Chapter 100

100.1 This Chapter shall outline the system of the Student Body Statutes observed by the Senate in enacting Statutes, and by the Attorney General in exercising statutory revision, as well as provide definitions, interpretations, in the construction of, and compliance with, these statutes.

These statutes shall be considered the copyrighted intellectual property of the Florida State University Student Government Association; however, these statutes may be reproduced and adopted by any entity for non-commercial purposes, so long as such entity attributes the origination of the work to “The Florida State University Student Government Association.”

100.2 There will be eleven titles, each dealing with related and similar topics, and each composed of a number of numerically designated chapters, as follows:

TITLE I (100-199) Definitions, Interpretations, Construction and Compliance with the Statutes.

TITLE II (200-299) Membership, Powers, and Purpose of the Student Body. Rules pertaining to all branches and entities of Student Government.

TITLE III (300-399) The Executive Branch.

TITLE IV (400-499) The Legislative Branch.

TITLE V (500-599) The Judicial Branch.

TITLE VI (600-699) Student Organizations and Extra Curricular Activities.


TITLE VIII (800-899) Finance Code.

TITLE IX (900-999) SGA Bureaus.
TITLE X  (1000)  SGA Agencies.

TITLE XI  (1100)  SGA Affiliated Projects.

100.3  Statutory Formatting

A. Each Chapter may be subdivided by means of a decimal arrangement. For instance, Chapter 199 may be divided into sections 199.1, 199.2, 199.3, etc. Each section may in turn be subdivided by means of uppercase letters and further (after the letters) with whole integers, and further with lowercase letters so that as many subsections are obtained as necessary.

B. Each section or subsection in the statutes shall have printed a history giving the Senate and Bill numbers in which it was amended.

100.4  All Student Body officers must comply with the Student Body Statutes. Willful and deliberate disregard of these Statutes and/or section thereof shall be grounds of impeachment in accordance with Article VII, Section 3 of the Student Body Constitution.

100.5  Within the Student Body the following elected or appointed offices shall be considered major offices:

   Student Body President
   Student Body Vice President
   Student Body Treasurer
   Student Body Attorney General
   Executive Chief of Staff
   Cabinet Officers
   Directors and Assistant Directors, Secretaries, Treasurers of Agencies, Bureaus, and Affiliated Projects
   Senators
   Union Board Members
   Campus Recreation Board Members
   Justices of the Student Supreme Court
   University Defenders
   General Counsels
   Clerk of the Court
   Speaker of the Congress of Graduate Students
   Supervisor of Elections
   Deputy Supervisors of Elections
   Homecoming and PowWow Directors
   Any elected or appointed office which receives OPS Wages from Student Government.

100.6  Major offices may only be held by FSU students registered for at least six (6) hours in both the fall and spring semesters, respectively, and at least three (3) hours during the summer session. Senators not taking three (3) hours in the summer session may go on a leave of absence rather than being removed from their office.

100.7  To be considered a student for purposes of holding OPS positions, an individual must be registered for one semester hour.

100.8  Student Government Association officers may take a leave of absence in the summer term according to the procedures outlined in applicable chapter of statutes. At other
times they must have approval of the Student Body President (for the Executive Branch) or the Chief Justice of the Student Supreme Court (for the Judicial Branch). The Senate Rules of Procedure shall govern members and related officers of the Senate when it comes to taking leaves of absence during any term. All other officers of the Student Government Association may take a leave of absence during the summer session or at other times by notifying the Student Body President of their intentions in writing before they take a leave of absence, unless otherwise prohibited by Statute, or by individual bylaws.

100.9 Throughout the Student Body Statutes, as well as the Senate Rules of Procedure, persons designated as ex-officio members of any committees or entities, shall be voting members of the committees or entities unless they are specifically designated in the Statutes or Rules of Procedure as not having that privilege. Ex-officio members shall count toward or against quorum unless they are specifically designated as not having voting privileges on that committee or entity. Ex-officio members shall not be entitled to proffer motions unless they have been granted the right to vote.

100.10 The Student Body Constitution, Student Body Statutes, Senate Rules of Procedure, and COGS Code shall be updated, and published by the Student Government Association staff at an interval not to exceed six (6) months. It shall be reprinted in physical form at an interval not to exceed twelve (12) months.

TITLE II
MEMBERSHIP, POWER, AND PURPOSES OF THE STUDENT BODY

Chapter 200 Powers

History: Revised by the 48th Senate Bill 88. Revised by the 49th Senate Bill 14. Revised by 50th Senate Bill 49. Revised by the 51st Senate Bill 61. Revised by the 56th Senate Bill 109. Revised by the 57th Senate Bill 1. Revised by the 60th Student Senate Bill 60. Revised by the 67th Senate Bill 32.

200.1 Student Political Power:

The enumeration of certain rights in these Statutes shall not be construed to impair or deny those rights already granted by state or federal law.

200.2 Student Government Association materials and offices may not be used for campus partisan political purposes. This shall include, but is not limited to, display of campus political materials in offices. This section shall not apply to materials posted in the personal offices (excluding doors) of elected and appointed Student Government Association officials, staff and advisors.

Chapter 201 Student Body Presidential Appointments

History: Revised by the 47th Senate Bills 72 and 130. Revised by the 49th Senate Bills 14, 46 and 148. Revised by the 50th Senate Bill 156. Revised by the 53rd Senate Bill 100. Revised by the 54th Senate Bill 64. Revised by the 55th Senate Bill 89. Revised by the 56th Senate Bill 70. Revised by the 60th Student Senate Bill 60. Revised by the 63rd Senate Bill 32. Revised by the 67th 32.

201.1 Vote Required:
Appointments of the Student Body President shall require a two-thirds (2/3) vote of the Senate for appointments to vacated offices, and a majority vote for all other appointments except for Supreme Court Justices, who shall require a two-thirds (2/3) vote for confirmation by the Senate, under any circumstances.

201.2 Interim Period for Non-elective Offices - Description of Duties:

During the interim period between appointment and confirmation, the outgoing officeholder shall describe the duties and responsibilities to the new designated officeholder.

201.3 In all cases where an individual applies, or is forwarded for a Student Government position, the Student Body President shall act in accordance with Chapter 304.3 of the Student Body Statutes. In addition, the Student Body President shall have ten (10) school days, upon the completion of the candidate search process, to forward a candidate to the Student Senate for confirmation. In cases in which the Student Body President is not in compliance with Chapter 304.3, or when the aforementioned ten (10) day period, has been exceeded, the Student Body President shall attend (or submit in writing) by the next Student Senate meeting an explanation as to why a qualified candidate could not be found. The Student Body President may request an additional candidate search period. At their discretion, the Senate may grant an extended search period by a majority vote of the body. (If the Student Body President requests a second additional amount of time, the Student Senate may vote to extend by a two-thirds (2/3) vote. The screening process must be completed by the next regularly scheduled Student Senate meeting at the end of the ten (10) school days. If the Student Senate declines to extend the search period, the Student Body President shall forward an appointment (by the next regularly scheduled Student Senate meeting) for confirmation.

Chapter 202 Student Senate Confirmation, Inauguration, and the Oath of Office

History: Amended: 44th Senate Bill 141. Revised by the 47th Senate Bill 30. Revised by the 49th Senate Bills 14 and 16. Revised by the 56th Senate Bill 109. Revised by the 60th Student Senate Bill 60. Revised by the 65th Bill 2. Revised by the 66th Senate Bill 79. Revised by the 67th Senate Bill 32. Revised by the 68 Bill 71.

202.1 Committee Accountability during the Confirmation Process

History: Added by 46th Senate Bill 130. Revised by the 49th Senate Bills 14 and 124. Revised by the 56th Senate Bill 109. Revised by 59th Senate Bill 2. Revised by the 60th Student Senate Bill 60. Revised by the 66th Senate Bill 71.

A. Once candidates for appointed Student Body Offices have been forwarded to the Student Senate for confirmation, the rules set forth in the Student Body Statutes, as well as in the Student Senate Rules of Procedure, shall apply. During the confirmation process, the Student Senate, by a majority vote, may request a report from the chair of the committee that interviewed the candidate. The report shall disclose the committee’s findings and criteria the committee used to recommend the approval or disapproval of the candidate.

B. The Student Senate President or presiding officer shall allow the candidate adequate time to answer questions as well as to address the Student Senate on issues pertinent to the candidate’s confirmation when the candidate is called on the Senate floor for confirmation.
202.2  **Student Senate Action Required:**

The Student Senate shall act upon appointments within three regular Senate meetings after submission by the Student Body President.

202.3  **Compensation Limitations:**

No compensation shall be authorized for any officeholder whose appointment require Student Senate confirmation until the officeholder has been confirmed.

202.4  **Assumption of Duties:**

Duties, rights, and responsibilities, shall vest upon confirmation by the Student Senate and upon taking the oath of office. The Student Senate President, Pro-Tempore or Senator acting in this role shall be responsible for administering the oath of office to all nominees who have been confirmed by the Student Senate.

202.5  **Selection of Oaths**

All Student Government Association Officers shall take the same oath in 202.7, except for the Student Body President, who shall take oath in 202.8.

202.6  **Candidates for Student Body offices may choose to replace the words “so help me God” with “on pain of impeachment,” when taking the oath of office. The person administering the oath shall inform the candidate of the option to change the ending of the oath prior to the administration of the oath.**

202.7  **The oath for all non-Presidental offices shall be as follows:**

I, (officer's name), promise to support and defend the Constitution of the United States of America, the State of Florida, and the Florida State University Student Body. And I shall perform my duties to the best of my ability, so help me God. (On pain of impeachment).

202.8  **The Presidential Oath of Office shall be as follows:**

I, (officer's name), do solemnly swear that I will faithfully execute the Office of President of the Student Body, and will to the best of my ability preserve, protect, and defend the Constitution of the United States, the State of Florida, and the Florida State University Student Body, so help me God. (On pain of impeachment).

202.9  **There shall be two inauguration ceremonies held per year, following the Fall and Spring Student Government Association elections, on the dates specified in the Student Body Election Code. The oath of office will be administered to all students who have been duly elected to office by the Chief Justice of the Student Supreme Court. If the Chief Justice is unavailable, then an Associate Justice may be appointed to administer the oath. If no Justice to the Student Supreme Court is available, then the Supervisor of Elections shall choose any judge or justice who is currently serving on the bench in the State of Florida. The candidates for the offices of Student Body President, Student Body Vice President, and Student Body Treasurer must be administered the oath individually. All duties, rights, privileges, and responsibilities of office shall vest upon taking the prescribed oath of office.**
Chapter 203  The Florida State University Student Government Association in the Sunshine Law

*History: Revised by the 59th Senate Bill 85. Revised by 60th Student Senate Bill 60.*

203.1 This Act is to be entitled the “Florida State University Student Government Association in the Sunshine Act”, referred to hereafter as the “Sunshine Act.”

203.2 Definitions
The following definitions shall be fully applicable for the purpose of this act.

A. “The Public” shall be defined as any member of the Student Body who is neither an officer nor candidate for office in the Student Government Association, as well as University faculty and staff unaffiliated with Student Government, as well as any person not affiliated with the Florida State University or the Student Government Association.

B. “Student Government Association Affiliates” shall be defined as all officers and candidates for office in the Student Government Association, as well as all staff members of the same.

203.3 All meetings held under the auspices of Student Government Association, except as otherwise provided in the Constitution, at which official acts are to be taken, are declared open to the public at all times. No resolution, rule, or formal action shall be considered binding, except if enacted at such meeting.

203.4 Student Government Association Affiliates shall be entitled to attend all meetings held under the auspices of the Student Government Association except as provided for in these statutes, in the Student Senate Rules of Procedure, or any other duly authorized Rule of Procedure.

203.5 There shall be no less than five (5) minutes aggregate reserved at the beginning of any meeting held under the auspices of Student Government Association for members of the Public and all Student Government Association Affiliates to address those assembled upon application by any member of the Student Body.

203.6 The minutes of any meeting under this chapter shall be recorded at the time of the meeting and such records shall be open to the public and to Student Government Affiliates. The Student Supreme Court shall have jurisdiction to issue injunctions to enforce the purposes of this chapter upon application by any member of the Student Body.

203.7 Any person may be requested to leave any meeting held under the auspices of Student Government Association; however the person must be explicitly informed of their access rights granted under the Sunshine Act.

203.8 No provision with this Act shall be construed so as to prohibit the chair of a meeting from maintaining decorum necessary to the facilitation of business, nor to waive any officer’s right to call upon law enforcement officials in the event of criminal disturbance.

203.9 Any meeting held without twenty-four (24) hours prior public notice shall be considered in violation of the provisions of this chapter.
203.10 Public notice shall consist of an announcement of the meeting time, place, and purpose.

203.11 No card or written notice of intent to comment may be required in any meeting (Executive, Senate committee, etc.) to speak, except of regular Senate meetings unless the presiding officer wishes to do so and gives adequate notification to those wishing to speak. Presence at the beginning of a non-Senate meeting (including Senate’s Committees) can indicate intent to comment. Nothing here shall prohibit the presiding officer of a meeting from maintaining order or facilitate the allowing of student comments in an organized system.


*History: Revised by the 49th Senate Bill 14.*

204.1 Scope

A. "Reasonable time" means during scheduled office hours, if hours are scheduled and within no more than twenty-four (24) hours. The Student Supreme Court may grant an extension of time.

B. "Reasonable cost" shall be no more than the actual cost of duplication.

C. "Public Records" means all documents, papers, letters, maps, books, tapes, photographs, film, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to the Constitution or Statutes or in connection with any transaction or business.

D. This chapter is applicable to any Florida State University Student Government official, employee, organization, or any entity or any individual funded or regulated by Student Government Association.

204.2 Every person who has custody of a public record shall permit the record to be inspected and examined by any person desiring to do so, at any reasonable time, under reasonable condition, and under the supervision of the custodian of public record or a designee.

204.3 Every person who has custody of a public record shall ensure that a legible photocopy or other legible copy of the record be provided upon request within a reasonable time subject to payment of reasonable costs.

204.4 Any application of this chapter that conflicts with Federal or Florida Law is null and void in that individual circumstance.

204.5 Information obtained through application of this chapter may not be used for any unlawful purpose or any purpose that is a violation of other FSU Student Body Statutes or the Constitution.

204.6 The Student Supreme Court shall have jurisdiction to issue injunctions to enforce the purposes of this chapter upon application of any individual.

Chapter 205 Code of Ethics
This act shall be entitled "the Student Government Association Code of Ethics." The intent of this code is to strengthen the faith and confidence of the Student Body in Student Government Association.

Legislative intent and declaration of policy.

A. It is essential to the proper conduct and operation of the Student Body that its officials be independent and impartial, and that public office not be used for private gain. Student Body officers and employees hold their position for the benefit of the Student Body. Such officers and employees are bound to observe in their official acts the highest standards of ethics consistent with this code, recognizing that promoting the public interest and maintaining the respect of the student body in their Student Government must be the foremost concern.

B. It is the intent of this act to protect the integrity of Student Government by prescribing conflicts of interest and unethical practices. It shall serve as the basis of discipline for those who violate its provisions.

C. Any student that feels a violation of the Code of Ethics has occurred, has the right to file a complaint with the Student Supreme Court.

1. Any organization has the right to establish additional ethical criteria or penalties in its constitution and bylaws.

Standards of Conduct

A. To preserve the integrity of the Florida State University Student Government Association, its officers and employees must disclose all potential or actual conflicts of interests.

1. Conflict of Interest means any business or professional activity or direct or indirect financial interest that would place a person in a position where there is an opportunity to disregard the public interests of the student body for an individual’s private interests.

2. No officer or employee will judge or vote on any matter that would affect private gain. No Executive Board member of a SGA funded organization may vote within a funding committee of Senate on an allocation to the organization in which that member serves as an Executive Board member which requires Student Senate confirmation. This restriction will not apply to that members’ vote on the final annual budget, sweepings, or central reserves.

3. No officer or employee will induce or coerce another officer or employee with favor or retribution, either directly or through implication, to vote, render a decision, or to utilize the powers of their office to act in a prescribed manner.

4. Any vote, action, or judgment performed by an officer or employee who has a conflict of interest may be appealed with the Student Supreme
Court. This must be done in a written, signed complaint submitted no later than three (3) days after the vote, act, or judgment in which the conflict occurs.

a. In the Student Senate, a written and signed complaint shall be filed with the chair of Rules of Calendar, who will investigate that matter within 48 hours of receipt of complaint. Upon cause, the Chair shall forward the complaint and findings and a recommendation for penalties to the Student Supreme Court. The Student Supreme Court shall assign penalties for any Senator or officer of Senate who acts, judges, or votes with a conflict of interest.

B. Misuse of Student Government Association Property: No officer or employee will use or attempt to use Student Government Association property, facilities, resources, or personnel to secure a gift, reward, privilege, benefit, or exemption for anyone.

1. No officer or employee will disclose information not available to the general public for personal gain or for the personal gain of any other person or organization.

C. Unlawful Compensation: No officer or employee shall solicit, accept, provide or attempt to provide any material items of value in cases that would influence, or appear to influence any vote, action, or judgment.

D. Inducing to Act: No officer or employee shall knowingly aid, advise, encourage, or threaten another officer or employee of Student Government Association or student to act in violation of this chapter, Federal, State and local laws, the Florida State University Student Body Constitution and Statutes, the Student Code of Conduct or Academic Honor code.

E. Fraud in the Student Government Association

1. No officer or employee will willfully misrepresent themselves while acting in an official capacity.

2. No officer or employee will withhold information or documentation when mandated or provide false or misleading information or documentation.

3. No officer or employee will bring false charges or provide false or misleading evidence against another officer, employee, or student.

F. No officer or employee will practice any discrimination as defined in the Student Government Association Anti-Discrimination Policy.

1. No officer or employee will deny any student rights guaranteed by the Federal and State Constitution, or the Florida State University Student Body Constitution and Statutes.

2. No officer or employee will deny any student the right to due process or the right to an impartial hearing or trial.
Any violation of this chapter may be grounds for impeachment, suspension, or dismissal from employment.

A. Conviction of violating this Code shall not preclude prosecution as a violation of the Student Code of Conduct or, where applicable, Academic Honor Code.

B. Any person found guilty of violating two (2) or more provisions of this Code shall not be allowed to hold a Student Government Association office in the future.

205.5 Protection Against Adverse Action Against Disclosing Information: No officer or employee of Student Government will dismiss, discipline or take adverse action against a Student Government officer or employee for disclosing information pursuant to the provisions of this section.

A. Disclosure protected under this rule shall be defined as:

1. Any violation or suspected violation of any federal, state, or local laws, the Florida State University Student Body Constitution and Statutes, the Florida State University Student Code of Conduct or Academic Honor Code.

2. Any act or suspected act of misfeasance, malfeasance, or nonfeasance as defined by Student Government Association Constitution and Statutes.

205.6 Procedures:

A. Enforcement of the SGA Ethics Code shall be the jurisdiction of the Student Supreme Court. All ethics complaints shall be heard by the Student Supreme Court.

B. Upon receipt of a written signed complaint of any student, the Student Supreme Court shall hear the complaint within 48 hours of receipt.

C. The court may issue any writs necessary.

205.7 Penalties

Upon finding a violation(s) of the SGA Ethics Code, the Student Supreme Court shall assign penalties. Such penalties shall consist of, at the Court’s discretion, suspension, or recommendation to begin impeachment proceedings, or recommendation to the Student Senate to freeze an organization’s funding.

1. Violation(s) of the Ethics Code does not preclude prosecution under the Student Conduct code or Academic Honor Code.

205.8 Appeal

Both plaintiff and defendant have the right to appeal the decision of the Student Supreme Court to the Vice President for Student Affairs. Appeals must be submitted within three (3) days of the decision of the Student Supreme Court.

205.9 Under the laws of the State of Florida, any elected or appointed officer of the Student Body, who has been convicted of a felony, shall be immediately dismissed from Student
Body office, and shall be prohibited from ever holding a Student Body office again, unless the conviction is vacated in a court of law, or upon pardon by the Governor of the State of Florida or the President of the United States of America.

Chapter 206  Anti-Discrimination Policy

*History: Revised by the 50th Student Senate Bill 1. Revised 66th Student Senate Bill 26.*

206.1 No Student Government Association officer, employee, branch, agency, affiliated project, recognized student organization, or any entity which receives any Student Government Association funding will practice discrimination. Discrimination will be defined as the differential treatment of a student based on, but not limited to race, creed, color, religion, sex, age, sexual orientation, gender identity, gender expression, national origin, marital status, parental status, disability, socio-economic status, inability to pay dues, political orientation, class standing (freshman, sophomore, etc., unless allowed by Statute) or any combination thereof. Discrimination will be further defined as the denial of due process or the infringement of the substantive rights of any student guaranteed by the Florida State University Student Government Association Constitution and Statutes, or organization bylaws, University Rights and Responsibilities, and State and Federal Constitutions.

206.2 Students with grievances will submit a written complaint to the Student Supreme Court. Upon finding a violation of 206.1, the Court will assign penalties such as freezing of funds, with possible suspension/loss of Student Government Association status, permanent lost of existing Student Government funding, removal from office and/or probation. The Student Supreme Court may assign additional penalties based on the severity of violations. Funds will remain frozen until proof of correction is provided to the Student Senate.

A. Upon finding violation of 206.1, the Court, at their discretion, may inform the Student Government Association Attorney General to begin proceedings as per 204.6.

B. Any Student Government Association Officer, employee, branch, agency, affiliated projects, recognized student organization or any entity that receives Student Government Association funding may appeal sanctions imposed by Student Senate to the Vice President for Student Affairs.

Chapter 207  The Student Government Training Act

*History: Added by the 48th Senate Bill 165. Revised by the 52nd Senate Bill 66. Revised by the 54th Senate Bills 17 and 57. Revised by the 56th Senate Bills 70 and 109. Revised by the 62nd Senate Bill 102. Revised by the 66th Senate Bill 13 and 78. Revised by the 69th Bill 88. Senate Revised by the 70th Senate Bill 89.*

207.1 The purpose of this legislation is to ensure that all officials of the Florida State University Student Government Association have received adequate training in the areas of fiscal and ethical responsibility in the allocation and expenditure of state funds collected through the Activity and Service Fee.

207.2 All SGA officials holding a major office, as well as members of the Congress of Graduate Students, are required to conform to the provisions of this Statute.
The Student Body President, Student Senate President, Chief Justice of the Student Supreme Court, Chair of the Union Board, Chair of the Campus Recreation Board, Senior Class Council President, Speaker of the Congress of Graduate Students, and the Directors of all Executive Agencies, Bureaus and Affiliated Projects, as well as all Funding Board Chairs, shall conduct an appropriate training program suitable to the needs of the members of their respective organizations within four (4) weeks of their election or confirmation by the Student Senate. The content of such training programs shall be at the discretion of the officers listed in the beginning of this section, and shall be directed at teaching new members about the SGA Constitution and Statutes, and all pertinent procedures encountered during the operation of their respective organizations.

New Senator Orientation

A. New Senator Orientation shall serve as a means to bring about a more efficient transition into Student Senate for new Senators.

B. The Student Senate President, in conjunction with Student Senate President Pro Tempore, shall be required to conduct New Senator Orientation in the week prior to the Student Government Inaugurations; additional New Senator Orientations shall be conducted at the discretion of the Senate President. In the case of a contested election, or special circumstances, New Senator Orientation may be moved to the week after the Inaugurations.

1. New Senator Orientation shall consist of teaching new Senators how to compose and submit a bill for first reading, compose and submit a resolution for first reading, properly follow Robert’s Rules of Order during a Senate meeting, and properly follow Student Senate Rules of Procedure, and anything deemed necessary by Senate President or Senate President Pro Tempore. In addition, new Senators should have a basic understanding of the Student Body Constitution, Student Body Statutes and SGA Financial Manual.

2. At New Senator Orientation, the new Senators shall take part in a mock Senate meeting in which the Student Senate President, in conjunction, with the Student Senate President Pro Tempore, shall teach the new Senators all relevant information about the procedure of a Senate meeting.

C. After New Senator Orientation, new Senators shall be required to attend a scheduled meeting with the Senate President, in which the new Senators’s committee appointment shall be discussed in addition to any relevant questions the Senator might have. Successful completion of New Senator Orientation shall be determined by the Senate President or Senate President Pro Tempore.

D. It is the responsibility of the current or outgoing Student Senate President to conduct New Senator Orientation.

1. The Senate President has the option of delegating the responsibility of conducting New Senator Orientation to the Student Senate President Pro Tempore.

A. Following the New Senator Orientation the Senate Pro Tempore shall assign new Senators a mentor, unless they opt out. The purpose of the mentoring
program shall be to help new Senators learn the appropriate techniques for writing legislation, master the rules and procedures that govern the Student Senate, and understand the responsibilities and duties of being a Senator. Any new Senator may petition the Senate President Pro Tempore for reassignment. It shall be up to the discretion of the Senate President Pro Tempore whether or not to grant reassignment.

B. A voluntary survey to ascertain the efficiency of the program will be conducted by the Senate Pro Tempore at the last meeting of each Senate term.

Chapter 208  An act providing the removal of lawbreakers and individuals found civilly liable for act(s) of Moral Turpitude.

History: Added by the 50th Senate Bill 109. Deleted by the 56th Senate Bill 109.

Chapter 209  Presidential Inauguration

History: Deleted by the 56th Senate Bill 109.

Chapter 210  Student Government Association Website Act of 2007

History: Added by the 59th Senate Bill 46. Revised by the 65th Senate Bill 2. Revised by the 67th Student Senate Bill 32.

210.1 The Student Government Association shall establish and maintain a website (hereinafter referred to as Website) to inform the Student Body of Student Government Association events, policies, open positions, meeting minutes, and anything else specifically referred to by Statutes.

A. The Student Government Association Constitution, Statutes and Senate Rules of Procedure must be available on the Website.

B. The Website shall have a calendar of upcoming Student Government Association events and meetings.

C. The Webmaster may choose to include additional information not mandated within these statutes at their discretion, unless it is ordered removed by the Director of Student Affairs.

210.2 Posting on the Student Government Association Website will constitute posting in a public space and advertisement in a widely published forum.

210.3 Executive Information

A. Acts of the Student Body President including all executive orders, all appointments, all vetoes, and all dismissals of Student Government Association officers must be posted on the Website.

1. The Student Body President may request that other information be posted on the Website, but the Office is not obligated to do so.

B. The names of all filled positions of, as well as any publicly available contact information for, all officers in the Executive Branch must be posted on the Website.
C. The Executive Program Assistant shall be responsible for transmitting all information as may be required by this act to the Student Government Association Webmaster within a reasonable amount of time not to exceed five (5) days, and in a medium which is reasonable.

210.4 Legislative Information

A. Acts of the Senate including a synopsis of all proposed statutory amendments, all proposed allocations, all actual statutory revisions, all actual allocations, all confirmations, all impeachments, and all roll call votes, and the Senate Rules of Procedure, must be posted on the Website.

1. The posting of the Senate Journal on the Website will constitute compliance with 210.4 A, as long as all information required is contained therein.

2. The Student Senate President may request that other information be posted to the website, but the Webmaster is not obligated to do so.

B. The names and offices of all Senators and Officers of the Senate, as well as the committees on which they serve, as well as their publicly available contact information, must be posted on the Website.

1. The final template of names and information of Senators and SGA officers to be posted on the Website must be cleared with the University Registrar to ensure that no private information is posted.

C. The Senate Program Assistant shall be responsible for transmitting all information as may be required by this act to the Webmaster within two (2) days, and in a medium that is reasonable.

1. In case of technological failures, the bills shall be posted in the Senate offices.

210.5 Judicial Information

A. Acts of the Supreme Court including all Opinions and Advisory Opinions, all orders and writs, and a brief synopsis of all cases, including the outcome thereof, must be posted to the Website.

1. The posting of the Court Register on the Website will constitute compliance with 210.4 A, as long as all information required is contained herein.

2. The Chief Justice may request that other information be posted to the Website, but the Webmaster is not obligated to do so.

B. The names and offices of all Justices and Officers of the Court, as well as their publicly available contact information, must be posted on the website.

C. The Clerk of the Court shall be responsible for transmitting all information as may be required by this act to the Webmaster within five (5) days, and in a medium that is reasonable.
1. In the absence of the Clerk of the Court, the Chief Justice shall be responsible for transmitting all information required by this act to the Webmaster within five (5) days, and in a medium that is reasonable.

210.6 Website Administration and Compliance

A. When the Webmaster has received information for posting, in compliance with this Act, the Webmaster must post such information on the Website in a reasonable amount of time.

B. Temporary noncompliance with this Act which, due to technical difficulties, will not be considered a statutory violation.

1. Noncompliance, if it exceeds five (5) days, will not be considered temporary, pending the approval of the Director of Student Affairs.

210.8 The Office shall be encouraged to recommend possible changes to the statute to ensure the effective operations of the Website as it deems necessary, although this shall not be construed so as to require the Senate to adopt such recommendation.

TITLE III: THE EXECUTIVE

Chapter 300 The Executive Branch

300.1 A. Purpose
The purpose of this legislation is to define and outline the structure of the Executive Branch within the Student Government Association.

B. Scope
This act provides the framework and body within which the entities of the Executive Branch operate. It encompasses all entities in Title III, Title IX, and Title X and its provisions are considered fully binding to the aforementioned entities.

300.2 Composition of the Executive Branch

A. The Executive Branch shall be composed of:

1. The Executive Cabinet (Chapters 301-309).

2. Executive Bureaus (Title IX).

3. Executive Agencies (Title X).

B. The Student Body President, assisted by the Student Body Vice President, shall serve as head of the Executive Branch.

300.3 Authority of the Executive Branch
The power of entities within the Executive Branch is derived from the Student Body President's constitutional investiture of the executive powers of the Student Government Association.

A. The Executive Branch shall be the administrative arm of the Student Government Association.

B. The Executive Branch shall be responsible for the enforcement and execution of the Student Body Statutes.

C. The Executive Branch shall be responsible for the planning and execution of programs, projects, and services provided to the students through the Student Government Association.

D. The Executive Branch shall be responsible for researching and developing programs to enhance the health, education, safety, or welfare of the Student Body of Florida State University.

300.4 Independent Executive Officers

All executive powers of the Student Body shall be vested in the President of the Student Body, assisted by the Student Body Vice President, Student Body Treasurer, and such administrative officers as the President shall appoint in accordance with the Constitution of the Student Body and by Statute. The Student Body President shall hereinafter be referred to as the President, the Student Body Vice President as the Vice President, and the Student Body Treasurer as the Treasurer.

The President Shall:

A. Administer and enforce all laws of the Student Body.

B. Appoint Cabinet members as specified in the Statutes. Such appointments shall require a majority vote of the Student Senate to be approved.

C. Have the power to veto or sign acts of the Student Senate, provided that such power is exercised, within five (5) school days of its presentation to the Student Body President. A veto may be overridden by a two-thirds (2/3) vote of not less than a quorum of the Student Senate.

D. Call and preside over meetings of the Student Body.

E. Recommend legislation to the Student Senate.

F. Address the Student Senate at the beginning of each semester and at other times upon invitation by the Student Senate.

G. Instruct and require reports from Cabinet members and approve all policies made from them.

H. Remove any officer who has been appointed to a position in the Executive Branch.
I. Have the power to call for a referendum subject to two-thirds (2/3) majority Student Senate concurrence.

J. Represent the Student Body on the FSU Board of Trustees.

K. Prepare the budget of the Executive Branch with the assistance of the Treasurer.

The Vice President shall:

A. Assume the duties of the President in the absence of the President or upon that individual’s request.

B. Coordinate the efforts of the Cabinet and serve as coordinator for the formulation and completion of Cabinet projects.

C. Direct grievances and ideas to the proper functionary and see that the grievances and ideas are acted upon.

D. Meet at least once a month with the directors of executive agencies, affiliated projects, bureaus, and class councils to review performance, address questions and/or concerns, and discuss possibilities of new projects.

The Treasurer shall:

A. Provide information and support to any organization, executive agency, bureau and funding board.

B. Meet monthly with the director or financial officer of executive agencies, affiliated projects, bureaus, and funding boards individually to turn in monthly expenditure statements for review, address questions and/or concerns, and discuss upcoming funding opportunities.

C. Review all A&S expenditures made by executive agencies, bureaus, student organizations (with the exception of COGS) and funding boards before the expenditures are submitted to the SGA Business Manager of SGA Accounting.

D. Have forty-eight (48) hours to approve or reject any expenditure. After forty-eight (48) hours, the expenditure may be considered without approval of the Student Body Treasurer.

E. Reject any expenditure; must have the approval and signature of the Student Body President.

F. Assist all entities within the Executive Branch in the development of effective resource management techniques.

G. Assist all entities within the Executive Branch with the correction of financial problems, and developing techniques to avoid further financial problems.

H. Assist the President in preparing the budget of the Executive Branch.

I. Defend the Executive Branch budget.
The Deputy Student Body Treasurer shall be considered an appointed member of Cabinet and subject to dismissal as articulated in Section 301.4. This person shall advise and assist the Student Body Treasurer. In the absence of the Student Body Treasurer, the Deputy Treasurer shall assume all responsibilities outlined for the Treasurer.

Chapter 301 The Executive Cabinet

301.1 A. Authority

In accordance with the Student Body Constitution, there shall be a cabinet in the Executive Branch to assist the constitutional officers in the execution of their duties. The Constitution delegates the authority to define the positions and their duties to Statutes.

B. Purpose

The purpose of this chapter is to define and outline the structure of the Executive Cabinet.

C. Composition

The Executive Cabinet shall be composed of the Executive Office of the President, and the Advisory Cabinet. Only members of the Executive Office of the President shall be considered under the “cabinet officers” mantle of major offices.

301.2 Definition

A. The Executive Office of the President: the vehicle through which the Student Body President and Vice President execute their constitutional powers and carry out their administration's programs, projects, and agenda.

B. The Advisory Cabinet: the group that shall exist for the purposes of coordination among executive branch groups, projects, and offices, and to provide information and assistance to the Student Body President and Vice President.

301.3 Authority and duties of the Executive Office of the President

The Executive Office derives its authority from the Student Body President and has no authorization, power, or authority to act unless specifically granted by the Student Body President or Vice President. It shall not have the authority to pass resolutions or acts.

The Executive Office of the President shall have the following duties:

A. Assist the Student Body President and Vice President in the execution of the plan for the Executive Branch.

B. Represent segments of student body quality of life in accordance with the structure issued by the Student Body President.

C. Fulfill the obligations of the job descriptions for each office.

D. Work for the improved quality of life of the student body.
E. The Executive Office of the President shall meet on a regular basis no less than once every two weeks during the fall, spring, and summer semesters. Minutes of these meetings will be recorded and kept on record.

301.4 Membership

The Chief of Staff who is appointed by the Student Body President and is subject to Student Senate confirmation, directs the activities of the Executive Office, and is subject to the will of the Student Body President.

The Student Body President has sole power of appointment within the Executive Office and may dismiss any individual serving under them at their discretion.

301.5 Organization and appointments of the Executive Office of the President

A. The Student Body President may organize the Executive Office as deemed necessary and proper within the limits imposed by the Student Body Statutes.

B. If a new Executive Office of the President position is created, the Student Body President must notify, in writing, the Student Senate of its creation.

C. Within two (2) weeks of inauguration, the Student Body President, in consultation with the Student Body Vice President, shall address the Student Senate and present the plan for the organization of the Executive Office of the President. Each position, whether created near the inauguration or later in the term, must have a title and a description not totaling fewer than fifty (50) words detailing the responsibilities and privileges of the position. Such a plan must be published on the Student Government Association Website.

D. All members of the Executive Office of the President must be confirmed by the Student Senate as “Cabinet Offices” and major level positions within the Executive Branch.

301.6 Composition of the Advisory Cabinet

The Advisory Cabinet shall be composed of ex-officio members including:

A. Agency, Bureau, and Affiliated Project Directors or Assistant Directors to serve in the absence of the Directors.

B. The Senior Class Council

C. Any student organization by the Student Body President, provided written notice is given to the Student Senate President.

301.7 Advisory Cabinet duties and restrictions

A. The Advisory Cabinet shall not be permitted to pass binding resolutions or legislation.

B. The Advisory Cabinet shall advise the Student Body President and Vice President on general matters and assist in the coordination of the Executive Branch.
C. The Advisory Cabinet shall meet as deemed necessary by the Student Body President to discuss activities and events of the Executive Branch for the purpose of increasing the amount and level of cooperation and interdependency and reducing duplication and wasted effort.

D. The Advisory Cabinet shall pool wisdom and experience of its members to suggest to the Student Body President and Vice President methods to reduce waste in material and time as well as to ensure the greatest impact for Executive Branch projects.

E. When directed, the Advisory Council may assist the Executive Office of the President.

F. When necessary, the Student Body President may hold a meeting of just agency directors or bureau directors or affiliated projects. However, meetings of the entire Advisory Cabinet are preferable to individual meetings and must occur as necessary.

Chapter 302 The Class Councils

History: Added by the 52nd Student Senate Bill 15 A and B. Revised by the 55th Student Senate Bill 15. Underclassman Councils Deleted by the 62nd Senate Bill 86. Added a new Class Council by the 66th Senate Bill 36.

302.1 This act shall be entitled “The Class Council Act of 2014.” The Senior Class Council, Junior Class Council, and Sophomore Class Council shall be hereinafter be referred to as the SrCC, JCC, and SoCC respectively.

302.2 The Class Councils shall work to instill unity in the Florida State University’s Senior, Junior, and Sophomore classes to enhance their college experience and encourage active participation in the Florida State University community as both students and alumnus.

302.3 Membership

A. Senior Class Council

1. The President, Vice President, Treasurer, and Secretary of the Senior Class shall be officers of the SrCC.

   a. The President, Vice President, Treasurer, and Secretary shall have at least seventy-two (72) semester credit hours by the semester in which they run for office.

   b. The President, Vice President, Treasurer, and Secretary shall be elected in the Spring Student Government Association elections as stipulated in Chapter 705.1 of the FSU Student Body Statutes.

   c. All officers of the SrCC are to be enrolled as undergraduate students at Florida State University for the entire designated term of service.

2. There shall be at least five (5) members-at-large of the Senior Class Council selected by the President of the Senior Class with the majority approval of the remaining officers of the SrCC. This selection process shall be completed within sixty (60) days of the SrCC Inauguration.
B. Junior Class Council

1. The President, Vice President, Treasurer, and Secretary shall be officers of the JCC.

   The President, Vice President, Treasurer, and Secretary shall have at least 42 semester credit hours by the semester they run for office and must have been enrolled in FSU one year.

   b. The President, Vice President, Treasurer, and Secretary shall be appointed through the application process as stated in Chapter 302.4 B following the Spring Student Government Association elections.

   c. All officers of the JSS are to be enrolled as undergraduate students at Florida State University the entire designation of their term of service.

2. There shall be up to ten (10) members-at-large of the Junior Class selected by the President of the Junior Class with the mandatory approval of the remaining officers of JCC. This selection process shall be completed by the first week of classes for Summer Session A.

C. Sophomore Class Council

1. The President, Vice President, Treasurer, and Secretary shall be officers of the SoCC.

   a. The President, Vice President, Treasurer, and Secretary shall have at least twelve (12) semester credit hours by the semester they run for office.

   b. The President, Vice President, Treasurer and Secretary shall be appointed through the application process as stated in Chapter 302.4 following the Spring Student Government Association elections.

   c. All officers of the SoCC are to be enrolled as undergraduate students at Florida State University for the entire designation of their term of service.

2. There shall be up ten (10) members-at-large of the Sophomore Class selected by the President of the Sophomore Class with the mandatory approval of the remaining officers of SoCC. This selection process shall be completed by the first week of classes for Summer Session A.

302.4 Selection and Term of Office

A. Senior Class Council

1. All applications to run for the SrCC will follow the deadlines pursuant to Student Body Statutes Chapter 705.3

2. The members of the SrCC shall hold office from the time of their appointment until the end of the Spring Semester one year from the start of their term. The members of the SrCC shall fundraise and represent the respective graduating classes encompassed within their term. (Summer, Fall, and Spring).

B. Junior Class Council
1. All applications for the JCC must be publicly released within five (5) business days after the Spring Student Government election. Completed applications must be received by the newly elected SrCC no later than 5 p.m., ten (10) business days after the applications are released. The deadline for applications may be postponed, for up to one (1) week under extreme circumstances.

2. The members of the JCC shall hold office from the time of their appointment until the end of the Spring Semester one (1) year from the start of their term. The members of the JCC shall fundraise and represent the respective upcoming graduating classes encompassed within their term (Summer, Fall and Spring).

3. Selection
   a. Once the incoming Senior Class has been elected they may, with the Advisor of the Class Councils and the Student Body Vice President-elect, begin conducting interviews for the positions of President and Vice President.
   b. Once the incoming SrCC has been inaugurated, that person must, within ten (10) business days, submit nominations for the positions of President and Vice President to the Student Body President and Chief of Staff for appointment, with confirmation by the Student Senate.
   c. Interviews for the positions of Secretary and Treasurer will be held by the newly appointed President and Vice President of the Junior Class and the Advisor of the Class Councils.
   d. Once the President and Vice President have been confirmed this person shall appoint the Treasurer and Secretary.

C. Sophomore Class Council

1. All applications for the SoCC must be publicly released within five (5) business days after the Spring Student Government election. Completed applications must be received by the newly elected SoCC no later than 5 p.m. ten (10) business days after the applications are released. The deadline for applications may be postponed, for up to one (1) week under extreme circumstances.

2. The members of the SoCC shall hold office from the time of their appointment until the end of the Spring Semester one (1) year from the start of their term. The members of the SoCC shall fundraise and represent the respective upcoming graduating classes encompassed within their term (Summer, Fall, and Spring).

   a. Once the incoming Senior Class has been elected they may, with the Advisor of the Class Councils and the Student Body Vice President-elect, begin conducting interviews for the positions of President and Vice President.
   b. Once the incoming SrCC has been inaugurated, they must, within ten (10) business days, submit nominations for the positions of President and Vice President to the Student Body President and Chief of Staff for appointment, with confirmation by the Student Senate.
c. Interviews for the positions of Secretary and Treasurer will be held by the newly appointed President and Vice President of the Sophomore Class and the Advisor of the Class Councils.
d. Once the President and Vice President have been confirmed they shall appoint the Treasurer and Secretary.

302.5 Duties and Responsibilities of the Class Councils

A. Senior Class Council
   1. The SrCC shall strive to keep all Seniors informed and apprised of all graduation requirements and deadlines.
   2. The SrCC shall raise funds for the Senior Class gift.
   3. The SrCC shall provide programming to build community and pride for graduating year and/or benefit of the members of the Senior Class.
   4. The SrCC shall meet at least twice a month.
   5. The SrCC shall provide guidance and information to the Junior and Sophomore Class Councils and students of the university who are interested in being a part of the entity.
   6. The SrCC shall work with the Homecoming Executive Council to choose and present a gift on behalf of their class to the President of Florida State University during the Homecoming Faculty and Staff reception in the Fall.

B. Junior Class Council
   1. The JCC shall meet with FSU administration to research selection options for their respective gift to the university, which will be a dedication from their class.
   2. The JCC shall raise funds for their upcoming Senior Class gift.
   3. The JCC shall strive to keep all Juniors informed of all upcoming deadlines and requirements, including Graduation Checks.
   4. The JCC shall provide programming to build community and pride for graduation year and/or benefit of the members of the Junior Class.
   5. The JCC shall meet at least twice a month.
   6. The JCC shall provide guidance and information to FSU students who are interested in being a part of the entity.

C. Sophomore Class Council
   1. The SoCC shall raise funds for their upcoming Senior Class gift.
   2. The SoCC shall provide programming to build community and pride for graduation year and/or benefit of the members of the Sophomore Class.
   3. The SoCC shall meet at least twice a month.
4. The SoCC shall provide guidance and information to students of the university who are interested in being a part of the entity.

302.6 Duties and Responsibilities of the Members of the Class Councils

A. Senior Class

1. The President shall:
   a. Preside over and call all meetings of the SrCC.
   b. Supervise and coordinate the activities of all officers and members of the SrCC.
   c. Act as a spokesperson of the Florida State University Senior Class.
   d. Hold a meeting between all the Presidents at least once a month.

2. The Vice President shall:
   a. Assist the President
   b. Oversee the progress of the Junior Class Council and the Sophomore Class Council.
   c. Assume the duties and responsibilities of the President upon the President’s inability to discharge the duties of office.

3. The Treasurer shall:
   a. Oversee all fundraising for the SrCC.
   b. Act as the chief financial officer of the SrCC.

4. The Secretary shall:
   a. Coordinate all correspondence of the SrCC.
   b. Ensure that accurate minutes are recorded for all meetings and publicized on the SGA Website. The Secretary shall also compile a record documenting the activities of the SrCC for the benefit of future administrations.

B. Junior Class

1. The President shall:
   a. Preside over and call all meetings of the JCC.
   b. Supervise and coordinate the activities of all officers and members of the JCC.
   c. Act as a spokesperson of the Florida State University Junior Class.
   d. Work closely and report to the SrCC Vice President with their progress.

2. The Vice President shall:
   a. Assist the President.
   b. Assume the duties and responsibilities of the President upon the President’s inability to discharge the duties of this office.
3. The Treasurer shall:
   a. Oversee all fundraising for the JCC.
   b. Act as the chief financial officer of the JCC.

