

**PURDUE STUDENT GOVERNMENT  
POSITION DESCRIPTIONS  
2022-2023**

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# Executive Branch

The Executive Branch consists of two components, the Cabinet and the Board of Directors.

The Cabinet is the executive administrative body of our student government. Its role is to direct all executive aspects of the organization and is responsible for carrying out daily affairs.

The Board of Directors consists of nine Executive Committees who assist the Student Body President with internal operations and fulfilling initiatives.

## Cabinet

### **Student Body President**

The Student Body President shall be the Chief Executive Officer, head, and official spokesperson and representative of the Student Body. The Student Body President shall have, among others, the following duties and powers: The power to make internal and external appointments, as required of them; The power to remove appointed officers, excluding appointed Senators and Justices; The power to veto any legislation passed by the Student Senate; The power to enact standing rules of the Cabinet to govern affairs of the Cabinet; The power to enact standing rules of the Board of Directors to govern affairs of the Board of Directors; The responsibility of serving as the Undergraduate Student Senator on the University Senate; The duty to represent the Student Body to the Purdue University Board of Trustees and report the actions currently being considered by the Trustees to PSG.

### **Student Body Vice President**

The Student Body Vice President shall be the President of the Student Senate. The Student Body Vice President shall be required to: Convene and preside over the meetings of the Student Senate; Together with the President Pro-Tempore, be charged with the administrative business of the Student Senate; Ensure the selection of the Student Trustee as dictated by the Bylaws; Ensure the completion of the constitutional duties of senators; Ensure legislation is delivered to the appropriate bodies and or person(s) after passage.

### **President Pro-Tempore**

The President Pro-Tempore shall be the spokesperson for the Student Senate and shall communicate the concerns of the Student Senate to the Cabinet and the rest of PSG. The President Pro-Tempore shall be required to: Assist the Student Body Vice President in the administration of the Student Senate; Gather legislation and set the agenda for the Student Senate meetings; Assign each Senator to serve on one Student Senate Standing Committee; Convene meetings of the Senate Standing Committee Chairs on a regular basis. Forward legislation intended to amend Purdue University Policy, at the request of the author, to the Senate Clerk of the Purdue Graduate Student Senate.

### **Chief of Staff**

The Chief of Staff shall be the Chief Administrative Officer of PSG. The Chief of Staff shall report directly to the Student Body President. The Chief of Staff shall Chair the Board of Directors (BOD) and lead BOD to fulfil initiatives and internal operations.

### **Deputy Chief of Staff**

The Deputy Chief of staff shall report directly to the Student Body President and Chief of Staff to assist in the operations of the Board of Directors and daily administrative duties of the Chief of Staff.

### **Student Body Secretary**

The Student Body Secretary shall report directly to the Student Body President acting as the Chief Records and Operations Officer of PSG. This includes producing official minutes, either personally or through a proxy, for all Cabinet meetings, Senate meetings, and any other meeting the Student Body President deems necessary. Other duties include maintaining updated versions of all legislation and governing documents, including amendments, as well as maintaining the physical assets of PSG while archiving PSG memorabilia in conjunction with Purdue Libraries.

### **Senior Policy Advisor**

The Senior Policy Advisor shall work directly with the Cabinet and Executive Directors to advise the Student Body President on issues of policy and operations, as well as the strategic plan of PSG.

### **Student Body Press Secretary**

The Student Body Press Secretary shall report directly to the Student Body President and be the primary representative of PSG to all external press affiliates and organizations. Duties include working directly with all Cabinet-level officers and Executive Directors on a regular basis to coordinate the interests, opinions, and actions of each individual branch of PSG. Other duties include advising the Student Body President, the President Pro-Tempore, and all other PSG officers on issues of public relations.

### **Chief Justice**

The Chief Justice shall lead the Judicial Branch and shall be chosen from the current justices. They shall be responsible for the administration of the Purdue Student Supreme Court and shall be the spokesperson for the Purdue Student Supreme court to cabinet and external organizations.

