SIV).

1. The Secretary for Safety and Wellness shall be required to host or co-host at least one event during both the Fall and Spring It's On Us weeks of action.
2. The Secretary for Safety and Wellness shall work with the Speaker of Student Senate to organize senator tabling for the It's On Us campaign during both the Fall and Spring It's On Us weeks of action.
3. The Secretary for Safety and Wellness shall create a list of bystander intervention programs that will be updated throughout each semester so that members of Associated Student Government can fulfill their mandatory bystander intervention attendance each year, or will provide bystander intervention training during a regularly scheduled Student Senate meeting.

213.B. A Senator within this committee shall be chosen to work with Student Disability Services (SDS) on the matters of University Policy, Accessibility, Safety, and Awareness around Disability Services.

213.C. The Secretary for Safety and Wellness shall work with the Office of Student Wellness on the matters of SIV for the purpose of Education, Prevention and Response.

213.D. The Secretary for Safety and Wellness shall work with the Center for Student Diversity, Equity and Inclusion, the Deputy Title IX Protocol Officer, and the Office of Residence Life to update and distribute consent and SIV resource flyers once each semester.

213.E. The Secretary shall chair the Safety and Wellness Committee of Student Senate.

213.F. Upon election, the Secretary for Safety and Wellness shall sit on the Student Life Council and University Senate.

213.G. Upon election, the Secretary for Safety and Wellness shall sit on the Community Coordinated Response Team (CCRT) Prevention and Response subcommittees.

213.H. The Secretary for Safety and Wellness shall co-chair the Student Dining Hall Advisory Committee alongside the Secretary for On-Campus Affairs and the Secretary for Infrastructure and Sustainability.

213.I. The Secretary for Safety and Wellness shall participate in planning and hosting, alongside other student organizations, an annual SIV Awareness Forum.

213.J. The Secretary of Safety shall be paid according to the formula outlined in 217.A. using as a base the FY 2022 salary of \$3,930.