4. The Secretary shall:
   a. Coordinate all correspondence of the JCC.
   b. Ensure that accurate minutes are recorded for all meetings and publicized on the SGA Website. The Secretary shall also complete a record documenting the activities of the JCC for the benefit of future administrations.

C. Sophomore Class

1. The President shall:
   a. Preside over and call all meetings of the SoCC.
   b. Supervise and coordinate the activities of all officers and members of the SoCC.
   c. Act as a spokesperson of the Florida State University Sophomore Class.
   d. Work closely and report to the SrCC Vice President with their progress.

2. The Vice President shall:
   a. Assist the President
   b. Assume the duties and responsibilities of the President’s inability to discharge these duties of office.

3. The Treasurer shall:
   a. Oversee all fundraising for the SoCC.
   b. Act as the chief financial officer of the SoCC.

4. The Secretary shall:
   a. Coordinate all correspondence of the SoCC.
   b. Ensure that accurate minutes are recorded for all meetings and publicized on the SGA Website. The Secretary shall also compile a record documenting the activities of the SoCC for the benefit of future administrations.

302.7 Resignations

A. The resigning member of the Class Councils must submit a resignation to the President of their respective council at least two (2) weeks in advance, along with any relevant information in the form of a letter.

B. One (1) week prior to the officer’s final day, the officer shall submit all documents pertaining to the position and shall facilitate a proper transition for the new officer.

302.8 Vacancies and Leaves of Absences
A. Senior Class Vacancies

1. In the event a seat on the SrCC becomes vacant the replacement procedure for said seat will be done in accordance to Chapter 304.7.

B. Junior and Sophomore Class Vacancies

In the event a seat on the JCC becomes vacant the replacement procedure will be done as follows:

1. President and Vice President
   a. Applications must open within five (5) school days of an officer renouncing the position.
   b. The application must be advertised for a minimum of ten (10) school days.
   c. Upon the receipt of applications for a vacant position in the JCC, the interviews will be conducted by the Senior Class Council President, and the remaining members of the JCC, before being forwarded to the Chief of Staff.
   d. After being forwarded by the Chief of Staff, the applicant will be confirmed through Internal Affairs Committee of the Student Senate, with final confirmation on the Senate floor.

2. Treasurer and Secretary
   a. Applications must open within five (5) school days of an officer renouncing a position.
   b. The application must be advertised for a minimum of ten (10) school days.
   c. After the interviews for said positions have been concluded and a candidate has been chosen by the JCC that person will be appointed by the President of the JCC at their earliest convenience.

C. Leaves of Absence

1. If a member of the Class Councils needs to take a leave of absence in excess of two (2) weeks, a request must be submitted to the Class Council’s Advisor a minimum of five (5) business days before the start of the leave.

2. If a member of the Class Councils needs to take a leave of absence for less than two (2) weeks, a request must be submitted to the Class Council’s Advisor a minimum of two (2) business days before the start of the leave.

Chapter 303 Freshman Leadership Institute

*History: Added by the 67th Senate Bill 34.*

303.1 Freshman Leadership Institute

A. Purpose
The Freshman Leadership Institute (FLI) is an Executive Project that is continued through changing executive administrations. The Freshman Leadership Institute is a 10-week program aimed at providing first-year students with the tools to become active student leaders while providing support as students adjust to the Florida State University campus and culture.

B. Program

1. Participant Selection
   a. The application will be made available to incoming first-year Freshman at least two (2) weeks before the start of the Fall Semester and will close the first Friday of the Fall Semester.

2. Meetings
   a. The Freshman Leadership Institute shall meet once a week for the duration of the program during the Fall Semester.
      i. Additional meetings may be held at the discretion of the Director of FLI to fulfill the purpose stated in 309.1 Section A.

C. Leadership Team Selection

1. Director
   a. The Director of the Freshman Leadership Institute shall be selected by the outgoing Leadership Team.
      i. The Leadership Team is defined as any officer positions, including the Director, that has been appointed by the Executive Branch to fulfill the stated purpose in 303.1 Section A.

   b. The application for the Director of the Freshman Leadership Institute shall be made available on the Student Government Association Website on the 1st week of the Spring Semester and close no later than the third week.

   c. Once selected by the outgoing Leadership Team, the candidate will then be forwarded to the Executive Branch for confirmation.

D. Responsibilities
   The responsibilities of the Director shall include, but not be limited to the following:

   The Director shall:

   1. Represent the interest of the Freshman Leadership Institute on the campus of Florida State University in accordance to the stated purpose.

   2. Be responsible for the operation of the Freshman Leadership Institute.
3. Make and execute decisions on program structure, Freshman Leadership Institute affiliated events, finances, and other activities with the advice of the Leadership Team, Student Body Vice President, and Student Program Coordinator.

4. Recommend officer positions, to the Executive Branch, that are needed, in order to fulfill the stated purpose in 303.1 Section A.

E. Removal from Office

1. If the Director fails to fulfill the stated purpose, it will be up to the discretion of the Student Program Coordinator or Student Body Vice President to determine whether the Director shall be removed from office.

F. Vacancies

1. If any vacancy occurs during the duration of the Freshman Leadership Institute that is under the Director, the Executive Branch shall appoint a person at the recommendation of the Director to fulfill the duties of said position.

   a. If the Director position becomes vacant, the Student Body Vice President shall fill in as the presiding Director until a new Director is selected.

   b. The application for the Director of the Freshman Leadership Institute shall be made available on the Student Government Association Website within five (5) school days of the Director renouncing the position and shall remain open for no less than ten (10) school days.

   c. The Executive Branch will then interview and confirm a new Director from the applicant pool for the remainder of the Freshman Leadership Institute.

303.2 Transfer Leadership Institute

A. Purpose
The purpose of the Transfer Leadership Institute is to provide personal, professional, and leadership growth opportunities for ambitious transfer students through networking, programming, and educational experiences that impact the Florida State University student body and its surrounding community.

B. Program

1. Participant Selection

   a. The application will be made available to incoming transfer students at least two weeks before the start of the Fall semester and will close no later than the first week of the Fall semester.

2. Meetings
a. The Transfer Leadership Institute shall meet once a week for the duration of the program during the Fall Semester.
   i. Additional meetings may be held at the discretion of the Director in order to fulfill the stated purpose in 303.2 Section A.

C. Leadership Team Selection

1. Director

   a. The Director of the Transfer Leadership Institute shall be selected by the outgoing Leadership Team.
      i. The Leadership Team is defined as any officer positions, including the Director, that have been appointed by the Executive Branch to fulfill the stated purpose in 303.2 Section A.
   b. The application for the Director of the Transfer Leadership Institute shall be made available on the Student Government Association Website the first week of the Spring Semester and close no later than the third week of the Spring Semester.
   c. Once selected by the outgoing Leadership Team, the candidate will then be forwarded to the Executive Branch for confirmation.

D. Responsibilities

The Responsibilities of the Director shall include, but not be limited to, the following:

The Director shall:

1. Represent the interest of the Transfer Leadership Institute on the campus of Florida State University in accordance to the stated purpose.

2. Be responsible for the operation of the Transfer Leadership Institute.

3. Make and execute decisions on program structure of the Transfer Leadership Institute affiliated events, finance, and other activities with the advice of the Leadership Team, Student Body Vice President, and Student Government Advisor.

4. Recommend needed officer positions to the Executive Branch, in order to fulfill the stated purpose.

E. Removal from Office

1. If the Director fails to fulfill the stated purpose, it will be up to the discretion of the Student Program Coordinator or Student Body Vice President to determine whether the Director shall be removed from office.

F. Vacancies
1. If any vacancy occurs during the duration of the Transfer Leadership Institute that is under the Director, the Executive Branch shall appoint a person at the recommendation of the Director to fulfill the duties of said position.
   a. If the Director position becomes vacant, then the Student Body Vice President shall fill in as the presiding Director until a new Director is selected.
   b. The application for the Director of the Transfer Leadership Institute shall be made available within five (5) school days of the Director renouncing the position and shall remain open for no less than ten (10) school days.
   c. The Executive Branch will then interview a new Director from the applicant pool for the remainder of the Transfer Leadership Institute.

Chapter 304 Presidential Appointment and Dismissal Powers

History: Revised by the 47th Senate Bill 30. Revised by the 48th Senate Bills 141 and 173. Senate Bill 141. Revised by the 49th Senate Bills 14. Revised by the 50th Senate Bill 156. Revised by the 51st Senate Bill 113. Revised by the 53rd Senate Bills 100 and 108. Revised by the 54th Senate Bill 21. Revised by the 54th Senate Bills 21, 64, 65, 77 and 83. Revised by the 55th Senate Bill 18. Revised by the 56th Senate Bill 92. Revised by the 57th Senate Bill 48. Revised by the 58th Senate Bills 55 and 64. Revised by the 63rd Senate Bills 28 and 32. Revised by the 67th Senate Bill 32.

304.1
A. This act shall be called the "Student Body Presidential Appointment and Dismissal Powers Act of 2001," hereinafter referred to as the "Appointment and Dismissal Act."

B. Purpose
   To clarify and define the Student Body President's constitutional powers of appointment.

304.2 Candidate Search
A. No position requiring Student Senate confirmation may be filled until the position has been advertised properly.

B. The Chief of Staff will conduct all candidate searches.

C. All positions shall be advertised for at least one week on the SGA Website.

304.3 Candidate Screening Process
A. Upon the receipt of applications for a vacant position in Student Government Association, a screening process shall be overseen by the Student Body President to determine the most qualified candidate.

B. The Candidate Screening Process shall take no longer than ten (10) school days from the end of the candidate search period.
C. The Candidate Screening Process, conducted by the Chief of Staff shall include the following.

1. The Chief of Staff shall interview all candidates.

2. All candidates shall provide the appropriate application as defined in Chapter 307.3, in completed format, demonstrating their qualifications for the position.

3. The interview shall be conducted in a standardized and professional form for all candidates.

4. The interview shall consist of a basic questionnaire outlining the candidate’s experience, qualifications, and goals for the respective position.

5. After all candidates have been interviewed, the Student Body President shall forward the candidate deemed most qualified to the Student Senate for confirmation.

D. The Student Body President may forego the candidate screening process with the exception of Chapter 304.3, subsection C, subsection 5, in cases where the candidate is forwarded to the Student Body President, with a written notice of a proper interview being conducted, by the Agency or Bureau to which the candidate is applying for a position.

E. It is the responsibility of the Student Body President and the Chief of Staff to ensure that this process is carried out in a fair and constitutional manner.

304.4 Executive Office Positions

A. The Student Body President shall appoint all Executive Cabinet Officers as defined in 304.3 A.

B. The Chief of Staff shall, upon recommendation by the appropriate Executive Cabinet Director, appoint all Deputy Directors and administrative support office staff.

C. The Student Body President may create any office or position deemed necessary and proper provided that the Student Senate is notified of the action in writing.

D. Any individual appointed to a Cabinet level position as indicated in the Student Body Statutes shall require confirmation by the Student Senate.

E. The Student Body President may appoint an Acting Executive Cabinet Officer who shall serve in the role, but shall not receive compensation, until a nominee can be forwarded to the Student Senate.

F. No individual may serve as an Acting Executive Cabinet Director for longer than six (6) weeks.
G. The Student Body President-elect, as defined in Chapter 704, shall have the power to designate and forward to the Student Senate for confirmation, the Cabinet nominees for their administration after all appeals and violations have been exhausted or ruled on.

1. The nominees must be confirmed by a majority vote of the Student Senate.

2. The confirmed nominee shall be referred to as the "designee" (i.e. Chief of Staff designee).

3. Upon installation of the Student Body President-elect, all Cabinet Officer designees shall assume the positions for which they were confirmed and all duties, responsibilities, rights, and compensation vested with their position.

H. The terms of all Executive Office appointees shall end when they are dismissed, impeached, or upon installation of their successors.

I. The Student Body President may dismiss any appointee to the Executive Office at their discretion.

304.5 Executive Bureau Positions

A. Executive Bureau Directors

1. The Student Body President shall conduct a candidate search as outlined in Chapter 304.3, beginning the first week of the new administration.

2. The Chief of Staff shall conduct a screening process as defined in Chapter 304.3.

3. The outgoing Director shall submit a written recommendation to the Student Body President on the replacement Director.

4. The Student Body President shall choose a Director and submit the name to the Student Senate for confirmation.

5. A majority vote of the Student Senate, with a quorum being present, is necessary for confirmation.

6. The terms of all Executive Bureau Directors shall end when they are dismissed, impeached, or upon installation of their successor.

7. Should a directorship become vacant, the Student Body President may appoint an Acting Director, who shall not receive compensation, to serve in the position until a nominee can be forwarded to the Senate.

8. No individual may serve as Acting Director for longer than six (6) weeks.

9. If the Student Body President wishes the existing Director to remain in office, the individual must be forwarded to the Student Senate for reconfirmation.
10. In accordance with the Article III, Section 3 (H), of the Student Body Constitution, the Student Body President may remove the Director at President’s discretion.

B. Executive Bureau Assistant Directors

1. The Director shall conduct a candidate search.

2. The Director shall interview the applicants and make a recommendation to the Student Body President.

3. The Student Body President may choose to either reject the nominee or forward the name to the Student Senate for confirmation.

4. Student Senate confirmation requires a majority vote of the Student Senate with a quorum being present.

5. If the Student Body President rejects the nominee, then the Director must submit another name.

6. The term length of the Assistant Director shall be the same as that of the Director of that Bureau. This term length shall not be affected by the early dismissal, resignation, or impeachment of said Director.

7. In accordance with Article III, Section 3 (I) of the Student Body Constitution, the Student Body President may remove the Assistant Director from office at President’s discretion.

C. Executive Bureau Personnel

1. The selection process and appointment of all Bureau personnel below the Assistant Director shall be delineated by their individual Chapters in Title XI.

304.6 Executive Agency Positions

A. Appointed Positions

1. Director, Assistant Director, Treasurer, and Secretary.

B. Agency Directors

1. The Directors of the agencies shall be chosen in accordance with Chapter 304.3, unless otherwise stipulated in their individual chapter in Title X.

C. In all cases other than elected Directors, the Board of Directors of each respective agency shall choose one (1) nomination by a majority vote for Agency Director and forward said applicant to the Student Body President. The Student Body President will then choose a candidate from the applications forwarded from the Agency Board of Directors and forward said candidate to the Student Senate within ten (10) school days for confirmation.
D. In the event that the Student Body President feels that any of the candidates are unqualified, an additional candidate search period may be conducted.

E. Within two (2) weeks of the Director's confirmation, that Director will appoint any non-elected Assistant Director. This appointment shall be ratified by majority vote of the Board and then forwarded to the Student Senate.

   1. In the event that the Agency Directorship is vacated, the Assistant Director shall assume the Directorship and proceed with filling the Assistant Directorship as outlined in Chapter 304.6.

   2. Agency Directors and Assistant Directors who are appointed shall remain in office until they are dismissed, impeached, or upon the installation of their successors.

F. Agency Assistant Directors

   1. The Assistant Directors shall be chosen in accordance with the method described in Chapter 304.6, unless otherwise stipulated in the agency's individual chapter in Title X.

   2. The Student Body President may dismiss the Assistant Director. The dismissal may be appealed through the same process as the agency director's termination.

G. Agency Personnel

   1. Staff appointments shall be made in the manner mandated by the agency's individual statute.

   2. The Student Body President may not dismiss any agency staff person below the Assistant Directors that the President have not directly appointed.

H. Agency Board of Directors

   1. Members of the Board of Directors, not including the treasurer and secretary, shall be appointed following the process outlined in each agency’s respective statutes.

   2. The terms of all Board members shall last one (1) year.

   3. In accordance with Article III, Section 3 (H) of the Student Body Constitution, the Student Body President may dismiss any Board member, at the President's discretion, that the President directly appointed.

304.7 Vacancies in Elected Positions

A. Elected Seat vacancies

   1. The Student Body President or their designee shall conduct a candidate search as outlined in Chapter 304.2.
2. The Student Body President or their designee shall conduct a screening process as defined in Chapter 304.3.

3. The Student Body President shall forward a name to the Student Senate for confirmation.

4. A two-thirds (2/3) vote of a Student Senate quorum is required for confirmation.

Chapter 305 Campus Security Council

History: Amended by the 44th Senate Bill 157. Revised by the 49th Senate Bill 14. Revised by the 67th Senate Bill 32.

305.1

A. This act shall be called the "Student Government Association Campus Security Development and Information Act of 1991."

B. Purpose
The purpose of this act is to provide a forum for the coordination of the safety programs of the SGA with those of the Florida State University, and to develop innovative safety programs.

C. Creation
There shall be an advisory body to the Student Body President on safety and security issues known as the Campus Security Council to fulfill the aforementioned purpose.

305.2 Composition

A. The Council shall be composed of:

1. The Campus Security Advisor who shall serve as Chair.

2. A representative of the University Police Department.

3. The Director of Inter-Residence Hall Council.

4. The Vice President for Student Affairs or a designee.

5. The Dean of Students or a designee.

6. The Director of Environmental Health and Safety or a designee.

7. The Director of SAFE Connection.

8. The Director of Office of Management and Budget will serve as an ex-officio member.


10. The Chair(s) of any standing Senate committee(s) that the Student Senate President shall deem appropriate.

11. The Student Body Vice President.
12. The Student Body President or a designee will serve as an ex-officio member.

13. The Senate President or a designee.

305.3 Powers and Duties

A. The Council shall research and develop new and innovative safety and security programs for Florida State University.

B. The Council should serve as a forum for the heads of different safety programs to discuss issues and projects.

C. The Council shall, with the assistance of the Office of Management and Budget, perform an evaluative audit on the policies and programming of SAFE Connection Program during each academic year.

D. The Council shall issue a report of their finding to the Student Body President recommending changes in the operation or policies of the Bureau. A copy of the report shall be sent to the Student Senate President.

E. The Council shall issue a report to the Student Body President at the end of each academic year assessing the safety of the Florida State University Campus and recommending improvements and changes that the Student Government Association can implement.

305.4 Meetings

The Council shall meet at least once a month. Minutes shall be recorded and kept on file by the Campus Security Advisor.

Chapter 306 The State of the Student Body Address

History: Amended by the 55th Senate Bill 102. Revised by the 57th Senate Bill 44. Revised by the 63rd Senate Bill 28.

306.1 The Student Body President shall be required to deliver a State of the Student Body address to the Student Body by the fourth week of the fall semester.

306.2 The Student Body President shall report to Student Senate an outline of the administration’s agenda for the year on the first Senate after taking office.

306.3 The following people shall be required to attend the State of the Student Body Address:

1. The Supreme Court Justices
2. The Executive Chief of Staff
3. The Student Body Attorney General
4. The Executive Cabinet
5. The Directors of all Executive Agencies, Bureaus and Affiliated Projects
6. The Chair of the Union Board
7. The Chair of the Campus Recreation Board
8. The Executive Boards of the Inter-Fraternity Council, Panhellenic Council, the National PanHellenic Council, the Multicultural Greek Council along with the Chair of the Greek Board
9. The Speaker of the Congress of Graduate Students
10. Student Body Vice President
11. Student Senate President
12. Student Senate President Pro Tempore
13. All Student Senators

306.4 An invitation shall also be extended to the President of the Florida State University and the Vice President for Student Affairs and all elected or appointed members of Student Government Association.

306.5
A. The opening ceremonies of the State of the Student Body Address shall be as similar as possible to the State of the Union Address. The Student Senate President and the Vice President of the Student Body shall sit behind the rostrum. They shall be the only two (2) seated on the rostrum level. The Student Senate President shall be responsible for seeing this through.

B. The Student Senate President shall appoint a Doorkeeper to assist in the Opening Ceremonies. This person may or may not be a Student Senator.

306.6 It shall be the responsibility of the Senate President to remind the Student Body President in writing of this obligation at least two (2) weeks in advance.

306.7 Appropriate business attire shall be required of all in attendance.

Chapter 307 The Student Government Association Open Positions and Application Act

History: Added by the 53rd Senate Bill 111. Revised by the 67th Senate Bill 32.

307.1 The purpose of the Student Government Association Open Positions and Application Act is to clearly define Student Government Open Positions and Student Government Association Applications.

307.2 The Student Government Association Open Positions

A. It shall be the duty of the SGA Webmaster to update and publish all open/vacant positions within the Student Government Association with the original date of publications included next to the position title. These positions shall fall under but shall not be limited to:

1. Executive Branch - All current cabinet positions, agencies, and bureaus.
2. Legislative Branch - Senate
3. Judicial Branch

4. Other SGA entities

307.3 The Student Government Association Applications

A. The Student Senate Internal Affairs Committee shall determine the format for the Student Government Association application. Once a format has been originally selected, the Internal Affairs Committee may propose any changes it deems necessary, which must pass the committee as well as the Student Senate by a two-thirds (2/3) vote to be formally adopted.

1. Any changes to the existing Student Government Association application shall be done in the period following the Fall Inauguration until the end of the Fall Semester.

B. Applications must be consistent with all rules and regulations of the Student Government Association, as well as those of the Florida State University, state and federal government.

C. In changing or creating forms, the Internal Affairs committee shall seek the advice of the Attorney General, the Student Body Chief of Staff, the SGA Director of the Student Affairs and the Student Senate Program Assistant.

D. In order for candidates to be interviewed before the next Student Senate meeting, the forwarding letter must be sent to the Internal Affairs Committee by two (2) business days before the regular committee meeting time.

Chapter 308 Leaves of Absences During the Summer Session for Members of the Executive Branch

History: Added by the 56th Senate Bill 3.

A. Purpose

1. The purpose of this chapter shall be to allow for certain members of the Executive Branch to take a leave of absence during the summer session and to set forth the procedures to select their temporary replacements during that term.

B. Applicability and Scope

1. The provisions of this chapter shall apply to the following officers of the Executive Branch:

   a. The Student Body Treasurer
   b. The Executive Chief of Staff
   c. The Student Body Attorney General
   d. The Executive Cabinet Members
   e. All Executive Bureau Directors
   f. All Executive Agency Directors
   g. All Affiliated Project Directors
2. Individual Executive Agencies, Executive Bureaus, and Affiliated Projects may make their own rules regarding summer leaves of absences for their officers, including restricting their Directors from taking a summer leave of absence. If no such rule exists, then the procedure outlined in this chapter shall apply.

3. The Student Body President and Student Body Vice President shall not be permitted to take a leave of absence during the summer session.

C. Procedure

1. All eligible officers shall notify the Student Body President in writing on or before the last day of spring final examinations at the university of their intention to take a leave of absence during one or more summer academic sessions.

2. At the conclusion of spring final examinations at the University, the Student Body President shall appoint temporary officers to fill all or some of these vacated seats at their discretion. These temporary officers must meet all of the qualifications for the office to which they are being appointed as if they were appointed in the normal, permanent manner. All temporary officers appointed to positions requiring Student Senate confirmation must be confirmed by a majority vote of Senate. These nominations by the Student Body President shall go directly to the floor at the earliest possible summer session of the Senate.

3. All appointees to the Executive Branch during the summer session shall be on notice that their appointments are of a temporary nature. Their term of office shall terminate on the last day of final examination for the summer academic term(s) that they are serving for, subject to section 7 below.

4. All temporary executive officers are subject to impeachment by the Student Senate and dismissal by the Student Body President according to the appropriate statutes.

5. All temporary officers of the Executive Branch who are entitled to compensation shall be compensated for the summer term(s) in question as if they were permanent officers. This compensation shall cease at the close of the summer academic term(s) that they are serving for, or should they resign from office, whichever comes first.

6. All of the permanent officers of the Executive Branch who take a leave of absence for the summer term(s) shall receive no compensation for any summer term that they are not enrolled. Such compensation shall only resume when they assume their permanent offices at the opening of classes in the fall semester, or if and when they begin attending classes for a subsequent summer session.

7. All temporary Executive officers are entitled to serve throughout the summer session for which that person have been appointed, although they shall immediately vacate their office if and when their permanent counterpart begins attending classes for a subsequent summer session in the same academic year.
Chapter 309  The Executive Projects Account

History: Created by the 59th Senate Bill 95. Revised by the 62nd Senate Bill 97.

A. Purpose
The purpose of the executive projects account is to create an account of the Executive Branch of the student body from which initiatives of said branch may be funded.

B. Guidelines
1. The Executive Projects account should be used to fund new projects that would further the image of Student Government Association to the Florida State University student body, provide new services or opportunities to students, or to fulfill an observed need on campus.

2. The funds in the account shall not be expended for the following purposes without the approval of the Student Senate via resolution:
   a. Expenditures consisting solely of increasing funds in other budget categories of the executive branch, or any other A&S Fee recipient, through the transfer of funds or of augmenting a pre-existing and re-occurring expense.
   b. Membership of the student government or student body in any organization.
   c. Travel to conferences
   d. Office Supplies
   e. Telephones
   f. OPS Wages
   g. Personalized Awards
   h. Postage
   i. Maintenance, Repair, or Gasoline Charges
   j. Insurance
   k. Other Capital Outlay

C. Funding
The account may be replenished by the annual budget, central reserves, sweepings, or by transfer from any other account.

History: Chapters 319 and 320 were deleted by 60th Student Senate Bill 55.

TITLE IV  THE LEGISLATIVE BRANCH

Chapter 400  Organization of the Senate

History: Amended by the 44th Senate Bills 138, 139 and 144, and by the 45th Senate Bill 122. Revised by the 46th Senate Bills 113 and 114. Revised by the 47th Senate Bills 60 and 141. Revised by the 48th Senate Bills 46 and 142. Revised by the 49th Senate Bill 14. Revised by the 50th Senate Bill 135. Revised by the 51st Senate Bills 75 and 112. Revised by the 52nd Senate Bill 64. Revised by the 54th Senate Bill 64. Revised by the 56th Senate Bill 97. Revised by the 57th Senate Bill 51. Revised by the 58th Senate Bill 18. Revised by the 60th
400.1 Senate Session

A. Fall, Spring, and Summer Meetings

The fall, spring, and summer meetings of the Student Senate shall begin on the second Wednesday in the respective semester and shall terminate on the Wednesday prior to finals week of the three semesters.

B. Each Student Senate shall adopt its own Rules of Procedure in accordance with the Student Body Constitution and Statutes.

C. Except for summer leave of absences, no leave of absence may exceed one week. No Senator may take more than three (3) leaves of absences in one semester. Further, absences accrued during any further leaves shall be considered unexcused absences. Special exceptions may be granted by the Rules and Calendar Committee by a two-thirds (2/3) vote.

400.2 Senate Officers

The Student Senate President shall be responsible for the duties of all vacant Senate Officers.

A. There shall be a President of the Student Senate who shall be elected by majority vote of the Senate from its membership immediately following fall inauguration. The Student Senate President shall be the chief legislative officer of the Student Body and shall perform duties as provided by law and Student Senate Rules of Procedure.

B. There shall be a Student Senate President Pro Tempore who shall be elected by a majority vote of the Senate from its membership immediately following fall inauguration. The Senate President Pro Tempore shall assist the President of the Senate and perform duties as provided by law and by Senate Rules of Procedure.

C. There shall be a Student Senate Program Assistant. The Senate Program Assistant shall perform duties as provided by law, Senate Rules of Procedure and as directed by the President of the Student Senate.

D. There shall be a Parliamentarian, who shall be appointed by the Student Senate President, subject to confirmation by the Student Senate, from outside the membership of the Senate and who shall serve at Student Senate President’s discretion. The Parliamentarian shall, upon request, give advice on parliamentary procedure and any applicable law(s).

E. There shall be a Sergeant-at-Arms, who shall be appointed by the Student Senate President, subject to confirmation by the Senate, from outside of the membership of the Senate and who shall serve at the Student Senate President’s discretion. This individual shall attend the Student Senate meetings and maintain order under the direction of the Student Senate President or
Presiding Officer. The Sergeant-at-arms shall endorse strictly the rules relating to the privileges of the chamber.

F. There shall be a Senate Clerk, who shall be appointed by the Student Senate President, subject by the confirmation of the Student Senate who shall serve at the Student Senate President’s discretion. The Senate Clerk shall attend the Student Senate meetings and mainly be responsible for distributing legislation, ballots, messages and other literature to Student Senators within the Chamber. The Senate Clerk shall be responsible for maintaining the Senate social media presence and creating a weekly calendar of Student Senate funded or related events. The Clerk shall also perform any other duties that the Student Senate President shall determine to be necessary for these purposes.

G. During the summer meetings of the Senate, the Student Senate President may select a temporary replacement for any appointed officer, if that individual is absent during the session.

H. Standing committee Chairs and Vice Chairs shall be elected by a majority vote of the committee on which they serve. Elections shall occur immediately after the reading of committee assignments following fall and spring inaugurations, and upon the resignation, impeachment or departure of a sitting Chair and/or Vice Chair.

1. A chair or vice chair may be removed by a two-thirds (2/3) vote of the committee they serve on; only those who have served on the committee for minimum of one (1) calendar month shall be eligible to vote on this motion. At least five (5) committee members eligible to vote on the matter must be present to vote.

I. The Rules and Calendar Committee is exempt from 400.2 H.

J. No Senator may serve on more than one standing committee, at the same time, except that they may serve on Rules and Calendar in addition to being a Chair of their committee.

K. Senators may also serve on Sweepings and Central Reserves Committees in addition to membership on other committees.

400.3 Calling of Senate Meetings
The President of the Senate shall be empowered to call Senate meetings, and shall call a meeting if petitioned by a majority of the members of Senate holding office at the time the petition is presented, or if requested by a majority vote of the Senate.

400.4 Quorum
A majority of the members shall constitute quorum for Senate and committee meetings.

400.5 "Majority" and "Two-Thirds" Votes
A majority vote shall be more than half of the votes cast by Senators entitled to vote, excluding abstentions, at any properly called meeting at which a quorum is present. A two-thirds (2/3) vote shall be at least two-thirds of the votes cast by Senators entitled to vote, excluding abstentions, at any properly called meeting at which a quorum is present. In the case that 25% or more of the votes cast are abstentions, a re-vote is necessary. After three (3) consecutive votes, if no decision is made, the bill will be sent back to committee.
400.6 Financial Certification
All Senators must be financially certified by the Accounting Office within 15 school days following a Senator taking the Oath of Office.

If a Senator is not financially certified within fifteen (15) school days, the Senator shall be considered suspended until they are financially certified.

It shall be the responsibility of the Senate Pro Tempore to inform Senators of current financial certification status at the beginning of the first three (3) Senate meetings following inauguration.

Chapter 401 Forms of Legislation

History: Revised by the 47th Senate Bills 66, 68, 77, 102 and 103. Revised by the 48th Senate Bills 8, 120, and 167. Revised by the 49th Senate Bills 14 and 100. Revised by 50th Senate Bill 123. Revised by the 51st Senate Bill 112. Revised by the 52nd Senate Bill 125. Revised by the 54th Senate Bills 18 and 64. Revised by the 56th Senate Bill 70. Revised by the 57th Senate Bill 48. Revised by the 58th Senate Bill 18. Revised by the 59th Senate Bills 45 and 53. Revised by the 60th Senate Bills 6 and 67. Revised by the 61st Senate Bill 28. Revised by the 63rd Senate Bill 51. Revised by the 67th Senate Bill 32. Revised by the 68th Senate Bill 74.

401.1 Resolutions
Resolutions shall be formal expressions of the opinion or will of the Senate. Resolutions shall be adopted by majority vote of the Senate. Changes to the Rules of Procedure must be done through resolution and adopted by a two-thirds (2/3) vote of the Senate.

A. Resolutions shall not be written for the purpose of commending an individual(s) or organization(s) unless approved by majority of the Rules and Calendar Committee and two-thirds (2/3) vote of the Senate.

401.2 Bills
Bills shall be legislative proposals to appropriate and/or transfer funds, or adopt statutory amendments and revisions.

A. Each bill, resolution, or proposed constitutional amendment will have a sponsor. The sponsor will be the Senator who has written the bill, resolution, or proposed constitutional amendment. Additional sponsors may be added to the bill, resolution, or proposed constitutional amendment at the discretion of the original sponsor. No Senator shall be allowed to request that their name be added as a co-sponsor without the consent of the current sponsor(s). Bills, resolutions, and proposed constitutional amendments in their advertisements on the Student Government Association Website, Senate Journals and Calendars will denote the sponsor(s). Only the sponsor(s) of a piece of legislation may speak during the opening and closing debate on that piece of legislation.

B. All forms of legislation must be initially submitted to the Senate Program Assistant by Noon the day before a Senate meeting. The Senate Program Assistant will submit the legislation to the Senate President by 5 p.m. the day before the Senate meeting. The Senate Program Assistant shall electronically submit the legislation to the Student Government Association Webmaster and recommend the posting of the legislation through the completion of the Senate Session. All legislation shall be turned into the Senate Program Assistant and
posted on the Student Government Association website 24 hours prior to the Senate meeting. If electronic failure occurs, the events as outlined in provision 210.4 C shall apply.

C. Once submitted to the Senate Program Assistant, bills, resolutions, and proposed constitutional amendments may not be withdrawn except by the sponsor(s).

D. Each bill, resolution, or proposed constitutional amendment that deletes text from the Statutes, Rules of Procedure, or Constitution shall strike out the text to be deleted.

401.3 Bills Subject Content Title

A. The subject of each bill shall be briefly expressed in its title.

B. If a bill covers more than one of the twelve statutory titles, as defined in Title I, or provides funding for multiple organizations, it shall be defined as an Omnibus Bill. A two-thirds (2/3) vote is required for final passage of an Omnibus Bill. The annual budget, sweepings, and central reserves bills shall not be considered to be Omnibus bills.

C. All legislation shall come into effect upon the signature of the Vice President for Student Affairs. Should Student Senate choose to enact the legislation at a later date, it must be stated in the original piece of legislation.

1. Statutes and/or constitutional amendments cannot apply to past actions or qualifications.

401.4 Enacting Clause - Resolutions

There shall be an enacting clause on every resolution that shall read, "Be it resolved by the ___ Student Senate at the Florida State University that:"

401.5 Enacting Clause - Bills

There shall be an enacting clause on every bill that shall read, "Be it enacted by the Student Senate at the Florida State University that:"

401.6 Enrolled Copies

Bills shall be enrolled before submission for approval. An enrolled Bill must have been duly introduced and enacted by the Student Senate. Attached to an originally written copy of the Bill shall be written information regarding the Bill's title, date of introduction, dates of referral to Senate committees, name of the sponsor(s), the numerical designation of the bill and a short description of the bill. The Student Senate President and the Senate Program Assistant shall affix their signatures to the bill in the place provided. There shall be a place provided for the signature of the Student Body President and the Vice President for Student Affairs for their approval or veto.

401.7 Record Keeping and Online Posting

History: Revised by the 53rd Senate Bill 125. Revised by the 67th Senate Bill 32.

A. A file shall be kept by the Senate Program Assistant of the legislation and information/signature sheet as required by 401.6. All bills, resolutions, and
proposed constitutional amendments passed by the Student Senate shall be documented and posted on the Student Government Association website if available. Legislation must be submitted in written or electronic form to the Senate Program Assistant. A written form may be used in addition to the electronic form. The Senate Program Assistant, after making necessary corrections, should forward the proposed legislation to the Student Government Association Webmaster for posting.

401.8 Authority to Correct Minor Errors

*History: Revised by the 59th Senate Bill 53.*

A. In cases of spelling and grammatical errors passed into statutes the Supervisor of the Professional Student Government Administration staff and the Senate Judiciary Committee are authorized to make such changes in Statutes as are necessary to correct such mistakes. In all cases, the substantive intent of the statute must be preserved.

B. In cases of references found in statute that no longer indicate the correct title, chapter, section, or subsection, the Supervisor of Professional Student Government Administration staff and the Senate Judiciary Committee are authorized to make such changes in statutes as are necessary to correct such mistakes. In all cases, the substantive intent of the statute must be preserved.

C. If changes are made by the Senate Judiciary Committee the Judiciary Chair shall be responsible for submitting a consent resolution for the next Senate.

401.9 Gender Neutrality

The Supervisor of the Professional Student Government Administrative staff shall have the authority and duty to make Statutes gender neutral.

401.10 Notifying Senate of changes

All changes made in accordance with 401.8 and 401.9, shall be documented and distributed at the next Student Senate meeting.

**Chapter 402 Procedure for Approval of Bills**

*History: Added by the 47th Senate Bill 94. Revised by the 47th Senate Bill 129. Revised by the 48th Senate Bills 135 and 167. Revised by the 49th Senate Bills 14 and 22. Revised by the 53rd Senate Bill 117. Revised by the 60th Senate Bill 69. Revised by the 61st Senate Bill 43. Revised by the 67th Senate Bill 32.*

402.1 Submission of Bills

A. The Senate President or a designee shall transmit an enrolled copy of bills and resolutions passed by the Student Senate to the Student Body President by the end of the second day following the previous Senate meeting.

1. Upon receipt by office of the Student Body President the bill shall be considered the property of the Executive Branch. If the bill is vetoed by the Student Body President, the vetoed bill shall again be considered property of the Senate.

B. An enrolled copy of a proposed constitutional amendment shall be submitted directly to the Attorney General.
1. If the Office of the Attorney General is vacant, an enrolled copy of a proposed constitutional amendment shall be submitted directly to the Chief Justice of the Student Supreme Court.

402.2 Veto and Veto Amendment Process

A. Upon presentation of a bill the Student Body President shall have five (5) school days to approve or veto the legislation. If no action is taken within the five (5) day limit, then the bill shall be treated as approved by the Student Body President. This five (5) day limit shall begin on the first school day after the Bill is presented. The Student Body President shall then submit the bill to the Attorney General. The Attorney General shall refer approved bills to the Vice President for Student Affairs within three (3) school days of receipt.

B. The Student Body President must submit written justification/reasoning to the Student Senate, within the five (5) day limit, of receipt to sustain any veto of legislation. The Student Body President must also deliver an oral justification to the Student Senate for the reason for the veto(es). The copy of the President’s justification/reasoning for the veto(es) must be e-mailed from the Student Body President to the Senate Program Assistant so that the Senate Program Assistant may e-mail it to all Senators at least 48 hours prior to the President’s oral justification to the Senate. The Senate Program Assistant must send the original veto bill to all Senators. If the Vice President for Student Affairs vetoes a bill, it is suggested that a request be submitted to submit that individual requesting an email notification/reasoning of the veto to the Senate. If this occurs, a copy of the emailed justification/reasoning must be emailed to all Senators.

C. Bills not acted upon within ten (10) school days after being received by the Vice President for Student Affairs shall be treated as approved unless the Student Body President, Senate President and Student Body Attorney General are notified by the Vice President for Student Affairs within the ten (10) day limit as to why the bill will not be acted upon within that limit and when action will be taken.

D. If a vetoed bill from either the Student Body President or Vice President for Student Affairs is amended on the floor of the Senate during the reconsideration of the bill, that bill will be considered new legislation and be resubmitted to the Student Body President and Vice President for Student Affairs for approval or veto, all preceding statutes on time constraints to bill consideration applying.

E. If a presidential veto is overridden, that bill shall then go directly to the desk of the Vice President for Student Affairs for consideration the following school day.

F. Chapter 402.2 shall nullify and supersede any conflicting statute or rule.

402.3 Progress Report to Senate

History: Revised by the 48th Senate Bill 99. Revised by the 49th Senate Bills 14 and 150. Deleted by the 60th Senate Bill 69.

Chapter 403 Publications of Senate Notices
403.1 The Student Senate shall make available to any FSU student who so requests copies of any and all proposed and enacted bills, proposed and enacted Senate resolutions, amendments to the Constitution, and minutes of Student Senate meetings.

403.2 A Senate newsletter shall be published by the Student Senate to manifest Senate legislative actions. This newsletter shall be released once a month, beginning in the second week of each academic semester. It shall be the duty of the Student Senate President to ensure the creation and publication of this newsletter.

Chapter 404 Terms of Office

History: Revised by the 47th Senate Bill 60. Revised by the 48th Senate Bill 17. Revised by the 49th Senate Bill 14. Revised by the 50th Senate Bill 76. Revised by the 54th Senate Bill 113. Revised 56th Senate Bill 57. Revised by the 60th Senate Bill 69.

A. Senate members shall take office upon inauguration.

B. Senators shall terminate office at the inauguration of their successors.

C. Installation of Senators shall occur at the inauguration ceremony for the term that they are elected. Any Senators not formally sworn in at inauguration shall be sworn in at the next available Senate meeting.

D. All Senators enrolled as students during any of the summer academic terms shall be members of the summer meetings upon fulfillment of the following requirements.

1. Senators must file a notice of intent with the Senate President two (2) weeks prior to the last Student Senate meeting of the Spring semester. At the discretion of the Student Senate President or by a majority vote of Senate, the Senate may accept a late notice of intent. If a notice of intent is not provided or not accepted according to this rule, the Senator's seat shall be considered vacant and available for appointment for the entire summer.

2. This notice of intent must include the dates which the Senator intends to serve during the summer session.

E. The number of Senators available to serve during any summer term shall at no point fall below thirty (30). Should occasion arise wherein there are fewer than thirty available serving Senators, the Student Body President shall make appointments to maintain a total of thirty (30) Senators. In this case Senate and its committees may meet for the sole purpose of voting on new Senators.

F. Appointed Senators shall be on notice that their duties are of a temporary nature. Their term of office shall be terminated upon the return of the absent Senator, whose seat the appointee is occupying.

Chapter 405 Impeachment and Removal from Office

History: Amended by the 44th Senate Bills 191, 101 and 132. Revised by the 48th Senate Bills 93 and 167. Revised by the 49th Senate Bills 14, 48 and 150.
405.1 Elected Officers

A. The following shall be designated as elected officers of the Student Body:

Senators
Student Members of the Union Board
Student Body President
Student Body Vice President
Student Body Treasurer
Student Members of the Campus Recreation Board
Congress of Graduate Students Representatives

405.2 Appointed Officers

A. The following shall be designated as appointed officers of the Student Body:

Senate Parliamentarian
Executive Chief of Staff
Executive Cabinet Members
Senate Sergeant-at-Arms
Senate Clerk
Supervisor of Elections
Supreme Court Chief Justice
Supreme Court Associate Justices
University Defenders
General Counsels
Deputy Supervisors of Elections
Election Commission Members
Election Commission Secretary
Student Body Attorney General
All Agency, Bureau, and Affiliated Projects personnel who require confirmation by the Senate.

405.3 Provisions for Impeachment

A. The Judiciary Committee of the Senate, by a majority vote, shall be responsible for initiating the impeachment proceedings against any elected or appointed officer of the Student Body once the Chair of the Judiciary Committee has been given the formal charges from the Senate Program Assistant.

B. All such charges must be in writing, and include the specific grounds for impeachment, citing pertinent constitutional rule, statutes, rules of procedure, or state or federal law that have been violated. All such charges must also include the date, place, and approximate time(s) when the offense(s) are alleged to have occurred.

C. Any member of the Student Body may file formal charges against any elected or appointed officer of the student body with the Senate Program Assistant at any time, as long as the charges are in compliance with subsection “B” of this section.
D. Elected or appointed officers of the student body may only be impeached on charges of misfeasance, malfeasance or nonfeasance, as defined by Blacks Law Dictionary. The Senate Judiciary Committee shall not forward charges to the full Senate that do not meet these specific criteria, except for Senators who have accumulated excessive absences in accordance with the Senate Rules of Procedure.

405.4 Impeachment Proceedings

A. Impeachment of a student body officer shall require a majority vote of the Student Senate Judiciary Committee followed by a two-thirds (2/3) vote of the full Senate.

B. Before the Senate Judiciary Committee votes to initiate impeachment proceedings, the committee must notify the accused officer via the official’s FSU email address, at least one week prior to the impeachment hearing. Such notification shall also include the time, date, and place of the Judiciary Committee hearing pertaining to the impeachment proceedings. The accused shall have the right to speak in their defense at the hearing, to refuse to appear, to remain silent, and to refer to counsel at any time. At the conclusion of the hearing the committee shall openly deliberate and then vote by open ballot on whether or not to recommend impeachment to the full Senate.

C. If the Judiciary Committee votes to recommend impeachment, the impeachment charge shall be brought before the Student Senate at the next scheduled Senate session and presented for a vote at that session.

D. The officer considered for impeachment shall have five (5) minutes to speak in their defense. This time may be split between an opening statement and a closing statement. Following the opening statement of the accused, the Senate shall openly deliberate until a motion is made to vote on the candidate for impeachment. The accused will then have the option to make a closing statement, only if there is time yielded from the opening statement. The Senate will then vote by open ballot on whether or not to formally impeach the accused officer.

405.5 Removal from Office

A. Upon impeachment of a Student Body Officer, the President of the Senate shall deliver to the Chief Justice of the Supreme Court, within three (3) days, the Articles of Impeachment.

B. The Senate Judiciary Committee shall elect a Senator by majority vote to act as Special Prosecutor to present the Student Senate’s case to the Supreme Court. This Senator must be a member of the Judiciary Committee, as they are the most involved in the impeachment proceedings, and can therefore present the most informed case for impeachment to the Supreme Court.

C. The Student Supreme Court shall have sole jurisdiction over cases involving removal of any officer of the Student Body impeached by the Student Senate. In the case of Supreme Court Justices being impeached, temporary justices shall be appointed pursuant to Article VII, Section 4 B, of the Student Body Constitution.
1. Any officer who is impeached by the Senate shall be suspended from office until a decision is reached by the Student Supreme Court. Suspension is defined as the temporary loss of all rights and privileges of office.

