



OFFICE OF THE GOVERNOR

Chase Maxwell
GOVERNOR



EXECUTIVE ORDER

Number: **SP-2016-003**

Type:

**ESTABLISHMENT OF OFFICE
COMMISSION OF APPOINTMENT**

To:

**OFFICE OF THE LT. GOVERNOR
CHIEF OF STAFF OF THE ADMINISTRATION
SECRETARY OF STATE
SENATE JUDICIARY CHAIRMAN
NORTHEASTERN STATE UNIVERSITY DELEGATION CHAIR
UNIVERSITY OF OKLAHOMA DELEGATION CHAIR**

I, Chase Maxwell, Governor of the Oklahoma Intercollegiate Legislature (OIL), pursuant to the authority, powers, and virtues vested in me by the Oklahoma Intercollegiate Legislature Constitution and Statutes, and under the authority granted to me by the Attorney General's opinion titled **2016-20F**, it is hereby ordered as follows:

Section 1. Establishment:

THE OFFICE OF ALUMNI AFFAIRS

The Office of the Alumni Affairs shall be established within the cabinet of the Office of Governor.

Section 2. Functions:

The functions of the Office of Alumni Affairs shall include:

- a) Foster an appropriate means of official communication between living OIL alumni members and the Oklahoma Intercollegiate Legislature.
- b) Communicate the mission and policies of the Administration, as the official representative of OIL, to the alumni at least once a month.

- c) Communicate the mission and policies of the alumni to the Administration at least once a month.
- d) Attend, when possible, the meetings of the Oklahoma Intercollegiate Legislature Foundation (OILF) as a non-speaking member.
- e) Direct an annual "Alumni Day."
 - a. This Alumni Day shall be held in the fall semester.
 - b. The Office of Alumni Affairs and its staff shall orchestrate the activities involved on this day.
 - i. This shall include an annual "State Dinner," that shall be coordinated in conjunction with the Office of the Lt. Governor.
 - c. The Office of Alumni Affairs shall develop a detailed itinerary for Alumni Day.
 - d. The Office of Alumni Affairs shall work in conjunction with the OILF to coordinate fundraising activities on Alumni Day.
 - e. The Office of Alumni Affairs shall organize a developed plan of all Alumni Day activities to be forwarded to the Office of Governor, to further be proposed to the Steering Committee subject to approval.
 - i. This shall be done no later than July 31st, 2016.

Section 3. Other provisions:

The Chief of Staff of the Administration shall conduct oversight of the Office of Alumni Affairs. The Office of Alumni Affairs shall be headed by a leader titled, "Secretary of Alumni Affairs." The Secretary of Alumni Affairs shall have an official assistant titled, "Deputy Secretary of Alumni Affairs."

The Deputy Secretary of Alumni Affairs shall have the main responsibility of communication and development of the Alumni Day.

These two positions shall be nominated and appointed by the Governor of the Oklahoma Intercollegiate Legislature, subject to the advice and consent of the OILF Alumni Chair.

The Secretary of Alumni Affairs shall be a sitting member of the Governor's cabinet.

If the Secretary of Alumni Affairs so requests, they shall be granted as many assistants as they may request – subject to override by the Governor.

All activities of the Office of Alumni Affairs shall be have oversight by the Chief of Staff of the Administration.

Section 4. Appointment:

By the virtue of the authority vested in me, I hereby appoint:

**BRITANY BURRIS,
NORTHEASTERN STATE UNIVERSITY**

As **SECRETARY OF ALUMNI AFFAIRS.**

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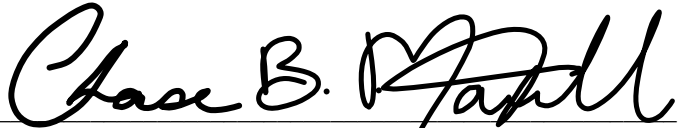
**RYAN GATELY,
UNIVERSITY OF OKLAHOMA**

As **DEPUTY SECRETARY OF ALUMNI AFFAIRS**

I further hereby direct the Secretary of State to forward this executive order to the appropriate officers within the Oklahoma Intercollegiate Legislature, especially those listed, subject to the Secretary of State's verification.

IN WITNESS WHEREOF, I have set my hand and have caused the Great Seal of the Oklahoma Intercollegiate Legislature to be affixed on the 15th day of April, in the year of our Lord 2016.

BY THE GOVERNOR OF THE OKLAHOMA INTERCOLLEGIATE LEGISLATURE



CHASE B. MAXWELL

INITIALED ATTEST:



Lauren Kyle, Secretary of State

¹This office and its appointee shall be forwarded on to the honorable Senate Judiciary Committee and its Chairman for any further advice from the honorable Senate as to the efficiency of this office.



OKLAHOMA
INTERCOLLEGIATE LEGISLATURE