### **Purdue Association of Big Ten Students (ABTS) Liaison**

The Purdue ABTS Liaison shall report directly to the Student Body President and will be responsible for assembling a team of relevant Purdue Student Government and University stakeholders, in their pursuit of crafting inclusive, holistic, and all-encompassing legislative prerogatives on behalf of both the student-body and the Purdue Student Government, while also consulting with the student government representatives of other schools in the Big Ten.

## **Board of Directors**

### **Executive Director**

The Executive Director shall lead and supervise their respective committee and be the primary spokesperson for the communication between the committee and PSG Administration.

### **Directors**

The Directors shall assist the Executive Director in fulfilling the initiatives and internal operations of Purdue Student Government.

# Legislative Branch

## Senate Leadership

### **President Pro-Tempore**

The President Pro-Tempore shall be the spokesperson for the Student Senate and shall communicate the concerns of the Student Senate to the Cabinet and the rest of PSG. The President Pro-Tempore shall be required to: Assist the Student Body Vice President in the administration of the Student Senate; Gather legislation and set the agenda for the Student Senate meetings; Assign each Senator to serve on one Student Senate Standing Committee; Convene meetings of the Senate Standing Committee Chairs on a regular basis. Forward legislation intended to amend Purdue University Policy, at the request of the author, to the Senate Clerk of the Purdue Graduate Student Senate.

### **The Parliamentarian**

The Parliamentarian shall be considered a non-voting member of the Student Senate, who shall ensure all Student Senate meetings are conducted according to Parliamentary procedure and advise the Student Body Vice President and Student Senators in Parliamentary matters.

## Senate

### **Senators**

Senators are to host at least one outreach event per semester with their constituency focused on PSG initiatives. Write and distribute a constituent letter at least once per semester. Serve on and attend all meetings of at least one Standing Committee of the Purdue Student Senate. Serve on and attend all meetings of at least one University Senate or other University Committee. Attend at least one meeting of their respective Student Council per semester at the discretion of the President Pro-Tempore. Hold at least one meeting with the Dean of their respective college per semester. Hold weekly office hours, requirements for which are set by the President Pro-Tempore. Attend at least one Board of Directors meeting and one meeting of the Student Supreme Court per semester at the discretion of the President Pro-Tempore. Duties of a Senator to their Senate Associate Member are: to keep their SAM updated with their priorities, stay in contact on a regular basis, coordinate weekly meetings at a mutually agreeable time, and to respect their SAM and the work they do for them.

**Senate Associate Members**

The duties of a Senate Associate Member to their Senator are to assist Senators with research for legislation, bill writing, committee work, constituent outreach, to serve as proxy as needed, and any other agreed-upon needs as senators.

# Judicial Branch

## Purdue Student Supreme Court

### **Chief Justice**

The Chief Justice shall lead the Judicial Branch and shall be chosen from the current justices. They shall be responsible for the administration of the Purdue Student Supreme Court and shall be the spokesperson for the Purdue Student Supreme court to cabinet and external organizations.

### **Vice-Chief Justice**

The Vice-Chief Justice shall assume all duties and responsibilities of the Chief Justice in the event of their absence or removal from the Court.

### **Marshal of the Court**

The Marshal of the Court shall perform all internal administrative tasks, such as attendance tracking (of hearing participants and PSSC members) as well as keeping record of court activities. Under the scope of this position is also included in the maintenance of the PSSC Archives.

### **Justice of Internal Affairs**

The Justice of Internal Affairs shall be jointly responsible with the Chief Justice for all public relations and publicity efforts of the PSSC. Included under this scope is promotion and advertising of callouts, and court initiatives offered to the Student Body, maintenance of the PSSC website, and administration of the Know Your Rights Week tabling event.

### **Justice of the Clerks**

The Justice of the Clerks shall oversee training clerks and will serve as a direct mentor to all beginning PSSC members. This Justice will organize the mandatory training program outlined in the PSSC Standing Rules.

### **Clerks of the Court**

Clerks of the Court shall be responsible for the tasks assigned to them by the Justices. Clerks may serve at the pleasure of the Student Supreme Court at large, or an individual Justice may recruit their own Clerks.