D. The impeached officer shall be removed upon conviction by a majority vote of the justices. If the Student Supreme Court fails to convict the impeached officer, this individual shall be declared not guilty and shall be reinstated to office immediately.

E. The President of the Student Body may remove, at their discretion, any officer who has been appointed to a position in the Executive Branch.

F. Any officer of the Student Body may resign at any time. Such resignations must be in writing and delivered to the head of the officer’s respective branch.

Chapter 406 Investigative Rights of the Senate

History: Added by the 45th Senate Bill 49. Revised by the 49th Senate Bill 14. Revised by the 60th Senate Bill 19.

A. The Student Senate shall have the right to initiate and conduct an investigation in order to examine any impropriety or to question any action of any Student Government Association officer, employee, appointed official, or Student Government Association funded organization agency, bureau, affiliated project, or funding board.

B. An investigative Board may only be initiated by:

1. A majority vote by the Student Senate, or

2. Whenever a standing or ad hoc committee deems necessary, or

3. The Student Senate President.

C. An Investigative Board will consist of the Judiciary Committee unless otherwise deemed by the Student Senate President.

D. All conclusions of any Investigative Board will be reported to the Student Senate.

E. An Investigative Board may make a recommendation for action to the Student Senate.

F. Any Investigative Board shall have the right to subpoena any records related to the investigation subject to state and federal law.

Chapter 407 Student Body Auditors

History: Revised by the 47th Senate Bill 67. Revised by the 49th Senate Bills 14, 144 and 149. Revised by 50th Senate Bill 157. Revised by the 56th Senate Bill 72. Deleted by the 60th Senate Bill 69.

Chapter 408 Senate Counselor
Chapter 409  "Senate in the Sunshine"

409.1 Notice of all meetings of any nature wherein official Student Senate business is to be conducted must be posted on the Student Government Association Website at least 24 hours in advance of such meetings. The time, place, and agenda of such meetings shall be incorporated in the notice. Copies of such notices shall be furnished to any FSU student so requesting. Copies must always be made available to any newspaper or newsletter or general student circulation so requesting.

409.2 All bill titles and titles of referenda and constitutional amendments, and resolutions, with a short descriptive phrase, to be referred to committee, must be advertised in a widely published forum prior to their debate on the Senate floor. Upon acceptance by the Student Senate, the aforementioned legislative documents shall be archived in the Student Government Association Website, if available.

409.3 Individualized voting results from every Student Senate meetings and Student Senate standing committee meetings shall be published and archived on the Student Government Association website within ten (10) school days of the meeting.

409.4 At the request of twenty-five (25) percent of the Senators, a short summary of any debated measure must be advertised in a widely published forum.

409.5 The Student Senate shall sponsor an information and suggestion table, on campus, at appropriate times as determined by the Senate. This service shall be advertised in a widely published forum at least one (1) week prior thereto.

Chapter 410  Student Participation in Senate Act of 1994

410.1 A. This act shall be called the "Student Participation in Senate Act of 1994," hereinafter referred to as the "Student Participation in Senate Act."

B. The purpose of this act is to provide an effective procedure for the inclusion of the student voice in the Student Senate and its various committees.

C. This legislation shall become fully binding upon its enactment on the Student Senate and all standing, ad hoc, and special committees or subcommittees of the Legislative Branch of the Student Government Association.

410.2 The Student Voice in the Senate

A. The Student Senate shall promulgate the necessary rules and procedures to permit members of the student body to address the Senate or one of its standing, ad hoc, special committees, or subcommittees on Calendar items as
part of the regular order of Senate or committee business, except for the first meeting of the regular session.

B. The Student Senate shall set aside a maximum of no more than ten (10) minutes for Student Comments. Student Comments shall be included in the Senate Calendar, Journal and any other agenda. The Student Senate reserves the right by majority vote to extend allotted time.

C. For the purpose of this act, a student does not require a majority vote of the Senate or committee to comment on a calendar item, but shall make comments adhering to the rules and procedure promulgated by the Senate. However, individual students may have time restrictions placed upon their comments.

D. The Student Senate shall advertise the opportunity for Student Comments on the Student Government Association Website or on social media.

410.3 Rules and Procedure
The Student Senate shall promulgate and amend the Rules of Procedure to conform, but not conflict, with the provisions of this act.

Chapter 411 Senator's Committee Rights

History: Revised by the 47th Senate Bill 75. Revised by 49th Senate Bills 14 and 53. Revised by the 50th Senate Bill 157. Revised by 55th Senate Bill 49. Revised by the 56th Senate Bills 10 and 72. Revised by the 59th Senate Bill 25. Revised by the 60th Senate Bill 69. Revised by the 66th Senate Bill 14. Revised 67th Senate Bill 28. Revised by the 68th Senate Bill 39. Revised by 70th Senate Bill 5 A.

A. At the first meeting following the taking of the oath of office, Senators shall submit their committee preferences. The Student Senate President shall assign committees and at no time shall any committee fall below five (5) voting members.

B. Once committee membership has been initially decided upon committee members may only be switched to another committee by the Senate President with permission of the Senator to be moved.

C. Neither Section 411 A nor B applies to the Rules and Calendar, Sweepings, Supplemental Funding, or Central Reserves Committee.

D. Committee members will be allowed three (3) unexcused absences, after which point, the chair must call for a motion to remove the Senator from the committee. Such a motion will require a majority-vote of the committee that they served on. Only those who have served on the committee for a minimum of one (1) calendar month shall be eligible to vote on this motion. At least five (5) committee members eligible to vote on the matter must be present to vote. If the motion passes the Student Senate President must be immediately notified at the conclusion of the meeting where the motion takes place.

1. For an absence to be excused, the committee member must email the vice chair at least twenty-four (24) hours prior to the meeting or, in the event of an unforeseen circumstance on the day of the meeting, twenty-four (24) hours after the meeting, providing information as to why they were not present. The request shall be approved by a majority vote of
the committee at the next meeting. All excused absences must comply with the Florida State University policy.

2. Two (2) tardys shall count as an unexcused absence.

3. Once a Senator has been notified of removal from an assigned committee the Senator will have two (2) business days to submit their availability and request for a new committee assignment to the Student Senate President.

411.1 The Standing Committees of the Senate shall be: Budget, Finance, Judiciary, Student Life and Academic Affairs, Internal Affairs, and Rules and Calendar.

411.2 The Central Reserves and Sweepings Committees are special standing committees that shall exist for a particular session until their respective duties have been completed.

411.3 All members of the Finance and Budget Committees shall be required to attend a workshop held by the Student Government Association Accounting Office.

Chapter 412 Sweepings Regulations Act of 1995

History: Added by 47th Senate Bill 93. Revised by the 48th Senate Bill 167. Revised by the 49th Senate Bills 14 and 54. Revised by the 52nd Senate Bill 19. Revised by the 56th Senate Bill 10. Revised by 60th Senate Bill 69. Revised by the 68th Senate Bill 61.

412.1 Sweepings Allocation Process

A. Monies from sweepings may not be allocated by Student Senate, except through one sweepings bill per year. It must be completed and passed by Student Senate no later than the end of the fall term.

1. In the event that a veto results in unallocated sweepings monies an additional sweepings bills may be done.

2. In the event that the Vice President for Student Affairs holds sweepings funds in an A&S Fee Reserve and later returns that money to the Student Senate, the monies shall be allocated in a sweepings bill. This may result in an additional sweepings bill.

B. Sweepings monies may not be attached as a rider to other bills.

C. Committee Members

1. The Sweepings Committee shall be a special standing committee, and members shall enjoy all rights of committee members under Chapter 411, unless otherwise stated in this statute.

2. Senators may serve on this committee as voting members while serving on other committees. The Committee shall consist of two (2) members from each standing committee (except Rules and Calendar) elected by their committee. The Chair and Vice Chair of the Sweepings Committee shall be elected by the Sweepings Committee upon its creation in the Fall.
D. An estimated amount of the Budget shall be used to submit to the Senate President for First Reading by the Chair of the Sweepings Committee. After which Hearing shall be held and operated at the discretion of the Chair of the Sweepings Committee.

1. Each prospective recipient of monies from Sweepings shall make a request. The Sweepings Committee shall hold hearings during which requests are defended. Each prospective recipient of Sweepings shall have a separate hearing.

2. The hearings shall be administered by the Chair of the Sweepings Committee and shall require a minimum of three (3) members to be present. The Sweepings Committee will in good faith obtain quorum.

3. The Sweepings Committee shall have the authority to deliberate monies to requesting and non-requesting prospective recipients. The Sweepings Committee shall also be authorized to deliberate more or less than the amount requested.

E. Any amendment that affects the proviso language or allocation amount in any line of any recipient shall require a two thirds (2/3) vote of the Student Senate. Each amendment shall require a separate two thirds (2/3) vote of the Student Senate.

1. An amendment must be made to a specific line and category.

F. The completed and committee approved Sweepings Bill must be published and available to the student body no less than three (3) days prior to the hearing of the bill on Second Reading in the Senate.

G. The Sweepings Bill shall be passed by a roll call vote.

412.2 In all cases where monies in the excess of five thousand dollars are released from the Central Reserves to Senate, excluding Sweepings, the same procedures described in 412.1, shall be used to determine how this money will be allocated, with the following exceptions.

A. The Student Body President shall not have a line item veto on such allocation. However, the Student Body President and Student Body Vice President shall be members on this committee.

B. The committee shall be permitted to meet as long as needed and may be called into existence at any time by the Student Senate President, or majority vote of the Student Senate.

Chapter 413 Senate Awards

History: Added by the 49th Senate Bill 59. Revised by the 50th Senate Bill 140. Revised by the 51st Senate Bill 96. Revised by 56th Senate Bill 29. Revised by 60th Senate Bill 63. Revised by the 61st Senate Bill 13. Revised by the 64th Senate Bill 5.

413.1 Purpose and Creation
This act is established to govern the creation and administration of Senate Awards. All Senate awards shall be created by statute.

413.2 Senator of the Month

A. The Student Senate shall, by majority vote, select a “Senator of the Month” for the previous month, on the first regular Senate meeting of each month.

B. The nomination and voting process shall be conducted in a manner that the Senate President shall determine.

C. The Senate Clerk or designee shall keep a written record of the winner of the Award.

D. After winning the award, that Senator shall not be eligible for nomination again until 180 days has passed.

E. The Student Senate President and Student Senate Pro Tempore shall not be eligible for this award.

413.3 The FSU Student Senate Award for Excellence

A. Each Senator may nominate one FSU student, faculty/staff member, or entity that they directly represent in the Senate for a FSU Senate Award for Excellence per year, although the Student Senate President and Student Senate President Pro Tempore may propose up to three such awards each year. The FSU Senate Award for Excellence is to be granted for distinguished service to the Florida State University or to the community, or for outstanding performance in representing this university.

B. A Senator is not obligated to nominate a student, faculty/staff member, or entity for this award, but if this individual desires to do so, the Senator must send a written statement to the Student Affairs Committee with the recipient’s name, qualifications for the award, and the recipient’s relation to the Senator. Upon approval by the Student Affairs Committee, the Student Senate shall present the award to the recipient in any fashion deemed fit. The FSU Senate Award for Excellence shall be a certificate designed and provided by the President of the Student Senate.

413.4 Special Awards

Brandewie Award

Senate neither established nor funds this award. However, as long as the Brandewie Foundation continues to allow the Student Senate to determine the winner, it shall be granted to that Senator who receives the most votes from Senators of those nominated for the award. Senators (only) shall be permitted to nominate individuals for this award. All Senators except the Student Senate President and Student Senate President Pro Tempore, and Senators who receive OPS Wages for being Senators, are eligible for this award. The criteria for the award shall be determined by the Brandewie Foundation.

413.5 New Senator of the Year

Senate neither established nor funds this award. However, as long as the Brandewie Foundation continues to allow the Student Senate to determine the winner, it shall be
granted to that Senator who receives the most votes of those nominated for the award. Only Senators shall be permitted to nominate individuals for this award. Only Senators who possess less than sixty (60) hours and are currently serving their first Senate term are eligible.

413.6 Russell Hellein Award for Exemplary Dedication and Service to Student Government

This award shall be granted to that Senator receiving the highest vote count of Senators nominated for the award. Only Senators may nominate individuals for the award. The criteria shall be defined as exemplary dedication and service to Student Government Association. This award shall be given to a Senator who has served more than one term in the Senate. This award shall be presented during the annual inauguration of the new Senators every fall semester.

413.7 Spring Awards

One week before the annual Presidential Inauguration, every spring semester the Student Senate shall vote on the following four awards. These awards shall be presented during the Presidential Inauguration ceremony to the Senator receiving the most votes for each award.

A. Senator of the Year - The Senator that best served students, Student Senate and the larger university community.

B. Senate Ethics Award - The Senator who carried out their duties with the highest sense of personal ethics and honor.

C. New Senator of the Year - The best Senator who is serving their first term in Senate (not necessarily a Freshman).

D. Chair of the Year - The best Chair of the Resource for Travel Allocation Committee (RTAC) Programming Allocation Committee (PAC) and Standing Committee Chairs (other than Rules and Calendar, Central Reserves and Sweepings).

413.8 The Senate Hall of Fame

History: Added by the 54th Senate Bill 64. Revised by the 56th Senate Bill 78. Revised by the 60th Senate bill 69. Revised by the 62nd Senate Bill 91.

Membership in the Senate Hall of Fame is the highest honor a student Senator can achieve. This honor shall be bestowed upon any Senator who has performed their duty as a member of the Senate with the highest standard of excellence, beyond that normally expected of a Senator at the Florida State University.

A. Prospective candidates for this award shall be nominated by the Student Senate in Resolution format. Included in the Resolution should be the name of the Senator to be nominated, the Senate(s) in which the individual served and reasons why the Senator is deserving of this honor. When this resolution is debated on the Senate Floor, two rounds of pro may be given, but no rounds of con will be permitted.

B. Once a Senator has been nominated, the nomination shall be forwarded to the Senate Hall of Fame Selection Committee, and shall become a member of the
Senate Hall of Fame by majority vote. The committee shall be composed of the Director of Student Affairs, the Senate Program Assistant, and one former member of the Senate, to be appointed by the current Senate President.

1. The Senate Hall of Fame Selection Committee shall determine the criterion for selecting the recipients of the award. The following exceptions to this apply:

   a. Only the Senator's accomplishments in the Student Senate shall apply.
   b. Holding a position of Senate leadership shall not be the sole basis for determining if a nominee is qualified.
   c. Only Senators who have served two years or more in the Senate may be considered, but the length of the Senator's term, beyond two years, shall not count for or against the nominee.
   d. Except for the original members of the Senate Hall of Fame, no person shall be considered for membership following their graduation from Florida State University.
   e. No more than four (4) Senators shall be inducted in the Hall of Fame per year.

C. Once a nominee has been selected to be a member of the Senate Hall of Fame, they will be notified in a timely manner as to the award. The Senators placed in the Senate Hall of Fame shall have their names placed on a plaque that will be permanently displayed in the hall outside of the Senate Chamber.

Chapter 414 Senate Community Service Act

History: Added by the 52nd Senate Bill 60. Deleted by the 54th Senate Bills 64 and 111.

Chapter 415 Senate Legislative Aide Act of 2002

History: Added by the 54th Senate Bill 40. Deleted by the 56th Senate Bill 27.

Chapter 416 Annual Budget Procedures Act of 2016 (updated)

History: Added by the 59th Senate Bill 33. Revised by the 60th Senate Bill 61. Revised by the 67th Student Senate Bill 61. Revised by the 67th Senate Bill 61. Revised by the 68th Senate Bill 62.

416.1 Purpose
This act is to establish a procedure by which the annual Activity and Service Fee (A&S) Budget of the Student Senate is produced and passed.

416.2 Scope
The Annual A&S Fee Budget hereby referred to as the Budget shall be passed in compliance with the provisions of this act and all applicable provisions within the State of Florida Administrative Code. No exceptions are authorized other than those specified within.

416.3 Procedures for Passage of the Budget

A. The Budget shall not be approved by the Student Senate in a Summer Session.
B. An estimated amount of the Budget shall be used to submit to the Senate President for First Reading by the Chair of the Budget Committee. After which, hearings shall be held and operated at the discretion of the Chair of the Budget Committee.

1. Each prospective recipient of monies from the Budget shall make a budget request. The Budget Committee shall hold hearings during which budget requests are defended. Each prospective recipient of the Budget shall have a separate hearing.

2. The hearings shall be administered by the Chair of the Budget Committee and shall require a minimum of three (3) Senators. The Budget Committee will in good faith obtain quorum.

3. The Budget Committee shall have the authority to deliberate monies to requesting and non-requesting prospective recipients. The Budget Committee shall also be authorized to deliberate more or less than the amount requested.

C. When the Budget has been deliberated and approved in whole by the Budget Committee it will be heard on Second Reading. All Senators shall be presented copies of the proposed allocations. The Budget shall be on the calendar for second reading for a minimum of five (5) business days with proposed allocations before passage. The budget and proviso must properly be advertised on the Student Government website while on Second Reading.

D. The Budget shall be approved by the Senate before the beginning of the fiscal year of which it affects. The Chair of the Budget Committee shall make a good-faith effort to complete the Budget no later than October 31 of each year.

E. The Budget and Proviso language cannot be approved separately. Changes to the Proviso language may be made via resolution at any point before the Budget is approved by the Board of Trustees. This resolution shall be passed with a two-thirds (2/3) vote of the Senate.

F. Amendments to the Budget, on the Senate floor, must follow a majority vote to unlock a specific line item and category of the Budget or a line of the Proviso language. Any amendment that affects the allocation amount in any line of any recipient shall require a three-fourth (3/4) vote of the Senate.

1. Amendments may only be made to a specific category of one recipient.

G. Hearings, deliberations, and meetings of the Budget Committee are public and shall be advertised in the Senate. The Chair of the Budget Committee shall not exclude any student from witnessing the hearings or deliberations in accordance with Chapter 409 of the Student Body Statutes.

H. The Budget shall be passed by a roll-call vote. A simple majority is required for passage.
I. If the Budget is failed in Senate, the Budget Committee shall create a new budget in due time, following the guidelines in these statutes.

Chapter 417 The Legislative History Act of 2008

*History: Added by the 60th Student Senate Bill 49.*

417.1 Purpose
The purpose of this act is to take steps to preserve the intent, history and reasoning of all bills that change the Student Body Constitution or Student Body Statutes. The act will serve as an aide to future Senators, Supreme Court Justices, members of the Office of Legal Affairs or any other interested bodies who wish to know the intent and reasoning behind statute changes from Summer 2008 on.

417.2 Scope

A. Senators who sponsor legislation that amends the Student Body Constitution or Student Body Statutes will be required to submit a “Legislative History Report” upon passage of the legislation by the Senate, or in the case of a Constitutional Amendment, upon approval by the Student Body in a Student Government Election.

B. The Pro Tempore of the Senate shall be responsible for oversight of the “Legislative History Series.”

417.3 Procedures for Legislative History Series

A. After submitting a bill or constitutional amendment to the Senate Program Assistant to be read on first reading, the primary sponsor of the legislation must begin to take careful record of the actions taken on the legislation, which are further specified in 417.4.B.

B. Upon passage of the bill in Senate, or in the case of a Constitutional Amendment, upon approval by the Student Body in a Student Government Association Election, the sponsors of the legislation will be required to compile the documents and information gathered prior to the legislation’s passing. This information will be organized into a Legislative History Report.

C. The Senate Pro Tempore will oversee the “Legislative History Series.” This includes helping Senators compile, write, and organize the content of a Legislative History Report. The Pro Tempore will approve and sign all Legislative History Reports before the reports are submitted to the Legislative History Series archive. It shall be the Pro Tempore’s responsibility to make sure the content included is comprehensive and will be easily understood by future Senators, Supreme Court Justices, members of the Office of Legal Affairs and interested parties.

   a. The Senate Page shall serve as an aide to the Senate Pro Tempore in the oversight of the Legislative History Series.

D. All Legislative History Reports will become a part of the Legislative History Series Archive upon approval by the Senate Pro Tempore. All students of the Florida State University shall be granted access to the archive upon request.
The Legislative History Report

A. All Senators shall be expected to put a high amount of effort into the Legislative History Reports that they are required to submit. This includes taking comprehensive notes on the details and passage of the legislation and paying careful attention to the points of debate on the legislation. All Senators should understand that the Legislative History Reports are intended to be clear and understandable to future students.

B. The general outline for a Legislative History Report shall include, but is not limited to:

1. The original legislation, including the original cover sheet, date of submission to the Senate Program Assistant, and date read on first reading.

2. A comprehensive statement of intent that clearly lays out the reasoning for the changes in statutory and constitutional language. This may include any specific occurrences or events that instigated the idea for the legislation. This is an opportunity for the sponsor to be personal and explain the idea, reasoning and logic behind the legislation and how it will affect the Florida State University and the Student Government Association.

3. A “committee report.” This includes listing all committees that the legislation went through, the date they went to committee, a written statement about the passage of the legislation through the committees, and any amendments made to the legislation in committee. These may be as short or as long as the sponsor wishes, as long as the overall decision of the committee is conveyed.

4. A “Senate meeting report.” This includes citing the date the legislation was placed on second reading, a written statement about the major points made in pro and con debate, and any amendments made to the legislation in debate.

   a. “Major Points” shall be defined in all cases as points of concurrence or contention to the legislation that are universally deemed important by members of the Senate and necessary for understanding of the legislation.

   b. The Senate Page shall be responsible for taking notes on the major points of debate and any other points of interest to be included in a Legislative History Report. In the event that there is not a Senate Page employed at the time, the Senate President may choose a Senator to take comprehensive notes on the debate.

5. A copy of the legislation as passed. If no amendments were made to the legislation, then just a single copy of the original legislation will suffice in the Legislative History Report.

6. Any other documents, research, personal statements, and information that the sponsor wishes to include in the report.
7. Any Senator may author an optional “statement of dissent” which outlines the dissenting opinion of the Senate on a particular issue.

C. In the event that a “rider” is attached to the original bill during debate on the Senate floor, said rider shall be exempt from 417.4 B (1) and (3). The reasoning for this exemption is to make sure the passing of the rider is in line with Statutes.

Chapter 418 The Senate Projects Account

History: Added by the 70th Senate Bill 5 A.

A. Purpose

The purpose of the Senate projects account is to create an account of the Senate of the student body from which initiatives of said branch may be funded.

B. Guidelines

1. The Senate Projects account should be used to fund projects that would further the image of Student Government Association to the Florida State University student body, provide services or opportunities to students, or to fulfill an observed need on campus. During Summer Session RSOs requesting funds out of PAC & RTAC shall go directly to the Student Senate to ask for money out of Senate Projects.

C. Process

1. Funds from the Senate Projects Account shall be allocated via a transfer bill.

2. Before the next Senate meeting the Student Life and Academic Affairs Committee is required to meet before the Budget committee.

3. The transfer bill shall go to the Student Life and Academic Affairs Committee in order to determine the impact the project has on the academic experience and/or welfare of the student body.

4. Upon passage of the bill by the Student Life and Academic Affairs, the Budget Committee shall determine the fiscal aspect of the bill.

D. Funding

The account may be replenished by the annual budget, central reserves, sweepings, or by transfer from any other account. At the conclusion of the summer semester, the funds distributed to the RSO’s out of Senate Projects shall be reimbursed from the respective fund distribution committee via a transfer bill up to $2,000 per Committee.

Chapter 419 The Senate Orientation Program

History: Added by the 66th Senate Bill 35

419.1 Purpose
The Senate Orientation Program is a two-week program intended for students who are newly elected to Senate. All newly elected senators are encouraged to participate during the time period between election day and inauguration. It is also open to any current Senator who wishes to enroll as well as any current student who wishes to learn more about Senate. Enrollment into this program can occur at any time of the year that the Senate is in session. The goal of this program is to aid in the preparation of students as they become a Senator in SGA or to assist students in deciding whether or not they are interested in becoming a Senator themselves. The program will start after the Student Senate President Pro Tempore has assigned the enrollee a Senate mentor and conclude upon completion of the requirements for the program.

**419.2 Procedures for participating in the Senate Orientation Program**

A. **Enrolling in the Senate Orientation Program**

1. All students wishing to enroll in the Senate Orientation Program must send an email to the Student Senate President Pro Tempore to express their interest and to find out if any mentors are available.

2. If no mentors are available at the current time, then the perspective enrollees will be put on a waiting list and notified when a Senator is available to serve as a mentor.

3. Before beginning the Senate Orientation Program, the mentor and mentee must sign a formal agreement to adhere to the program guidelines. If at any time the mentee feels that their assigned mentor is not fulfilling their duties, the mentee should hold their mentor accountable by reporting them to the Student Senate President Pro Tempore.

B. **Becoming a Mentor**

1. Senators who are selected to become a mentor should be fulfilling all requirements for Senators and must have demonstrated a clear understanding of the SGA Constitution, SGA Statutes, Senate Rules and Procedures, Robert’s Rules of Order, and the overall mission of SGA.

2. Senators may volunteer to become a mentor but final approval is required from the Student Senate President Pro Tempore. Otherwise, the Student Senate President Pro Tempore may appoint Senators to serve as mentors.

3. After being approved as a mentor the Senator must submit a Mentor Biography. This Biography should include, their goals concerning SGA, all projects that the Senator has or is currently working on, committee(s) that the Senator sits on, and any other information that the Senator finds relevant to SGA. All Mentor Biographies require final approval from Student Senate President Pro Tempore.

C. **Matching Mentee to Mentor**

1. All Mentor Biographies shall be made available on the SGA website. After reviewing the Mentor Biographies, the perspective enrollee must
email the Student Senate President Pro Tempore the name of the Senator whom they wish to have as a mentor.

2. The Student Senate President Pro Tempore will then notify the Senator, to set up an initial meeting with the mentee.

419.3 Procedure for completing the Senate Orientation Program

A. Once a student has enrolled in the program they will have twenty-four (24) hours to identify a current Senator they wish to have as a mentor and email the name of that Senator to the Student Senate President Pro Tempore. The Student Senate President Pro Tempore will then notify the selected mentor so that an initial meeting may be set up between the mentor and mentee. This meeting must take place within seventy-two (72) hours of the pairing of mentor and mentee.

B. At the initial meeting the mentor and mentee should discuss items such as: shared educational background, short and long term goals, successful strategies related to achieving their desired goals, what the overall goals for SGA, and strategies for relationship management with other members of SGA. At this time a date should be determined when the mentee will shadow the Senator for at least one of the Senator’s committee meetings.

C. During the shadowing process the mentor should invite the mentee to sit in on all Senate related business of the day, including but not limited to meetings with other SGA officers and/or University administrators, committee meetings, and participate in any Senate related activity the mentor participates. After shadowing, the mentor and mentee should discuss the mentee’s observations, similarities and differences in how the mentee would approach events that happened during the shadowing, key factors that led to the success or failure of the observed activities, and review effective workplace practices.

D. At the conclusion of the shadowing a meeting should be set up for the mentee to be able to sit down with the mentor and ask any questions regarding the SGA Constitution, Robert’s Rules of Order, or any other official SGA documents. At this meeting the mentee should identify a student issue that they would like to address and, with the mentor, write out a plan of action to address it. Additionally, at this meeting the mentor should explain the process of drafting legislation.

E. Before completion of the program, the mentee must attend a final meeting with their mentor and the Student Senate President Pro Tempore to provide an overall assessment of the mentorship.

F. The Senate Orientation Program Check List should be brought to every session between the mentor and mentee and initialed as each objective is completed. By initializing next to an objective the mentor and mentee are formally stating that the following item(s) have been covered:

1. Mentee has reviewed Mentor Biographies s and sent request within twenty-four (24) hours.

2. Mentee and Mentor have scheduled 1st meeting within seventy-two (72) hours.
3. Mentee has shadowed the Mentor during office hours.
4. Mentee have discussed what they have observed while shadowing.
5. Mentee has proficient grasp of Robert’s Rules of Order.
6. Mentee has identified a student issue they wish to address.
7. Mentee has developed a plan of action for addressing issue.
8. Mentee has attended all scheduled meetings with Mentor.

G. After completion of the Senate Orientation Program, the enrollee shall receive a certificate of completion signed by the Student Senate President Pro Tempore and the enrollee’s mentor.

TITLE V THE STUDENT JUDICIAL SYSTEM

History: Amended by the 44th Senate Bill 150. Revised by the 49th Senate Bill 14. Revised by the 51st Senate Bill 73. Revised by the 53rd Senate Bill 15. Revised by the 54th Senate Bill 14. Revised by the 55th Student Senate Bills 25 and 106. Revised by the 56th Senate Bills 6, 26, 57, 95 and 108. Revised by the 68th Senate 41.

Chapter 500 Power of the Court

History: Revised by the 57th Senate Bill 7. Revised by the 68th Senate Bill 41.

500.1 Notice to Appear
The Court shall have the power to compel all enrolled students to appear before the Court, pursuant to Article IV, Section 6, of the Student Body Constitution.

500.2 Contempt
Failure to obey the notice to appear, without good cause being shown, shall constitute contempt of court.

500.3 Jurisdiction of the Court

A. The Student Supreme Court shall be an appellate court for cases tried in other bodies at FSU that recognize the Supreme Court’s appellate jurisdiction. The Supreme Court shall also have original jurisdiction over such matters as defined in Article IV, Section 3 of the Student Body Constitution. Supreme Court Justices shall be selected through the procedures outlined in the Student Body Constitution, although the Chief Justice shall have the power to appoint the Clerk and Deputy Clerks of the Court, in addition to any other powers granted to the Chief Justice by the Student Body Constitution.

500.4 Removal of Student Body Officers
The Student Supreme Court may only remove elected or appointed officers of the Student Body from office when the Court is holding an impeachment trial after receiving approved articles of impeachment from the Student Senate, and only after the Court
has found the impeached officer guilty of the charges set forth in the articles of impeachment.

Chapter 501 Contempt of Court

History: Deleted by the 56th Senate Bill 108

Chapter 502 Records of the Court

History: Revised by the 49th Senate Bill 14. Revised by the 54th Senate Bill 104. Revised by the 56th Senate Bill 108.

The Student Supreme Court shall keep records of each case heard. A written opinion of each decision shall be rendered within twenty-one (21) days by a member of the Court and shall be entered immediately in the Florida State University Reporter. This Reporter shall be made available to any interested party, and shall constitute the precedents of the Court.

Chapter 503 Lower Court System

History: Deleted by the 51st Senate Bill 73

Chapter 504 The Office of the University Defender

History: Revised by the 49th Senate Bill 14. Revised by the 50th Senate Bill 101. Revised by the 56th Senate Bill 108. Revised by the 68th Senate Bill 41 and Bill 77. Revised by the 67th Bill 41. Revised by the 68th Senate Bill 77.

504.1 The University Defenders shall consist of one (1) Lead Defender and one (1) Deputy Defender.

A. The University Defenders shall be appointed by the Chief Justice of the Supreme Court, subject to confirmation by a majority vote of the Senate.

B. University Defenders must be:

1. At least Second-Year law students

2. Have successfully passed Professional Responsibility.

3. In good academic standing with the University

504.2 Lead Defender

The Lead Defender shall be responsible for maintaining the University Defense program and managing the University Defense Team.

A. Responsibilities, The Lead Defender will:

1. Assign cases among members of the University Defense Team

2. Maintain adequate supplies for the facilitation of the University Defense Program
3. Produce a bi-monthly progress report for the Chief Justice. The report will include:
   a. The number of cases the University Defense Team is managing.
   b. The number of students who have contacted The Office of the University Defender for assistance.
   c. The number of cases each member of the University Defense team is managing.
   d. Recommendations for how the University Defense Team could expand its reach and further the goals of the University Defense Program.
   e. Requests for supplies or other expenses from the Supreme Court budget.

B. The Lead Defender will serve until resignation, graduation, or removal by a majority of the Supreme Court. The Lead Defender is subject to impeachment by the Senate.

504.3 Deputy Defender

The Deputy Defender will assist the Lead Defender in maintaining the efficient administration of the University Defense Program. Additionally, the Deputy Defender shall serve as lead defense counsel in assigned student government actions before the Supreme Court.

A. The Deputy Defender will:

1. Assist the Lead Defender in the efficient administration of the University Defense Program.

2. Serve as lead defense counsel in assigned student government actions before the Supreme Court.

3. Maintain adequate records including:
   a. Acknowledgment of Rights forms for each represented student.
   b. Certification from the Office of Student Rights and Responsibilities at the resolution of each case.

B. The Deputy Defender will serve until resignation, graduation, or removal by a majority of the Supreme Court. The Deputy Defender is subject to impeachment by the Senate.

C. If the Lead Defender position becomes vacant, the Deputy Defender will assume the role of Lead Defender until a suitable replacement is selected and confirmed.

504.4 University Defense Team

A. Purpose

The Student Government Association seeks to provide students accused of Student Conduct Code, Academic Honor Policy, and University Housing Code violations with assistance in navigating the conduct processes. The Student Government Association acknowledges and thanks the Offices of Student
Rights and Responsibilities and Faculty Development and Advancement and University Housing for their roles in enforcing the Student Conduct Code, Academic Honor Policy, and University Housing policies, respectively, by which all students are bound. The Student Government Association, however, recognizes a need to provide assistance to students accused of violations going through the conduct, academic honor, and housing processes. Therefore, the Student Government Association will facilitate the University Defense Team to assist students in these processes.

B. Composition

The University Defense Team will consist of the Lead Defender, the Deputy Defender, and any additional Assistant Defenders as needed. The Lead Defender, Deputy Defender, and the Chief Justice of the Supreme Court will determine the number of Assistant Defenders necessary to maximize the University Defense Team’s performance.

1. Selection of Assistant Defenders
   a. Assistant Defenders must:
      i. Be law students;
      ii. Be in good academic standing with the University. Open Assistant Defender positions will be publicized on the Student Government website for two weeks before the positions are eligible to be filled.
   b. Applicants for Assistant Defender shall submit a resume and letter of interest to SGAsupremecourt@admin.fsu.edu.
   c. The Lead Defender and Deputy Defender shall conduct interviews of the applicants and forward a recommendation to the Chief Justice, who will make the final determination.

C. Training

1. All members of the University Defense Team must attend a training session with appropriate University official or officials prior to advising students.
   a. The university in consultation with the Chief Justice of the Supreme Court will provide appropriate official(s) for training each year.

2. Members of the University Defense Team must demonstrate a working knowledge of the University’s Student Conduct Code, Academic Honor Policy, and any other applicable process.
   a. The Chief Justice of the Supreme Court will be responsible for testing this proficiency.

D. Responsibilities

The University Defense Team shall assist students accused of violations of the Student Conduct Code, Academic Honor Policy, University Housing Code, Student Government Statutes, or Student Body Constitution. The University Defense Team shall:
1. Inform responding students that the University Defense Team consists of volunteer law students not lawyers.

2. Have all responding students sign the acknowledgment of rights form prior to advisement.

3. Advise responding students of their rights under the University or Student Government Statutes and Student Body Constitution applicable to their case.

4. Assist responding students in navigating the Student Conduct Code, Academic Honor, University Housing, or Student Government processes.

5. Assist responding students in preparing defenses and presenting arguments.

6. Advise responding students of potential penalties they may receive from the hearing body.

7. Assist responding students with appeals from hearing body decisions.

E. Removal

All associate defenders serve at the pleasure of the Lead Defender and may be removed by the Chief Justice of the Supreme Court upon a showing of cause by the Lead Defender.

Chapter 505 The Student Supreme Court

History: Revised by the 48th Senate Bill 29. Revised by the 49th Senate Bills 7 and 14. Revised by the 56th Senate Bill 57. Deleted by the 56th Senate Bill 108.

Chapter 506 Review of Constitutional Amendments

History: Added by the 48th Senate Bill 28. Revised by the 49th Senate Bill 50. Revised by the 51st Senate Bills 106 and 118. Revised by the 56th Senate Bill 95. Revised by the 69th Bill 49.

A. Title and Purpose

1. This act shall be called the "Student Supreme Court Constitutional Amendment and Referendum Review Act of 2017," hereinafter referred to as the "Court Review Act".

2. The purpose of this act is to provide for an effective procedure for the review of all constitutional amendments and referenda, collectively referred to as "provisions" for the purpose of this chapter, before the provisions are placed on the ballot as a means to ensure that all provisions voted on by students are fair and not deceptive in terms of the provision's language, and do not violate the Student Body Statutes, the Student Body Constitution, the Board of Governors Regulations, University Policy or Regulation, or any local, state, or federal law.

B. All proposed provisions shall be reviewed by the Student Supreme Court for vagueness and inconsistency with Federal and State laws and regulations, within seven (7) days of being submitted through the methods outlined in the
Student Body Constitution, Article VI as well as any other relevant statues, laws, or rules.

1. The decision of the Court shall be advisory in regards to the clarity and leader of the provision. This advisory opinion shall be made available to the public and published on the Student Government Website. If a bill or constitutional amendment is amended after an opinion has been rendered, said bill must be resubmitted for a new opinion. In no case may the Supreme Court prevent the student body from voting on a proposed constitutional amendment from the ballot unless such amendment is found to clearly violate federal, state, or local law, including the Student Body Constitution and Statutes. Nor has it the authority to overturn the passage of a constitutional amendment, except in the aforementioned circumstance.

2. All Statements of Intent and language regarding proposed provisions shall be reviewed by the Student Supreme Court to ensure that the language of the statement adequately and fairly reflects the intent of the ballot proposal.

   a. No proposed provision shall be placed on the ballot until the adequacy and fairness of the language is approved.

   b. In the event that the Student Supreme Court does not offer an opinion within seven (7) days of receipt of the provision, the statement and its accompanying proposed constitutional amendment or referendum shall be immediately certified for placement on the ballot with the following disclaimer statement: “This ballot has been reviewed by the Student Supreme Court to determine the clarity of the language or legality.

C. If a provision does not satisfy the requirements enumerated in Chapter 506 A (2) and/or any other relevant statute, law, or rule, as determined by the Student Supreme Court, the sponsors shall have an opportunity to correct the deficiencies and resubmit the provision to the Student Supreme Court. The Student Supreme Court shall submit a written opinion detailing the findings of its review.

   1. If the Student Supreme Court rules that a provision is inconsistent with any relevant statute, law, or rule, it shall include in its opinion exactly which relevant statute, law, or rule the provision is alleged to be inconsistent with, as well as cite any relevant precedents if the application of said law is not immediately obvious.

   2. the Student Supreme Court shall also include in its advisory opinion recommended changes to the language that would place it in compliance.

D. For the purpose of this provision, an election shall not be postponed if the Student Supreme Court has not reviewed a provision before the election.

E. In the event that the Student Supreme Court cannot review a provision a written explanation of the reason why shall be submitted to the Senate President and the Student Body President, and the provision shall be reviewed under this chapter by the Election Commission.
Chapter 507  Court Review of Legislative Bills

History: Added by the 50th Student Senate Bill 120. Revised by the 56th Senate Bill 4. Deleted by the 56th Senate Bill 108.

Chapter 508  Student Prosecutor

History: Deleted by the 54th Senate Bill 73.

Chapter 509  The Office of the General Counsel

History: Revised by the 54th Senate Bill 14. Revised by the 55th Senate Bill 106. Revised by the 56th Senate Bills 57 and 108.

509.1 There shall be two (2) General Counsels appointed by the Chief Justice of the Student Supreme Court and subject to confirmation by a majority vote of the Senate. The appointees shall be law students in good academic standing with the University. The General Counsel shall act as independent counsel in civil cases which fall within the court’s jurisdiction.

509.2 Duties
The General Counsel shall:

A. Represent parties requesting assistance in the drafting and execution of all motions before the court.

B. Provide representation during litigation before the court.

509.3 If the Student Supreme Court Chief Justice deems additional General Counsels are needed, Chief Justice may appoint additional temporary General Counsels.

509.4 General Counsels shall serve until resignation, graduation, or removal by a majority vote of the Student Supreme Court. Additionally, the General Counsels shall be subject to impeachment by the Student Senate in the ordinary manner.

Chapter 510  Leaves of Absences during the Summer Session for Members of the Judicial Branch

History: Added by the 54th Senate Bill 72. Revised by the 56th Senate Bill 7.

A. Purpose

1. The purpose of this chapter shall be to allow for certain members of the Judicial Branch to take a leave of absence during the summer session, and to set forth the procedures to select their temporary replacements during that term.

B. Applicability and Scope

1. The provisions of this chapter shall apply to the following officers of the Judicial Branch.

   a. Associate Justices of the Supreme Court
b. University Defenders.
c. General Counsels
d. Clerk of the Court
e. Deputy Clerks of the Court

2. The Chief Justice shall not be permitted to take a leave of absence during the summer session.

C. Procedure

1. All eligible officers shall notify the Chief Justice in writing on or before the last day of final examination at the College of Law of their intention to take a leave of absence during the summer session.

2. At the conclusion of final examinations at the College of Law, the Chief Justice shall appoint temporary officers to fill all or some of the vacated seats at their discretion. These temporary officers must meet all of the qualifications for the office to which they are being appointed as if they were being appointed in the normal, permanent manner. In keeping with Article IV of the Student Body Constitution, the Student Body President and the Student Bar Association do not need to be contacted for temporary appointments. However, all temporary summer appointees to the Judicial Branch must be confirmed by a majority vote of the Student Senate. These nominations by the Chief Justice shall go directly to the floor at the earliest summer session of the Student Senate.

3. All appointees to the Judicial Branch during the summer session shall be on notice that their appointments are of a temporary nature. Their term of office shall terminate on the last day of final examinations for the summer academic term.

4. All temporary officers of the Judicial Branch who are entitled to compensation shall be compensated for the summer term as if they were permanent officers. This compensation shall cease at the close of the summer academic term or should they resign from office, whichever comes first.

5. All of the permanent officers of the Judicial Branch, who take a leave of absence for the summer term, shall receive no compensation for the summer term. Such compensation shall only resume when they assume their permanent offices at the opening of classes in the fall semester.

6. All temporary judicial officers are entitled to serve throughout the summer session, even if their permanent counterparts come back from the summer early. Permanent members only resume their offices at the opening of classes during the fall semester.

7. All temporary judicial officers are subject to impeachment by the Student Senate during the summer session according to the procedures listed in Chapter 405 of the Student Body Statutes.
Chapter 600  Organizations

History: Added by the 49th Senate Bill 144.

600 Chapter 600 rules apply to all organizations contained in Title VI, unless a specific exception is made for them in the Statutes.

Definition
Organizations contained in Title VI shall be those organizations that by their unique nature do not readily fall into the categories of other Titles.

600.1 Legal Basis
A Title VI organization is a construct of the Florida State University Student Government Association and has no authority or prerogative not granted to it through the Student Government Association.

600.2 Creation
Title VI organizations shall only be created through a bill. In addition to the normal legislative processes by which organizations are created through bills, the Student Body President may request the creation of a Title VI organization in writing, having identified a need for it. Upon receipt of this request, which must state the purpose of the new organization, the Senate President shall introduce a bill onto the Calendar, within two (2) weeks, that shall propose the creation of the requested organization. However, such action in no way requires the Student Senate to act on this request or create the organization in question.

600.3 Purpose
Each new Title VI organization shall have its purpose(s) clearly stated in the bill that creates it. Its exact relationship to other organizations and branches of Student Government Association and (if applicable) the University shall be defined in the bill.

600.4 Oversight
Responsibility for oversight of new Title VI organizations shall be clearly stated in the bill creating the organization.

600.5 Operations
Title VI organizations are required to be in compliance with the Student Body Constitution and Statutes, Florida State University regulations and policies, the State of Florida Constitution and Statutes, and the United State Statutes and Constitution at all times. Non-compliance with these provisions shall call for remedial action. The Student Body President and/or Senate President shall be authorized to take whatever action is deemed necessary and proper as defined in the Student Body Statutes.

600.6 Structure
All Title VI organizations shall have a ruling body and/or set of officers to be defined in the bill creating them. Senate may grant permission for each organization to define its own governing body/officers, in this case they may not be specifically defined in Statutes.

600.7 Termination
Unless prohibited from doing so by the Student Body Constitution, the Student Senate Judiciary and Finance Committee shall jointly consider whether Title VI organizations shall continue to be organizations of the Student Government Association. In cases where the joint committee feels the organization should not continue to be an organization of the Student Government Association, the joint committee shall recommend their termination to Student Senate. This shall be done on an annual basis, not later than March of each year.

Chapter 601  Student Advisory Committees Registered as Organizations

601.1 Student Advisory Committees shall meet at regular intervals, with at least three (3) meetings per semester, fall through spring.

601.2 Minutes shall be kept at each meeting, including all policy and expenditure decisions and officers' attendance.

601.3 Attendance for officers shall be mandatory. If an officer misses over one-third (1/3) of the total scheduled business meetings for one semester, they shall be replaced.

601.4 Each organization shall submit a monthly report to the Student Senate including all the requirements in 601.2.

601.5 All meetings shall be advertised.

Chapter 602  Definition of a major office within Student Government

History: Revised by the 47th Senate Bills 132, 133,134 and 187. Revised by the 48th Senate Bills 95, 177 and 179. Deleted by the 49th Senate.

Chapter 603  Panama City Campus Student Government Council Procedures

History: Designated by the 36th Senate Bill 20. Adopted by the 36th Senate Bill 70. Revised by the 47th Senate Bill 57. Revised by the 49th Senate Bill 14.

