



## Executive Order on Establishing the Executive Register

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**By the authority vested in me as the Student Body President of Indiana University Bloomington and the Chief Executive Officer of Indiana University Student Government, it is hereby ordered as follows:**

**Section 1. Policy.** It is the policy of the Indiana University Student Government to ensure transparency and accessibility of executive actions, proclamations, and department regulations through the establishment of the Executive Register, analogous to the Federal Register.

**Section 2. Definitions.** For the purposes of this executive order, the following definitions shall apply:

- (a) "Executive Order" (EO): A directive issued by the Student Body President to manage the operations of IUSG.
- (b) "Executive Proclamation" (EP): A statement issued by the Student Body President to recognize events, achievements, or initiatives.
- (c) "Department Regulation": Rules or policies issued by IUSG departments.
- (d) "Classified Material": Any document or information that contains sensitive content, including but not limited to personal data protected under the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of student education records.

**Section 3. Establishment of the Executive Register.**

- (a) The Executive Register shall be established as the official repository for all executive orders, proclamations, and department regulations.
- (b) The Executive Register will be accessible to all students and staff of Indiana University through a dedicated section on the IUSG website.
- (c) All executive actions shall be published in the Executive Register within five business days of issuance.

**Section 4. Naming Conventions for Executive Actions.**

- (a) Executive Orders and Proclamations shall be officially designated and cited using the format "EO XX-YY" or "EP XX-YY," where "XX" represents the numerical identifier of the current Student Body President, and "YY" represents the sequential identifier of the specific executive order or proclamation issued by that president.

- (b) To enhance clarity and provide contextual understanding, each official designation may be supplemented by a descriptive title that succinctly summarizes the thematic focus of the executive action. This descriptive title shall follow the official designation and be separated by a space.

**Section 5. *Document Requirements.***

- (a) Executive Orders shall begin with the phrase: "By the authority vested in me as the Student Body President of Indiana University Bloomington and the Chief Executive Officer of Indiana University Student Government, it is hereby ordered as follows:"
- (b) Executive Proclamations shall begin with the phrase: "A PROCLAMATION BY THE STUDENT BODY PRESIDENT OF INDIANA UNIVERSITY BLOOMINGTON."
- (c) All documents shall bear the official seal of the IUSG and include the signature of the Student Body President.

**Section 6. *Establishment of Initial Executive Actions and Templates.***

- (a) Executive Order 77-00 (EO 77-00) and Executive Proclamation 77-00 (EP 77-00) are hereby established as the foundational documents of the Executive Register
- (b) Templates for these executive actions, which outline the required language and formatting, are approved and shall be used for all subsequent executive orders and proclamations.

**Section 7. *Submission Procedures for the Executive Register.***

- (a) All executive orders, proclamations, and department regulations shall be submitted to the Department of Records for processing.
- (b) The Department of Records shall review the documents for proper formatting and naming conventions before publication.
- (c) Once reviewed and approved, the documents shall be published on the Executive Register section of the IUSG website within five business days.

**Section 8. *Exclusions for Classified Material.***

- (a) Classified material is not subject to inclusion in the Executive Register.
- (b) Classified material shall not be part of the public record and is not subject to any records request pursuant to the exclusions provided under IC 5-14-3-5.2.

**Section 9. *Implementation.***

- (a) The responsibility for maintaining and updating the Executive Register is assigned to the Department of Records.
- (b) The Department shall ensure that all documents are formatted correctly, named appropriately, and published in a timely manner.

- (c) In the event of any conflict between the provisions of this document and the Indiana Code, the applicable state law shall prevail. The Department of Records is advised to seek consultation with Indiana University's General Counsel as necessary to ensure compliance.

**Section 10.** *General Provisions.*

- (a) Nothing in this order shall be construed to impair or otherwise affect the authority granted by law to an executive department or agency, or the head thereof, or that of any IUSG entity.
- (b) This order shall be implemented in a manner consistent with applicable law and subject to the availability of appropriations.
- (c) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against Indiana University, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

**Section 11.** *Effective Date.* This order is effective immediately upon signature.

A handwritten signature in black ink, appearing to read 'CT', is positioned above the printed name of the signatory.

Cooper Tinsley  
Student Body President  
Indiana University Student Government

18 August 2024