603.1 Panama City Campus Student Governance

A. An organization entitled Panama City Campus Student Government Council (hereafter referred to as PCC-SGC) is established on the Panama City Campus of the Florida State University to implement the general policies of the Florida State University Student Government Association (hereafter referred to as FSU-SGA) and the specific policies of the Panama City Campus (hereafter referred to as PCC). PCC shall not be subject to the A&S Guidelines that govern FSU-SGA. The policies, procedures, and controls governing the allocation and expenditure of PCC A&S Fee shall be delineated in the FSU-PCC guidelines, Chapter 603 of the Student Body Statutes, and the PCC-SGC bylaws. The PCC A&S Guidelines and Chapter 603 of the Student Body Statutes shall be approved by the FSU-SGA and the Vice President for Student Affairs. The PCC-SGC bylaws shall be approved solely by PCC-SGC.

B. Purpose of PCC-SGC

1. To provide students at PCC, through PCC-SGC, an opportunity to participate in the decision-making process.
2. To consider, make recommendations, and act upon phases of student life at PCC.

3. To serve as the principal forum for decisions on matters of broad concern to the students at PCC.

4. To serve as the chief means by which PCC students may express their university concerns for FSU-SGA.

C. Membership of the PCC-SGC

1. The PCC-SGC shall be comprised of eleven (11) students as follows: one (1) President and ten (10) representatives.

2. The PCC-SGC shall have ten (10) voting members, one (1) presiding officer, and the Director of Student Affairs.

3. The Director of Student Affairs shall be an ex-officio, non-voting member of the PCC-SGC and shall serve as advisor of the PCC-SGC.

4. The President of the PCC-SGC shall preside over the PCC-SGC and shall vote only in the case of a tie among the representatives.

5. A President Pro-Tempore shall be elected by the PCC-SGC to serve in the absence, removal, or resignation of the President.

D. Procedures of the PCC-SGC

1. The PCC-SGC is hereby authorized by FSU-SGA to produce four (4) types of legislative action:

   a. Legislation that changes Chapter 603 or the Student Body Constitution. Any such legislation must be submitted to FSU-SGA for final approval and support. A bill containing the legislation shall be introduced to the Student Senate by the Judiciary Committee or a PCC Senator.

   b. Legislation concerning PCC matters only. Any such legislation shall not be subject to any approval by FSU-SGA.

   c. Legislation concerning the establishment of or changes in the PCC-SGC bylaws. Any such legislation shall not be subject to any approval by FSU-SGA.

   d. Legislation which is a resolution of the PCC-SGC concerning university-wide matters. A copy of any such legislation shall be read into the minutes of the next scheduled Senate meeting.

2. The PCC-SGC shall be allowed to represent itself in the FSU-SGA Senate on the following matters:

   a. Legislation that changes Chapter 603 or the Student Body Constitution.

   b. Legislation that is a resolution of the PCC-SGC concerning university-wide matters.

   c. Other matters as the FSU-SGA shall request PCC representation.
d. Other matters as the PCC-SGC shall request to be represented before FSU-SGA.

3. The PCC-SGC shall be given access to the Senate or its Standing Committees' meetings upon request.

4. In matters specific to the PCC, Chapter 603 D (1) (b) and (c), the principle of "Home Rule" shall be respected by FSU-SGA. ("Home Rule" is generally defined as the best government which is closest to the people).

5. The PCC-SGC shall schedule a minimum of one regular meeting per month.

6. All legislation approved by the PCC-SGC shall be done so upon majority vote (50% + 1).

7. Legislation concerning the establishment of, or changes in, the PCC-SGC bylaws shall be approved by the Dean of the PCC.

8. Unspent Activity and Service Fee revenue generated by the PCC shall be carried forward (rolled over) into the following fiscal year budget as cash revenue.

E. Quorum of the PCC-SGC

To constitute a quorum during the regular and summer semesters, the President or President Pro-Tempore, and at least fifty (50) percent of the active voting representatives must be present.

F. Vacancies in the PCC-SGC

1. When a vacancy occurs, notice of the position will be advertised on the campus student information boards for a minimum of seven consecutive days.

2. Before filling a vacancy during Fall and Spring terms, the nominee must appear before the PCC-SGC, and the Director of Student Affairs must confirm to the PCC-SGC the eligibility of the nominee. The vacancy shall be filled by majority vote of the Council.

3. Summer vacancies shall be filled at the discretion, and with the approval of the PCC-SGC in accordance with the guidelines in 603.1 F (1) and (2).

G. PCC-SGC Duties and Responsibilities

1. Establish rules of order and internal operating procedures (hereafter referred to as Bylaws) as necessary to implement the purpose and responsibilities of the PCC-SGC.

2. In the event of a vacancy, to appoint qualified students to serve on the PCC-SGC, its committees and its task forces as necessary.
3. To write and vote on legislation.

4. To construct a budget for each fiscal year for PCC-generated portions of the Activity and Service Fee revenue. The revenue will total all of the PCC-generated A&S monies less the Florida Student Association fee.

5. To approve the expenditure of monies allocated to the PCC A&S Budget for the purpose of travel, expenses, or purchases, with the authorizing signature of the Director of Student Affairs.

6. To approve the expenditure of monies allocated to PCC A&S Budget for the purpose of taking action on necessary issues with the authorizing signature of the Director of Student Affairs.

7. Annually review Bylaws and make appropriate revisions.

8. Monthly review the budget summary sheet to determine available balance for encumbrance.

9. Prior to any contractual agreements, any and all PCC-SGC members shall make known to the PCC-SGC any potential conflict-of-interest situation that may exist.

H. PCC-SGC President Duties and Responsibilities

1. Plan and coordinate the execution of all administrative work necessary for the efficient operation of the PCC-SGC.

2. Serve as the chief liaison between PCC-SGC and FSU- SGA.

3. Represent the PCC Student Body officially within the university and serve as spokesperson for the PCC-SGC.

4. Be responsible for the supervision/hiring/firing of authorized PCC-SGC Non-Council OPS employees funded by A&S fees with the final approval by majority vote of the PCC-SGC.

5. In accordance with University Personnel policy, be responsible for the supervision/hiring/firing of authorized PCC-SGC USPS employees, in conjunction with the Director of Student Affairs with the final approval of the majority vote of the PCC-SGC.

6. Authorize the expenditure of A&S allocations which are not to exceed $100.00, with the approval by signature of the Director of Student Affairs. These expenditures must be reported to the Council at the next scheduled meeting.

7. Perform other duties and responsibilities as delineated in the PCC-SGC Bylaws.

I. PCC-SGC Representative Duties and Responsibilities

1. Attend all regular and special meetings.
2. Serve on at least one standing committee.

3. Perform other duties and responsibilities as delineated in the PCC-SGC Bylaws.

J. Interaction Between PCC-SGC and FSU-SGA

1. Exchange of Paperwork - A copy of all bills, minutes, and resolutions shall be sent promptly by PCC-SGC to FSU-SGA and vice versa. This task is the duty of the President of the PCC-SGC and of the Senate Program Assistant of the FSU-SGA.

2. Liaison Meeting - PCC-SGC and FSU-SGA representation shall meet a minimum of twice a year to share and discuss issues, problems, and items of mutual concern. Each campus shall host one liaison meeting each year.

3. Notification shall be given by the Student Senate Pro Tempore to the PCC-SGC at the time of the First Reading of bills originating in the FSU Student Senate that change PCC Statutes, the Student Body Constitution, or any university-wide issues. A minimum of two (2) weeks shall elapse between the First and Second reading of the bill to allow time for PCC-SGC to meet and issue a resolution related to the Bill and/or plan to send representation to Tallahassee for the Second Reading.

603.2 PCC Student Elections

A. Franchise

1. All students enrolled at PCC are eligible to vote in the semi-annual PCC-SGC elections. Students enrolled at the main campus are ineligible to vote in the semi-annual PCC-SGC elections.

2. All students enrolled at PCC are eligible to vote in FSU-SGA Presidential and Vice Presidential elections and/or on Amendments to the Student Body Constitution, either by absentee ballot or by vote at a poll established at PCC by FSU-SGA. All sealed absentee ballots are to be delivered to the Commissioner of Elections by the day of voting at the Tallahassee campus.

B. Election

1. The SGC President, along with five (5) representatives shall be elected in the spring semester to serve a one (1) year term. The remaining five (5) representatives shall be elected in the fall semester to serve a one (1) year term.

2. Election procedures and rules for the conduct of fair elections are delineated in the Bylaws.

C. Election Committee
1. The Election Committee shall consist of those PCC-SGC members not running for re-election, or in the event of recall, shall consist of all officials not under recall.

2. The Election Committee shall be responsible for all phases of any and all elections, including recall votes, candidate qualifications, poll location, absentee ballots, constitutional amendments, and compilation of the ballots.

3. The Election Commission shall, at the official closing of any PCC-SGC election recall vote, count the ballots to determine the winners of the PCC-SGC seats or to determine if a recall has been successful.

D. Installation of Representatives

1. The duly elected representatives and the President shall assume office the first day of the term following election and shall be formally installed by the President at the first meeting of that term.

2. Any representative duly elected but failing to claim their seat shall be replaced by the person who receives the next highest number of votes in the same election.

3. Any President duly elected but failing to claim their seat shall be replaced by the President Pro-Tempore. If a Pro-Tempore has not been designated, a new President shall be elected by the PCC-SGC by majority vote with the nominee abstaining, except in the case of a tie vote.

E. Recall Procedures

1. Recall shall be provided via recall petition (Form No. SGA #002-12/82) available in the PCC-SGC Office. This form requires: (1) a statement, in 200 words or less, the reason(s) why a recall should be enacted; (2) a 200 word or less rebuttal; (3) that no less than ten percent (10%) of the registered students at the Panama City Campus be required to sign, date, and provide their student number on the recall petition, when the student favor the recall vote.

2. The Election Committee of the PCC-SGC shall determine, within two (2) weeks, the validity of any and all recall petitions and validate any and all when applicable.

3. Validated recall petitions will be voted upon via special recall election within one (1) month from the date of validation, unless resignation takes place.

4. Any special recall election duly enacted by the Election Committee shall first list on the ballot both statements of 200 (two hundred) words or less appearing on the recall petition, then shall ask the question: "Shall (person's name) be retained in office?"

        YES ___ or NO ______

5. All other provisions of elections shall apply to recall votes.
6. Successfully recalled PCC-SGC position(s) shall be filled by majority vote of the PCC-SGC with the nominee abstaining.

7. The PCC-SGC may not fill recall vacancies with the same individual duly recalled.

603.3 PCC-SGC Finance Code

*History: Amended by the 44th Senate Bill 116.*

A. Purpose

1. The PCC-SGC Finance Code (hereinafter referred to as the Finance Code) expresses the standards of financial accountability and fiscal management which the PCC-SGC has established as objectives for self-governance.

2. The Finance Code governs the budgeting and expenditures of (1) A&S funds allocated directly to PCC-SGC accounts, (2) A&S funds allocated by PCC-SGC to other individuals and groups, and (3) other revenue generated through the use of A&S funds.

3. The PCC-SGC Finance Committee (hereinafter referred to as the Finance Committee) is responsible for ensuring that the Finance Code is fully implemented. The Finance Committee shall audit the A&S budgetary accounts of the PCC-SGC and other PCC student organizations, as well as any other A&S funded activities and projects, to determine compliance with the Finance Code.

4. The Finance Committee shall annually review the Finance Code to ensure that it conforms with state and federal laws and with FSU and the Board of Regents administrative policy and procedure.

B. Use of A&S Funds

1. Activity and Service Fee expenditures must not conflict with the policies and regulations of the Florida State University and the Board of Trustees, or with state and federal laws.

2. Individuals and groups must have PCC-SGC approval to charge admission or user fees for any activity or program subsidized or paid for by A&S fees generated at PCC.

C. Relationship with FSU-SGA

1. PCC-SGC shall not receive any A&S funds that originated at the main campus. FSU-SGA shall not receive any A&S funds that originated at the PCC.

2. The Student Body Auditor may audit the accounts of PCC-SGC. The PCC-SGC president shall be responsible for giving financial information to the Student Body Auditor upon request.
D. Special Requirements of PCC-SGC Registered Organizations

1. In order to receive A&S funds, a PCC organization must officially register each year with the Office of Student Affairs and have a campus mailing address.

2. Student organizations are required to elect a financial officer designated as custodian of the account along with the President of the organization, to countersign for expenditures. All signatures will be filed with the PCC-SGC and the Office of Student Affairs.

3. Upon the official registration of a student organization, the financial officer and the president shall countersign a Statement of Understanding, which documents agreement to abide by the Finance Code regarding A&S fee expenditures. The original form will be retained in the account files of the PCC-SGC for audit purposes, and a copy of this form will be filed with the Office of Student Affairs.

4. A revision to the original budget of Registered Organization totaling less than $100.00 (one hundred dollars) may be made without prior approval of the Council. The revision shall be reported to the Council by submitting a Budget Revision/Transfer form at the next regularly scheduled Council meeting for inclusion in the minutes.

5. Any violation of the Finance Code or PCC Statutes, may result in freezing or revocation of A&S funds.

E. Stipulations

1. Travel
   a. A person shall be authorized to incur travel expenses in the performance of official duties on behalf of the PCC Student Body.
   b. Travel must be authorized in advance, and funds must be available in the organization’s budget.
   c. Per diem shall be authorized as per all applicable state rules and regulations. The person(s) traveling shall be responsible for arranging reasonable accommodations and transportation at the lowest possible cost.
   d. After any trip, the PCC-SGC shall receive an oral or written report within three (3) weeks of said travel.

2. Funds may not be expended to support in whole or in part a candidate for political office, nor for contributions to political activity, directly seeking to effect the passage, defeat, or status of legislation except as provided by Florida law.

3. Funds may not be expended to subsidize in whole or in part any private corporation except insofar as such expenditures are for a public purpose.
4. Funds may not be expended to support a religious group or any organization, except as provided by Florida law. In no case may funding be given for any religious worship or religious proselytizing.

5. A&S funds may be allocated or expended for awards, trophies, or food and refreshment items only with the prior approval of the Council.

6. All promotional material for any and all services, programs, or events funded by A&S fees must include the following: "Funded by A&S Fees" or "Sponsored by PCC-SGC."

7. Long-distance telephone calls made from campus shall be made on Suncom only. A record will be kept of all long-distance calls showing the names of persons calling and called, the telephone number called and the name of the city in which located, the length of the call, and the purpose of the call. This record shall be maintained permanently for audit purposes.

8. All non-elective OPS positions shall be advertised on SNN and the student information boards for a minimum of a one-week period prior to being filled.

9. Each organization funded by A&S fees must maintain a copy of the Finance Code on file, to be distributed by PCC-SGC.

10. The Council maintains a petty cash account that shall be reserved for emergency or infrequent purchases only. Petty cash purchases shall not exceed $25.00 (twenty-five dollars) per item.

11. Local Purchase Order (LPOs) shall be reserved for emergency or infrequent purchases only. LPO Purchases shall not exceed $50.00 (fifty dollars).

F. Budget

1. Individuals and organizations shall request A&S funds in accordance with procedures established by the PCC-SGC.

2. The PCC-SGC shall develop an annual budget in accordance with the time schedule and a total amount as established by the University. The annual budget shall be submitted with the initial approval of the Director of Student Affairs and to the Vice President for Student Affairs for final approval. A copy shall be provided to the Student Body Auditor.

603.4 General Applicability

A. The Student Body Constitution of the Florida State University Student Government Association applies in full to the Panama City Campus.

B. The Student Body Statutes of the Florida State University Student Government Association applies to the Panama City Campus, excepting Title VII, VIII, IX, and X, or as otherwise specified in the PCC Statutes.
Chapter 604  Senior Class Council

History: Revised by the 46th Senate Bill 111. Revised by the 49th Senate Bills 14 and 71. Revised by the 53rd Senate Bill 59. Revised by the 54th Senate Bill 37. Revised by the 55th Senate Bills 41 and 59. Revised by the 60th Senate Bill 46. Revised by the 64th Senate Bill 13. Deleted by the 66th Student Senate Bill 36.

Chapter 605  Oglesby Union Board

History: Amended by the 45th Senate Bill 142. Revised by the 47th Senate Bill 163. Revised by the 48th Senate Bills 90 and 159. Revised by the 49th Senate Bill 14. Revised by the 51st Senate Bill 30. Revised by the 54th Senate Bill 117. Revised by the 59th Senate Bill 3. Revised by the 62nd Senate Bill 70.

All rules and policies pertaining to the Oglesby Union Board must be consistent with pertinent state law, university policies and procedures, and the A&S Guidelines.

605.1  This act shall be called the "Oglesby Union Board Reform Act of 2006."

605.2  Establishment of the Union Board

The Union Board, hereinafter referred to as the Union Board, is established to provide students, faculty, and staff with activities, programs, and services to be offered through the Oglesby Union Complex. The Union Board shall represent the University community to ensure that the facilities, services, and amenities offered by the Oglesby Union Complex meet the needs and interests of their constituents.

605.3  Union Board Membership

A.  The Union Board shall consist of seventeen (17) voting members

   1.  Twelve (12) voting members shall be students approved by the Union Board Selection Commission according to Chapter 605.4 and elected by the student body in the Spring Student Government Elections.

   2.  The remaining five (5) voting members shall be appointed by the University President or designee.

B.  Ex-Officio Members

   1.  The Student Body President or a designee, the Student Senate President or a designee, and the Director of the Oglesby Union shall be ex-officio, non-voting members of the Union Board. The Union Board may appoint additional ex-officio, non-voting members to the Board as deemed necessary.

C.  Terms of Office

   1.  The terms of office for the student members of the Union Board shall be for one year or until their successors are elected and confirmed except in the case of an appointment to fill a vacancy, in which case the appointment shall be for the remainder of the unexpired term.
2. The terms of office for voting members appointed by the University President shall be established in the Union Board bylaws.

3. Ex-officio, non-voting members, appointed by the Board, may serve on the Union Board for as long as the Board shall see fit.

D. Student members of the Union Board may be removed for cause at any time in accordance with the provisions of Student Body Statutes Chapter 405.3.

605.4 The Union Board Selection Commission (Selection Commission)

A. Authority of the Union Board Selection Commission

1. The Selection Commission shall have the authority to interview and forward candidates for the Union Board to the student body pursuant to Chapter 605.4 (D).

2. If a student member vacancy occurs, the Selection Commission shall appoint a qualified replacement pursuant to Chapter 605.3 C to serve out the remainder of the unexpired term.

B. Union Board Selection Commission Membership

1. The Selection Commission shall consist of seven (7) members. The student membership shall consist of the current Union Board Chair, a member selected by the Student Body President, two members selected by the Senate, and one member selected by the current student members of the Union Board. The members selected by Senate must be students, but need not be Senators. The University President shall select two members. The Chair of the Union Board shall preside over the Selection Commission. In cases where the lack of Student Union Board members makes it impossible to fulfill these provisions, the remaining members of the Commission shall select students to fill these positions.

2. If the Union Board Chair applies for an additional term to the Union Board, then the Vice Chair of the Union Board shall preside over the Selection Commission. If the Vice Chair is unavailable or is applying for an additional term, the remaining members of the commission shall elect a student to temporarily chair the Selection Commission. The elected student chair shall perform all of the duties of the Union Board Chair relating to presiding, convening and organizing the Selection Commission as delineated in Chapter 605.4.

C. All members of the Commission must be notified, in writing, at least five (5) academic days in advance of a meeting to select Union Board replacements or candidates. The meeting must be publicly advertised, and quorum of the Commission must be present to conduct interviews.

D. Interview and Forwarding Process

1. The Chair of the Selection Commission shall publicly advertise openings for student members of the Union Board and the qualifications criteria pursuant to Chapter 605.4 (E) for the spring elections. This shall be
done a minimum of two (2) weeks in the spring term preceding the elections.

2. The Chair of the Selection Commission shall coordinate interest meetings for all interested applicants to learn about the responsibilities of the Union Board. All applicants must attend an interest meeting in order to qualify for candidacy.

3. The Chair of the Selection Commission shall coordinate meetings of the Selection Commission to hold interviews and arrange for all applicants to be present. All individuals applying shall be interviewed by the Selection Commission.

4. The Selection Commission shall forward candidates meeting the qualifications pursuant to Chapter 605.4 (E), to the Supervisor of Elections no later than the Wednesday before the filing deadline for the spring elections.

5. In the event that the Selection Commission has not forwarded at least twelve (12) names by forty-eight (48) consecutive hours before the filing deadline, all interested students will be able to file for a position on the ballot, forgoing the screening process.

E. The candidates must meet qualifications related to the tasks and responsibilities of the Union Board, which shall be established by the Selection Commission, set down in writing, and publicly advertised.

605.5 Election of Student Union Board Members

A. The names of the forwarded candidates shall be placed on the ballot pending an official declaration of candidacy. This provision may be altered pending conditions pursuant to Chapter 605.4 D (5).

B. Students will be instructed to vote for twelve (12) candidates from the total list and the twelve (12) with the highest number of votes will be confirmed to the Union Board.

605.6 Organization of the Union Board

A. The Union Board shall adopt bylaws and rules for its organization, administration and procedures.

B. Election of Union Board Leadership

1. The Union Board shall elect a Chair and a Vice Chair, the Chair being a student member of the Board.

2. The election for Chair and Vice Chair of the Union Board shall be conducted at the beginning of each new session after the Spring election and upon the departure of the existing chair and vice chair.

3. The election method and guidelines shall be established within the Union Board bylaws.
C. Duties of the Union Board Leadership

1. The Union Board Chair shall:
   a. Call and preside over all meeting and general business of the Union Board.
   b. Act as the spokesperson for the Union Board policies and interests.
   c. Appoint all members of the Union Board committees.
   d. Appoint all liaison positions to the Oglesby Union complex’s departments and subsidiaries.
   e. Attend all Oglesby Union complex staff meetings.
   f. The Chair may only vote on general Union Board business in the case of a tie.
   g. The Chair shall also perform any other duties delegated by a majority vote of the Union Board, which do not violate any standing Student Government or Union Board policies and/or Statutes.

2. The Vice Chair shall:
   a. Perform the duties of the Chair in the Chair’s absence.
   b. Perform other duties delegated by the Chair of the Union Board and/or according to the Union Board bylaws.

D. Committees of the Union Board

1. The Union Board may establish committees.

2. The Union Board Chair shall appoint all committee members except for the Student Allocations Committee. Members of such committees may include ex-officio, non-voting individuals who are not members of the Union Board.

3. There shall be a Student Allocation Committee (SAC) of the Union Board. The SAC shall govern Activity and Service Fees funds allocated to recognized student organizations of the Student Government Association, not part of other funding boards. The twelve (12) student members of the Union Board shall be the members of the Student Allocations Committee. The Chair and Vice Chair of the Union Board are prohibited from running for SAC Chair. SAC procedures, organization and duties are pursuant to Title VIII.

E. The Chair and Vice Chair of the Union Board may be removed by a two-thirds vote of the Board.

F. The Union Board shall meet not less than once each month. Meetings of the Board shall be publicly advertised at least twenty four hours (24) prior to each meeting. No meeting may be held with less than a quorum present.

605.7 The Powers and Duties of the Union Board
A. Determine policies, program services, activities, amenities, and facilities to be offered by the Oglesby Union Board and throughout the Oglesby Union Complex.

B. Participate in the budgetary process for all Union departments such as:

1. Review individual department and subsidiary budgets.

2. Assess the effectiveness of program services, activities, and amenities and facilities.

3. Present a budget request and justification for all Union departments and subsidiaries to the Student Senate each fiscal year as well as any supplemental requests.

4. Upon allocation by the Senate of the A&S Fee request, the Union Board shall authorize the A&S Fee funds, in addition to self-generated revenues to the appropriate Union budget and any amendments.

5. Present a budget request and justification for all student organizations who receive funding from SAC, from a committee composed of the student board members, to the Student Senate for its review and final approval.

6. Upon allocation by the Student Senate of the A&S request, the Union Board shall authorize the SAC budgets and oversee spending.

C. Allocate all space in the Oglesby Union complex in accordance with Union Board and University Policy.

D. Serve in an advisory capacity to all departments and subsidiaries within the Oglesby Union Complex.

Chapter 606 Council of Inter-Organization Business Council Representatives (IBC).

History: Revised by the 49th Senate Bill 14. Deleted by the 56th Senate Bill 38.

Chapter 607 Congress of Graduate Students

History: Created by the 45th Senate Bill 132. Revised by the 47th Senate Bill 172. Revised by the 56th Senate Bill 39. Revised by the 62nd Student Senate Bill 2. Revised by the 65th Senate Bill 29.

607.1 A. An organization entitled Congress of Graduate Students (hereinafter referred to as COGS) is established on the main campus of the Florida State University to implement the general policies of the Florida State University Student Government Association (hereafter referred to FSU-SGA) and the specific policies of COGS.

B. Purpose of COGS

1. To provide graduate and professional students at FSU, through COGS, an opportunity to participate in the decision-making process.
2. To consider, make recommendations and act upon phases of graduate/professional student life at FSU.

3. To serve as the principal forum for decisions on matters of broad concern to the graduate/professional students at FSU.

4. To serve as the chief means by which graduate/professional students may express their university concerns for FSU-SGA.

C. Membership

1. COGS shall be composed of representatives as defined by the COGS Code.

2. The COGS Faculty Advisor shall be an ex-officio member of COGS.

3. The Speaker of COGS shall preside over COGS and shall vote only in the case of a tie among the representatives.

4. A Financial Officer shall be elected by COGS to serve in the absence, removal, or resignation of the Speaker, until election of a new Speaker.

5. Any graduate, professional or post-baccalaureate (graduate special) student admitted at FSU, taking course(s), maintaining a cumulative GPA of 3.0 or better, and in good standing with the University, shall be eligible to seek and hold a position in COGS.

D. Procedures

1. COGS may propose legislation to the Student Senate. Once proposed by COGS, the Student Senate President or the Senate Judiciary Committee must submit such legislation to the Student Senate.

2. COGS shall represent itself in Student Senate, either by a resolution read in Student Senate or by appearance of a delegate from COGS, on the following matters:

   a. Legislation that changes Chapter 607 of the Student Body Statutes.
   b. Legislation which is a resolution of COGS concerning university-wide matters.
   c. Other matters as the SGA shall request COGS representation.
   d. Other matters as COGS shall request to be represented before SGA.

3. COGS shall hold at least one (1) regular meeting per month.

4. All legislation approved by COGS shall be done so upon simple majority vote of quorum.

5. Legislation concerning the establishment of, or changes in, the COGS Code shall be approved by a two-thirds (2/3) vote of quorum.
6. Proviso Language can be added to the funds that are guaranteed by the Student Government Constitution only if that proviso language is agreed upon by both Student Senate and COGS. All funding in addition to those guaranteed to COGS by the Student Government Constitution, may at the discretion of Senate, contain proviso language.

E. Quorum

1. Quorum is required to conduct business.

2. Quorum exists if both of the following conditions are met:
   a. The speaker or a designated chair is present.
   b. A majority of representatives is present at a meeting called in accordance with the COGS Code and COGS Internal Rules of Procedure.

F. Vacancies

1. When a vacancy occurs, notice of the position will be advertised on the COGS bulletin boards a minimum of seven (7) consecutive days.

2. Vacancies shall be filled at the discretion and with the approval of COGS in accordance with the guidelines in the COGS Code.

G. Duties and Responsibilities of COGS

1. To establish rules of order and internal operating procedures (hereinafter referred to as Code) as necessary to implement the purpose and responsibilities of COGS.

2. In the event of a vacancy, to appoint qualified students to serve on COGS, its committees, and its task forces as necessary.

3. To write and vote on its own guidelines and Code.

4. To construct a budget for each fiscal year for portions of the Activity and Service Fee revenue apportioned to COGS. This revenue will total thirty (30%) percent of all main FSU campus A&S monies collected from students designated by the Registrar as five (5) or seven (7).

5. To approve the expenditure of monies allocated to the COGS budget, with the authorizing signature of two members of the COGS Executive Committee.

6. To review annually COGS Bylaws and make appropriate revisions.

7. To submit a copy of its budget to the Student Senate detailing its categorical spending in a timely fashion.

8. COGS will be offered a non-voting ex-officio seat on all Student Senate Budget Committees, budget sub committees, Central Reserves Committee, and Sweepings Committee.
9. COGS may establish procedures in the COGS Code to freeze funds or otherwise sanction non-complaint student organizations within its jurisdiction, subject to appeal to any competent body or officer in accordance with Chapter 805 of these statutes.

10. COGS may, by a two-thirds (2/3), (66%) vote, suspend and recommend to the Senate that any officer or member of COGS or of any entity with the jurisdiction of COGS, be impeached limited to the grounds of misfeasance, malfeasance, nonfeasance, and excessive absences. Once an individual has been suspended they will lose all privileges of their office until such time as the Senate may undertake a review. The Senate may issue an order reinstating the officer or impeach the officer in which case they will be subject to removal from the office in accordance with 405.5. In the event of a conflict between this subsection and any provision in Chapter 405, this subsection will control.

H. COGS Speaker Duties and Responsibilities

1. To plan and coordinate the execution of all administrative work necessary for the efficient operation of COGS.

2. To be the chief liaison between COGS and SGA.

3. To be empowered to represent the graduate, professional, and post-baccalaureate FSU Student Body officially within the university and serve as spokesperson for COGS.

4. To be responsible for the supervision/hiring/firing of authorized COGS OPS employees funded by A&S Fees, with the final approval by majority vote of COGS.

5. To authorize the expenditure of A&S allocations as described in the COGS budget.

6. To perform other duties and responsibilities as delineated in the COGS Code.

I. COGS Representative Duties and Responsibilities

1. To attend all regular and special meetings.

2. Prior to any contractual agreements, to make known to COGS and the SGA Business Manager any potential conflict-of-interest situation that may exist.

3. To perform other duties and responsibilities as delineated in the COGS Code.

J. Interaction Between COGS and SGA

1. A copy of all bills, minutes, and resolutions shall be sent promptly to COGS to SGA and vice versa. This task is the duty of the Information Officer of COGS and of the Student Senate Pro Tempore.
2. COGS and SGA representatives shall meet a minimum of twice a year to share and discuss issues, problems, and items of mutual concern. Each group shall host one liaison meeting each year.

3. Notification shall be given by the Student Senate Pro Tempore to COGS at the time of the first reading of bills originating in the Student Senate which change FSU Statutes, the Student Body Constitution, or any university-wide issues which affect COGS. A minimum of one week shall elapse between the first and second reading of the bill.

4. Legislation originated in Student Senate which would change Chapter 607 of the Student Body Statutes must pass the Student Senate by a two-thirds (2/3) majority vote.

K. All provisions of Chapter 607 shall be considered fully severable.

Chapter 608 Council of Music Activities Board (MAB) Representatives

History: Added by the 46th Senate Bill 31. Deleted by the 56th Senate Bill 75.

Chapter 609 The Campus Recreation Board

History: Added by the 47th Senate Bill 162. Revised by 48th Senate Bills 90 and 160. History: Revised by the 48th Senate Bill 80. Revised by the 49th Senate Bill 14. Revised by the 58th Senate Bill 83. Revised by 69th Senate Bill 53.

609.1 All rules and policies pertaining to the Campus Recreation Board must be consistent with pertinent State law, University policies and procedures, and with A&S Fee Guidelines.

609.2 This act shall be called the "Campus Recreation Board Act of 1995," hereinafter referred to as the "Campus Recreation Board Act."

609.3 Establishment of the Campus Recreation Board

The Campus Recreation Board, hereinafter referred to as the Recreation Board, provide students, faculty, and staff with activities and programs and services to be offered through the Bobby E. Leach Recreation Center and other campus recreation facilities. The Recreation Board shall represent the University community and assure that facilities, services, and amenities shall be offered as necessary or convenient in order to meet the needs and interests of the University community.

609.4 A. Election of the Campus Recreation Board

1. The Recreation Board shall consist of twelve (12) members, eight (8) of whom shall be students elected by the Student Body. Four (4) members shall be appointed by the University President. The Recreation Board shall elect by a majority vote a Chair and Vice Chair. The Chair shall be a student member of the Recreation Board. The Chair shall vote only in the case of a tie. Employees of the Campus Recreation Department may serve as non-voting, ex-officio members of the Recreation Board and the Selection Commission.
2. All interested students will be able to apply for a position on the ballot following the attendance of a mandatory candidate meeting. All applications are to be reviewed and verified by the Supervisor of Elections for eligibility pursuant to Chapter 609.3. All confirmed candidates will be put on the ballot.

B. Terms of Office

The terms of office for the student members of the Recreation Board shall be for one (1) year or until their successors are elected and confirmed, except in the case of an appointment to fill a vacancy, in which case the appointment shall be for the unexpired term.

C. Student members of the Recreation Board may be removed for cause at any time in accordance with the provisions of Student Body Statutes, section 405.1.

D. The Chair and Vice Chair of the Recreation Board

1. The election for Chair and Vice Chair shall be conducted during each Fall semester. The Chair and Vice Chair of the Recreation Board may be removed by a two-thirds (2/3) vote of the Recreation Board.

2. The Chair shall call and preside over all meetings and general business of the Recreation Board and shall act as the Recreation Board spokesperson. The Chair shall appoint all committees of the Recreation Board. The Chair shall attend all staff meetings of the Campus Recreation Board.

3. The Vice Chair shall perform the duties of the Chair in the Chair's absence and perform other duties delegated by the Chair of the Recreation Board.

E. Members of the Recreation Board shall receive no compensation from the Campus Recreation Department or from A&S Fees for the performance of their duties as members of the Recreation Board.

F. The standing Campus Recreation Board, given it has a majority of seats filled, shall choose replacements if a board member resigns or is suspended, at the discretion of the Board.

609.5 Organization of the Recreation Board

A. The Recreation Board shall adopt bylaws for its organization, administration, and procedures.

B. Ex-Officio Members

1. The Student Body President or a designee, the Student Senate President or a designee, and the Recreation Director shall be ex-officio, non-voting members of the Recreation Board. The Recreation Board may appoint additional ex-officio, non-voting members to the Recreation Board as deemed necessary.
2. The Recreation Board shall meet no less than once each month. Meetings of the Recreation Board shall be publicly advertised at least twenty-four (24) hours prior to the meeting. No meeting may be held with less than a quorum present.

609.6 Powers and Duties of the Recreation Board

A. The Recreation Board is primarily responsible for the establishing and developing of rules and policies which will ensure the operation and maintenance of the Campus Recreation facilities and programs in a coordinated, efficient, and effective manner.

B. The Campus Recreation Board shall:
   1. Review individual departments and organization budgets.
   2. Assess the effectiveness of programs, services, and activities.
   3. Upon allocation by the Student Senate of A&S request, the Recreation Board shall authorize the A&S funds to the appropriate Campus Recreation budgets and any amendments.
   4. Approve all non-student use of the Bobby E. Leach Student Recreation Center.
   5. Serve in an advisory capacity to all program heads.

CHAPTER 610 The Homecoming Planning Commission

History: revised by the 49th Senate Bill 14. Revised by the 50th Senate Bill 108. Revised by the 54th Senate Bill 82. This chapter now becomes Chapter 615.

CHAPTER 611 The Student Government War Department

History: Added by the 48th Senate Bill 184. Revised by the 49th Senate Bill 161. Revised by the 51st Senate Bills 105 and 115. Deleted by the 55th Senate Bill 78.

CHAPTER 612 The Student Government Golden Tribe Lecture Series

History: Added by the 58th Senate Bill 71. Revised by the 59th Senate Bill 50. Revised by the 60th Senate Bill 32. Revised by the 62nd Senate Bill 105. Revised by the 66th Senate Bill 1. Revised by the 69th Senate Bill 52. Revised by the 70th Senate Bill 32.

612.1

A. Adoption

There shall be a joint initiative of the Executive Branch, Legislative Branch, and Union Productions called the Golden Tribe Lecture Series.

B. Purpose

The purpose of this act is to provide the student body with a series of speakers sponsored by the Student Government Association. The Golden Tribe Lecture
Series will be an academically focused speaker series that attempts to connect students to outstanding individuals who are either experts in their field or working at the forefront of a relevant political or social issue. The mission of the series is to engage students in issues and dialogue that will positively benefit their overall academic, scholastic, or humanitarian experience.

612.2 Composition and Terms

A. The Golden Tribe Lecture Series Committee, hereby to be referred to for the purposes of this statute as “The committee”, shall consist of the following:

1. The Committee shall consist of:
   a. Director of the Center for Global Engagement or designee
   b. Two (2) faculty-at-large members appointed by the Faculty Senate
   c. Student Body President or designee
   d. Student Senate President or designee
   e. Four (4) Students-at-large members appointed by the Student Body President
   f. One (1) Student Senators appointed by the Senate President
   g. Union Production Lectures Director
   h. Union Productions Public Relations and Marketing Director
   i. Union Productions Programming Director

B. Committee appointments under section 612.2 (A) (1) (e,f) shall last for one (1) year, thereafter reappointment shall be conducted as per statutes.

612.3 Selection of Faculty-at-Large Members and Student-at-Large Members

A. The Student Government Association Student Body President shall appoint four (4) students-at-large to serve as members on the committee, Both student shall be from different colleges or division on campus.

1. The Student Body President must forward candidates to the Student Senate by the end of January of every year. In the case that this is not done, all applicants will be sent to the Senate for appointment at the next regularly schedules session.

B. The Faculty Senate shall appoint two Faculty-at-large members through the internal procedures of the Faculty Senate to serve as members on the committee. Both shall be different colleges or divisions of campus.

612.4 The Chair shall be the Union Productions Lectures Chair, and the Vice Chair shall be elected by the Golden Tribe Committee. The Vice Chair can be any student on the committee.

A. Duties of the Chair

1. Call and preside over all meetings and general business of the committee.

2. Ensure compliance of Title VIII of Student Body Statutes.
3. Prepare, and submit to the Student Senate, a proposed budget for each fiscal year.

B. Duties of the Vice Chair

1. Perform the duties of the Chair in their absence.

2. Maintain accurate minutes and records of the committee meetings.

3. Other duties delegated by the Chair.

4. Give monthly updates to Senate regarding the Golden Tribe Lecture Series Committee.

612.5 Powers and Duties

A. The committee is primarily responsible for organizing and administering a semesterly or yearly Golden Tribe Lecture Series.

1. The committee shall also be responsible for organizing any speaker scheduled for Martin Luther King Jr. week that is sponsored by the Student Government Association.

2. The committee shall hold meetings on a monthly basis.

B. The Committee shall research adequate speakers that will provide educational content for the student body.

C. The Committee shall provide speakers who discuss topics pertinent to the Florida State University student body.

D. The Committee shall provide no less than two (2) speakers per year.

1. This clause does not apply for any speaker scheduled for Martin Luther King Jr. week that is sponsored by the Student Government Association.

E. The Committee shall be responsible for adequate advertisement of speakers no less than one week prior to the event. The advertisement shall consist of the time, date, location, name of speaker, and topic to be discussed.

F. The Committee shall submit reports to the Student Senate once per semester discussing progress and actions taken.

G. The Committee shall adopt its own rules of procedure for its organization, administration, and procedures.

1. The committee shall be able to appoint any ex-officio non-voting members as desired through a majority vote of the committee.

H. The Committee shall exercise sole authority over the expenditure of funds allocated for all or part of any Golden Tribe Lecture Series.
I. The Committee will organize, promote, and fund any individual lecture events the committee deems worthwhile, providing the event is not in conflict with any other provision of law.

J. The Golden Tribe Lecture Series account shall not be swept at the end of the fiscal year.

CHAPTER 613 The Student Government Archives

History: Added by the 49th Senate Bill 97. Revised and Deleted by the 56th Senate Bill 38. Revised by the 58th Senate Bill 77. Deleted by the 65th Senate Bill 19.

Chapter 614 Student Academic Programs

History: Added by 52nd Senate Bill 55. Revised by the 53rd Senate Bill 19. Revised by the 59th Senate Bill 97. Revised by the 60th Senate Bill 53. Revised by the 61st Senate Bill 51. Revised by the 63rd Senate Bill 63.

614.1 Purpose
To create Student Academic Programs, hereinafter referred to as SAP, and establish a funding process for these organizations.

614.2 Definition
A SAP shall be defined as a student club or organization that is formed in conjunction with an academic department.

614.3 Membership in SAPs
Any student enrolled in courses shall be eligible for membership in any SAP.

614.4 Criteria for SAP Funding
A. SAPs must demonstrate supplementation of academic experience and resources outside of that which is currently provided by the affiliated college or school.

B. The SAP must have the support of the Dean of the particular college or school that it is affiliated with and be reviewed by that Dean on an annual basis.

C. The SAP must be open to all students of the Florida State University.

D. The SAP must provide evidence demonstrating a history of significant participation by students outside the particular college with which it is affiliated.

E. The SAPs allocated funds must be retained within the account established through the SGA Accounting Office.

F. SAPs must provide a quarterly report to the Student Body Treasurer, outlining the usage of the allocated funds.

614.5 SAP Funding Process
A. SAP Funding Committee
1. The SAP Funding Committee shall be comprised of, two (2) students appointed by the Student Body President, two (2) student Senators appointed by the Senate President and the Student Body Treasurer.

2. The Chair shall be the Student Body Treasurer. In the absence of the Student Body Treasurer, a Chair will be elected by the committee.

B. SAP Funding Procedures

1. Once an academic program has met the qualifications established in the four (4) criteria listed in 614.4, it must register with the committee no later than two (2) weeks prior to SAP hearings.

2. The committee shall issue a letter to SAPs at least one (1) month prior to the date of SAP hearings.

3. The committee shall provide notification of eligibility to applicants and the Student Senate no later than one (1) week prior to SAP hearings.

4. The committee shall determine all allocations and hearing dates.

5. Any funding requests turned in after the deadline shall not be heard.

   a. If a request is submitted after the deadline, the committee will vote by majority on whether or not the request shall be heard.

6. All funding requests are required to be submitted in line item format.

7. The committee shall hear all funding requests and allocate all SAP funds for the next fiscal year no later than one (1) month before the end of the current fiscal year.

8. The Chair of the SAP Funding Committee as described in 614.5 A, shall submit its allocations to the Budget Committee no later than two (2) school weeks after the final deliberations and allocations have been decided.

9. The Senate Budget Committee shall hear the allocations of the SAP Funding Committee and then draft a resolution to recommend approval or disapproval in whole or part. The resolution must be submitted for Student Senate hearings no later than two (2) school weeks after hearing the proposed allocations.

10. Approval of the allocation requires a simple majority vote of the Budget Committee. Disapproval of allocations requires a two-thirds (2/3) vote of the committee.

11. Any amendment to the resolution on the Senate floor must specify which part of the resolution (line item) to amend. The amendment requires a simple majority.

Chapter 615  The Homecoming Executive Council
Title
There shall be an entity of the Student Government Association known as the Homecoming Executive Council.

Purpose and Intent
The Homecoming Executive Council, hereinafter referred to as HEC, shall unite the Florida State University’s administration, faculty, alumni and students in an inclusive celebration of the University’s past accomplishments, present projects, and future initiatives.

Procedure for Selection of Homecoming Executive Council Leadership

A. The Student Government Association Student Body President appoints the leadership of the Homecoming Executive Council consisting of the Director of Homecoming, Assistant Director of Homecoming, and the Pow Wow Director in consultation with the outgoing Director of Homecoming and the Homecoming Advisor. The outgoing Pow Wow Director shall be consulted when selecting the incoming Pow Wow Director.

B. A Special Application is needed to complete the official Homecoming Director, Assistant Director and Pow Wow Director application, as authorized by the Director of Student Activities or a designee. The application shall be due no later than the end of the fall semester. The application must be available for a minimum of two weeks.

C. The Advisor to the Homecoming Executive Council shall be the Assistant Director of Student Activities in the Oglesby Union.

D. The Homecoming Executive Council shall include, but not be limited to, Director of Homecoming, Assistant Director of Homecoming, and Pow Wow Director.

E. The Student Body President must forward candidates to the Student Senate by the first Senate of the Spring Semester. In the case that this is not done, all applicants will be sent to the Senate for appointment at the next regularly scheduled session.

Additional members of the Homecoming Executive Council

A. There shall be a Homecoming Selection Committee that interviews candidates for Homecoming Executive Council positions.

1. This selection committee must consist of the Homecoming Director and Assistant Director, Pow Wow Director, Chief of Staff, three (3) Student Senate appointments, SGA Advisor, Homecoming Advisor. The three (3) advisors will be non-voting members of the selection committee.

2. The Student Senate President must appoint three (3) Senate appointments to the committee by the first Senate of the Spring Semester.
B. The Homecoming Director has the authority to set the schedule for the selection committee but all candidates must be selected by the end of February.

C. No candidates for HEC positions can be selected until the selection committee interviews and deliberates on all possible applicants.

615.5 Power and Duties

A. HEC shall:

1. Govern the timeline and event purposes set forth by the overall University Homecoming Committee.

2. Organize events and spirit activities to unite the campus.

3. Submit the annual Homecoming Budget for the entire student body to the Senate Budget Committee.

4. Be the student body’s representative member of the Overall University Homecoming Committee as appointed by the Student Body President.

5. Govern the rules and regulations of spirit activities with a majority vote of the HEC.

6. Appeals may be brought before the Student Body President before Homecoming Week. During the week of Homecoming the appeals must be brought to the Director of Student Activities.

7. Pursue and include all Student Government Association entities in events and activities.

B. The Advisor for the HEC shall:

1. Work in collaboration with the Homecoming Director and Assistant Director to plan and execute Homecoming events.

2. Support and advise the Homecoming Executive Council in planning, marketing, and executing Homecoming events and activities.

3. Exercise fiduciary responsibility by aiding in negotiations of all contracts and agreements related to Homecoming activities.

4. The Homecoming Advisor shall have full decision-making authority for all risk management/ liability issues and logistics the week of Homecoming.

C. The Homecoming Director shall appoint Assistant Directors to organize and plan the spirit activities of Homecoming Week.

615.5 Meetings

1. HEC shall adopt bylaws for its organization, administration, and procedures.
2. HEC shall meet at least once a month and submit a written and/or oral report to both the Senate and Student Body President.

3. HEC shall hold one (1) “Online Student Homecoming Feedback Survey” where all students and organization heads are invited to provide feedback and suggestions for the next year. These surveys shall be held within three (3) weeks of the conclusion of Homecoming Week.

4. HEC shall hold fall meetings to distribute information to students and organizations.

Chapter 616 The Homecoming Planning Commission

History: Revised by the 49th Student Senate Bill 14. Revised by the 50th Student Senate Bill 108. Revised by the 54th Student Senate Bill 82. Revised by the 55th Student Senate Bill 40. Revised by the 56th Senate Bill 73. Revised by the 62nd Senate Bill 103. Revised by the 70th Senate Bill 1.

616.1 Purpose

There shall exist a commission to sub-allocate funds given to Homecoming by the Student Senate and to represent students in issues related to Homecoming. This shall be referred to as the Homecoming Commission, hereinafter referred to as the Commission.

616.2 Membership

A. The Commission shall include seven (7) voting members and as many ex-officio non-voting members as desired.

B. The voting members shall be the Student Body President, the Student Body Vice President, Student Senate President, Student Senate Pro Tempore, Homecoming Director, Pow Wow Director and Inter Residence Hall Council Director.

C. The voting members shall be allowed to send a student designee to vote in their place.

D. The Chair of the Commission shall be the Student Senate President Pro Tempore.

616.3 Powers

The Commission is responsible for the authorization and scheduling of all Homecoming activities which are funded by A&S Fees.

A. The Commission shall have the following authority:

1. Assess the effectiveness of the current Homecoming activities.

2. Sub-allocate A&S funds no later than the third Senate in the month of March in order to fund Homecoming activities for the following year.
3. Authorize and approve the schedule of those Homecoming activities and events, including Pow Wow and War Chant that are funded by A&S Fees.

616.4 Allocation Procedures
A. Request forms shall be available on the SGA website by the beginning of the last week of February.
B. The Commission shall render its final allocation decision by the last Senate in March.
C. All requests must be submitted to the Homecoming Commission no later than two (2) weeks from when the request form was released.

616.5 Meetings
A. The Commission shall meet at least weekly while unallocated monies remain.
B. The Commission shall hold request hearings if necessary.

616.6 Advertising Requirements
The Commission shall advertise the deadline for proposal requests on the Student Government Association Website. The Chair of the Commission should contact previous recipients to inform them the request form was released on the SGA website.

616.7 The Commission shall establish its own bylaws and rules of procedure.

Chapter 617 The Pow Wow Planning Committee

History: Added by the 55th Senate Bill 40. Revised by the 56th Senate 73. Revised by the 62nd Student Senate Bill 8. Revised by the 70th Senate Bill 1.

617.1 Title
There shall be a Pow Wow Planning Committee.

617.2 Purpose and Intent
The Pow Wow Planning Committee, hereinafter referred to as the Pow Wow Committee, shall organize and promote an FSU pep rally for the students, faculty and staff during Homecoming Week. The pep rally event shall be referred to as Pow Wow.

617.3 Membership and Officers
A. The Advisor to the Pow Wow Committee shall be the Director of Student Activities or a designee.
B. The Pow Wow Committee shall include, but not be limited to, Director of Pow Wow and an Assistant Director of Pow Wow appointed by the Student Body President and Assistant Director of Pow Wow.
C. Other officers will be appointed to the Committee to organize and plan the event by the Pow Wow Director.

617.4 Powers and Duties

The Pow Wow Committee shall:

1. Organize and finalize the event known as Pow Wow.
2. Work in collaboration with student leaders and HEC in planning the event.
3. Attend Student Homecoming Feedback meetings held by the Homecoming Director.
4. All funding of this event will be allocated by the Homecoming Planning Commission.

The Advisor of Pow Wow shall:

1. Work in collaboration with the Pow Wow Committee in planning the event.
2. Exercise fiduciary responsibility by negotiating all contracts related to Pow Wow.
3. Have full decision-making authority for the day of the show and the logistics related to the production.

617.5 Bylaws

The committee shall establish its own bylaws for its organization, administration, and procedures.

Chapter 618 Homecoming Elections

*Added by the 70th Senate Bill 30.*

618.1 Student Government Association funds shall not be used for the elections of the Homecoming Chief and Princess. Student Government Association equipment may be used in the election process, so long as the Homecoming Steering Committee agrees to indemnify the Student Government Association for any loss.

Chapter 619 Florida State University Sarasota Campus A&S Fees Fund Guidelines

*History: Created by the 58th Student Senate Bill 58.*

619.1 Purpose
The purpose of these guidelines are:

A. To provide students at the FSU Sarasota Campus, through Sarasota Campus Student Council, (SCSC) an opportunity to participate in the decision-making process.

B. To consider, make recommendations, and act upon certain phases of student life at the Sarasota Campus.
C. To serve as the principal forum for decisions on matters of broad concern to the students at the Sarasota Campus.

D. To serve as the chief means by which Sarasota Campus students may express their university concerns to FSU-SGA.

E. To facilitate effective interaction between the FSU university staff and SCSC in the expenditure of funds derived from A&S Fees.

F. To provide a mechanism that assures that continued compliance with State statutes, university rules, regulations, and policies are not impeded.

619.2 Definitions

A. The term “A&S Fee funded entity” as used throughout these guidelines means: officially recognized student activities, and group-sponsored, or individually sponsored projects that may be allocated A&S Fees by the Sarasota Campus Student Council.

B. Sarasota Campus Student Council (SCSC) is an A&S Fee funded entity comprised of two (2) student representatives from each of the Asolo Conservatory for Actor Training Graduate Program classes, Year One (1), Two (2) and Three (3).

619.3 General Policies

A. The SCSC shall be bound by the Student Body Constitution and bound by the statutes of the Florida State University Student Government Association.

B. The expenditure of Sarasota Campus A&S Fees shall be determined by the SCSC in accordance with the applicable provisions of the Florida State University policies and procedures, and the laws of the State of Florida. The policies, procedures, and controls governing the allocation and expenditure of the Sarasota Campus A&S Fees shall be governed by this statute.

C. The authority and responsibility of SCSC to determine the expenditure of A&S Funds does not include:

   1. Administrative authority over the expenditure of funds by the A&S Fee funded entity, except where provided by the Florida Administrative Code 6C2.3.035 and in accordance with FSU fiscal policy.

   2. Authority to enter into contractual agreements not otherwise authorized.

   3. Authority to in any way deviate from laws, regulations, and procedures pertaining to budgeting, allocation and/or expenditure of funds of the State of Florida.

   4. Authority to impose upon an A&S Fee funded entity a requirement to obtain SCSC

   5. Authority to hire, supervise, or terminate personnel of the A&S Fee funded entities.
6. Authority to make operational decisions of the A&S Fee funded entities except where provided by the Student Body Statutes.

D. No A&S Fee funded entity may discriminate in membership or otherwise on basis of race, creed, color, sex, sexual orientation, age, national origin or disability.

619.4 Elections and General Organization

A. Elections of the SCSC Student Representatives: The Graduate Students for second and third year classes shall nominate and elect two (2) representatives from their respective classes during the Student Orientation period in the first week of the academic year. The first-year student class shall nominate and elect two (2) representatives by the end of the second week of the academic year. All elections under this subsection will be cast and decided by a majority vote.

B. Student representatives shall serve a one (1) year term.

C. In the event a representative can no longer serve on the SCSC or is requested to step down, the request should be made in writing to the Director (Director, Asolo Conservatory for Actor Training). The Director will meet in counsel with the student representative.

D. In the case of a vacancy, an election will be held by the respective class for which the vacancy exists to fill the student representative position.

E. The student organizations that may be subsequently established at the Sarasota Campus must be an officially Recognized Student Organization (RSO) to be eligible to submit a request to spend A&S Fee funds. Requirements for official recognition by the campus are delineated and monitored by the FSU Office of Student Affairs.

F. The SCSC shall hold meetings during the academic year: one in October, January and April. Meetings may be scheduled if announced at least forty-eight (48) hours in advance and posted in a centrally located public place consistent with Chapter 203 of the FSU Student Body Statutes.

G. A methodology for documenting and maintaining minutes of the meetings and expenditure proposals shall be established, published, and maintained in a set of SCSC bylaws not to be inconsistent with the FSU Student Body Statutes.

H. The SCSC shall schedule an orientation-training workshop in the fall term after SCSC representatives are elected. The workshop shall include an explanation of the SCSC A&S Fee Fund Guidelines and information regarding A&S Fees, the budget process, legal aspects, terms of reference, SGA organizational structure, SGA role and responsibility, and A&S Fee expenditure regulations.

619.5 Allocation Procedure

A. A&S Fees paid by students enrolled at the Sarasota Campus will be remitted to the Sarasota Campus. Revenue from activities where admission fees or sales may be charged to other than students and A&S Fees associated with Sarasota Campus students comprise the A&S Fee funds available for the fiscal year (July 1-June 30).
B. Approximate Calendar Action

Each term SCSC seeks input from the students in September and March of the purpose of soliciting A&S Fee funded proposals for recommendation to the SCSC. Upon review and voting on expenditure proposals, final approval rests with the FSU Cultural Center Deputy Director, acting on behalf of the University President.

C. The Deputy Director of the Asolo Conservatory for Actor Training, acting on behalf of the University President, shall provide the SCSC with the rationale for any veto action within fifteen (15) school days of receiving the expenditure along with suggested alternatives for re-allocation.

619.6 Expenditure Control

A. Expenditures shall be consistent with the purpose and intent expressed in the Florida Administrative Code and FSU policies.

B. Accounting of A&S Fee funds to facilitate an audit and/or review by FSU-SGA Student Body President and others shall be faithfully maintained by the SCSC and be available to the public upon request. The departmental ledger and supporting documents shall be reconciled each month by the FSU Sarasota Campus Cultural Center Accounting Department.

C. Cash collected during student activities will explicitly follow FSU University rules regarding cash handling.

D. In the event of non-A&S Fee income and/or expenses, a report and accounting for each event summarizing such activities will be filed for review using the format below:

   **Non A&S Income**

   Beginning cash balance:
   Plus income:
   Less expenses:
   Sub-total cash balance:

619.7 Reserve Account

The SCSC shall maintain a reserve account minimum of four thousand dollars ($4,000).

619.8 Sweepings

A&S Fees generated by the Sarasota Campus shall remain in this account and are not to be swept. Therefore, FSU Student Body Statutes Chapter 412 shall not apply.

619.9 Amendment Procedure

Amendments to the Sarasota Campus A&S Fee Fund Guidelines may be considered at any time upon the written request of the SCSC to the FSU-SGA Student Senate. The SCSC shall prepare the proposed amendment and submit it to the Deputy Director for approval. Upon approval the amendment will be forwarded to the FSU-SGA.
621.1 Purpose

The Purpose of the College Leadership Councils will be to:

A. Act as the ambassadors of their respective college and provide a direct link to the student body.

B. Work directly with the Dean and other college administration to provide a student perspective in deciding and implementing the goals and initiatives of each college.

C. Create and oversee beneficial programming for students in an attempt to improve opportunities for personal and professional growth.

621.2 Organization of the Councils

A. Each College Leadership Council will be composed of the following membership:

1. A designated number of undergraduate student representatives, preferably an adequate representative from each department within that college.

2. A designated number of graduate student representatives to be determined by each college.

B. The Senate President shall, at the start of each new Senate term, appoint a Student Senator to serve as the liaison between the Council of their respective college and the Student Government Association, as well as ensure that each liaison is effectively communicating with each Council.

These Senators are not considered official members of the council unless approved by the Dean, after being forwarded by a majority vote of the council.

C. Each College Leadership Council will have a department advisor that will be either be a faculty member or an administrator in that respective academic department.

D. The body of the Council will elect from these members, a Chair, Vice-Chair, Secretary, and Treasurer.

E. To serve on a College Leadership Council, students must go through the following process:

1. Be nominated by a faculty member or department administrator, or fill out a membership application provided by the respective council.

2. After being nominated or applying, the student will be given the opportunity to interview with the current members of the Council.
Candidates must receive a majority vote of the council in order to be forwarded to the Dean for confirmation.

3. Upon confirmation, the student will serve a one-year term, starting in the fall or spring, which may be renewed at the end of their tenure through an evaluation process, overseen by the advisor and the current members of the council.

4. All council members must be in good standing with their college and university.

621.3 College Leadership Council Guidelines

Each Council shall be charged with creating their own general guidelines to be voted on and approved by a majority of their council’s membership.

621.4 Financial Provisions and Accountability

A. The College Leadership Council program as a whole will be eligible for block funding in the annual Student Government Budget. The block of funds will then be appropriated to each individual council by the CLC Funding Committee.

B. The College Leadership Council is an entity of the Executive Branch and shall be directly accountable to the Office of the Student Body President while being overseen by a member of the Student Body President’s Executive Cabinet throughout the academic year.

C. The Chair of each College Leadership Council will provide the Treasurer of Student Body and Student Senate Budget Chair with a report on the programs, activities, guidelines, and finances of the Council at the end of each semester.

D. Each Student Senate liaison for the College Leadership Councils may choose to make frequent reports to Senate during regular meetings, however, the liaison must report at least twice a semester on the council’s progress as well as past and future events.

E. College Leadership Councils must follow all statutes, guidelines and policies related to the spending and management of Student Government Association finances.

F. The College Leadership Council cannot act as a funding board for Recognized Student Organizations (RSOs).

G. The College Leadership Council cannot allocate funds to Recognized Student Organizations (RSOs) in the areas of contractual services, expense, events, clothing, awards, travel, organization materials, lodging or registration.

Chapter 622 College Leadership Council Funding Committee

History: Revised by the 68th Senate Bill 57. Revised by the 70th Senate Bill 22 A.
622.1 Purpose
To create the College Leadership Council Funding Committee, hereinafter referred to as the CLC Funding Committee, and establish a funding process for these Councils.

622.2 Definition
A CLC shall be defined as a leadership council formed within each academic college that operates as an entity of the Executive Branch that promotes academic, personal and professional growth within each college.

622.3 CLC Funding Process

A. CLC Funding Committee

1. The CLC funding committee shall allocate funds to CLCs from a block amount decided by the Budget Committee allocation for the next fiscal year.

2. The CLC Funding Committee shall be comprised of two (2) students appointed by the Student Body President, two (21) student Senators appointed by the Student Senate President, and the Student Body Treasurer. The Committee shall be formed by the second week of the Spring semester.

3. The Chair shall be the Student Body Treasurer. In the absence of the Student Body Treasurer, the Student Body Treasurer may appoint a proxy.

B. CLC Funding Procedures

1. The Student Body Treasurer shall promptly issue a letter to the CLCs’ Chair, Treasurer, and advisor by the last week of classes in the fall semester, informing them that they need to begin preparing a packet containing their budget requests for the upcoming fiscal year, as well as their plans for the current fiscal year. At this time, the CLCs will also be informed of how the funding process works, and what they should expect from it.

   a. This announcement will also be made public on SGA’s website. A link will be provided that allows for the CLC’s budget request to be received.

   b. The CLC Funding Chair shall remind the CLC’s Chair, Treasurer and Advisor of the budget request deadline one (1) week prior to the deadline.

2. CLC’s shall submit their requests to the provided link by the second Friday of the Spring semester.

3. If a request is submitted after the deadline, but before the hearing, the committee will vote by majority on whether or not the request shall be heard.
a. If a CLC misses their hearing, the committee will review the submitted request.

4. The CLC Funding Committee shall hold hearings during which budget requests are defended by the third Friday of the spring semester. Each CLC shall have a separate hearing.
   a. The CLC Funding Committee Chair shall inform the CLC’s Chair, Treasurer, and Advisor of when hearings will take place as the committee is formed.
   b. The hearings shall be administered by the Chair of the CLC Funding Committee and shall require a minimum of three (3) members. The CLC Funding Committee will in good faith obtain quorum.

5. After hearings have taken place, the CLC Funding Committee will determine how much they will allocate to the CLCs from the Budget Committee block funding. Deliberations shall be completed by the third Friday of the spring semester.

6. Two (2) Senators from the CLC Funding Committee shall draft a resolution to recommend approval or disapproval in whole or part. The resolution to recommend approval or disapproval in whole or part. The resolution must be submitted for Student Senate hearings no later than one (1) school week after hearing the proposed allocations.

7. Approval of the allocation requires a two-thirds (2/3) vote of the Budget Committee.

8. Any amendment to the resolution on the Senate floor must specify which part of the resolution (line item) to amend. The amendment requires a two-thirds (2/3) vote.

9. All reasoning for the reapportionment of funds by the CLC Funding, Budget Committee, or Senate as a whole shall be made available to any student upon request.

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**TITLE VII The Student Body Election Code**

*History: Amended by 44th Senate Bills 104, 161, 162, 163 and 166. Revised by 45th Senate Bills 155 and 172. Revised by the 46th Senate Bills 34 and 35. Revised by the 47th Senate Bills 14, 61, 62, 71, 78, 99, 174, 177 and 186. Revised by the 48th Senate Bills 19, 31, 65, 66, 75, 109, 119, 152 and 156. Revised by the 49th Senate Bills 6 and 116. Revised by the 50th Senate Bills 51, 146 and 162. Revised by the 51st Senate Bills 16, 17, 23, 24, 25, 26, 27, 30, 72, 105 and 121 A, 121 C. Revised by the 53rd Senate Bills 8, 12, 47 and 119. Revised by the 54th Senate Bills 11, 25, 64, 82 and 106, 110 (A), 113 and 117. Revised by the 55th Senate Bills 45, 71, 92 and 103. Revised by the 56th Senate Bills 22, 58 and 98. Revised by the 57th Senate Bills 8, 14 and 47. Revised by the 58th Senate Bills 3, 7, 50, 70, 79. Revised by the 59th Senate Bills 5, 19, 65 and 100. Revised by the 60th Senate Bills 8, amendment to Bill 8, 12, 27 and 59. Revised by the 61st Senate Bills 9, 16, 47, 73 and 82. Revised by the 62nd Senate Bill 19. Revised by the 63rd Senate Bills 39, 75, 81. Revised by the 64th Senate Bill 53. Revised by the 65th Senate Bills 25, 80 and 88. Revised...*
Chapter 700 Restrictions on Altering the Election Code

Once the date for an election has been determined, according to 705.4 and 706.5, the election code used for that election cannot be changed. The Election Code will be enforced three (3) weeks prior to an election.

Chapter 701 Definitions

701.1 The following words and phrases, when used in this title shall be defined as follows:

A. Campaigning – The distribution of campaign materials, use of campaign materials, or the solicitation of support for or against a ballot item, political party, and candidate for an elected office of the Student Body. Campaigning shall begin the Wednesday at 12 a.m., one week prior to the Election Day.

1. Solicitation of support shall be defined as publishing the name or likeness of any candidate or political party to expressly advocate the election or defeat of a candidate; that cannot be interpreted as something other than an appeal to vote, through publishing, for or against a specific candidate.

2. Nothing in this Election Code shall be construed as to prohibit a candidate who has been formally approved for candidacy from stating what office the candidate is running for.

B. Electronic Communication – campaigning through any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, digital, radio, computer, cellular or wireless device.

C. Campaign Contribution - The gift or furnishing of money, materials, supplies, professional services, or any in-kind contribution to any campaign in any form.

D. Campaign Expenses - The fair market value of any goods or services paid for or received by the campaign for the purpose of advertising candidates, advertising political parties during campaigning, violation penalties accrued during an election, and/or calling for the action to vote. This shall include setup or production fees, sales tax, or any other secondary costs for goods and services.

1. Discounted items that are available to all persons and political parties at the time of purchase shall be exempted from fair market value criterion.

2. This section shall not be construed to apply to speakers, volunteers, and other campaign workers of a purely voluntary, unpaid nature.

3. To question the “fair market value” of a good or service declared by a candidate or party, the questioning party must obtain and submit an affidavit from the contractor or merchant in question disputing the candidate or party’s claim of fair market value, when such claims understates fair market value.
E. Campaign Materials - any material, including but not limited to social media, electronic communication, videos, posters, placards, signs, signboards, leaflets, folders, handbills, fliers, banners, t-shirts, buttons, paint, University owned walls that may be painted on, handwritten announcements or circulars of any size and consistency that publicize a political party or candidate for an elected office of the student body, and calling the action to vote.

F. Candidate - Any student seeking to be elected as an officer of the Student Government Association.

G. Declaration of Candidacy - Filing of intent to run for elected office with the Supervisor of Elections.

H. Five Week Period – the three weeks prior to the date of elections and two weeks after the date of elections.

I. Independent Candidate - Any candidate who is not running with a party.

J. Official Ballot - The medium used by which a vote is recorded.

K. Political Party - Any number of persons properly registered with the Supervisor of Elections, working together to establish, promote, or gain acceptance for some kind of government cause, opinion, etc., which they hold in common.

L. Electorate - The electorate shall be the entire registered student body at FSU. The electorate shall be divided into divisions and special seats. Only those enrolled in a specific division may vote for Senate or COGS candidates seeking to represent that division. Only those enrolled in the Senior Class shall be eligible to vote for candidates seeking office in the Senior Class Council. All students may vote for candidates for campus-wide elected offices, as well as for Constitutional Amendments and Referenda.

M. General Election: Bi-annual election held for the purpose of determining the candidate who shall assume office. There shall be two General Elections per year, one in the fall semester and the other in the spring.

N. Special Election - an election held at any time other than a General Election for any purpose.

O. Division – shall be defined as academic colleges and schools as reported by institutional research.

P. Certificate of Election - A document certifying that a candidate has been duly elected.

Q. Final Expense Statement - A document listing all financial expenditures or contributions in regards to fees and/or donations. All receipts of expenditures, all banks statements and their proper relatives, deposit slips, and other documentation recording expenses and donations received are part of the Final Expense Statement.

1. A statement of the cumulative campaign expenditures based on the fair market value, signed by the candidates and/or party chairman.
2. An itemized list of all expenses.

3. A signed statement provided by the Supervisor of Elections attesting to the validity of the total campaign expenses and contributions, and that all campaign contributions were collected in accordance with student body statutes.

4. An itemized report containing the full name, residence or business address of each person who has made one or more contributions in any form to the campaign.

5. Campaign Contribution Statement, a copy of all account statements, check stubs, deposit slips, and any other financial documents shall be submitted on the first Wednesday of campaigning as well as in the candidate for party’s final expense statement.

R. Filing shall be defined as completing the proper form or paperwork required by the specific statute. In the case of a requirement to file when the election office is closed, unoccupied, or otherwise unable to serve the students, the submission of an electronic mail copy with all required information may substitute for a paper form. The elections office shall work toward having an online filing form where data may be entered on the elections website. Should such a system be developed, submission shall count as filing. If some additional documentation cannot be submitted electronically, the Supervisor of Elections is empowered to request such documentation within a reasonable amount of time from the person who filed electronically.

S. Unofficial election results – the election results announced in Senate and posted on the door of the Office of Elections.

T. Final election results – all votes of an election that have been verified by the Office of Elections as outlined by 711.4.

U. Official election results – the final election results after all final expense statements have been approved and there are no outstanding appeals and/or alleged violations.

V. Campaign Contribution Statement – Shall be defined as a copy of bank account statements, check stubs, deposit slips, receipts of both campaign expenses and campaign materials as defined in 701.1 D and 701.1 C, up to the date of submission and any other financial documents which shall be submitted on the first Wednesday of campaigning and in the candidate or party’s final expense statement. This shall be submitted on a form prescribed by the Supervisor of Elections.

W. Internal Data System – Data collective by a candidate or political party used to contact their party officers, their candidates, or the electorate through electronic communication on an electronic form created by the Supervisor of Elections.

X. A Business Day – Shall be defined as a day during which the SGA Advising and Accounting Office is open.

X. Election Cycle – When Title VII goes into force for an election until the Supervisor of Elections’ deadline for filing violations according to 711.4J.
Y. Advertisement – Shall be identified as notice or announcement in a public medium promoting a candidate of political party in which a monetary transaction is made or considered a campaign material.

1. Organic social media engagement shall not be considered as a form of advertisement.

2. Non-candidate or non-dues paying political party members’ posts shall not be considered advertisements.

Z. Free equal time – Shall be defined as providing equivalent opportunity for advertising to any opposing political candidates who request it.

Chapter 702 Supervisor of Elections Office

702.1 Selection Process

A. Supervisor of Elections

1. A Supervisor of Elections shall be appointed by the Student Body President and confirmed by majority vote of the Student Senate in accordance with Chapter 307.

2. A Supervisor of Elections must be appointed no later than the last week of the Spring semester and confirmed no later than the first Student Senate meeting of the fall semester.

   a. If the Supervisor of Elections leaves office within three (3) weeks of an election, a Deputy Supervisor of Elections must be appointed by the Student Body President immediately subject to Senate confirmation. If this is not done, the Student Senate shall be empowered to interview and choose its own candidate for the position.

3. The Internal Affairs Committee shall administer the same certification exam, created by the Judiciary Committee, used for the Elections Commission appointments; to the Supervisor of Elections, the Deputy Supervisor(s) of Elections, and the Election Assistants. This is done prior to confirmation.

   a. The candidates above must pass the exam within two (2) attempts per semester, with an 80 percentile correct.

4. No Supervisor of Elections shall be a candidate for any Student Government Association office or be associated in any way with political parties.

B. Deputy Supervisor of Elections

1. The Supervisor of Elections will coordinate with the Executive Branch when choosing Deputies and forward them to Senate to be confirmed.
2. No Deputy Supervisor of Elections shall be a candidate for any Student Government Association office or be associate in any way with political parties.

C. Election Assistants
   1. Election Assistants will be chosen at the discretion of the Supervisor of Elections.
   2. No Election Assistants shall be a candidate for any Student Government Association office or be associate in any way with political parties.

702.2. Duties of the Supervisor of Elections

A. Ensures political parties in accordance with the Statutes.

B. Ensure that the qualifications of candidates are within three academic days of the filing deadline.

C. Employs at least two (2), not more than three (3) impartial Deputy Supervisors to serve an election. Appoint at least one (1), no more than two (2) Election Assistants, as necessary beginning two (2) weeks prior to the end of Election Day, to operate as impartial assistants with information sessions, polls from opening to closing time, and assist the Office of the Election. Employ election assistants, as necessary beginning three (3) days prior to the end of the Election Day, to operate the poll(s) from opening to closing time and assist the Office of Elections.
   1. Hire, train, assign duties to, and supervise the Deputy Supervisor(s); obtain Senate confirmation for Deputy Supervisor(s).
   2. Hire, train, assign duties to, and supervise Election Assistants.
   3. Dismiss and promptly replace any Deputy Supervisor or Election Assistants due to malfeasance, misfeasance, or nonfeasance.

D. Creates and implements marketing strategies to improve voter turnout for all SGA elections.
   1. At least two (2) weeks prior to the Elections, the Supervisor of Elections must advertise available seats, deadlines, voting site(s), and election date.
   2. The ballot items must be posted on the website, as well as the Approved Final Expense Statements of the political parties and individuals prior to the certification of elections.

E. Enforces the Election Code subject to approval of the Elections Commission when appropriate.

F. Verifies the fair market value of each campaign expense, discount or donation through various means, including but not limited to job quotes and receipts.
G. Verifies the Final Expense Statement.

H. Refers questions of interpretation of the Election Code to the Student Supreme Court. The Student Supreme Court must render a written advisory opinion within twenty-four (24) hours of any submission of a request for an interpretation of the Election Code.

I. Supervises the approval of campaign materials. The Supervisor of Elections shall keep records of all election results, financial information, and campaign materials. All records shall be kept for a minimum of three (3) years.

J. Notifies all candidates via e-mail within 24 hours of the decision to hold a Special Election. At this time, the Supervisor of Elections will inform the candidates of the date, time, and circumstances of the election.

K. Provides detailed descriptions and procedures for the filing of candidates in written forms for prospective candidates. Publish procedures and available offices at least one (1) week prior to the filing deadline on the SGA website, as well as make said documents readily available in the Office of Elections.

1. Publish the election date, time, polling location(s), and appropriate procedures for voting in a paper of general campus circulation a week prior to the election. Have written copies of the unofficial ballot available and posted outside the SGA Accounting and Advising Office on Election Day.

2. Publish the official ballot, referenda, and constitutional amendments, a week before the elections on the Student Government Association Website and social media, and have written copies available and posted outside the SGA Accounting and Advising Office and the polling stations on Election Day.

3. Publish the unofficial elections results no later than 48 hours after the close of polls on the Student Government Association website and social media.

L. Disqualify candidates or political parties, who make false statements regarding qualifications for office, who forge signatures on applications, or who fail to follow the procedures in 710.4.

M. Hosts an SGA sponsored executive debate every Spring semester that will include the Student Body President, Vice President, and Treasurer candidates. The debate must take place during campaigning on any of the seven days prior to the election date. In the event that there is no opposition, it shall be the Supervisor's responsibility to implement an executive question and answer event.

1. It shall be the Supervisor's responsibility to include questions specifically for each candidate and their respective position.

2. It shall be the Supervisor's responsibility to notify all candidates for office of the event details in writing including the time, date, venue, and questions that will be asked, no less than five (5) school days prior to the event, as well as request their attendance and participation at the event.
3. It shall be the Supervisor’s responsibility to advertise the event to the student body no less than five (5) school days prior to the event. The debate advertisement must include the date, time, and place of the debate.

4. The Supervisor of Elections shall allot a portion of the debate for questions from students in attendance to the candidates. The questions presented to each candidate shall be screened on-site by a committee comprised of the Supervisor of Elections, and one representative for each candidate participating in the debate. Questions shall only be asked once they have received unanimous support from said committee. The Supervisor of Elections shall ensure that decorum is upheld during questioning.

5. An Executive Question and Answer Event occurs when the Spring Semester candidates are given the opportunity to address a set of questions. The set of questions shall be done by the Supervisor of Elections and shall be no more than six questions. Two days prior to the debate the Supervisor of Elections will open up a form for students to submit questions; The Supervisor of Elections and Deputies will review the submitted questions and choose no more than six to be asked at the question and answer event.

N. Declares candidates or voting blocks of any election to be elected by acclamation if an election is uncontested at the deadline of declaration of candidacy filing, pending the resolution of any candidacy controversies to be resolved by the Elections Commission, Supervisor of Elections, or other pertinent authority. Candidates who fall under this provision may be excluded from the ballot at the discretion of the Supervisor of Elections.

O. Invalidates ballots and parts thereof cast contrary to the Student Body Statutes.

P. Maintains, as public record, in the Supervisor of Elections Office, the final result and ballots of all elections.

Q. Declares results valid and certify an election.

R. Declares an election invalid when they are unable to validate the unofficial and final results of an election based on the Rules of Procedure as outlined in Title VII.

S. The Supervisor of Elections of the Deputy Supervisors much review and decide on the approval or denial of campaign materials within twenty-four (24) hours of submission, excluding non-business days. This review shall be in accordance with Chapter 702. L of the Student Body Statutes. The Supervisor of Elections shall record the description of each item used, the quantity used, and the prices based on receipts. (Both discounted and fair market value of each item and the total cost).

702.3 Hours of Operation

A. The Office of Elections shall be open for a minimum of fifteen (15) hours, not to exceed thirty (30) hours a week, during the five (5) week election period. During
the operation weeks prior to and after this five (5) week period, the office shall be open a minimum of ten (10) hours and a maximum of fifteen (15) hours.

1. Two weeks prior to election day the Office of Elections shall be open for at least two (2) hours per business day.

B. The Supervisor of Elections shall work no more than twenty (20) hours a week during the five (5) week election period. During the operational weeks prior to and after this five (5) week period, the Supervisor of Elections shall work no more than ten (10) hours a week.

C. The Deputy Supervisors of Elections shall individually work no more than ten (10) hours a week during the five (5) week election period. During the operational weeks prior to and after this five (5) week period, the Deputy Supervisors of Elections shall work no more than five (5) hours a week.

702.4 Role in the Election Commission

A. The Supervisor of Elections shall serve as chair of the Elections Commission.

B. Convene the Elections Commission and assist in setting the agenda for its meetings.

C. Publish meeting times twenty-four (24) hours prior to Elections Commission meetings. The Elections Commission shall attempt to notify candidates or political parties who are charged with alleged violations at least twenty-four (24) hours in advance of the meeting by phone, email, or in person.

D. During campaigning the Supervisor of Elections shall review and rule on any alleged violations in the Elections Code. The Supervisor of Elections has the right, based on the Student Body Election Code, to decide whether an alleged violation shall be forwarded to the Elections Commission. Notice of such a decision must be given to the party, or individual filing the violations, within twenty-four (24) hours. This decision can be appealed to the Election Commission according to 703.2 of the Elections Code.

Chapter 703 Composition of the Elections Commission

703.1

A. The Elections Commission shall be composed of the Supervisor of Elections and six (6) FSU students selected by the Chief Justice of the Student Supreme Court. Alternate(s) shall be selected by the Supreme Court Chief Justice to fill absences. The SGA Advisor and one Deputy Supervisor of Elections shall serve as ex-officio non-voting members. Quorum for meetings shall be no less than four (4) of the seven (7) voting members.

1. The Supervisor of Elections shall serve as the chair of the Elections Commission. The Commission shall elect a vice-chair by a majority vote of no less than quorum. The Supervisor of Elections shall be responsible for convening this meeting.

2. The Elections Commission must convene for the first time no later than three (3) weeks prior to any election.
B. No member of the Elections Commission shall be a candidate for Student Government Association office. No member of the Elections Commission shall be affiliated in any way with a political party.

C. Upon just cause and in a written and signed request to the Student Government Association Advisor, any candidate for office shall have the right to request a recusal of any member of the Elections Commission. The SGA Advisor shall investigate the complaint and upon finding merit, that member must recuse themselves.

D. The Elections Commission shall serve as an appeals board before cases are brought to the Student Supreme Court. The Elections Commission shall also determine if alleged violations are upheld. The process by which the Commission shall undertake these duties outlined in Chapter 703.2 of the Student Body Statutes.

E. The Senate President may create an ad-hoc Elections Oversight Committee to compose a written or multiple-choice certification exam to assess appointments to the Elections Commission. The test must fairly encompass the Election Code. The Judiciary Committee must approve this test prior to the start of campaign week every Fall and Spring semester. A previously used test may be re-approved. All voting members of the Election Commission shall take the Election Code test every Fall Semester. If any vacancy should occur, the new voting member shall take the Election Code Test prior to their first Election Commission meeting.

1. A passing grade will consist of eighty (80) percentile with not more than two (2) attempts within a semester.

2. The competency test will be administered and graded by the Supervisor of Elections.

   a. Only the questions answered incorrectly may be revealed, but not the answer choices.

   b. The test questions and scores may be made available upon demand to the Student Body President, Vice President, Chief of Staff, Supervisor of Elections, Senate President, Senate Pro Tempore, Senators, COGS Speaker of the House and the SGA Advisor.

703.2 Powers and Duties of the Elections Commission

A. All actions of the Elections Commission shall require the approval by a majority of present, voting members.

B. The Supervisor of Elections shall abstain from voting when:

   1. The Supervisor and/or Deputy Supervisor(s) of Elections files an alleged violation against an independent candidate, individual candidate, and/or political party.

   2. An independent candidate, individual candidate, and/or political party files an appeal against the Supervisor and/or Deputy Supervisor(s) of Elections.
C. Submit recommendations regarding the Elections Code to the Student Senate.

D. Appoint a Secretary

1. Appointment:
The Elections Commission Secretary shall be selected by a majority vote of the Elections Commission.

2. Duties:
Record the minutes of the Elections Commission.

E. Decide and validate the agenda of the Elections Commission in conjunction with the Supervisor of Elections.

F. Hear and act upon appeals against decisions of the Supervisor of Elections. They may overturn such decisions by majority vote. The Rules of Procedure for Elections Commission hearings for appeals or alleged violations shall be the following:

1. The Elections Commission shall notify all candidates and political parties involved at least 24 hours prior to a scheduled hearing.
   a. The Elections Commission Chair shall be able to convene the Elections Commissions without 24 hour notice when all candidates and political parties involved agree to an earlier meeting time.

2. The meeting time shall not conflict with Student Senate, therefore not allowing a candidate running for re-election to attend. If a conflict of schedule exists, the affected candidate has until five (5) hours prior to the Elections Commission meeting to notify the Supervisor of Elections. Candidates shall provide the Supervisor of Elections with documentation regarding the scheduling conflict and any excuse granted shall be in accordance with University Policy. If no such excuse is provided to the Supervisor of Elections, the Supervisor of Elections shall have the sole discretion to allow the Elections Commission to hear the case in question.

3. Once convened for the first time, the Elections Commission will elect a Vice-Chair from the Commission to preside over meetings in the absence of the Chair.

4. As the first order of business, the Elections Commission will confirm the minutes of the previous meeting.

5. The second order of business will be to resolve any previous business left over from the last meeting.

6. Once old business is completed, the chair will then read aloud each appeal or alleged violation that the Commission will hear during the said meeting.
7. The Commission will then hear each appeal or alleged violation in the order that it was received. It is up to the Commission’s discretion whether or not to combine or disjoin similar appeals or violations.

8. Each party shall be allotted fifteen (15) minutes to present their respective case.

9. Following the presentation of the case each party shall be entitled to a five (5) minute closing.

10. At any time during the hearing, the Commission shall be entitled to ask questions of either party. Questioning shall not penalize each party’s respective time limits.

11. If the case before the Elections Commission is an alleged violation, the Elections Commission shall then rule by majority vote on the following:
   a. If the alleged violation at hand, when proved would constitute a violation at all.
   b. Whether or not the alleged violation should be sustained.

12. If the case before the Elections Commission is an appeal, the Elections Commission shall rule by majority vote on whether the decision of the Supervisor of Elections is sustained or overturned.

13. If the case before the Elections Commission involves contesting the election as outlined in 708.1, the Elections Commission shall vote by a simple majority to validate or invalidate the election results.

14. The Commission shall be entitled to extend the allotted time for both parties by up to thirty (30) minutes through a majority vote.

15. The Commission shall post the results of the meeting within twenty-four (24) hours.

16. Should a conflict in statutes, an emergency, or an otherwise unforeseen circumstance render it infeasible for someone to comply with the Election Code, or it be a miscarriage of justice to enforce the code, the Election Commission shall have the power to rule if a “good faith effort” was rendered by the specified party and adjust the ruling as necessary. Such a ruling may also be appealed to the Supreme Court.

G. Investigate, note, and make findings of fact of violations of the Election Code.

H. Decisions of the Elections Commission may be appealed to the Student Supreme Court. The Elections Commission must rule on a matter before it can be appealed to the Supreme Court. Under no circumstances may the Elections Commission defer ruling on a matter to a higher body without rendering a decision.

I. Any decision made by the Elections Commission may be appealed to the Supreme Court no later than twenty-four (24) hours after said decision has been issued, sustained, dismissed or overturned at the Elections Commission.
meeting. No appeals of decisions made by the Elections Commission shall be accepted after this twenty-four (24) hour period.

Chapter 704 Qualifying for Office

704.1

A. All candidates must qualify for the office as defined by the Student Body Constitution and Statutes.

B. All senatorial candidates must be enrolled, by filing deadline, in the University division that they seek to represent. Senators who file in divisions in which they are not registered shall be removed from the ballot.

C. If an upper-division candidate is enrolled in more than one division, that individual may represent the division of their choice.

D. Candidates for the Senior Class Council must be enrolled in the Senior Class by the Fall academic semester following their election to office. Elected officials in the Senior Class Council who fail to meet the criteria by the time they enter the Fall academic semester following their election to office shall be subject to immediate impeachment proceedings by the Student Senate, no later than one week following the beginning of the fall semester in question.

704.2 Declaration of Candidacy

A. No candidate shall be placed on the Official Ballot who has not filed declaration of candidacy or who has not met the specific qualifications for the office.

B. The Supervisor of Elections shall provide the Declaration of Candidacy Form which shall be signed by the SGA Director of Student Affairs or SGA Assistant Director, to confirm the candidate’s qualifications for office.

C. A political party may remove its affiliation with any candidate with the consent of the party’s officers. Otherwise, only a candidate for office may change their declaration.

D. Only the candidate may withdraw their Declaration of Candidacy twenty-four (24) hours before the starting time of the election day.

E. No student shall declare candidacy for more than one (1) major office at a given time.

F. Each candidate shall show understanding and acceptance of all filing procedures, campaign restrictions, and the elections and ethics codes prior to filing. This will be shown by signing an affidavit provided by the Supervisor of Elections. In addition, candidates will also sign a statement that they shall be liable for all actions undertaken by their party.

1. The Supervisor of Elections or the SGA Director of Student Affairs shall make all information pertaining to filing available at least one (1) week prior to the filing dates. At that time the Election Code shall be considered binding for the elections in question and shall not be changed by the Student Senate.
G. There shall be Mandatory Candidate Seminars on Monday and Tuesday after the deadline of the declaration of candidacy organized by the Supervisor of Elections that will inform candidates about rules and procedures. Independent candidates and political party candidates are only required to attend one of the mandatory candidate seminars. Political Parties must send their candidates along with their Campaign Manager or Treasurer who falls under Chapter 710.3 A of the Student Body Statutes. The Supervisor of Elections shall have the sole discretion to hold additional seminars. Candidates or parties who fail to attend one of the seminars held by the Supervisor of Elections shall lose their eligibility for office unless they show proof of class conflict or illness. This shall not apply to candidates seeking only seats in the Congress of Graduate Students.

H. All candidates for office will sign a memorandum of understanding provided by the Supervisor of Elections discussing the penalties associated with, and specified by, Chapter 711 of the Student Body Statutes.

704.3 Ruling on Candidates Qualifications

A. The Supervisor of Elections shall rule on the qualifications of candidates within three (3) days after filing closes, subject to appeal to the Elections Commission in accordance with Chapter 703.2 of the Student Body Statutes.

B. The Supervisor of Elections shall disqualify candidates who make false statements regarding qualifications for office or who forge signatures on applications.

C. Candidates disqualified by the Supervisor of Elections shall be notified in writing by the Supervisor of Elections. This shall be delivered to the candidate and to the candidate’s party, if applicable, no later than two (2) school days after the disqualification has been made.

D. The Supervisor of Elections shall coordinate with the appropriate university offices to verify the qualifications of all candidates.

704.4 Political Parties

A. Any group of students may organize as a student political party and nominate candidates.

B. The Supervisor of Elections shall officially recognize a political party when the party does all of the following:

1. Files with the Supervisor of Elections two (2) accurate copies of its constitution, and an accurate list of its officers.

2. The party chair or its equivalent signs an affidavit provided by the Supervisor of Elections stating that the party will abide by the Student Body Constitution and Statutes, as well as its own constitution and bylaws.

3. Nominates at least one candidate for office per year.

4. Files a party name, acronym, or logo that does not duplicate or blatantly resemble the name, acronym, or logo of any other existing FSU campus
political party, copyrighted image or symbol, or any living individual. Party names may not be vulgar or offensive and the acceptance of names shall be at the discretion of the Supervisor of Elections.

5. Political parties must be Recognized Student Organizations with the Student Activities Center.

6. Political parties must be recognized by the Supervisor of Elections at least one day prior to the filing deadline of each semester.

7. Every party’s campaign manager and treasurer must sign a memorandum of understanding provided by the Supervisor of Elections discussing the penalties associated with, and specified by, Chapter 711 of the Student Body Statutes.

C. Party recognition may be obtained only when these steps have been completed and accepted by the Supervisor of Elections.

704.5 Ballot Provisions

All questions of opinions, compulsory referenda, constitutional amendments, and other ballot provisions must be submitted to the Supervisor of Elections from the President of the Student Senate stating the Senate’s approval, or with all petitions signed from the sponsor of the proposed ballot provision by the filing deadline for an election. Should the necessary number of signatures or Senate approval be received after the filing deadline, then the ballot provision will go onto the ballot for the next general/special/referenda election to be held. The Senate may withdraw its approval by the same majority needed to propose to ballot. However, the signatures for a petition provision may not be withdrawn by the petition sponsor. They may only be personally withdrawn individually by the petitioners e-mailing the Supervisor of Elections from their FSU account prior to the close of filing for the election in which the provision is put to the ballot. The Supervisor of Elections shall post online all provisions (both wording and statements of intent/understanding), their source (Senate or petition), and the number of remaining signatures needed, if applicable. The following rules on petitions shall be enforced:

A. All ballot provision petition forms must include identification information for the student in the form of: Full Name, Major, Blackboard ID, date signed, and signature.

B. All petitions must declare at the top of the form: what category of provision they are, what type of force they have, how many signatures are needed for the ballot, and what approval vote is necessary. The beginning of the petitions must follow the wording below:

1. For opinions questions, the following wording must appear: “This is a petition to add an Opinion Question to the FSU Student Body Election ballot. It has no legal force or action other than to ascertain the opinion of the Student Body on a particular issue. It needs two-hundred (200) signatures to reach the ballot and a majority to become the unofficial opinion of the FSU Student Body.”

2. For referendum elections, the following wording must appear: “This is a petition to add a referendum election to the FSU Student Body Election
ballot”. It has legal force to require SGA to take the actions required therein assuming the majority of the electorate voting on the referendum vote yes, it needs five-hundred (500) signatures to reach the ballot.

3. For constitutional amendments, the following wording must appear: “This is a petition to add an amendment to the Student Body Constitution to the FSU Student Body Election ballot”. It has legal force to require SGA to take the actions required therein assuming two-thirds (2/3) vote yes, and a least ten percent (10%) of the Student Body votes on the constitutional amendment. It needs fifteen hundred (1,500) signatures to reach the ballot.

C. All petition forms must have the full text of the proposed provision and must begin their official ballot text with the statement “I, the undersigned, as a legally registered FSU student, aware that submitting false and/or duplicate information is a punishable offense, do hereby petition the Student Body Supervisor of Elections to add the following ballot provision to the Student Body election ballot.”

Chapter 705 Fall Elections

705.1 Fall elections shall include elections for Student Senate, Campus Recreation Board, Congress of Graduate Students, and all referenda and constitutional amendments duly proposed pursuant to the Student Body Constitution and Statutes.

705.2 If the date of elections is a religious holiday, it shall be moved one (1) week by the Supervisor of Elections. This must be done prior to the filing deadline. If the Elections are moved, the Supervisor of Elections shall inform the Student Body President, the Senate President, and the Speaker of the Congress of Graduate Students no less than two weeks prior to the new date of the elections or the original date of elections, whichever is earliest.

705.3 All candidates for office shall file applications with the Supervisor of Elections no later than 4 p.m. on Wednesday, two weeks before the elections.

705.4 The elections shall take place on the seventh Wednesday of the fall semester. In the case of a date conflict the Student Senate shall determine the date of the elections between the sixth and eighth week of school by a resolution passed no later than the last Senate meeting of the spring semester. If no such resolution is passed the Supervisor of Elections shall select the date of elections no later than the Friday following the third Wednesday of the semester.

A. The Student Body President and the Speaker of the Congress of Graduate Students shall be notified by the Senate Program Assistant within 24 hours of the enrollment of any resolution to set the date of the fall elections in accordance with the above provision.

B. If the Supervisor of Elections shall set the date of the election in accordance with the above provision they shall notify the Student Body President and Speaker of the Congress of Graduate Students within 24 (twenty-four) hours of determining the date of the election.
C. Once the date of the elections is determined an announcement shall be sent by Senate to the SGA webmaster to be published on the Student Government Association website.

D. The Rules and Calendar Committee shall set the date of the fall election by majority vote. The acting chair of the Rules and Calendar Committee shall sponsor the resolution setting the date of the election in accordance with 704.4.

705.5 Student Senate

A. Each division shall be entitled to at least one (1) representative in the Student Senate.

B. The number of seats allocated to the Student Senate shall be eighty (80). Each elected member shall serve a one year term.

C. Using the Student Data Base, the seats shall be apportioned each fall based on the percentages of students in each representative division. All students will be classified by their division and will be eligible to vote and run for seats in their respective division. All graduate and professional students shall be eligible to be a candidate for as well as vote for all seats in the Graduate Studies division. All Special Students shall be eligible to be candidates for as well as vote for all seats in the Special Students division.

D. The Student Senate shall, after consultation with the Supervisor of Elections Office, in the form of a resolution, establish which seats shall be designated as Fall and Spring seats, respectively.

   1. No division shall have a difference in allocated seats greater than one from one semester to another.

   2. In the event that a division contains an odd number of seats, the greater number of seats shall be up for election in the Fall.

   3. Fall seats shall be designated with odd numbers, and Spring seats shall be designated with even numbers.

E. Panama City Campus

   1. The Panama City Branch Campus shall be entitled to at least one Senate seat, if so desired.

   2. The Senator or Senators from the Branch Campus shall not be bound by Senate attendance rules, and shall not count against quorum.

F. Loss of Senate Office due to Reapportionment

Once a Senate seat has been eliminated from a specific division because of the annual reapportionment resolution, it shall dissolve at the inauguration of the new Senate in the fall, unless the seat in question is a spring seat and is currently being held by a Senator. In such an event, the Senator in question shall be permitted to retain their seat until the spring inauguration ceremony. Furthermore, if the Senator in question is currently serving as the Senate President or President Pro Tempore, then the Senator in question shall be
permitted to retain their seat until the inauguration of the new Senate in the following fall semester. If at any time during this period the Senator in question should resign or otherwise be removed from their seat, then the seat shall dissolve immediately.

705.6 Recreation Board

A. There shall be eight (8) Recreation Board seats.
B. The electorate of the Recreation Board shall be limited to students enrolled at the main campus, including the College of Engineering.
C. Elections shall be carried out subject to the provisions of Chapter 609.
D. Students employed by Campus Recreation shall be allowed to run for a seat on the Board.

705.7 The Congress of Graduate Students

A. The electorate shall be limited to graduate, post-baccalaureate special and professional students.
B. Elections shall be held pursuant to Chapter 607 of the Student Body Statutes and all pertinent Congress of Graduate Students rules.

705.8 Installation

Installation ceremonies for those elected shall be held no less than two (2) weeks after the fall elections.

Chapter 706 Spring Elections

706.1 Spring elections shall include elections for Student Senate, Student Body President and Vice President, Senior Class Council, Student Body Treasurer, Oglesby Union Board, and all referenda and constitutional amendments duly proposed pursuant to the Student Body Constitution and Statutes.

A. Spring elections for Senate shall proceed as provided for in Chapter 705.5.
B. If the current Senate President or President Pro Tempore is holding a Spring seat, that seat shall not be up for election during the Spring elections. Instead, it shall be advertised as a vacant seat in the fall at the end of the officer’s term.

706.2 If the date of elections falls on a religious holiday it shall be moved one week by the Supervisor of Elections. This must be done prior to the filing deadline. If the elections are moved, the Supervisor of Elections shall inform the Student Body President, the Student Senate President, and the Speaker of the Congress of Graduate Students no less than two weeks prior to the new date of elections or the original date of election, whichever is earliest.

706.3 All candidates for office shall file applications with the Supervisor of Elections no later than 4:00 p.m. on Wednesday, two weeks before the elections.
Campaigning is prohibited prior to 12:00 a.m. on the Wednesday that is one week prior to the date of the elections.

The Spring Semester debate must take place during campaigning. In the event that there is no opposition, it shall be the Supervisor’s responsibility to implement an Executive Question and Answer event.

A. Each candidate will have prepared questions for their respective positions. The Supervisor of Elections shall notify all candidates (5) school days prior to the event, and request attendance and participation for the event.

B. A portion of the debate will be for questions from students in attendance, to the candidates. The questions presented to each candidate shall be screened on-site by a committee comprised of the Supervisor of Elections, and one representative for each candidate participating in the debate. Questions shall only be asked once they have received unanimous support from said committee. The supervisor of Elections shall ensure that decorum is upheld during questioning.

C. An Executive Question and Answer event occurs when the Spring Semester unopposed candidates are given the opportunity to address a set of questions. Two days prior to the event the Supervisor of Elections will open up a form for students to submit questions, the Supervisor of Elections and Deputies will review the submitted questions and choose no more than six to be asked at the Question and Answer event. The supervisor of Elections shall present the set of questions.

The elections shall take place on the seventh Wednesday of the Spring semester in the case of a date conflict the Student Senate shall determine the date of elections between the sixth and eight week of school by a resolution passed no later than the last Senate meeting of the fall semester. If no such resolution is passed the Supervisor of Elections shall select the date of elections no later than the Friday following the third Wednesday of the spring semester.

A. The Rules and Calendar Committee shall set the date of the spring elections by majority vote. The acting chair of the Rules and Calendar Committee shall sponsor the resolution setting the date of the elections in accordance with 705.5.

Installation/Inauguration ceremonies for those elected shall be held no less than two weeks after the elections.

Senior Class Council

A. Positions available in the Senior Class Council are President, Vice President, Treasurer and Secretary.

B. The electorate of the Senior Class Council shall be as defined in Chapter 302.

C. Senior Class Council elections shall be carried out according to the provisions of Chapter 604.

Union Board

A. There shall be twelve (12) Union Board seats.
B. The electorate of the Union Board is limited to those students enrolled at the main campus including the College of Engineering.

C. Elections shall be carried out subject to the provisions of Chapter 605.

D. Students employed by the Oglesby Union shall be allowed to run for a seat on the Board.

706.10 Black Student Union

A. Elections shall be carried out subject to the provision of Chapter 1003.3.

Chapter 707 Special, Referendum, and Recall Elections

707.1 Special Elections

Any Special Election shall follow the same procedure for the semester in which it falls in. If a Special Election is called for during the Summer Session it shall follow the procedure of the Fall election. Senate shall provide the funds for conducting a special election by a majority vote, except in the cases of elections for Agency, Bureau, and Affiliated Project Directors, when required by statute.

A. The Supervisor of Elections shall call a Special Election:

1. When the winning candidate is disqualified in an election and the remaining candidates fail to meet the criteria for victory as outlined in 714.1 of the Student Body Statutes.

2. When the results for an individual and/or an entire election are declared invalid by the Supervisor of Elections.

707.2 Referendum Elections

The Supervisor of Elections shall conduct Constitutional Amendment and referenda elections during the fall or spring General Elections. The admission of referenda shall be placed on the ballot in accordance with Article VI of the Student Body Constitution, unless a special election is called for in accordance with Chapter 707.1 of the Student Body Statutes.

A. The official ballot for a referendum or proposed Constitutional amendment shall give a brief statement regarding the proposed changes prepared by the author. Voters shall be given the opportunity to vote "YES" or "NO" for the proposed changes.

707.3 Compulsory referenda

In addition to those referenda proposed pursuant to Section 2, Article VI, Student Body Constitution, and Student Body Statute 707.2, the following referenda shall automatically be submitted to the electors of the Student Body for approval or rejection during the fall general election as follows:

1. Non-Denominational Invocation at University Commencement Ceremonies
1. The question of whether the Student Body supports invocation exercises, or prayers led by student volunteers, to be conducted at the fall, spring, and summer commencement ceremonies, shall be submitted to the electors of the Student Body at each fall election.

b. The following statement shall be placed on the ballot:

Non-Denominational Invocation at University Commencement Ceremonies:

The invocation, or opening prayer, led by student volunteers, shall be conducted at the fall, spring, and summer graduation and commencement ceremonies for this academic year.

1. Each compulsory referendum shall require a majority vote of the electors of the Student Body to be approved.

707.4 The Supervisor of Elections shall conduct recall elections in accordance with Article VII of the Student Body Constitution.

707.5 The official ballot shall state the name of the office of the official in question, and two hundred (200) words or less, the reasons for demanding recall of the officer(s) as set forth in the recall petition(s), and in no more than two hundred (200) words of the officer's defense. The ballot must include the statement: “Shall the following officers retain their seats.” Voters shall vote "YES" or "NO" on the recall. A sample ballot shall be available at each polling site in accordance with Article VII of the Constitution.

707.6 If a two-thirds (2/3) vote of the students voting elect to recall the official, the official's term of office shall cease upon certification of the election results by the Elections Commission. The vacancy created shall be filled as provided by the Student Body Constitution and the Student Body Statutes, and may not be filled by the recalled officer.

707.7 The Supervisor of Elections shall print the election date, time, and polling location(s) of the recall election in a campus newspaper a week prior to the recall election. The Supervisor of Elections shall have written copies available and posted outside of the SGA Accounting & Advising Office and the polling station(s) on Election day.

707.8 The Student Senate shall provide the funds for conducting a recall election.

Chapter 708 Contesting Elections

708.1 Standing

Students or political parties who show actual injury shall have standing to contest the results of any election on grounds within or outside the scope of the Election Code until 8 p.m. on the Friday following the election.

708.2 Filing and Appeals

Decisions of the Elections Commission may be appealed to the Student Supreme Court within twenty-four (24) hours of the decision of the Elections Commission. The Supreme Court rules of procedure shall govern any hearing before the Court.
708.3 Representation

The Student Body Attorney General shall represent the Supervisor of Elections in all proceedings.

Chapter 709 Campaigning Rules and Finances

709.1 Regulation of Campaign Material and Other Activities

A. Campaign materials may be placed in University owned academic buildings in places provided for general information such as billboards. Any marking of other university property must be approved by the proper university authority or authorities.

1. Campaign materials shall not exceed 11x17 inches in/on an academic buildings.

2. No adhesive-backed material may be used in academic buildings, excluding tape.

B. Location of Off-Campus Posters

1. Campaign material is prohibited on any privately-owned property, except that candidates may post materials on private property should they obtain the consent of the property owner or manager. Campaign materials posted on private property must still be in compliance with all applicable provisions of this code, including the time in which campaigning is allowed. Privately owned vehicles shall be deemed the property of their owners for the purposes of this Election Code.

C. All material and activity in the Union and on FSU campuses shall be in accordance with rules and regulations of Oglesby Union policy.

D. There shall be no campaigning via email to the electorate, faculty, and staff employed by the Florida State University with the exceptions of:

1. Independent candidates or political parties shall not be prohibited from contacting party officers, candidates, and members of the electorate who have opted into an internal data system used for electronic communication in an electronic form created by the Supervisor of Elections.

E. There shall be no campaign materials posted within campus owned residence halls.

F. Campaigning inside of university owned libraries, dining halls and the dining establishments located in the Union is strictly prohibited.

Chapter 710 Campaign Finances

710.1 Campaign Expenses

A. Fair Market Value of a single item shall be defined as the retail (non-discounted) value of that single item, with applicable taxes.
1. All items posted prior to the beginning of campaigning that do not call for the action to vote shall not constitute a campaign expense. This shall include all campaign materials.

B. Discounted items that are available to all persons and parties at the time of purchase shall be exempted from fair market value criterion.

C. Cash expenditures are defined as all monies spent for the purpose of campaigning.

D. Discounts and donations are defined as the receipt of anything of marketable value used for the purpose of campaigning and including but not limited to, campaign materials, professional service, or the donation of billboards or radio advertisements, or their equivalent.

E. The Supervisor of Elections shall rule on all questions of value regarding campaign expense.

F. Total campaign expenses shall not exceed $12,000 for all candidates of a party in any one general or special election. Party expenses shall be attributed to each candidate of the party.

G. Campaign expense limits of independent candidates shall be as follows:
   1. President and Vice President: $7,000
   2. Senate Candidates: $500
   3. Union Board or Recreation Board Candidates: $1,000
   4. All other elected offices: $500
   5. Student Body Treasurer Candidates: $3,000
   6. Senior Class President and Vice President: $3,500
   7. Senior Class Treasurer: $1,000
   8. Senior Class Secretary: $1,000

H. All expenditures of any candidate shall be paid by the campaign (party or independent) manager and/or treasurer.

I. Candidates shall not receive contributions of any kind from Student Government Association organizations.

J. For the Black Student Union, the following expense limits shall be in effect during their campus-wide elections:
   1. Political parties: $3,500.
   2. Independent Presidential and Vice-Presidential candidates on the same ticket: $2,000.
3. Independent Secretary and treasurer candidates: $1,000 each.

710.2 Expense Statements

A. In all elections, sample(s) of all campaign materials must be submitted to the Supervisor of Elections no later than twenty-four (24) hours after distribution. Said sample campaign material shall become public information upon submission. All sample campaign materials are defined in 701.1E. Any time someone purchases campaign materials it must be accompanied by the purchase receipt, and, if applicable, a written statement listing any gifts received – including discounts in procurement of materials.

B. Final expense statements shall be submitted to the Supervisor of Elections no later than 12:00 p.m. on the Friday following any election, and shall include:

1. A statement of the cumulative campaign expenditures based on the fair market value, signed by the candidates and/or party chairman.

2. An itemized list of all expenses.

3. A signed statement provided by the Supervisor of Elections attesting to the validity of the total campaign expenses and contributions, and that all campaign contributions were collected in accordance with Student Body Statutes.

4. An itemized report containing the full name, residence, or business address of each person who has made one or more contributions in any form to the campaign.

5. Campaign Contribution Statement, A copy of all account statements, check stubs, deposit slips, and any other financial documents shall be submitted on the first Wednesday of active campaigning as well as in the candidate or party’s final expense statement.

6. Final Expense Statements shall be matched to financial records kept by the Supervisor of Elections to verify accuracy.

C. Expense statements shall be submitted only on the official forms as prescribed by the Supervisor of Elections.

D. Social media, radio, or television advertisements shall be considered a campaign expense only if free equal time is not made available for each candidate for a particular office.

E. A final expense statement must be filed by candidates/political parties that have no expenditures.

1. If a candidate or political party spends no money on campaigning, a sworn statement to that effect, made available by the Supervisor of Elections, shall be accepted as an official final expense statement. This documentation must be submitted in the same manner as a traditional final expense statement.
F. A Complete Final Expense Statement will be defined as a Final Expense Statement that includes every point listed in Student Body Statutes 710.2 B, or the provisions as outlined in 710.3 E. (1).

G. An Incomplete Final Expense Statement will be defined as inconsistent, or not including every point listed in Student Body Statutes 710.3 B (1) through 710.3 B (6). Failure to submit a complete Final Expense Statement by 12 p.m. the Friday following the elections, will be considered incomplete. Failure to submit a verifiably complete final expense statement by 12 p.m. the Friday following the election will constitute a Schedule I Violation, consistent with 715.6. The Supervisor of Elections must notify by email and publicly post online whether the final expense statement is complete or incomplete by 5 p.m. Friday.

1. Upon notice of a final expense statement being incomplete, the political party or independent candidate has until 4 p.m. the following Monday. Failure to rectify a verifiably incomplete financial statement by 4 p.m. the following Monday will constitute a Schedule 4 Violation, consistent with 711.9.

2. If the individual or political party has not rectified a verifiably Incomplete Final Expense Statement by 4 p.m. the following Tuesday the individual or political party will be immediately disqualified.

H. If the Supervisor of Elections fails to notify an individual political party or candidate, and the notice of Incompleteness is not posted online, this offense is grounds for immediate termination as decided by the Student Body President.

710.3 Campaign Treasuries

A. All political parties as well as independent candidates shall have a designated campaign treasurer, if money is spend on their campaign. Candidates running individually, without the aid of a political party are exempt from this rule.

B. Campaign treasuries shall be placed in a non-personal bank account; this bank account must be used only for party and campaign treasuries. Independent candidates are exempt from this non-personal bank account provision.

C. The Campaign Contribution Statement and any other financial documents shall be submitted on the first Wednesday of campaigning and in the independent candidate or political party’s final expense statement. This shall be submitted on a form produced by the Supervisor of Elections.

710.4 Campaign Collections

A. Political parties and candidates must be able to account for all contributions. The contribution shall be a part of the campaign contribution statement and final expense statement, and must detail which individual donated the campaign contribution.

B. Campaign contributions may not be collected from individuals seeking an A&S Fee contract with SGA within the next calendar year. This provision shall not be construed to prohibit current students holding or seeking an OPS position from contributing to campaigns.
C. In cases where campaign materials are sold (i.e. shirts, cups, etc.) to raise funds for a political party or candidate, individual records in accordance with 710.4 A, must be kept when the profit per unit equals or exceeds five (5) dollars. Regardless of profit or involvement of campaign goods, anytime “Membership” is extended in return for dues or fees, the donating individual must be recorded.

D. No money may be accepted by a campus political party or candidate from any SGA entity or other A&S funded RSO of any sort, regardless of whether the funds are Activity and Service Fee-based or self-generated.

Chapter 711 Violations and Penalties

711.1 Scope of this Act

A. All students are bound by and may be prosecuted under this Code.

B. Conviction of any person for a violation under this Code shall not preclude subsequent prosecution or violation of the Ethics Codes or the Student Conduct Code.

711.2 The Attorney General shall have the power to prosecute all violations of the Election Code, if the parties alleging the violations so desire in their particular case, although the Attorney General shall represent the Supervisor of Elections in all proceedings.

711.3 Enforcement

A. The Supervisor of Elections, Deputy Supervisors, and all members of the Elections Commission shall enforce the Election Code. Failure to enforce the Election Code shall be an impeachable offense.

711.4 Procedures

A. All alleged violations and appeals shall be brought to the Supervisor of Elections in accordance with Chapter 702.4D of the Student Body Statutes.

B. When an alleged violation is filed against an individual candidate, independent candidate or political party, the Office of Elections must notify the individual candidate, independent candidate or political party within twenty-four (24) hours. The individual candidate, independent candidate, or political party will have twenty-four (24) hours to review and decide to accept responsibility of the alleged violation and penalties in accordance to Chapter 711 of the Student Body Statutes or decline to accept the alleged violation. If the alleged violation is declined, the parties shall present their case directly to the Election Commission in accordance to 703.2 and 711.4 A of the Student Body Statutes.

C. Any candidate or political party shall present their case directly to the elections commission, or a Florida State University law student shall be appointed by the Supreme Court to represent their case.

D. The Supervisor of Elections shall request the Student Body President to order the Attorney General to investigate the complaint.

E. The Attorney General shall report all findings to the Elections Commission in a written memorandum or an oral report.
Upon finding that an alleged violation has merit, the Elections Commission shall sustain the violation against the offending candidate or political party.

Beginning three (3) weeks prior to the day of an election, the Supervisor of Elections and the Deputy Supervisor(s) shall have the power to issue alleged violations. The time, place, and manner of such violations shall be recorded and submitted to the Elections Commission to verify, through a hearing whether the alleged violations shall be sustained unless the individual candidate, independent candidate, and political party accept the alleged violation in accordance to 711.4 B.

All candidates may appeal the assigning of sustained violations to the Student Supreme Court within twenty-four (24) hours of the issuance of a sustained violation at the Elections Commission meeting.

All alleged violations and appeals must be presented to the Supervisor of Elections electronically by the end of two (2) business days from their discovery. The final deadline for all alleged violations and appeals to be filed by an individual or political party for a particular election, is forty-eight (48) consecutive hours after the close of polls.

If for any reason an electronic failure on the part of the Supervisor of Elections occurs with the electronic form, candidates or political parties will be able to submit appeals and violations on forms prescribed by the Supervisor of Elections, available at the Office of Elections.

The Supervisor of Elections will have until 5:00 p.m. on the second (2nd) Thursday after elections (six (6) business days) to submit any alleged violations and appeals.

The burden that a party alleging a violation of the Student Body Election Code must meet in order to prove a violation shall be by “clear and convincing evidence.” This shall apply only to hearings before the Elections Commission.

Students shall not be prohibited from wearing clothing related to political parties, candidates or ballot items in SGA offices, academic buildings and classrooms, campus-owned residence halls, university-owned libraries, dining halls, or on-campus dining establishments. Incumbent candidates shall be allowed to wear their official badge of office on political party related clothing as well. “SGA offices” shall not include the Senate Chamber for the purposes of this section.

Clothing related to political parties, candidates, or ballot items must be submitted to and approved by the Supervisor of Elections. The Supervisor of Elections must approve clothing within one (1) business day of submission.

Each occurrence, event, or time that allegedly violates the Election Code shall constitute a violation. Violations do not count against a candidate or political party until sustained by the Elections Commission or the acceptance of responsibility of an alleged violation(s) in accordance with 711.4 B.
B. Disqualification shall be defined as:

1. Party disqualification:
   a. In the event that there is not a special election subsequent to a political party’s disqualification all candidates registered under the political party become ineligible for office.
   b. If there is a special election:
      i. Inability to use the political party’s name or logo on ballots and campaign materials.
      ii. Inability to use the party funds.
      iii. A political party cannot endorse an individual candidate.

2. Individual disqualification
   a. The candidate is rendered ineligible to run for office the current semester.

711.6 Violations of the Code

A. No violations will contest or come in contradiction with Section 711.4L.

B. Schedule 1 Violations of this Code shall be assigned as follows:

1. Removing, obscuring, or damaging another candidate’s or political party’s campaign materials within a given space such as a bulletin board or general flyer area.

2. Campaigning within a polling site perimeter. Such a violation may only be alleged by the Supervisor of Elections, who must ensure that polling site perimeters are clearly marked on the day of an election.

3. Using band or audio amplification within one hundred (100) feet of a polling site.

4. Using materials larger than 11" X 17" in academic classrooms.

5. Using adhesive-backed material in an academic building, excluding tape.

6. Having any posted campaign flyers in a classroom.

7. Using Residence Halls for campaigning purposes and being within fifteen (15) feet of entrances or exits for campaigning purposes.

8. Using chalk in any form for campaigning as defined in Section 701.1 A.

9. Engaging in any action against Chapter 709 and Chapter 710 of the Student Body Statutes, including but not limited to violations of posting policies.

10. Failing to remove campaign materials within twenty-four (24) hours of the closing of the polls.
11. Submitting an incomplete financial statement, consistent with 710.2 G.

C. Schedule 2 Violations of this Code shall be assigned as follows:

1. Bringing false or malicious charges against another candidate or political party.

2. The issuing or utilization of any newspaper article, social media posting, video, posters, placards, signs, signboards, leaflets, folders, handbills, flyers, banners, t-shirts, buttons, pain, handwritten announcements, audio announcements, or circulars of any size and consistency that is publicly libelous against a candidate for an elected office of the student body.

   a. This shall apply to political party’s executive board members, candidates, and/or dues-paying members in the current semester.

3. Defacing or damaging poll booths or University election related material.

4. Campaigning prior to one (1) week before the election.

5. Performing an activity that would place another party in violation.

6. Offering goods or services in exchange for votes, not including campaign materials as specified in Chapter 701.1 E of the Student Body Statutes.

7. Using the past and/or present SGA logo on campaign items.

8. Utilizing any Student Government equipment or resources for endorsement or support for or against any candidate, platform, political party, or ballot item.

9. Vandalism or any unauthorized marking of university or private property for campaign purposes, other than poll booths or election related materials.

10. Exceeding the number of votes cast on a single non-University owned computer as specified by Chapter 713.4 H.

11. Students will not be able to install a de-facto polling site with multiple computers not supervised by SGA for the purpose of garnering votes on or off campus.

D. Schedule 3 Violations of this Code shall be assigned as follows:

1. Submitting a falsified or fraudulent individual or final expense statements. This includes political parties or individuals failing to submit a complete final expense statement by the Friday following the election at 4pm.

E. Schedule 4 Violations of this Code shall be assigned as follows:
1. Candidates are responsible for all authorized campaign expenses made on their behalf. All candidates of a political party are responsible for the political party’s expenses. Any candidate or political party that exceeds the campaign limits established in this title shall be held responsible for the commission of a Schedule 4 Violation.

2. Depriving poll sites of ballots or destroying ballots. This shall include electronic voting materials of ballots as well as tampering with hard drives, computer terminals, disks, CDs, or ballot boxes.

3. Any attempt, other than tampering with election machinery, to-perpetrate a fraudulent election. This shall include, but is not limited to, providing false information regarding filing or elections procedures, voting more than once, or attempting to vote with another person’s student identification card.

4. Providing another individual or group with, or receiving personal login information (FSUID and password) in which they use to cast fraudulent votes.

711.7 The Elections Commission shall tabulate violations as follows:

A. Violations shall be adjudicated by the appropriate body as they arise as much as reasonable efficiency will allow, but decision to expel or disqualify a candidate from the ballot shall not be executed until after the final closing of the polls during a general election.

B. Fines must be paid within two (2) business days of the appropriate body’s decision. If the member or political party does not pay the fines within the allotted time then the individual or the political party shall be disqualified for candidacy.

C. Any work hour penalties shall be assigned by the Supervisor of Elections and the Director of Student Affairs in conjunction with a University Department. The violator shall not be permitted to perform a project not assigned by the Supervisor of Elections and SGA Director of Student Affairs.

1. The violator shall coordinate a day by which the work hours shall be completed by with the Director of Student Affairs and the Supervisor of Elections. Work hours do have to be consecutively completed.

D. Assigned work hours must be completed and certified prior to installation. Any penalties as a result from violations shall not be eligible for ServScript.

E. Any subsequent violations shall be served consecutively and not concurrently.

F. Political parties as specified in Section 710.4 of the Student Body Statutes shall not be eligible for work hour penalties unless the political party has spent less than two-hundred ($200) dollars in campaign expense.

711.8 Penalty Point System

A. Penalty Points shall be assigned with each sustained violation.
1. If an individual or political party exceeds fifty (50) penalty points in a single election cycle, they will be disqualified by the Supervisor of Elections and the Election Commission.

711.9 Schedule 1 Violation Penalties

A. The following penalties shall be levied against those who have been found responsible for committing a Schedule 1 violation.

1. For the first instance of sustained Schedule 1 violation, a one (1) point penalty and a ten ($10.00) fee or two (2) approved work hours shall be levied against an individual. For a political party, a one (1) point penalty and a twenty-five ($25.00) dollar fee, or two (2) approved work hours shall be levied.

2. For the second and additional instances of a sustained Schedule 1 Violation, a two (2) point penalty and a twenty ($20.00) dollar fee or four (4) approved work hours shall be levied against an individual. For a political party, a two (2) point penalty and a fifty ($50.00) dollar fee or four (4) approved work hours shall be levied.

711.10 Schedule 2 Violations Penalties

A. The following penalties shall be levied against those who have been found responsible for committing a Schedule 2 violation.

1. For the first instance of a sustained Schedule 2 Violation, a three (3) point penalty and a forty ($40.00) dollar fee or seven (7) approved work hours shall be levied against an individual. For a political party, a three (3) point penalty and a one hundred ($100.00) dollar fee or seven (7) approved work hours shall be levied.

2. For the second and additional instances of a sustained Schedule 2 Violation, a four (4) point penalty and an eighty-four ($84.00) dollar fee or ten (10) approved work hours shall be levied against an individual. For a political party, a four (4) point penalty and a two hundred ($200.00) dollar fee or ten (10) approved work hours shall be levied.

711.13 Schedule 3 Violation Penalties

1. Any individual found responsible for a Scheduled 3 Violation shall be liable for ten (10) points and a one hundred ($100.00) dollar penalty.

2. Any political party found responsible for a Schedule 3 Violation shall be held liable for ten (10) points and a fine based on the number of students running with that party.

a. 1 candidate: $100 Penalty
b. 2-4 candidates: $80 per candidate
c. 5-9 candidates: $70 per candidate
d. 10-14 candidates: $60 per candidate
e. 15-20 candidates: $50 per candidate
f. 21+ candidates: $40 per candidate
711.14 Schedule 4 Violation Penalties

Any person or political party found responsible for a Schedule 4 Violation shall be disqualified from running candidates or running individually on the ballot in the current and the following election cycle.

711.15 Conviction of any person for violations under this Code shall not preclude subsequent persecution of that person for violation of the Ethics Code, the Student Honor Code, or the Student Conduct Code.

Chapter 712 The Official Ballot

712.1 Ballot Form

A. An electronic ballot shall be defined as the official format chosen by the Supervisor of Elections that shall include the official rules, instructions, candidates and other information pertinent to elections.

B. The official ballot contains the list of all vacant offices to be filled, referendum questions, and constitutional amendments.

1. No colors shall be used to designate or accentuate any choices on the official ballot, including, but not limited to: candidates for office, political party affiliation or lack thereof, referendum questions, and constitutional amendments.

C. Candidates shall be listed by seat in alphabetical order of their last names and the name shall be printed in the same form as requested at the time of filing. Each candidate’s last name shall appear on the ballot, and the name must be the same as it appears on the candidate’s FSU identification card. No affiliation other than those specified in 712.1 G shall be printed with any candidate’s name.

1. For the election of Student Body President and Vice President, the names of the candidate for President and Vice President within the same party (if applicable) must appear on the ballot as one voting bloc.

2. For elections for the Black Student Union, the names of the candidates for the Director and Assistant Director position within the same party (if applicable) must appear on the ballot as one voting bloc.

D. For elections to office, the ballot of a general or special election shall only contain the names of candidates who:

1. Properly filed a declaration of candidacy in accordance with Chapter 704.2, of the Student Body Statutes.

2. Are qualified to hold the office they seek as specified in Chapter 704.3, of the Student Body Statutes.

E. Candidates omitted from the sample ballot may petition to be reinstated by the Elections Commission and may be reinstated, provided such order is issued to the Supervisor of Elections no later than three (3) school days prior to any election.
F. Party designation for candidates of recognized political parties who run in an election shall be placed on the official ballot.

G. The ballot may not be changed or altered within the twenty-four (24) hours preceding any election.

712.2 Statement of Intent

A. All ballot questions proposing constitutional amendments and referenda shall display a “Statement of Intent” to be placed above the amendment or referenda text.

1. The Statement of Intent shall be no longer than one-hundred (100) words.

2. The Statement of Intent shall be written by the primary sponsor of the produced constitutional amendment and/or the sponsor’s designee.

3. The Statement of Intent shall be presented to the Student Senate when the amendment is put up for Student Senate approval. The Statement of Intent shall be considered part of the piece of legislation being voted on for approval by the Senate, and shall pass or fail jointly with its accompanying legislation.

B. The provisions of Chapter 712.2 apply to both measures proposed by the Senate and by the petition process as enumerated in Article VI of the Student Body Constitution.

C. The provisions of Chapter 712.2 shall not apply to any proposed constitutional amendment pending the ballot at the time of its enactment.

712.3 Counting of Ballots - Vote Tabulation

A. The method of counting shall be done electronically.

B. The Supervisor of Elections shall announce the complete “unofficial” results on the night of elections in the Senate Chamber during the New Business portion of the Senate Calendar if the election is held on a day during which there is a regularly scheduled Senate meeting. If there is no regularly scheduled Senate meeting the results shall be announced in the Senate Chambers upon completion of tabulation.

1. In the event of an extended election as a result of an electronic failure, the Student Senate President may call a special Senate meeting the day of the extended election.

C. The Supervisor of Elections shall permit observers to be present during the entire vote tabulation upon request, although the Supervisor of Elections shall have the power to remove any observer for disruptive or unprofessional behavior.

Chapter 713 Polls
Placement

A. Polls shall be any computer terminal on the FSU Campus Intranet - ICP network, where the Supervisor of Elections can ensure and enforce voter privacy and identify verification, excluding any Fraternity or Sorority houses or private establishments. There shall be a minimum of one (1) said poll designated at the discretion of the Supervisor of Elections. In the case that there are more candidates than there are seats for election to the Campus Recreation Board or Oglesby Union Board the total number of seats up for election shall be considered as contested.

B. Political parties and individuals shall be prohibited from campaigning within the designated “no campaign zone” at each polling site.

C. “No campaign zone” shall be defined as the area twenty-five (25) feet away from the voting terminal, or as otherwise reasonably specified by the Supervisor of Elections. The Supervisor of Elections shall mark with RED duct tape or with chalk the words, “No Campaign Zone” in front of the official polling site. This shall include the entirety of any dedicated computer laboratory used for elections.

D. The Supervisor of Elections will have the authoritative jurisdiction to disqualify or authorize a respective polling site as such.

1. The polling site shall be located in the Oglesby Student Union. The polling site and terminals shall be located sufficiently far from Legacy Walk, so that Legacy Walk is not included in the “No Campaign Zone.”

E. The Supervisor shall post the sites on the SGA Website, SGA Bulletin Board, Supervisor of Elections Office door and in campus-wide publications, which may include Blackboard.

F. However, not a polling site, no campaigning shall occur within Robert Manning Strozier Library or within twenty-five (25) feet of its doors. Further, the Supervisor of Elections shall mark with either “red” duct tape or with chalk the Strozier Library area as a “no campaign zone.”

G. In the event of an electronic failure of longer than two (2) hours total, the Supervisor of Elections shall extend the election time from 9 a.m. to 2:30 p.m. the next day. The Student Senate shall appropriate the necessary funds on the election day in question.

H. “Voting terminal” shall be defined as any immediate area on campus in which there are publicly use of computers.

Recall Elections

A. A minimum of one (1) poll shall be open in the event of a recall election of the following officials:

   Student Body President
   Student Body Vice President
   Student Body Treasurer
   Oglesby Union Board Members
B. There shall be at least one (1) polling place for the recall of the division specific elected officers placed in or near that Division’s main classroom building(s). If the recall election is for an Undergraduate Studies division, there shall be a poll in the Strozier Library or the Oglesby Union at a minimum.

713.3 Hours

A. Online polls and polling sites on the main campus shall be open from 8:00 a.m. to 7:00 p.m. on the day of election.

B. The Supervisor of Elections may extend poll hours for a period not to exceed two (2) hours.

713.4 Polling Site Procedures

A. The Supervisor of Elections shall ensure that there shall be no electioneering or campaign materials within the “No Campaign Zone” as specified in Chapter 713.1 C of the Student Body Statutes. The Supervisor of Elections shall be authorized to remove any campaign materials posted in violation of this rule.

B. Bands, loud speakers, and any other use of audio amplification for campaigning shall be prohibited within one hundred (100) feet of any polling place.

C. Voters shall be entitled to vote in privacy. No person may vote on behalf of another (except to assist a willing disabled voter, in which case the intent of the voter must be followed, subject to the supervision of the election staff) or require login information for anyone, force anyone to vote, not vote, cast a specific vote, or force anyone to campaign against their will.

1. The Student Disability Resource Center shall offer special needs ballots if requested by a special needs student. The ballot must be submitted to the Supervisor of Elections, in a sealed envelope, by the end of the voting period.

D. One (1) Deputy Supervisor or two (2) election assistants shall run the poll at each polling site. Polls must be attended at all times by two (2) or more election assistants or a Deputy Supervisor.

E. No candidate or person closely affiliated with a political party shall serve as an election official.

F. There shall be no “roving precincts” or polling places on moving vehicles.

G. When voting at an official polling site, voters shall use a valid FSU Card as a student voter registration card. The photograph depicted on the card must match the student using it.

H. The maximum amount of votes to be cast on any one personally owned computer is four (4). This excludes University owned and operated computers.
Chapter 714 Conditions for Victory

714.1 The candidate who receives the most votes in any election shall be declared the winner of that election.

A. If an independent candidate or political party becomes disqualified, the candidate with the second highest number of votes will be declared the winner.

1. Unless their portion of votes is less than thirty percent (30%), this would mandate a special election for the seats in question.

B. If a candidate or political party becomes disqualified, after the election, the candidate with the second highest number of votes will be declared the winner.

1. In the case of three or more candidates, the decision will be decided by a majority vote by the Student Senate.

714.2 In the event of a tie between two or more candidates, all candidates involved will go before the Senate to determine a winner, at the next scheduled regular session of the Senate prior to inauguration.

A. The Student Senate shall conduct the election via paper ballot, and the candidate receiving the most votes shall be declared the winner. The Student Senate President shall ensure equal time for all candidates to speak, and equal time for Senators to speak in favor of each candidate. At no time shall any negative or “con” debate be allowed.

1. If in the event that a candidate has an excused absence, based on the University’s Attendance Policy, the tie-breaking vote may be rescheduled by the Senate President, and heard on the Senate floor via a majority vote.

B. The Senate President shall vote only to break a tie.

714.3 In the event of candidates or voting blocs running unopposed in any election at the deadline of declaration of candidacy filing, the candidates or voting blocs shall be declared the winner of the election, in accordance with Chapter 702 Q.

Chapter 715 Winners - Assuming Office

715.1 Announcement

A. After the results have been verified by the Supervisor of Elections as outlined in 711.4, the Supervisor of Elections shall release the final election results.

B. All announcements of the unofficial and/or final election results shall include a statement that the results may be challenged to the Elections Commission as specified in Chapter 703.2 of the Student Body Statutes.

C. The Supervisor of Elections shall prepare and distribute a press release announcing the official election results, campaign expenditures, and type and quantity of violations no later than the Tuesday following the certification of the election.
715.2 Certification of Election

A. No Certificate of Election shall be issued to a candidate whose election is being contested.

B. No candidates shall be installed, given the oath of office or take elective office unless a Certificate of Election has been authorized for that candidate by the Supervisor of Elections. This shall not apply to those candidates appointed to fill vacancies in accordance with the Student Body Constitution and Student Body Statutes.

Certificates of Election shall be given to a candidate when 701.1 R, S, and T, have been fulfilled in a form presented by the Supervisor of Elections.

715.3 Transition of Student Body Officers

A. Following the election, all elected officials shall be expected to have at least one (1) transition meeting their successor.

B. The purpose of this meeting is to review details regarding how best to navigate the responsibilities associated with the position and any other pertinent information that the current official sees fit for their successor to know.

C. This shall not be misconstrued as a requirement for election certification, but rather as an expectation of all elected student body officers.

715.4 Installation

A. The Supervisor of Elections shall provide for appropriate installation ceremonies for duly elected candidates.

B. Any duly elected officers who miss the formal installation ceremonies shall be installed separately by the Supervisor of Elections or the Student Senate within ten (10) school days after the formal installation ceremonies. No elected official shall be sworn in before the formal ceremony.

C. Newly elected officers shall assume office immediately upon installation by the Supervisor of Elections.

TITLE VIII FINANCE CODE

History: Revised by the 44th Senate Bill 171. Revised by the 45th Senate Bills 109, 111 and 134. Revised by the 46th Senate Bills 41, 101 and 113. Revised by the 47th Senate Bills 17, 28, 51, 152, 153, 155 and 156. Revised by the 48th Senate Bill 18, 23, 79, 92, 126 and 178. Revised by the 49th Senate Bills 14, 19, 50, 142, 144, 146 and 171. Revised by the 50th Senate Bills 9, 113, 114, 116, 118 and 144. Revised by the 51st Senate Bills 3, 28, 44 and 65. Revised by the 53rd Senate Bill 58. Revised by the 54th Senate Bills 16, 64 and 124. Revised by the 56th Senate Bill 35. Revised by the 57th Senate Bill 48. Revised by the 58th Senate Bills 13, 49 and 67. Revised by the 59th Senate Bills 16, 23, 24, 37, 54, 55, 78, 93, 94, 98, 103, 105 and 106. Revised by the 60th Senate Bill 23. Revised by the 61st Senate Bills 12, 21, 49, 68 and 83. Revised by the 62nd Senate Bill 14. Revised by the 65th Senate Bill 28, 95, and 97. Revised by the
Chapter 800  Purpose, Scope, & Definitions

800.1  The Finance Code defines the standards of financial accountability and fiscal management that the Student Government Association (SGA) has established as objectives of self-governance.

800.2  The Finance Code governs the budgeting and expenditure of all of the following:

A.  A&S funds allocated to SGA branches, offices, agencies, bureaus, affiliated projects, and Recognized Student Organizations, including those cases where money was distributed through the fund distribution committees.

B.  A&S funds spent directly on student activities and/or events by Student Senate.

C.  All revenue generated through the use of A&S funds, as per Chapter 804 of these Statutes.

800.3  Definitions

A.  Printed Materials - Printed materials shall be defined as flyers, posters, pamphlets, banners, signs, advertisements, T-shirts and any other promotional materials. Web-based material will be subject to the same (applicable) provisions as all other printed material.

B.  Expenditure – The purchase of items or services

C.  Transfer – A transfer shall be defined as the moving of funds from one budgetary category to another

800.4  Stewards of the Finance Code

The Senate Finance Committee is assigned responsibility for oversight, review, and periodic update of the policies expressed in the Finance Code. The SGA Director of Student Affairs is responsible for assuring that the Finance Code is fully implemented. The Student Body Treasurer is responsible for approval or rejection of all expenditures of all A&S recipients (excluding the Union, Campus Recreation, and COGS).

800.5  The Student Body Treasurer

A.  The Student Body Treasurer is responsible for the approval or rejection of all A&S expenditures requested by branches, offices, agencies, bureaus, affiliated projects, and Recognized Student Organizations. Graduate RSOs shall have their expenditures approved by the COGS Financial Officer or COGS Speaker in lieu of the Student Body Treasurer.

B.  The Student Body Treasurer may reject expenditures that the Treasurer deems fiscally irresponsible. Reasons for rejection include, but are not limited to:
1. Any expenditure that is deemed irresponsible, excessive, or unnecessary.

2. Any expenditure that violates conditions of the Student Body Finance Code.

3. Any expenditure requested primarily for the purpose of circumventing the Sweepings process.

C. Any expenditure rejected by the Student Body Treasurer may be appealed to the Student Body President. Rejected expenditures may also be appealed to the Senate Finance Committee or the Student Senate, either of which may overturn the decision by a two-thirds (2/3) vote. Any expenditure rejected by the COGS Financial Officer or COGS Speaker may be appealed to the COGS General Body. Any expenditure appeal rejected by the COGS General Body may be appealed to the Student Body Treasurer.

1. In order for the Student Senate to hear the appeal of a rejected expenditure, the item must first be placed on the calendar (under New Business) by the Rules & Calendar Committee. The Senate President must then attempt to notify the Student Body Treasurer and the President of the entity whose expenditure was rejected.

2. If the appeal of a rejected expenditure is to be heard by the Senate Finance Committee, then the Student Body Treasurer and the President of the entity whose expenditure was rejected must be notified prior to the meeting.

D. In the event that the Treasurer is not available to approve or reject a requested expenditure within two (2) business days of its submission to the SGA Accounting Office, the Student Body President or Vice President shall have the power to approve or reject the expenditure. If the request is rejected in this manner, the appeal mechanism outlined in 800.5 C shall still apply.

E. The director or financial officer of any agency, bureau, affiliated project, or funding board must meet with the Student Body Treasurer or a designee, who is financially certified through the SGA Accounting Office, to address financial concerns, upon request of the Student Body Treasurer.

F. The Student Body Treasurer shall compile a list of all expenditures that the Student Body Treasurer signs, approves, or rejects. A copy of this list shall be forwarded to the SGA Accounting Office, the Student Senate President, the Senate Finance Committee, and all parties who request a copy from the Student Body Treasurer’s office. This list of expenditures shall be sent to the Student Senate and the Senate Finance Committee by the first of each month.

Chapter 801 Eligibility Requirements for SGA Funding & Spending

801.1 Organizations must either be recognized by the University or affiliated with Student Government Association to receive or expend A&S fees.

801.2 Student organizations must have both an on-campus mailing address and an account with the SGA Accounting and Advising Office (except RSOs under the Sports Club Council, which must have an account with the Campus Recreation Accounting Office).
The Director/President and Financial Officer/Treasurer of each SGA-funded organization, agency, bureau, and affiliated project shall be required to complete the online Financial Training Workshop prior to expending funds and receive Financial Certification status from the SGA Accounting Office.

Counter-signing Requirements

A. All SGA-funded entities are required to elect, have appointed, or otherwise select a financial officer (who is to be the designated custodian of the account) and a president to counter-sign for all expenditures.

B. In addition to the organizational co-signatures and the signature of the Student Body Treasurer, all expenditures must have the signature of the SGA Director of Student Affairs or a designee.

The Statement of Understanding

Each A&S funded entity shall be required to have its President/Director and Treasurer/Financial Officer co-sign this statement of understanding, which will be retained in the SGA Accounting and Advising Office before any expenditures may be made by the entity. The Statement of Understanding shall read:

“The undersigned herein designated as (name of office held or name of organization) fully understands the Student Government Finance Code, which applies to all funds allocated by Student Government. Furthermore, the undersigned agrees to abide by all policies and procedures for expending such funds. Finally, the undersigned understands that any violation of the Finance Code will be prosecuted to the full extent of the law.”

FSU Student Membership Requirements

A. For a Recognized Student Organization to be eligible to receive funds, all officers of that organization and a majority of its membership must be A&S Fee paying students at Florida State University.

B. All RSOs within the FAMU/FSU College of Engineering are exempt from 801.6 A. Each organization which falls under this category must designate a financial officer who is an A&S Fee paying student at Florida State University to serve as custodian of the accounts and to ensure funds received from FSU are only distributed to A&S Fee paying students of Florida State University.

C. Recognized Student Organizations must keep accurate and complete membership rosters, and provide these records to University officials upon request.

Chapter 802 General Guidelines & Restrictions on Expenditures

History: Revised by the 62nd Senate Bills 31 and 98.

The A&S Fee Guidelines were promulgated jointly by the Student Government Association and Florida State University. The allocation and expenditure policies and procedures contained in the A&S Fee Guidelines are obligatory upon Student Government Association.
802.2 Activities funded must not conflict with the purpose or regulations of the Florida State University, Board of Trustees policies, or state and federal laws.

802.3 No A&S monies shall be dispersed to pay for previous expenditures without prior approval. SGA shall only be obligated to pay where a legitimate purchase order has been properly issued, or other paperwork as designated by the SGA Accounting Office. This clause may be waived by an appeal in the form of a resolution to the Senate Finance Committee. The appeal must include a letter of explanation as to why the expense did not receive pre-approval as well as the financial statement and expense reports from the event. A representative for the organization requesting the appeal must be present. The appeal must pass the Finance Committee by three-fourths (3/4) and receive a three-fourths (3/4) vote of the Student Senate. Should either vote fail, SGA shall not be liable for the expense. The above system shall not be used until the Financial Manual is updated to reflect the new procedures.

A. SGA shall not fund any item pertaining to an event or travel in the past including, but not limited to: clothing, awards, and promotional items. The selection process for any awards paid for by A&S monies must occur after the initial request presentation, and the recipient must be notified that their award was paid for by SGA.

802.4 Accessibility of Meetings & Events

Exempting SGA-sponsored concerts, no FSU student shall be charged admission for any event funded in whole or in part by A&S monies, unless the student is unable or unwilling to provide proof of studentship that shall include, but not be limited to, their valid FSU ID. All SGA-funded events and meetings must also be well publicized and conducted in an environment that is generally accessible to the public.

A. No event or meeting at which A&S Fees are utilized may be conducted in a private residence. This includes, but is not limited to, apartments, homes, and condominiums. This does not apply to community clubhouses. Exceptions to this rule shall require a two-thirds (2/3) vote of the Student Senate.

B. Evidence of an adequate advertisement plan of A&S Fee utilizing meetings and events must be presented at the time the expenditure is initially presented to the Student Body Treasurer. Failure to properly promote an event is grounds for rejection of all expenditures associated with the event.

C. SGA-sponsored concerts shall include Headliners concerts, PowWow, and any other concerts that attain the sponsorship of SGA via Senate resolution. Such concerts must have their ticket prices approved by Senate through resolution.

D. Events should be held on campus if appropriate accommodations on campus are available. Agencies, bureaus, affiliated projects, and SGA offices must have off-campus events approved via a resolution of the Student Senate. Undergraduate RSOs must have a majority vote of approval by the Programming Allocation Committee (PAC), or in the event that PAC does not meet, the Student Senate must approve. Graduate RSOs must have approval as outlined in the COGS Code.

802.5 Limitation on Outside (non-FSU) Benefits
A. Funds may not be expended to support a candidate for political office, nor for contribution to political activity directly seeking to affect the passage, defeat, or status of any legislation except as provided by Florida Law. This statute shall by no means be interpreted as restricting the lobbying efforts of the Student Body President, Student Senate, or the Office of Governmental Affairs.

B. Items/services purchased with A&S money may not be used for the primary benefit of community programs outside of FSU, or for donations to such programs. This provision shall not be construed so as to prevent organizations from receiving funding as outlined in Chapter 811 of the Student Body Statutes.

C. All events funded in whole or in part with A&S money must provide priority admissions to current Florida State University students.

D. Student Groups affiliated with national political parties or supporting/advocating a national, state, city, and county political agenda may request money from Student Government Association for awareness of their RSO on campus. RSO events, spreading messages and ideologies of their RSO on campus, and for travel to advance their RSO’s mission at Florida State University. A&S Fees shall not be used to: endorse a political candidate on or off campus or advance political messages and ideologies off-campus.

E. Religious based student groups may receive funding for awareness/advertising of their RSO on campus, RSO events, and travel that advances their mission at Florida State University. Funding for proselytizing is prohibited. Religious based organizations providing service are exempt from being registered as a service organization. Religious groups can request money for service projects or service travel, but must not proselytize their religion. Religious topics or lectures may be offered during travel or events; however, if requested by a participant, an alternate activity must be arranged.

802.6 Acknowledgment of SGA Funding

A. All online and printed materials purchased or manufactured with A&S Fees must include the FSU SGA logo. On printed materials, the SGA logo shall be no less than 1/30 of the size of the area in which the logo is placed on materials not advertising a specific event, the logo may be substituted with the words “Paid for by SGA” or Student Government Association in clearly visible font. One of the following areas on printed materials must be used to meet the logo requirement:

1. On the front of posters and flyers
2. On the front or back cover of pamphlets and other publications
3. Inside the front cover of publications
4. On either the front or the back of t-shirts or tank tops.

B. All audio and video advertising funded in whole or in part with A&S Fees shall publicly acknowledge SGA funding by including the statement “Paid for by FSU SGA” or “Funded in part by FSU SGA”. Classified advertisements must either include the FSU Student Government logo or the words “Paid for by FSU SGA.”
C. Any printed materials sponsored by an A&S recipient must include the name of recipient.

D. All printed materials and broadcasts expressing a political message must also include, with the SGA logo: "The views expressed herein do not necessarily reflect those of the FSU Student Government Association."

802.7 No personal gifts may be purchased with A&S money. Items given for recognition may only be funded from the Clothing & Awards Category.

802.8 Alcohol may not be purchased with A&S monies, either specifically or as part of a facility rental agreement or any other package.

802.9 Any organization that has property stolen must file a report with the FSU Police Department or Tallahassee Police Department. No transfer or allocation for the purpose of replacing said goods may be passed without such a report.

802.10 The Executive Projects Account and the Student Government Association Golden Tribe Lecture Series Account may use the lump sum of funds in the expense account for any purpose.

802.11 All receipts must be turned in within ten (10) business days to the SGA Accounting Office or the organization’s future requisitions will not be approved until past receipts are turned in.

Chapter 803 SGA Budgetary Categories & Categorical Restrictions

History: Revised by the 62nd Senate Bill 93. Revised by the 62nd Senate Bill 94.

803.1 All SGA-funded entities shall be funded in seven (7) budgetary categories. The seven (7) categories shall be:

Salary, OPS Wages, Contractual Services, Expense, Food, Clothing & Awards, and Other Capital Outlay

803.2 Transfer Requirements

A. SGA branches, offices, agencies, bureaus, and affiliated projects may only transfer money between budgetary categories through the passage of a legislative bill. Such transfers shall also require the consent of the Director of the entity within which the funds are being transferred.

803.3 Fund Distribution Committee Procedures with Regard to Categories

The Student Senate shall appropriate the entirety of all allocations to fund distribution committees in block in the Expense category, from which each fund distribution committee will have the authority to distribute those funds to its constituent RSOs among the Contractual Services, Expense, Food, and Clothing & Awards categories.

A. These allocations from block Expense to other categories shall not be considered transfers.

B. No allocation may be made to or by fund distribution committee in the Other Capital Outlay category.
803.4 The Salary Category

The Salary category shall be used to fund wages and benefits for staff positions. This category does not cover elected or appointed student positions.

A. The creation of new Salary positions must be done through the annual budget process.

B. Salaried positions may only be removed, or decreased in wages/benefits in a manner consistent with federal and state law and university policy.

803.5 The OPS Wages Category

The OPS Wages category shall be used to fund wages for elected and appointed student positions. All OPS paid positions shall be held by persons currently enrolled at FSU, unless otherwise specified in these Statutes.

A. Wages may only be drawn from this account in the manner explicitly stated by the Student Senate in the proviso language of the annual budget (or the Sweepings or Central Reserves proviso). Money may not be redistributed within the category except as stipulated in 803.5 B.

B. Changes in the manner in which an SGA-funded entity distributes its wages (i.e., creating or removing an OPS paid position, increasing or decreasing the hours/week of a current OPS paid position, or increasing/decreasing the hourly wage of an OPS paid position) must be approved by the Student Senate through resolution. This resolution must first be referred to, and passed by majority vote, the Senate Budget committee.

1. Cases in which raises in the state or federally mandated minimum wage necessitate the increase of hourly wages may be handled immediately by the SGA Accounting Office, and are not held to the provisions of 803.5 B.

2. No currently filled OPS paid position may be decreased in paid hours/week or hourly wages without the approval of the individual whose wages are being lowered. This is to protect OPS paid officials from circumvention of the impeachment and executive removal proceedings.

C. All OPS paid positions must be advertised for a minimum of two (2) weeks prior to being filled. A job description must be put on file with the SGA Administrative Assistant prior to any position drawing OPS wages.

D. RSOs shall not receive or distribute OPS Wages.

803.6 The Contractual Services Category

The Contractual Services category shall be used to pay for services rendered by contractually bound speakers, entertainers, or bands.

A. Any transfer within an SGA branch, office, agency, bureau, or affiliated project from Contractual Services to any other category requires a three-fourth (3/4) vote of Student Senate to pass.
B. All contractual expenditures in excess of $3,000 require the approval of Senate by resolution. If the contractual expenditure is $10,000 or more, a two-thirds (2/3) vote of the Student Senate is required for approval of the resolution. If the planned price-per-capita for students is to be one hundred ($100) or more, the Finance Committee must approve the resolution by a three-fourths (3/4) vote prior to Senate approval, where two-thirds (2/3) is needed.

803.7 The Food Category

The Food Category shall be used to pay for food for general meetings, presentations, banquets, and other public, publicized, free-admission events sponsored by SGA-funded entities. Such expenditures may include, but are not limited to: groceries, delivered food, and catered buffets.

A. No SGA branch, office, agency, bureau, or affiliated project shall be allocated more than fifteen percent (15%) of its annual budget in the Food category.

B. No more than fifteen percent (15%) total of the annual Sweepings and Central Reserves bills may be allocated to the Food category.

C. No Allocation Committee shall allocate more than twenty-five percent (25%) of its budget to the Food category.

D. Any transfer within an SGA branch, office, agency, bureau, or affiliated project to the Food category from any other category shall require a 3/4 vote of Senate to pass.

E. Any allocation from Senate Projects to the Food category of any entity shall require a 3/4 vote of Senate.

F. Food may not be purchased for Executive Board meetings, or any meeting or event with an expected attendance of fewer than 15 FSU students.

G. No A&S monies shall be spent on plated dinners. This rule may be waived by a two third (2/3) vote of the Student Senate.

803.8 The Clothing & Awards Category

The Clothing & Awards Category shall be used to pay for clothing (t-shirts and polo shirts) for the purpose of promoting an SGA-funded entity or event, and awards (trophies, plaques, and certificates) for the purpose of recognizing an individual or group.

A. Clothing shall be restricted to T-shirts, tank tops and polo shirts, unless otherwise approved by a three-fourth (3/4) vote of the Senate Finance Committee.

1. T-shirts and polo shirts must be made available free of charge to all FSU members of the entity purchasing them. There shall be no separate Executive Board shirts. Executive Board shirts can be waived in the form of a resolution with approval by a three-fourths (3/4) vote of the Senate Finance Committee and a two-thirds (2/3) vote of the Senate.
2. A proof of the t-shirt or polo shirt, clearly depicting the front and back of the shirt and including the acknowledgement of SGA funding (as per 802.6), must be submitted to the Student Body Treasurer at the same time as the expenditure.

3. No obscene, inappropriate, or offensive images or text may be displayed on any clothing purchased in whole or in part with A&S funds.

B. Awards shall be restricted to trophies, plaques, and certificates.

1. The manner in which the recipient of any award was (or will be) decided must be submitted to the Student Body Treasurer at the same time as the expenditure. Under no circumstances may this category be used to purchase personal gifts.

2. Any single award costing in excess of $75 shall require the approval of the Senate Finance Committee by majority vote.

C. No more than two percent (2%) of the annual Sweepings or Central Reserves bills may be allocated to the Clothing & Awards category.

803.9 The Other Capital Outlay (OCO) Category

The OCO Category shall be used to pay for items costing in excess of $1,000 and with a life expectancy of at least a year.

A. All money budgeted to the OCO category in the annual Budget, Sweepings, and Central Reserves bills must have attached proviso language explicitly stating the purpose of the funds. All appropriations from Senate Projects into this category must be preceded by a resolution explicitly stating the purpose of the funds.

B. Inventory of all items purchased from this category must be maintained by both the organization and the SGA Administrative Office.

803.10 The Expense Category

The Expense Category shall be used to pay for items, such as office supplies, nametags, printing, postage fees, telephone charges, and facility rentals, which do not fall under any other category. This account also covers all costs associated with student travel.

A. Guidelines on Items & Purchases

1. No gift cards, gift certificates, phone cards, or other transferable purchases may be made with A&S money.

2. Office supplies purchased from this category must be limited to those with a clear purpose furthering that entity’s operation and function. Decorative or unnecessary office items may not be purchased with A&S money.

3. No obscene, inappropriate, or offensive images or text may be displayed on any printed material purchased in whole or in part with A&S funds.
4. Postage must be budgeted by the account needing postal service. Metered mail service may be obtained from the FSU Post Office with an FSU Postal Charge Form. Postage stamps shall not be purchased.

B. SGA Travel Guidelines

1. Travel expenses may only be incurred in the performance of official duties of the Florida State University Student Body.

2. Only current FSU students and approved organizational advisors may be remitted money for travel.

3. Travel expenses must be requested and approved via the Travel Authorization Request (TAR) form. All foreseeable expenses must be requested in advance, as any deviation from the initial requests is subject to review and possible rejection by the Student Body Treasurer.

4. The Student Body Treasurer shall have the authority to only partially fund travel expenses that the Student Body Treasurer deems unreasonable, provided such expenses were not approved prior to the travel. If the Student Body Treasurer is a beneficiary of any travel expense, the Senate Finance Committee shall review the expense before the trip and approve by majority vote the expenditures. By majority vote, the Finance Committee can partially fund as well as reject the travel expenditures in which the Treasurer benefits. An appeal of the Finance Committee’s decision shall be heard by the Student Senate under “New Business” with a majority vote required to overturn the Finance Committee’s decision.

5. A roster with the names and emergency contact information of all individuals travelling must be provided to the SGA Accounting Office prior to departure.

6. SGA will fund, either directly or through reimbursement, airfare, rental car(s), gas mileage, lodging, meals, conference fees, and limited incidental expenses.

   a. Airfare must be purchased at the lowest possible price, and must be coach/tourist class seating. The Student Body Treasurer may reject large expenditures for airfare if the tickets were purchased less than two (2) weeks in advance, even if the purchased tickets were the cheapest available at the time of purchase.

   b. Rental cars must be purchased through Avis. Students may also choose to use their private vehicles and be reimbursed for gas mileage. Mileage will be reimbursed in a manner consistent with federal, state, and university standards. If mileage is to be incurred above the initially requested and approved figure (on the TAR), then all fuel expenses must be documented with receipts.

   c. Lodging accommodations must be made at the lowest possible cost. Groups shall stay four (4) to a room unless prevented from doing so by fire code and/or co-ed issues.

   d. Meals will be reimbursed on a meal-by-meal basis for all expenses actually incurred (and justified with receipts), up to a maximum of $6 for breakfasts, $11 for lunches, and $19 for
dinners. No traveler may claim more than one breakfast, more than one lunch, or more than one dinner on any given day.

e. Travelers have the option of being reimbursed at the government per diem rate of $80 per day in lieu of claiming lodging and meal expenses. This shall only apply in cases where SGA did not fund any lodging for the organization.

f. Incidental expenses shall be limited to those absolutely necessary for travel, such as road tolls, parking fees, and other associated costs.

7. All groups and individuals traveling must retain (until reimbursement) original receipts of all expenses for which they intend to be reimbursed. Travelers will only be reimbursed for expenses incurred and justified with receipts, with the exception of gas (803.10 B6 b) and per diem (803.10 B6 e).

Chapter 804 Self-Generated Funds

804.1 Delineation of Self-Generated vs. A&S Generated Funds

Money accrued by SGA-funded entities through such activities as fundraising, the collection of dues, the receipt of outside donations, and profit-generating ventures (e.g., charging event admission to non-FSU students) shall be considered Self-Generated provided that (1) The money is not Activities & Services Fees and (2) The money was not earned at an event or in a manner that utilized any A&S fees.

A. In the case of non-A&S money generated at an event (or in a manner) utilizing A&S fees, all money yielded, up to the amount of the initial A&S expenditure, must be placed back into the appropriate category (or categories) from which the A&S money was initially expended. These funds shall not be considered self-generated, and shall be held to all the applicable restrictions (both general and category-specific) of A&S fees, including those outlined in this Finance Code.

B. If funds are generated in excess of the amount of the initial expenditure of A&S money, the excess shall be considered Self-Generated money. In this case, such funds must be kept in the entity’s on-campus account with the SGA Accounting Office.

C. Decisions over what constitutes money generated “at an event (or in a manner) utilizing A&S fees” shall be made by the SGA Director of Student Affairs, who is encouraged to consult the Senate Finance Committee in ambiguous situations.

1. Money shall not be considered to have been generated by utilizing A&S funds simply by virtue of being collected in A&S funded reservable space.

2. Membership dues shall never be considered to have been generated through investment of A&S money, except under exceptional circumstances which must be approved by a two-thirds (2/3) vote of the Senate Finance Committee.
804.2 Self-Generated money may be kept in the entity’s on-campus account with SGA Accounting Office or off-campus at a private bank or other institution (except as specified in 804.1 B).

804.3 Self-Generated money is not subject to the provisions of the Finance Code, and expenditures from the (on-campus account) Self-Generated category shall not require the approval of the Student Body Treasurer or any other SGA official. While such spending need not be publicly advertised, neither shall there be any guarantee of confidentiality.

804.4 Under no circumstances may FSU students be charged admission to any event funded with any A&S money (excluding SGA-sponsored concerts, which are held to the provisions of 804.1 A). No FSU student may be denied membership to any SGA-funded organization purely because of their inability to pay dues.

Chapter 805 Penalties for Misspent Funds & Violations of the Finance Code

805.1 Purview

All SGA funded entities, excluding the Union, Campus Recreation, the Student Senate, the Executive Branch (excepting all financially distinct offices), the Elections Office, and the Judicial Branch are subject to the provisions and penalties of Chapter 805 of the Finance Code. The aforementioned exempted entities may not be directly sanctioned, but violations and other irresponsible spending may be taken into account in subsequent allocations proceedings, and also may be grounds for impeachment. The Senate Finance Committee shall take the lead for all investigations as well as all mid-year reviews of any A&S Fee recipient (with the Budget Committee assisting for the mid-year reviews).

805.2 Causes for Sanction

Entities may be subjected to the sanctions outlined in 805.3 for any of the following reasons, with severe and/or repeated incidents being taken into particular consideration:

A. Violating any condition(s) of the Finance Code.

B. Expending A&S money in a manner inconsistent with the request presented to and approved by the Student Body Treasurer (or, if initially rejected by the Treasurer, the Student Body President, the Senate, or the Senate Finance Committee).

C. Expending A&S money on items or services that are irresponsible and/or do not serve the entity’s mission or the Student Body.

D. Exhibiting a pattern of reckless or irresponsible spending, even if expenditures are deemed suitable on an individual basis, that places the entity in either a deficit or such a precarious budgetary situation that the future fiscal welfare of the entity is placed in jeopardy.

E. Entering into a preemptive or unauthorized contractual agreement.
F. Any situation where there is serious and justified concern that the President/Director and/or Treasurer/Financial Officer may be removed from office in the immediate future.

805.3 Sanctions

A. Freezing of Funds

An entity whose funds are frozen may make no expenditures for the (pre-specified) duration of the freeze, which may not exceed ten (10) business days. Previously approved expenditures will be voided unless (1) the purchase order has already been conferred or (2) the Student Body Treasurer consents to the processing of the expenditure.

B. Restriction of Funds

An entity may have its future expenditures restricted to only those pre-specified expenses deemed essential to the entity’s operation. This sanction may only take place after an organization’s funds have been frozen, and shall apply for an indefinite period of time (until the sanction is explicitly lifted). Such restrictions must be explicitly stated at the time of restriction, and must be limited to one, or a combination of, the following:

1. The prohibition of expenditures from a particular category or categories (including, if desired, all categories).

2. The specific enumeration of allowable expenditures, including ranges for dates of purchase, cost, and descriptions of the items/services to be purchased.

3. The requirement that the Senate Finance Committee approve all expenditures not specified in subsection 2 (directly above).

C. Any entity whose funds are frozen or restricted must have its Treasurer/Financial Officer (or designee) make presentations to the Student Body Treasurer (or designee) and the Senate Finance Committee. These presentations shall be scheduled at the behest of the Treasurer and the Senate Finance Chair, respectively, and neither individual shall mandate more than two presentations per any 30-day period (unless consented to by the entity’s Treasurer/Financial Officer).

805.4 Authority to Instate, Appeal, and Repeal Sanctions

A. Freezing Funds

Any entity’s funds may be frozen by the Student Senate, the Senate Finance Committee, the Student Body President, or the Student Body Treasurer.

1. The decision of the Student Body President or Treasurer to freeze funds may be overturned by a two-thirds (2/3) vote of the Student Senate.

2. The Senate Finance Committee’s decision, which is made by majority vote, may be overturned by mutual agreement of the Student Body President and Treasurer or a two-thirds (2/3) vote of the Student Senate.
3. The Senate’s decision, which is made by majority vote, may be overturned by mutual agreement of the Student Body President and Treasurer. It may then be reinstated by a two-thirds (2/3) vote of the Student Senate.

4. The party initiating the freeze may rescind it at any time.

B. Restricting Funds

At the end of the freeze period, if the problems inciting the initial freeze have not been rectified, another freeze period may be initiated by any of the procedures outlined in 805.4 A. Provided the initial freeze period was for at least three (3) business days, SGA may alternatively choose to restrict the entity’s funds indefinitely in the following manner:

1. A resolution, initiating in the Senate Finance Committee (and passing by majority vote), is passed by the Student Senate, explicitly outlining the terms of the restriction as per 805.3 B. This resolution must pass the Senate with a two-thirds (2/3) vote.

2. These restrictions may be subsequently amended or repealed by resolution, which must also initiate in the Senate Finance Committee (and pass with majority vote) and pass the Senate with a two-thirds (2/3) vote. This process notwithstanding restrictions of funds shall only expire at the end of the fiscal year when accounts are swept.

Chapter 806 Funding Boards

History: Amended by the 56th Senate Bill 72. Revised by the 59th Senate Bills 16, 44, 54, 71, 94 and 103. Revised by the 60th Senate Bill 65. Revised by the 61st Senate Bill 21. Revised by the 62nd Senate Bills 39, 40 and 41. Revised by the 62nd Senate Bill 94. Revised by the 64th Senate Bill 7. Revised by the 66th Senate Bill 5.

806.1 Title and Purpose

A. Title

This act shall be known as the Allocation Committee Act.

B. Purpose

1. An Allocation Committee shall be defined as any Funding Board or Fund Distribution Committee outlined in 806.1 B (2) and/or (3).

2. This Act shall apply to the following Funding Boards: Law School Appropriations Council, Sports Club Distribution Council, and Medical School Council. Hereinafter, these Funding Board shall individually be referred to as LSAC, SCDC and MSC.

3. This Act shall also apply to the following Fund Distribution Committees: Programming Allocations Committee and Resource for Travel Allocations Committee. Hereinafter, these Funding Boards shall individually be referred to as PAC and RTAC.

806.2 Compliance with the A&S Guidelines
A. The Student Body Treasurer and the SGA Advisor shall have the responsibility and oversight of the Allocation Committee for purposes of enforcing the Finance Code and Student Body Statutes.

806.3 Procedures and Requirements to Receive Funds

A. To receive funds an organization must officially be recognized with the Florida State University Student Activities Center.

B. Organizations must become re-recognized each academic year to continue eligibility requirements.

C. The President/Director and Treasurer/Financial Officer of each organization shall be required to be financially certified.

D. Any recognized organization must first approach the appropriate Fund Distribution Committee or Funding Board for each and every funding request.

E. Any Recognized Student Organization approaching the Student Senate for funding must include a written letter from the appropriate Fund Distribution Committee or Funding Board Chair acknowledging compliance with statute 806.3 E, prior to the bill being heard in the Senate Standing Committee hearings.

806.4 Use of Funds

A. Recognized Student Organizations that charge membership fees may not exclude any students from membership solely because of their inability to pay dues.

B. Recognized Student Organizations may not charge admission fees to FSU students for any event subsidized or paid for by student A&S Fees allocated to them.

C. All monies shall be spent in accordance with the Finance Code and A&S Fee Guidelines.

806.5 Allocation Procedures

The following guidelines shall apply to all Allocation Committees:

A. The recognized student organizations requesting funds must submit a request to the Chair of the particular Allocation Committee.

B. The approval of funds shall be approved by not less than a majority of the Allocation Committee’s membership, where quorum is present.

C. For any group to apply for funding in front of an Allocation Committee, the student organization must have completed the recognition process as outlined by the Student Activities Center for each academic year.

Chapter 807 Recognized Student Organizations Fund Distribution Committees
Title and Purpose

A. Title
This act shall be known as the RSO Fund Distribution Committees Act.

B. Purpose
The purpose of this act is to explicitly outline the process by which Recognized Student Organizations can receive funds on an expenditure-by-expenditure basis.

The Resource for Travel Allocations Committee

The Resource for Travel Allocations Committee will be responsible for hearing requests placed by Recognized Student Organizations that deal with expenditures in the following categories:

1. Travel/Expense

The Programming Allocations Committee

The Programming Allocations Committee will be responsible for hearing requests placed by Recognized Student Organizations that deal with expenditures in the following categories:

1. Contractual Services
2. Food
3. Any Expense or Clothing expenditures that are in direct association with the RSO.

Construction of the Fund Distribution Committees

Each Fund Distribution Committee will be made up of ten (10) students registered for six (6) or more credit hours in the Fall/Spring Semesters.

1. Senators may be allowed to count toward quorum for RTAC and PAC at the discretion of the Chair.
2. There must be a minimum of three (3) members of the respective committee present for any official business to occur.
3. Members of the Senate Finance Committee shall be excluded to count towards quorum on funding boards.

B. Students shall apply to be committee members through the online SGA Application. SOAR Board must forward two (2) members to be on each committee. The Union Board must also forward two (2) members to be on each committee. The remaining five (5) individuals will be members at large. The Student Senate President and Senate President Pro Tempore and the
committee chair will select all members after an application process. The selected candidates shall be forwarded to the Finance Committee and then to the Senate as a whole for confirmation. If the forwarded candidates of the Union Board or SAC are not selected, the new candidates must be forwarded.

1. Committee member’s terms will last approximately one (1) fiscal year.

2. No committee member may vote on funds for an organization that they are a member.

3. Committee members will be allowed three (3) excused absences (as defined by Florida State University policy and two (2) unexcused absences, at which point the Chair may remove that member. If the member is from Union Board or Soar Board, the respective Board must forward another candidate.
   a. For an absence to be excused, the committee member must email the Chair before the start of the meeting, providing information as to why they will not be present. The request shall be approved by a majority vote of the committee at the next meeting.
   b. A lack of notification prior to the meeting shall be determined excused or unexcused at the discretion of the Chair.
   c. Two (2) tardys shall count as an unexcused absence.

C. The Chairs of the Program Allocations Committee (PAC) and the Resource for Travel Allocations Committee (RTAC) will be a Senator elected by the Senate as a whole. The Chair shall not sit on any other Senate Standing Committee. Once the composition of the committee is completed, the membership shall elect a Vice Chair.

1. The Chair of each committee shall be elected during Senate, the first week following the Spring Inauguration.

2. The Chair shall:
   a. Preside over all meetings of the Fund Distribution Committee.
   b. Collect all Funding Request Forms from the Accounting Office or online.
   c. Represent the Fund Distribution Committee on all official business.
   d. Be responsible for all official correspondence.
   e. Call special meetings.
   f. Act as a non-voting member, except in the case of a tie.
   g. Shall not serve as the Chair of any other Fund Distribution Committee.

3. The Vice Chair shall:
   a. Assume all duties of the Chair in their absence.
   b. Keep accurate minutes of all meetings, hearings and deliberations.
   c. Keep all records that pertain to official Fund Distribution Committee business.
   d. Perform any other duties as designated by the Chair.
4. Removal from Office
   a. The Student Senate may remove from office the Chair of either committee by a four-fifths (4/5) vote of Senate at any time.
   b. The Vice Chair of either committee may be removed from their position by a two-thirds (2/3) vote of the committee they serve on at any time.

D. The Chairs and members of each committee shall be installed into their roles at the first Senate meeting following the last meeting of their respective committee in the Spring semesters.

   1. The Chairs shall serve approximately one year
   2. In the event that the Chair is removed from Office, resigns their position as chair or discontinues their role as a Student Senator, an election will be held in the same manner described in 807.4 C, to fill the position. The newly elected Senator shall serve out the remainder of the time in office.

E. Both Committees shall have a Student Senate liaison.

   The Senator serving as Chair shall also assume the responsibility of the primary Student Senate Liaison. The primary responsibility of the Student Senate Liaison will be to author and sponsor any Resolutions that are in relation to their assigned committee and need to be approved by the Student Senate. The Senate President may appoint additional secondary liaisons to PAC and RTAC: these liaisons may serve in an advisory capacity to the committees.

807.5 Recognized Student Organization Funding Process

A. Recognized Student Organizations (RSOs) cannot request or receive funds in the areas of contractual services, expense, events, clothing, awards, travel, organization materials, lodging or registration from the College Leadership Council.

807.6 RTAC and PAC Guidelines

A. Organizations which received funds in Student Academic Programs or any other A&S Funding Board, Committee, or line item in the annual budget (with the exception of PAC, RTAC, or Senate Projects) shall be ineligible to receive funding from PAC or RTAC the same fiscal year in which they receive other funding. This does not apply to RSOs that received money from the organizational fund.

B. Fund Distribution Committees shall not meet during any summer semesters.

   1. RSOs requesting funds to be used in May or June may request before the end of the Spring semester.
   2. RSOs requesting funds to be used after July 1 shall go directly to the Student Senate to ask for money out of Senate Projects. At the conclusion of the summer semester, the funds distributed to the RSOs
out of Senate Projects shall be reimbursed from the respective fund distribution committee via a transfer bill up to $2,000 per Committee.

C. All organizations requesting funding must be financially certified prior to making a request. At least one financially certified officer must be present at the funding hearing.

D. Committees will meet on Monday or Tuesday of each week, pending requests from RSOs.

1. The Chair shall send out two notices of meeting time and location to RSOs via email. The first notification must be sent out by 5 p.m. on the Friday before the hearing will take place. The second notification must be sent within twenty-four (24) hours of the meeting time.

E. All submissions must be made prior to 12:00 p.m. within three (3) supporting/competitive quotes for each category the RSO is requesting funds for, or sufficient evidence at the discretion of the Chair, of an attempt to find three (3) or more quotes, on the Friday before the hearing.

1. All request must be submitted at least twenty-one (21) business days prior to event or activity to receive funding from PAC. And at least thirty (30) business days prior to travel date to receive funding from RTAC. Any request that fall within eighteen (18) business days for PAC and twenty-seven (22) business days for RTAC may still be considered for funding at the discretion of the chair. Any request outside of this timeline may not be considered for funding from either PAC or RTAC.

2. All requests must be of a line item nature with quotes (t-shirt costs, performer costs, reservation costs, equipment rental, facility rental, airline ticket quotes, rental car quotes, hotel quotes, etc.), and a letter of explanation of need attached to the request packet, along with an explanation of the benefits to the student body in general.

3. Any amount requested by a single organization over $2,000 requires a two-thirds (2/3) vote of the Committee, and a two-thirds (2/3) vote of Senate.

4. RSOs can only request for funds that will be used within ninety (90) business days. A two-thirds (2/3) vote of the Committee can override this rule.

F. There are limitations to multiple requests made by the same RSO in the same fiscal year.

1. An organization may not be allocated funds from PAC more than twice per fiscal year. This rule may be waived by a two-third (2/3) vote of the committee.

2. An organization may not be allocated funds from RTAC more than twice per fiscal year. This rule may be waived by a two third (2/3) vote of the committee.
3. Organizations may only request t-shirts from PAC once per fiscal year. Shirts must be used to promote the organization which is requesting them. PAC must not allocate more than $8 per shirt (including all applicable screening and art fees). Polo shirts may not be purchased. Tank tops may be purchased.

G. All events must be publicly advertised via either a flyer, social media, chalking on campus, etc. RSOs must submit an estimate of the number of FSU students who may are likely to attend the event. The Committee shall not fund for events which are likely to only have group members attend and have no general benefit to the student body.

H. Every organization must submit a post event evaluation form, along with their receipts from the event, to the SGA Accounting Office, within ten (10) business days following the event.

I. The information obtained at the committee meeting will be complied into a resolution by the committee Chair. This resolution will be presented at the next possible Finance Committee meeting, and shall only be debated on if there are objections. In order for an amendment to pass there must be a two-thirds (2/3) vote of the finance Committee. The resolution shall be forwarded to the Student Government Senate Program Assistant, to be forwarded to the Student Senate, and placed on the Consent Calendar.

J. Once on the Consent Calendar, the Resolution shall be presented to the Student Senate. The Student Senate President must read aloud the RSO name, and amount to be allocated, as approved by the Finance Committee. A motion to confirm the decision of the Finance Committee must be made and seconded for the Resolution to pass.

1. In order for an amendment to pass in the Senate, there must be a two-thirds (2/3) vote.

2. A one-tenth (1/10) vote is required for an objection to be upheld.

3. If one-tenth (1/10) vote of Senate is not reached after an objection to the amendment, then the resolution shall pass as presented.

807.7 There shall be an account named “Organizational Fund” in which organizations may apply for initial funds at the beginning of each fall semester.

Chapter 808 Operation Procedures

History: Revised by the 56th Senate Bills 30 and 106. Revised by the 59th Senate Bills 16 and 94. Revised by the 61st Senate Bill 21 (and moved to Chapter 808 from 807). Revised by the 62nd Student Senate Bills 39 and 41. Revised by the 65th Senate Bill 28.

808.1 Allocation Procedures for Funding Boards

A. Purpose

The following statutes shall serve as the minimum standard for all Funding Boards to receive allocations in the annual budget. Failure to comply with the guidelines will result in actions in accordance with Chapter 805 of the Finance
Code. Chapter 806 will take precedence in the event of any contradiction or discrepancy between Chapter 806 and Chapter 808.

B. Powers and Duties

1. All funding boards shall prepare an annual budget for its respective recognized student organizations (RSOs).

   (a) These budgets shall be sent to the Student Body Treasurer, the Senate Finance Committee, and the Senate Budget Committee. RTAC and PAC are exempt from this requirement.

2. Shall act as the official representative for all member RSOs at all Senate or COGS allocation hearings.

3. Public allocation hearings shall occur at least once per fiscal year. Hearings shall follow the procedures in 808.1 C of the Student Body Statutes.

4. Shall adhere to or exceed all statutory regulations as specified by Chapter 800 of the Student Body Statutes.

5. Shall be responsible to ensure compliance of all its respective RSOs with Chapter 800 of the Student Body Statutes.

6. Sports Club Distribution Council shall have the powers to create an “unallocated” account for the purpose of emergency funding hearings. If a Board holds allocations annually, this account may not exceed ten percent (10%) of the total allocated monies each fiscal year. If a Board holds allocation hearings more frequently, the amount unallocated may be no greater than an even distribution between standard allocation periods. This provision may be overridden via resolution of the Student Senate. If money is unallocated for the purposes of future standard allocation periods, it shall not be used for allocations specified in Chapter 808.1 F.

7. Sports Club Distribution Council shall be authorized to create an Administration Expense Account not to exceed 1.5 % of the aggregate funding board budget, which is to be used only for expense items and shall not be subject to transfer from the unallocated account authorized in 808.1 B (6).

8. No funding board shall allocate or fund any amount in the OCO category, absent Senate or COGS approval by resolution. This provision shall not be construed so as to prevent the Senate from doing so at any time.

C. Hearing and Deliberation Procedures

1. Hearings shall be conducted to inform the committee of the respective RSOs’ budget requests.

2. The hearings and deliberations shall be public and advertised to the respective RSOs, the general student body, the Student Senate President, the Student Body Treasurer, and COGS.
3. The respective RSOs shall request money in the categories as outlined in Chapter 803.1.

4. Funding Boards shall design funding guidelines that must be approved by a majority vote of the Funding Board, a majority vote of the Budget Committee, and by resolution of the Student Senate.
   
a. LSAC and MSC guidelines shall be approved by a majority vote of COGS.
   
b. SCDC funding guidelines must be approved by a majority vote of the Budget Committee, and by resolution of Senate.
      
      i. The Chair of the Budget Committee shall submit a resolution for the approval of the guidelines to the Student Senate no more than two (2) weeks after the approval in Committee.
      
      ii. The resolution shall be referred to the Finance Committee. The Finance Committee shall ensure the guidelines’ compliance with Chapter 800 of the Student Body Statutes.
      
      iii. A simple majority is required to amend either the resolution or the guidelines in both committee and Senate.
      
      iv. Substantial (not grammatical or timeline) changes must also be approved in the same manner.

5. Allocations requests shall be submitted before the beginning of hearings. Late allocation requests shall not be accepted without a two-thirds (2/3) vote of the committee. This shall not preclude emergency funding requests.

6. Deliberations shall consist of the allocation of A&S Fees to RSOs that requested money.

7. Hearings and deliberations may be conducted as often as any Funding Board sees fit; however, hearings and deliberations must occur at least once per fiscal year to receive any funding.

8. Each funding board shall report periodically to the Senate Finance Committee and the Senate Budget Committee as to its current fiscal state.

808.2 Law School Council and Medical School Council

*History: Revised by the 62nd Student Senate Bill 39.*

These two funding boards shall adhere to the COGS Guidelines and follow COGS fund allocation process.

808.3 Sport Club Distribution Council
A. Purpose

The Sport Club Distribution Council (SCDC) shall represent the registered organizations under Campus Recreation, that are designated as "sports" before all budgetary committees of the Student Government Association and shall serve in sub-appropriating funds to the above mentioned registered organizations within SCDC.

B. Selection

Selection of the SCDC shall be each spring semester as stated below:

1. The Director of Campus Recreation shall serve as an advisor to the registered organizations within SCDC and shall be an ex-officio non-voting member of SCDC.

2. Each SCDC member shall serve for one year beginning in the spring semester.

3. Each registered organization within SCDC shall be entitled to one representative to the Council. The representative shall be the President or the President's designee of the respective sports club and sports organization.

4. A recreational organization confirming more than one hundred (100) members may exercise the option of electing a second voting representative to serve on SCDC.

5. The Student Senate President shall appoint an ex-officio member to the SCDC in accordance with Chapter 806.6 E of the Student Body Statutes.

C. The Executive Officers

1. The SCDC shall nominate from its membership executive officers to include a Chair and Vice Chair.

2. Should a vacancy occur in an executive office, the SCDC shall nominate a replacement for the remainder of the term.

3. Duties of the Executive Officer

   a. Chair
      i. Preside over all meetings of the funding board.
      ii. Represent the funding board in all official business.
      iii. Be responsible for compiling and presenting the budget of that funding board.

4. Be responsible for all official correspondence.

5. Be responsible to inform the Senate President, Student Body Treasurer, and Chair of the Senate Budget Committee of the time and place of
allocation hearings and deliberations no less than forty-eight (48) hours earlier.

6. Call special meetings.

7. Act as a non-voting member, unless in the event of a tie.

8. Be elected in accordance with the approved guidelines of the funding board.

9. Be forwarded and confirmed by the Student Senate in accordance with Senate Rules of Procedures, unless they are members of the SGA Union Board. Any Funding Board Chair who is not subject to Senate confirmation shall make a report to the Student Senate no less than once per semester.

10. Be responsible for timely advertisement of allocation hearings for all respective RSOs.

11. Shall not serve as a Chair of any other Funding Board or Allocation Committee.

a. Vice Chair
i. Assume all duties of the Chair in chair’s absence, as designated by the Chair.
ii. Keep accurate minutes of all meetings, deliberations, and hearings.
iii. Keep records of the fall and spring allocations process.
iv. Ensure all recipients of A&S Fees from their funding board are familiar with the Florida State University SGA Finance Code. Reference Chapter 800-806.
v. Perform any other duties as designated by the Chair or in the approved guidelines of the funding board.
vi. Be elected in accordance with the approved guidelines of the funding board.

D. Specific Guidelines

1. No allocations shall transpire without the approval of the specific allocations via resolution of the Student Senate. This shall exclude allocations from Central Reserves.

2. The Budget Committee shall hear each allocation as presented by the funding board chair. The Budget Committee shall then draft a resolution to recommend approval or disapproval in whole or part.

3. Each resolution must be drafted in a timely manner, relying upon the funding board.

4. Each line of a proposed sub-allocation of A&S Fees shall be approved separately. Approval of allocations requires a simple majority vote of the Budget committee. Disapproval of allocations requires a four-fifths (4/5) vote of the committee. Organizations that are not officially recognized by the Student Activities Center cannot be approved.
5. The resolution may only be open to amendment on the Senate floor following a majority vote of the Student Senate. The motion to amend the resolution must specify which part of the resolution to amend. Each amendment to the resolution shall require a separate majority vote to hear the amendment. Following a majority vote, normal rules and procedures for passing amendments shall apply.

6. The makeup shall include a Senator appointed by the Student Senate President. This member shall be considered an ex-officio voting member of the committee. The appointed Senator is not required to be a member of the Budget Committee, nor shall their appointment be construed as to consider them a member of the Budget Committee.

E. Special Budget Requests

1. There shall be a separate procedure included in the guidelines specified in Chapter 806.6 and 808.1 C for special budgetary requests to be used for new organizations that recently met the requirements of Chapter 806.3 D after the annual allocation.

2. An organization may not request or receive funding from SCDC other than the semi-annual and emergency allocation (not more than once per fiscal year) during the fiscal year, unless otherwise specified in its approved guidelines.

3. Within five (5) business days from the date an organization budget is finally approved, the Chair of SCDC shall deliver the budget to the SGA Advisor, Student Senate President, Senate Finance Committee and the Student Body Treasurer.

4. The Recognized Student Organizations shall use the online budget request form to request funds from SCDC. No Sports Club RSO may request funding from a funding board or fund distribution committee other than via a resolution of Student Senate.

5. Each Board shall submit its budget request on forms prescribed by the Senate. The Student Senate shall allocate funds to the SCDC as part of its annual budgets. The SCDC shall re-appropriate as necessary, notify their organizations accordingly, and forward the individual organization request to the SGA Director of Student Affairs for processing to the Vice President for Student Affairs.

6. SCDC shall have a faculty/staff advisor appointed to advise the members of the Board on precedent and the administration’s opinion. The advisor shall also assist in the organization of the meetings, hearings, and deliberation. A faculty/staff advisor shall be considered an ex-officio member of the committee.

7. For any expenditure by an RSO in excess of one thousand ($1,000) the signature of the organization advisor shall be required. This signatures shall not be construed as an approval or disapproval by the advisor. It shall only served as confirmation that the advisor has been consulted.
F. Meetings

1. The SCDC shall hold meetings on a monthly basis for all registered recreational organizations and/or such other times as are appropriate.

2. A special meeting of the SCDC may be called by petition of a majority of the SCDC.

3. Quorum shall be a majority of the total membership.

Chapter 808 Forms pertaining to Funding Boards shall be jointly determined by the Senate President and SGA Director of Student Affairs.

Chapter 809 Policy on Reserve Accounts

History: Added by the 47th Senate Bill 161. Revised by the 49th Senate Bill 149. Revision by the 51st Senate Bill 62. Revised by the 54th Senate Bill 64. Revised by 56th Senate Bill 13. Revised by the 61st Student Senate. Revised by the 62nd Student Senate Bill 80. Revised by the 65th Senate Bill 28.

809.1 The Oglesby Union and Campus Recreation will set aside 25 percent (a quarter of one percent) of the cost of the facilities (based on the Markell Chart as provided by the FSU Office of Environmental Health and Safety) for a replacement and renovation (R&R) account beginning in fiscal year 1995-96 and continuing thereafter, to be transferred no later than June 1 of each fiscal year. These funds will be used for depreciation of their respective facilities and budgetary emergencies as well as for repair and replacement of furniture and equipment. There will be two categories of R&R:

A. Physical Plant (anything with a useful life over five (5) years as defined by the FSU University Controller's Office).

B. Furniture and Equipment Replacement (anything with a useful life less than or equal to five (5) years as defined by the FSU Controller's Office).

809.2 Any expenditure from the R&R account up to $10,000.00 must be approved by the Facility Director and Facility Board with notification given to the Senate President, Student Body President and the Vice President for Student Affairs.

809.3 Any expenditures from the R&R account over $10,000.00 must be approved by a majority of the group consisting of the Facility Director, Facility Board, Senate President, Student Body President, and Vice President for Student Affairs. The Facility Board shall have only one (1) vote.

809.4 In an emergency, and the absence of other individuals mentioned in 809.2 and 809.3, the Directors of Campus Recreation, and Oglesby Union may expend funds with the approval of the Vice President for Student Affairs.

809.5 The required contribution for R&R will have first priority on the self-generated funds for the Oglesby Union and Campus Recreation.

809.6 Once a five percent (5%) level of the replacement cost of the facilities (as determined by Markell Charts) has been achieved, the Senate President will create a committee to review these funds. No funds shall be allocated to these accounts beyond the five percent (5) level without Student Senate's permission.
The A&S Reserve will be utilized for cash flow needs, enrollment shortfalls, and budgetary emergencies. A Senate bill will be required to release funds from this account.

The A&S Reserve shall be maintained at a level of five-hundred thousand ($500,000).

The required contribution into this account will be the first priority on A&S dollars.

Chapter 810 Headliner Account Restrictions

History: Added by the 51st Senate Bill 117. Revised by the 56th Senate Bill 57. Revised by the 65th Senate Bill 28. Revised by the 66th Senate Bill 1. Revised by the 67th Senate Bill 12.

The Headliner Account shall not be swept at the end of the fiscal year.

No more than thirty-three (33) percent of the Headliners account may be used to perform or support activities related to Homecoming or PowWow. The amount available for such people shall be based on the total amount in the Headliners account at the time of the first such expenditure.

Chapter 811 The Service Funding Act of 2009

Title and Purpose

A. Title

This act shall be known as the Service Funding Act of 2009.

B. Purpose

The purpose of this act is to explicitly outline the process, rules, and regulations by which organizations whose primary mission is service will receive funds from the Student Government Association.

Service Council

A. The Service Council shall be an association under the purview of the Office of Servant Leadership. It shall be composed of all Recognized Student Organizations whose primary mission is service. In order to be eligible to be in the Service Council, the organizations must:

1. Be a Recognized Student Organization with the Student Activities Center.

2. Have their President and Treasurer financially certified with the Student Government Association Accounting Office.

3. Submit an application to the Executive Board of Office of Servant Leadership and be granted admission by a majority vote.

4. Not receive funds through a line item in the annual budget.
5. Any organization denied membership to the Service Council may appeal the decision to the Student Senate, which can overturn the denial by a majority vote.

B. The Service Council shall have the power to call a meeting at any time. The body serves solely as a way of classifying all service organizations and verifying that the mission of their organization is service.

811.3 Requirements for Funding

A. Recognized Student Organizations whose primary mission is service and are looking to receive money from the Fund Distribution Committees or Funding Board for the purpose of serving shall be required to meet the following guidelines:

1. Meet the requirements of, and be admitted to the Service Council.

2. Show physical proof of an attempt to fund-raise for the event or trip.

3. Meet all legal requirements to serve and receive proper background checks as necessary.

B. Organizations whose primary purpose is not service may be funded for service by a four-fifths (4/5) vote of the Fund Distribution Committee.

811.4 Service Travel

A. Service organizations will only be granted funds for transportation and lodging as it relates to travel. A&S Fees may not be spent for any other purpose related to a service trip.

B. International travel must be approved by a two-thirds (2/3) vote of any Fund Distribution Committee or Funding Board.

C. Service organizations may apply for funding to attend relevant service, advocacy conferences.

811.5 Equipment, Supplies and Resources

A. Any equipment used for service may be purchased by an individual organization, but equipment is the property of the Florida State University Student Government Association.

B. Any equipment purchased must be reusable and long-lasting.

C. Equipment purchased with funds granted by the Student Government Association and used for hard labor by service organizations must be permanently stored at the Center for Leadership and Social Change.

D. Service organizations will be eligible for funds for business and office supplies to be used within the university. Office materials and supplies purchased with A&S monies may not be used to fundraise.
E. Service organizations will be eligible for funds for registration fees and training workshops costs.

Chapter 812 iClicker Equipment

Revised by the 69th Senate Bill 12. Revised by the 70th Senate Bill 34.

A. Each Senate seat or Student Senator shall be assigned an iClicker for voting by the Senate President or Senate Pro Tempore. It shall be the responsibility of each Senator to check-out and check-in their iClicker at each Student Senate meeting. Failure to return or report a lost/stolen iClicker within one (1) week of check-out will violate the Finance Code and be considered theft, unless other arrangements are made in writing via email to the Student Senate President, Senate Pro Tempore and the Student Senate Program Assistant. Damaged/malfunctioning iClickers shall be returned to the Student Senate President or Pro Tempore or the following rule will apply.

1. The Senate President and Senate Pro Tempore may choose to permanently assign iClickers for the duration of a Student Senate (for example, by seat or by individual Senator) or temporarily assign iClickers for each meeting of the Student Senate.
2. If iClickers are permanently assigned, these iClicker assignments shall be listed on the Student Government Association website.
3. If iClickers are temporarily assigned, these iClicker assignments shall be posted alongside voting results within ten (10) business days of each Senate meeting.

B. If the iClicker assigned to a Senator is inoperable or unavailable, the Senate President or Senate Pro Tempore shall assign the Senator an available iClicker for the duration of a Student Senate meeting. All changes of iClickers must be publicly listed alongside voting results. Senators remain responsible for the iClicker that is assigned to them. Under no circumstances should a Senator use an iClicker that is not assigned to them.

C. Penalties

1. If a Senator is found to be voting with an iClicker that is not assigned to them, it shall be considered a violation of the Ethics Code 205.3 E.
2. It shall be the responsibility of the Senator to reimburse SGA for the cost of the iClicker or replace the iClicker with a comparable and compatible device.
3. Failure to report a lost device or return a device and compensate SGA will result in a FSU police report being filed against the Senator. Student Rights and Responsibilities will be alerted. Grades/transcripts will be held, and immediate suspension pending impeachment proceedings.

TITLE IX STUDENT GOVERNMENT ASSOCIATION EXECUTIVE BUREAUS

Chapter 900 Executive Bureau Act

History: Revised by the 45th Senate Bill 50. Revised by the 47th Senate Bill 50. Revised by the 48th Senate Bills 7 and 187. Revised by the 49th Senate
900.1 Creation and Purpose

A. This act shall be called the "Student Government Association Executive Bureau Act of 1991," hereinafter referred to as the "Executive Bureau Act".

B. Purpose

To clearly define and delineate the nature of the student body support services known as bureaus and to distinguish them from other administrative units within the Student Government Association.

C. Scope

This act shall become, upon its enactment, fully binding. All entities discussed shall be subject to the provisions contained herein as well as all relevant legislation.

900.2 Definitions

A. Bureau: A bureau is an administrative division of the Executive Branch created as a direct support service for the student body as a whole and is responsible for educating, representing, and facilitating programming for special interest groups.

900.3 Creation

A. Student Government Association bureaus are created in bill form, as additions to the Student Body Statutes, Title IX Student Government Association Executive Bureaus. Each bureau shall have its own chapter within Title IX.

B. The bill shall contain information of the Bureau's title, purpose, internal organizational structure, and a clear outline of what the Bureau's service or function is for the student body.

C. The bill shall be referred to the Student Senate Finance Committee to determine financial feasibility, the Student Senate Judiciary Committee to review statutory compliance, and any other Senate standing committee pursuant to Senate Rules of Procedure.

D. Upon creation, SGA bureaus shall be incorporated into the organizational structure of the Student Government Association Executive Branch and shall be immediately subject to all privileges and responsibilities inherent with bureau status.

900.4 Operation

A. Student Government Association Bureaus are required to be in compliance with the Student Body Constitution and Statutes, Florida State University policies and regulations, the State of Florida Statutes, the State of Florida Constitution, the
United States Statutes and the United States Constitution at all times while in operation. Non compliance with these provisions shall call for remedial action. The Student Body President shall be authorized to take whatever action is deemed necessary and proper as defined by Student Body Constitution and Statutes.

B. All bureaus shall have a Director who is appointed by the Student Body President subject to confirmation by the Student Senate.

C. The bureau Director shall act within the restrictions stated in 900.4(A) to execute the statutory responsibilities of the Bureau.

D. The Bureau Director shall be responsible for the appointment and supervision of all Bureau personnel except as otherwise stated in 900.4 E.

E. All bureaus shall have an Assistant Director who shall be appointed by the Student Body President upon the recommendation of the appropriate bureau Director.

F. The guidance, administration, and regulation of the bureaus are the responsibility of the Student Body Vice President. The bureau Director shall report directly to the Student Body Vice President, but any action taken by a bureau Director may be countermanded by the Student Body President if the Student Body President feels that it is in the best interest of the student body.

G. Pursuant to the Activities and Service Fee Guidelines, the Student Senate shall be the allocation and revisionary authority in all budgetary matters pertaining to bureaus.

H. All bureau Directors and Assistant Directors may be dismissed at the discretion of the Student Body President or be impeached by the Senate pursuant to the Student Body Constitution.

I. The Student Body Treasurer shall be responsible for the financial responsibility of bureaus. All expenditures of Bureaus must be approved and have the signature of the Bureau Director and the Bureau Financial Officer, before they are submitted to the SGA Accounting Office. After the SGA Accounting Office approves the expenditures, expenditures must be sent to the Student Body Treasurer for approval or rejection.

J. In the event that a Director or Assistant Director of an bureau should take temporary leave of two (2) weeks (14 days) or more from the FSU environment, and thus be unable to directly contribute to, or oversee the bureau, it shall be their responsibility to notify in writing the Chief of Staff and the Director of Student Affairs no less than two weeks (14 days) prior to such leave.

1. Said letter must include an officer of the bureau appointed by the Director who will serve as chief contact, liaison, and administrator of the bureau, and who is duly authorized to serve in such capacity during such time as the Director/Assistant Director may be absent.

2. Failure to submit said letter will result in mandatory audit or management and fiscal controls of the agency consistent with Chapter 407 of the
Student Body Statutes. Status and/or outcome of audit shall not constitute a waiver of other corrective actions consistent with statutes.

3. An extension of up to ten (10) school days can be permitted for good cause by proof of extenuating circumstances received by the Chief of Staff including, but not limited to, death of an immediate family member, medical reasons, or religious observance.

   a. Leaves of absences do not include university recognized holidays including, but not limited to Spring Break or other regularly scheduled campus-wide holidays.

900.5 Termination

   A. Bureaus shall be annually reviewed by the Internal Affairs Committee, which shall recommend to Student Senate if a Bureau shall continue to exist.

900.6 Monetary Allocations

   A. Bureaus will be budgeted by category during the annual A&S fiscal budgeting process.

   B. Bureaus must notify, in writing, the SGA Accounting Office and the Student Body Treasurer before requesting additional funds from the Senate.

   C. Each year the budgets of the bureaus shall be zero based and reviewed by the Senate Funding Committee who shall make appropriate recommendation to the SGA Budget Committee.

900.7 The Bureaus

The following is a list of all SGA bureaus and corresponding chapter numbers that appear in Title IX.

   A. Chapter 906 - Office of Center for Participant Education

   B. Chapter 907 - Office of Inter-Residence Hall Councils

   C. Chapter 908 - Office of Governmental Affairs

   D. Chapter 909 - Office of Servant Leadership

   E. Chapter 910 - Office of Student Council for Undergraduate Research and Creativity

   F. Chapter 911 - Office of Student Sustainability

   G. Chapter 912 - Office of Men Advocating Responsible Conduct
      This was changed to Chapter 1112

   H. Chapter 913 - Office of Entrepreneurship and Innovation

Chapter 901 Council of Executive Bureaus
Chapter 902  The FSU Service Corps

History: Revised by the 47th Senate Bill 51. Revised by the 48th Senate Bill 140. Revised by the 50th Senate Bill 137. Revised by the 54th Senate Bill 70. Revised by the 61st Senate Bill 29. Deleted by the 62nd Student Senate Bill 83.

Chapter 904  Student Legal Services

History: Deleted by the 60th Senate Bill 33.

Chapter 906  Office of the Center for Participant Education

History: Revised by the 47th Senate Bill 30. Revised by the 49th Senate Bill 14. Revised by the 62nd Student Senate Bill 60. Revised by the 63rd Senate Bill 32. Revised by the 65th Senate Bill 4.

906.1  Creation and Purpose

A.  Creation

This act shall create an bureau of the Student Government Association known as the Center for Participant Education (CPE).

B.  Purpose

1.  CPE shall be a forum for progressive and alternative ideas on education, politics, and the arts.

2.  CPE shall provide an area where students and local citizens can initiate and enact new programs that interest them.

3.  CPE shall provide guest lectures, movies, classes, and other alternative programs to traditional programs.

4.  CPE shall provide these educational classes and programs without charging a fee for instruction.

906.2  Membership

Participation is open to students, faculty, and staff of the Florida State University and the Tallahassee community.

906.3  Board of Directors

A.  Membership

The Board of Directors shall consist of five (5) students. The student members shall be elected by the membership with the approval of the Student Body President.

B.  Powers and Duties

The Board shall:
1. Assist the Director in managing the budget.

2. Assist the Director in planning and maintaining procedural bylaws operations.

3. Approve or reject proposed course offerings.

4. Be responsible for the final approval of CPE programs and catalogue.

5. Ensure that CPE complies with all relevant provisions of Chapters 304 and 900 as well as Title VIII (the Finance Code).

6. Reflect the wishes of the general membership in all decisions possible.

906.4 Meetings

A. The Board of Directors shall hold a minimum of one (1) meeting per month during the academic year.

B. No official action may be taken by the Board unless a quorum is present.

C. All meetings shall be publicly advertised.

D. All Board members shall be notified at least forty-eight (48) hours in advance of the designated meeting.

E. The Director shall ensure that minutes are taken at all Board meetings. A file containing the minutes of all past meetings shall be maintained.

906.5 Director

A. Selection and Term of Office

1. The Director shall be elected by the CPE Membership, with confirmation by the Student Body President and the Student Senate.

2. The Director's term shall end at the close of the spring semester.

B. Powers and Duties

1. The Director shall be responsible for the efficient operation of the CPE Office on a daily basis.

2. The Director shall carry out decisions assigned by a majority of the Board.

3. The Director shall be responsible for all communications with the rest of the Executive Branch.

906.6 Assistant Director

A. Selection and Term of Office
1. The Assistant Director shall be elected by the CPE membership, confirmation by the Student Body President and the Student Senate.

2. The Assistant Director’s term shall end at the close of the spring semester.

B. Powers and Duties

1. The Assistant Director shall be responsible for assisting the Director in the operation of CPE.

2. The Assistant Director shall perform the duties of the director when the Director is absent.

3. The Assistant Director shall be responsible for maintaining a dialogue with Recognized Student Organizations.

906.7 Removal from Office
The Board may recommend removal of any of its members or the director by a two-thirds (2/3) vote. Removal of any bureau officer shall occur only in accordance with Chapter 316 of the Student Body Statutes or by impeachment from the Senate.

906.8 Vacancies
Vacancies shall be filled by the original process, and the person filling the vacancy shall serve the remainder of the term of office.

Chapter 907 Office of Inter-Residence Hall Councils

History: Revised by the 49th Senate Bills 12, 14, 65, 66 and 67. Revised by the 54th Senate Bill 21. Revised by the 62nd Student Senate Bill 60. Revised by the 65th Senate Bill 5. Revised by the 68th Senate Bill 66.

907.1 Creation, Purpose and Mission

A. Creation

This act shall create a bureau of the Student Government Association known as the "Inter-Residence Hall Councils."

B. Purpose

The purpose of the Inter-Residence Hall Council is to coordinate programs and activities for the enhancement of student life in the residence halls, to represent the views of residents, and to enhance communication between residence halls. This is achieved through campus-wide programming and the creation and governance of Hall Councils, individual leadership boards of elected students with each residence hall complex.

C. The mission of the Inter-Residence Hall Council is to engage students in the on-campus living experience through leadership development, community involvement, and peer advocacy.

907.2 Membership
A. Any student of a Florida State University residence hall is eligible to be a member-at-large of IRHC.

B. Executive Officers - any member elected in the Spring by the individual Board of Director members and/or a designee.

C. Board of Directors - the vice presidents of each Hall Council that serve as representatives.
   1. If there is no current hall government vice president available to represent their hall, the Hall Council President will serve as a temporary board member until the Vice President position is filled.

D. Hall Councils – any member elected in the fall by each individual residence hall complex population. Elections are run by the Executive Officers.

907.3 Board of Directors

A. Composition of the Board
   1. The Vice President(s) of each Residence Hall shall serve on the Board.
      a. The President of the National Residence Hall Honorary will also be a non-voting member of the Board.
      b. The Sustainable Campus liaison for the Inter-Residence Hall Council will also be a non-voting member of the Board.
   2. Any student who is an officer of the Florida Association of Residence Halls (FARH), the South Atlantic Affiliate of College and University Residence Halls (SAACURH), or the National Association of College and University Residence Halls (NACURH) shall be an ex-officio non-voting member of the Board.
   3. The IRHC Advisor(s) or a designee shall be an ex-officio non-voting member of the Board. That individual shall be appointed by the Associate Director for Residence Life.
   4. The following shall be the Executive Officers of IRHC:
      a. Director
      b. Associate Director
      c. National Communication Coordinator
      d. Assistant Director of Finance
      e. Assistant Director of Relations
   5. During the summer semester, only the Executive officers will act as a voting members of IRHC.
      a. During the summer semester, in lieu of Board members’ absence, a majority vote of all Board members present is necessary to approve all expenditures provided the expenditures are also approved by the advisor.

B. Powers and Duties of the Board
1. Executive Officers shall:
   a. Chair standing committees in accordance with the IRHC By-Laws.
   b. By majority vote, call emergency meetings or cancel a scheduled meeting (with at least twenty-four (24) hours’ notice).
   c. Serve a one-year term. Any Executive Officers may be re-nominated at the end of office and may be re-elected for additional terms of office.
   d. Be responsible for all duties outlined in the Inter-Residence Hall Council bylaws.

2. Board members shall:
   a. Have the authority to pass any rules or regulations which is deemed necessary and proper for the efficient operation of the IRHC and which are in accordance with the SGA Constitution, IRHC By-Laws, and the Student Body Statutes.
   b. Have the power to amend the IRHC By-Laws by a majority vote.
   c. Have the power to remove any Board member(s) in accordance with the SGA Constitution and IRHC By-Laws.

3. All powers not explicitly enumerated to the executive officers shall be reserved by the Board of Directors as a whole.

4. Unless specifically mentioned otherwise, the executive officers will have the ability to vote as a member of the Board of Directors on all matters presented before the Board.

907.4 Meeting
   A. The Board shall meet at least once a week except during the summer semester.
   B. Meetings may be called by the Director or at the request of a majority of the Board.
   C. Board members shall be notified of all meetings at least forty-eight (48) hours in advance of the designated meeting time.
   D. No official action may be taken unless at least a quorum and the advisor are present.
   E. The Assistant Director of Relations shall ensure that minutes are taken of all meetings. A file containing the minutes of all past meetings shall be maintained.

907.5 The Executive Board
   A. Selection and Term of Office
      1. Voting on the Executive Board shall be done by the Board of Directors. All IRHC members are eligible and election of the Executive Board shall take place no later than the first week of April.
2. The Executive Board shall serve a one year term. Any Executive Board member may be re-nominated at the end of the term of office and may be re-elected for a second term of office.

3. The following Executive Board positions must be confirmed by the Student Body President and Senate.
   a. Director
   b. Associate Director
   c. Assistant Director of Finance

B. Powers and Duties

The Director shall:

1. Chair the Board and preside over all IRHC meetings and be entitled to vote only in the case of a tie.

2. Be responsible for the efficient organization of the office.

3. Make and execute decisions on policy, programs, and activities of IRHC with the advice of the Board.

4. Officially act for and represent IRHC.

5. Be responsible for requests and expenditures of Student Activity and Service Fee allocations.

6. Call meetings of IRHC at least forty-eight (48) hours in advance.

7. Have the authority to establish ad hoc committees and select a chair for said committees.

8. Be an ex-officio member for all standing committees.

9. Have the authority to appoint all staff members.

10. Adopt rules of procedure for IRHC meetings.

11. Be confirmed by the Student Body President and Senate.

907.6 Removal from Office

A. Board of Directors

All Board members and Executive Officers, with the exception of the Director are subject to impeachment at any time by the Board of Directors in accordance with the SGA Constitution and IRHC By-Laws.

B. Director

The Board may, by a two-thirds (2/3) vote of its members, recommend the removal of the Director.

C. Staff
The Director shall have the authority to dismiss staff members at their discretion.

907.7 Vacancies

A. Board of Directors

If a position of the Board is vacated less than four (4) weeks before elections of officers, the Director shall appoint a replacement to serve until the elections. The appointment is subject to the approval of the Board by a majority vote. If a position on the Board is vacated more than four (4) weeks before elections of officers, a new election shall be held.

B. Director

If the Office of Director is vacated, the Associate Director shall assume the office.

1. If the Associate Director is unable to permanently assume the position of the Director, the vacancy can be held, subject to the provisions in 907.7 A.

Chapter 908 The Office of Governmental Affairs

History: Added by the 48th Senate Bill 129. Revised by the 49th Senate Bills 4, 51 and 62. Revised by the 50th Senate Bill 33. Revised by the 51st Senate Bills 34 and 47. Deleted by the 56th Senate Bill 83. Re-Added by the 58th Senate Bill 12. Revised by the 59th Senate Bill 32. Revised by the 61st Senate Bill 48. Revised by the 62nd Senate Bills 30 and 101. Revised by the 64th Senate Bills 2 and 63. Revised by the 65th Senate Bill 6 and 85. Revised by the 67th Senate Bill 55. Revised by the 70th Senate Bill 8, 9.

908.1 Creation and Purpose

A. Creation

This act shall be called the Student Government Association Office of Governmental Affairs. (OGA)

B. Purpose

1. The purpose of OGA is to ensure the fair and appropriate representation and participations of the student body in local, state and federal government.

2. OGA will offer an opportunity for interested students to participate in legislative and other governmental processes. Furthermore, the OGA will promote civic engagement through mediums such as voter participation, testimony before governmental entities, communication with policy makers, the training of students in areas such as lobbying and organizing and other forms of governmental relations.

3. OGA shall work closely with the FSU Office of Governmental Relations to ensure appropriate representation of the student body as it relates to the focus of the University, to assist students with information and placement in governmental internship opportunities and to coordinate FSU Day at the Capitol.
4. OGA will assist with the creation and oversight of student activist components in major campus entities such as SGA agencies, RSOs, and other student initiatives, for the purpose of organizing and informing students about legislative agenda and governmental endorsements of SGA.

908.2 Board of Directors

There shall be a Board of Directors, hereinafter referred to as the Board, which shall be responsible for determining policies dealing with the programming and activities of the Office of Governmental Affairs.

A. Membership of the Board

1. The Board shall consist of fifteen (15) voting members.

2. The voting members will consist of the Student Body President or a designee, the Student Senate President or a designee, the Speaker of COGS or a designee, nine (9) members-at-large, the Director, the Deputy Director, and the Internal Assistant Director.

3. Selection

   a. The Director will select the nine (9) members-at-large, to then be appointed by the Student Body President and confirmed by the Student Senate in accordance with Chapter 202.1 A.

B. Powers and Duties of the Board

1. The Board shall set the legislative agenda for the student body for each legislative session.

2. The Board shall find affective means of educating the student body concerning voter turnout and voter registration.

3. The Board shall determine all of its rules and bylaws. The Board may recommend removal of the Director by a two-thirds (2/3) vote of the voting members. The Director shall not have a vote. Removal of any bureau officer shall occur only in accordance with Chapter 405 of the Student Body Statutes or by impeachment by the Student Senate.

4. Should the student body contract a private lobbyist service, the Board will produce any documents or proposals related to the procurement of such services.

5. The Board will plan and hold trainings and programs to educate and engage students about specific governmental/legislative issues, which are endorsed by student body legislative agenda or resolution passed by the Student Senate relating to governmental relations and opportunities to get involved.

6. The Board will work to survey a diverse population of students to gain insight on concerns and opinions relevant to the mission of the office.
908.3 Meetings

1. The Board shall meet at least twice a month. A report of this meeting shall be issued to the Executive and Legislative branches of the SGA. This report shall be given during the messages portion of the Senate Calendar.

2. All Board members shall be notified 48 hours in advance of any meeting. All meetings shall be noticed per the requirements of SGA in the Sunshine Statute. (Chapter 231.1)

3. The Director shall be in attendance at all meetings of the Board.

908.4 Director

A. Selection

1. Forwarding of candidates for the Director position shall be in compliance with Student Body Statutes 202.1, 304.2, and 304.3.

2. Preference is to be given to a student with legislative knowledge and experience. This person shall be a student registered for at least six (6) credit hours in the Fall and Spring and three (3) credit hours in the Summer.

B. Powers and Duties

1. The Director of OGA shall be responsible for conducting a formal interview process for a Deputy Director and an Internal Assistant Director, and forward one candidate per position to the Student Body President for appointment.

2. The Director shall be responsible for the effective operations of OGA. This shall include the supervision of the Board, planning of legislative strategy for further student involvement, and providing direct service at the Legislature.

3. The Director shall have the authority to form committees in support of the completion of specific tasks related to the operations of the OGA.

4. The Director shall be the student body representative to any private lobbying firm or interest group that is contracted by SGA.

5. The Director shall serve on the Florida Student Association Governmental Relations Council as long as the Florida State University remains a member of the Florida Student Association.

6. Should the student body contract a private lobbyist service, the Director shall serve on the Lobbyist Selection Commission.

7. The Director shall be responsible for the management of the bureau’s budget with a majority vote of approval of the OGA Board of Directors.
8. The Director shall be responsible for seeing that the bureau is in compliance with all guidelines outlined in Title VIII (Finance Code).

908.5 Deputy Director

A. Selection

1. Forwarding of candidates for the Deputy Director position shall be in compliance with Student Body Statutes 202.1, 304.2, and 304.3.

2. Preference is to be given to a student with legislative knowledge and experience. This person shall be a student registered for at least six (6) credit hours in the Fall and Spring and three (3) credit hours in the Summer.

3. In the absence or resignation of the Director, the Deputy Director shall assume all duties and responsibilities of the Director. In such cases, the Deputy Director shall be given priority in filling the Director’s position. During the absence or removal of the Director, the Deputy Director shall serve as Acting Director until a new director is appointed by the Student Body President and confirmed by the Senate in accordance with Chapter 202.1 A.

4. The Deputy Director will focus on the off-campus initiatives of OGA, including the act of providing representation of the student body in national and local government. The Deputy Director will also serve as the liaison to the Governmental initiatives of other universities around the state. The Deputy Director shall also be the primary assistant of the Director.

908.6 Internal Assistant Director (IAD)

A. Selection

1. Forwarding of candidates for the Internal Assistant Director (IAD) position shall be in compliance with Student Body Statutes 202.1, 304.2, and 304.3.

2. The Internal Assistant Director will serve as a direct liaison between the Executive Branch and the Legislative Branch of SGA. The IAD will recommend legislation on behalf of the Executive Branch and work with Student Senators to give Executive insight to legislative initiatives.

3. The Internal Assistant Director will focus on the on-campus initiatives of OGA, as well as the training and placement of students interested in governmental affairs.

B. Powers and Duties

The Internal Assistant Director and the Deputy Director shall assist the Director in the effective operation of OGA.

908.7 Student Body Legislative Agenda
For the purposes of 908.7 the phrase “Time Sensitive” shall be defined as the need to pass during the next Senate Meeting.

For the purposes of 908.7 the phrase “Legislative Agenda Caucus” shall be defined as a caucus within Senate which will enable the OGA director to give a formal opinion on the amendment containing the proposed changes.

A. Adoption

1. This agenda shall be compiled and approved by the Board of Directors.

2. The agenda shall be forwarded to the Student Senate for adoption by means of resolution at the discretion of the Senate President in consultation with the Director of the Office of Governmental Affairs.

   a. Contingent on the Legislative Agenda being time sensitive if there is an amendment on the floor of the Senate there shall be a motion to enter the Legislative Agenda Caucus. All amendments should be filed before entering the Legislative Agenda Caucus. If the OGA Director approves the changes the amendment shall require a majority vote by the Senate in order to pass. If the OGA director opposes the changes the amendment shall require a two thirds (2/3) vote of the Senate in order to pass.

   b. If the Legislative Agenda is not deemed time sensitive amendments to change the Legislative Agenda must be submitted 24 hours prior to the Board of Directors meeting. The board shall give a formal opinion on the amendment containing the proposed changes. If the Board approves the changes the amendment shall require a majority vote in order to pass. If the Board opposes the changes the amendment shall require a two thirds (2/3) vote of the Student Senate in order to pass. Amendment’s will not be made on the floor of the Senate.

3. The Legislative Agenda shall be the official policy preferences endorsed by the student body.

B. Post Adoption - Senate Action

1. Once the Legislative Agenda is approved by Senate in the form of a resolution all proposed changes to the Legislative agenda by any member of Senate shall be submitted in the form of resolution and placed on first reading with no committee referral. Each resolution shall only contain one potential agenda item. Within a week, the proposed changes shall be sent to the Board of Directors.

2. The Board shall give a formal opinion on the resolution containing the proposed changes. If the Board approves the changes the resolution shall require a majority vote in order to pass. If the Board opposes the changes the resolution shall require a two thirds (2/3) vote of the Student Senate in order to pass.

C. Post Adoption - Board of Directors Action
1. Once the Legislative Agenda is approved all proposed changes to the Legislative agenda by any member of the Board of Directors must be submitted to the Board in advance of the meeting. If the amendment to the Legislative Agenda is approved the Student Senate shall change the Legislative Agenda in the form of resolution and be placed on first reading with no committee referral.

908.8 Policy on SGA Communication with State & Elected Officials

This section shall contain Florida State University Student Government Association procedures, and guidelines pertaining to SGA entities and affiliates contacting current & former; local, state, and federal government officials and agencies in order to enhance the effectiveness of governmental communication, and to facilitate coordination and communication within SGA.

A. Legislative Agenda & SGA Policy Endorsements

1. All Recognized Student Organizations and SGA entities & affiliates must gain permission to lobby on behalf of the Legislative Agenda and the official policy preferences endorsed by the student body through the OGA. The Student Body President & the Director of the Office of Governmental Affairs may aide SGA affiliates and entities in communication with state, local, and federal government officials and agencies to ensure success and inclusivity.

2. Only individuals authorized by the Director of Governmental Affairs or the Student Body President are authorized to represent the Student body’s or Student Government’s interests.

B. Invitations of Government Officials to Visit Campuses

1. Invitations by SGA to local, state, & federal elected or appointed officials in their official capacity are to be conducted by the Office of Governmental Affairs in conjunction with the SGA entity soliciting the invitation.

908.9 Agency Advisory Committee

There shall be an advisory committee within OGA comprised of SGA Agencies called the OGA Agency Advisory Committee.

A. Membership of the Committee

1. The Committee shall consist of one representative from each SGA Agency (1000.7 The Agencies)

2. Each representative shall be chosen from the internal procedures of each Agency

B. Purpose of the Committee

1. This committee will serve to increase the amount and level of cooperation and interdependency between OGA and SGA Agencies and aide in organizing and informing students about the legislative agenda and governmental endorsements of SGA, in order to aide the purpose and mission of OGA.
2. The Committee shall aide the Board of Directors in fulfilling the Powers and Duties of the Board of Directors and aide each SGA Agency as the Chair and Advisory Committee see fit.

C. Meetings:
1. The committee shall meet at least once a month. Minutes shall be recorded and kept on file by the Director of Office of Governmental Affairs.
2. All Board members shall be notified 48 hours in advance of any meeting. All meetings shall be noticed per the requirements of SGA in the Sunshine Statute. (Chapter 231.1)

Chapter 909 The Office of Servant Leadership

History: Added by the 62rd Student Senate Bill 83. Revised by the 63rd Senate Bill 32. Revised by the 64th Senate Bill 32. Revised by the 65th Senate Bill 7. Revised by the 67th Senate Bill 12.

909.1 Purpose, Mission Statement and Services

A. Purpose
1. Promote awareness of diverse service and service-learning opportunities to the student body, through areas including but not limited to environmental, international and domestic service.

2. Create and support worthwhile campus programs and philanthropies that engage a large population of students and enhance the Florida State University.

3. Educate students about pressing issues and current affairs related to social justice through inclusive programming and reflection-based service experiences.

B. Mission
The mission of the Office of Servant Leadership is to preserve and cultivate the spirit and action of service, philanthropy, advocacy, social justice, and leadership at the Florida State University by providing a forum for students to network and collaborate; offering support and encouragement to service-focused student organizations on campus; and organizing and implementing informative events that aim to enhance students’ awareness of important social issues.

C. Services
1. The Office of Servant Leadership, hereinafter called OSL, will work to formally connect FSU students to service-based student organizations and community organizations that fit their interests.

2. The OSL will oversee the Service Council as outlined in Chapter 811.2 and work to collaborate with student groups whose primary mission is service.

3. The OSL will organize large scale volunteer projects for students and student-groups to participate in both the Fall and Spring semesters.
4. The OSL will act as a liaison to the Center for Leadership and Social Change, to keep the entire Student Government Association linked to the programs and initiatives of that department.

909.2 Board of Directors

A. Purpose
There shall be an executive board of the OSL to advise the Director on ways to enhance the operation and effectiveness of the Bureau.

B. Composition
The Executive Board shall meet no less than once a month. The Executive Board shall be selected from the OSL membership during an application and interview process during the end of the fall semester. It shall be composed of:

1. The Director of OSL
2. The Assistant Director of OSL
3. Secretary
4. Public Relations Director
5. Treasurer
6. Special Events Director

909.3 Director

A. Selection and Term of Office

1. The Director shall be nominated by the OSL membership through an application and interview process. This recommendation shall be sent to the Student Body President as outlined in Chapter 318.4, subject to Student Senate confirmation.

B. Powers and Duties

1. The Director shall be responsible for the efficient and effective operation of the Bureau.

2. The Director shall be responsible for executing all activities and programs of the Bureau with a majority vote of approval of the OSL.

3. The Director shall serve as a member of the Council of Executive Bureaus as defined in Chapter 901. (This no longer exists. Need to be removed from the statutes).

4. The Director is expected to meet with the OSL advisor no less than once a month.

909.4 Assistant Director
There shall be an Assistant Director who shall be nominated by the OSL membership through an application and interview process. This recommendation shall be sent to the Student Body President as outlined in Chapter 318.4, subject to Student Senate confirmation. The Assistant Director shall be responsible for aiding the Director and shall fulfill the duties of the Director in the Director's absence with the exception of the hiring and firing of staff.

909.5  Removal from Office
The Director and Assistant Director may be removed by the Student Body President or by impeachment by the Senate, as outlined in Chapter 405.

Chapter 910  Office of the Student Council for Undergraduate Research and Creativity

History: Revised by the 65th Senate Bill 8 and 87. Revised by the 66th Senate Bill 37. Revised by the 68th Senate Bill 55. Revised by the 70th Senate Bill 41.

910.1  Creation and Purpose

A.  Creation
This act shall create a bureau of the Student Government Association known as the Student Council for Undergraduate Research and Creativity (SCURC).

B.  Purpose
1.  SCURC shall implement and oversee the Florida State University Undergraduate Research Journal, The Owl, as a means to engage the student body and highlight student research.

2.  SCURC shall strive to increase the number of students engaged in research projects at Florida State University.

3.  SCURC shall serve as a resource for undergraduate students to request funding to attend or present at academic conferences related to their intended research area or creative pursuit.

910.2  Membership
Participation is open to students at the Florida State University.

910.3  Board of Directors

A.  Purpose
There shall be an executive board of SCURC to advise the Director on ways to enhance the operation and effectiveness of the Bureau.

B.  Membership
1.  The Board of Directors shall consist of nine (9) members all of whom shall be students at the Florida State University.

2.  The voting members will consist of the Director, two (2) Assistant Directors, the Treasurer, and five (5) members-at-large.

C.  Composition
The Board of Directors shall meet no less than once a month. The Board of Directors shall be composed of five (5) members-at-large in addition to the following members:

1. Director of SCURC
2. Assistant Director of SCURC (Editor-in-Chief of OWL).
3. Assistant Director of SCURC (Chair of Undergraduate Research Ambassadors).
4. Treasurer

D. Selection
The Director will select five (5) members-at-large. Positions for members-at-large must be advertised for at least one (1) week before filled.

E. Powers and Duties
The Board shall:

1. Advertise the funding opportunity for presentations and attendance at academic conferences.
2. Serve as the decision making board for SCURC.
3. Plan and execute general body meetings for SCURC members.
4. Ensure the success of the Undergraduate Research Ambassador Program and the OWL.

910.4 Meetings

A. The Board of Directors members shall hold a minimum of one (1) meeting per month during the academic year.

1. Additional meetings shall be scheduled as needed.

B. Those Board members directly responsible for outreach shall hold a minimum of one (1) meeting at the start of the Fall and Spring semesters.

1. Direct and frequent communications with the directors shall be maintained by these Board members throughout the semester to ensure efficiency and accountability.

910.5 Directors

A. Selection and Term of Office

1. The Director’s position shall be advertised for at least two (2) weeks before interviews may be conducted. The applicants shall be interviewed and then appointed by the Student Body President and confirmed by the Student Senate in accordance with Chapter 202.1 A.
2. The Director’s term shall end at the close of the Spring semester.

B. Powers and Duties

1. The Director shall conduct Board of Directors meetings on a regular basis.

2. The Director shall serve as a liaison between SGA and SCURC.

3. The Director shall oversee the application process for the members-at-large on the Board of Directors and delegate their tasks and duties.

4. The Director shall be responsible for the overall efficiency, effectiveness, and operations of SCURC.

910.6 Assistant Director (Editor-in-Chief of The OWL)

A. Selection and Term of Office

1. The position of Editor-in-Chief of the Owl shall be advertised for at least two (2) weeks before interviews may be conducted. The applicants shall be interviewed and then appointed by the Student Body President and confirmed by the Student Senate in accordance with Chapter 202.1 A.

2. The Editor-in-Chief of The OWL term shall end at the close of the Spring semester.

B. Powers and Duties

1. The Editor-in-Chief of The OWL shall:

   a. Appoint a Co-editor-in-Chief of The OWL, if desired, at the individual’s discretion.

   b. Plan and maintain procedural bylaw operations.

   c. Be responsible for the final approval of all The Owl manuscripts.

   d. Ensure that SCURC complies with all relevant provisions of Chapter 304 and Chapter 900 as well as Title VIII (The Finance Code).

   e. Serve as the Chair of the Editorial Board of The OWL, which shall be formed at the Chair’s discretion. The OWL shall maintain editorial independence.

   f. Carry out decisions assigned by the majority of the editorial board.

   g. Assist the Director in the effective operation of SCURC.

910.7 Assistant Director (Chair of Undergraduate Research Ambassadors)

A. Selection and Term of Office

1. The position of Chair of Undergraduate Research Ambassadors shall be advertised for at least two (2) weeks before interviews may be conducted. The applicants shall be interviewed and then appointed by
the Student Body President and confirmed by the Senate in accordance with Chapter 202.1 A.

2. The Chair of Undergraduate Research Ambassadors’ term shall end at the close of the Spring semester.

B. Powers and Duties

1. The Chair of the Undergraduate Research Ambassadors shall:
   a. Oversee outreach conducted by SCURC.
   b. Oversee the Undergraduate Research Ambassadors Program.
   c. Be responsible for the applications process selection, retention and organization of the Undergraduate Research Ambassadors program.
   d. Assist the Director in the effective operation of SCURC.

910.8 Treasurer

A. Selection

1. The treasurer’s position shall be advertised for at least two (2) weeks before interviews may be conducted. The applicants shall be interviewed and then appointed by the Student Body President and confirmed by the Student Senate in accordance with Chapter 202.1 A.

2. The treasurer’s term shall end at the end of the Spring semester.

B. Power and Duties

1. The treasurer shall:
   a. Be financially certified with the Student Government Association Accounting Office.
   b. Formulate, organize and effectively communicate a budget for SCURC through the Student Government Association.
   c. Review all undergraduate funding applications for conferences and grant approval upon qualification and availability of funds.
   d. Work with the advisor to approve or deny applications based on the qualification requirements, available funds, and adhere to the Finance Code.
   e. Be responsible for turning in all receipts and documentation to the SGA Accounting Offices within the time restraints.
   f. Work with the advisor to ensure fiscal responsibility with granting funds.
   g. Grant funds based on a first come, first serve basis.
   h. Make sure all funding adheres to the Finance Code.

2. The Undergraduate Academic Conference funding applications shall adhere to the following qualifications and guidelines:
   a. Completed applications must be turned in at least thirty (30) business days before the conference; must include FSUID and be registered as a FSU undergraduate student at the time of the
conference; provide verification of any additional financial support and a breakdown of anticipated expenses.

b. For a conference presentation grant, the student must be a primary presenter and provide proof of acceptance to the conference and a faculty signature endorsing attendance at the conference.

c. For a conference attendance grant, the student must provide a faculty signature endorsing attendance at the conference.

b. Funding applications shall be distributed by reimbursement processes; all receipts must be turned in within thirty (30) days of the conference; and failure to do so will cause your grant to be cancelled.

c. Funding applications shall be available online. Applications shall adhere to the applications instructions for guidance on submission.

d. Academic conference funding shall be divided into two (2) periods per fiscal year.

e. Applicants shall be notified in a timely manner of their status of funding and will be recorded for the University’s records, in order to promote Florida State University’s academic accomplishments.

910.9 Removal from Office
The Board may recommend removal of any of its members or directors by a two-thirds (2/3) vote. Removal of any bureau officer must comply with relevant Student Body Statutes or by impeachment from the Student Senate.

910.10 Vacancies
Vacancies shall be filled by the original process, and the person filling the vacancy shall serve the remainder of the term of office.

CHAPTER 911 Office of Student Sustainability

History: Added by the 63rd Student Senate Bill 71. Revised by the 64th Student Senate Bill 32. Revised by the 65th Student Senate Bill 9. Revised by the 67th Student Senate Bill 5. Revised by the 69th Student Senate Bill 76.

911.1 Purpose, Mission Statement and Services

A. The purpose of the Office Student Sustainability (OSS) will be to:

1. Coordinate and promote engagement sustainability within student-centered issues including, but not limited to conservation, social justice, and environmental service opportunities.

2. Educate students about pressing issues and current affairs related to sustainability through inclusive programming and reflection-based service experiences.

3. Recommend changes to the Student Government Association to promote a more sustainable Student Government Association and University.

4. The OSS shall serve as a collaborative organization, uniting several student groups around campus that maintain a focus on sustainability
including conservation, social justice, environmental service opportunities, or any other fields that falls within these areas.

B. Mission
The mission of the OSS is to preserve and cultivate the sustainability efforts of the Florida State University by providing a forum for students to network and collaborate; offering support and encouragement to student organizations with similar missions; and organizing and implementing informative events that aim to enhance students’ awareness of social issues.

C. Services
1. The OSS will connect FSU students with other student and community-based organizations that fit their interests, pertaining to sustainability, while encouraging collaborative efforts.

2. The OSS will promote and support the implementation and inquiry into sustainable living practices and resource conservation within the campus community.

3. It shall be the duty of the organization to unite the student leaders from organizations that have a focus pertaining to sustainability environmental services and social justice.

4. The OSS shall push education and advocacy efforts in tandem with the Office of Governmental Affairs in light of un-sustainable Florida State legislation.

4. The OSS shall host at least one major event each academic year that supports the goals of the Green Your Event Series.

6. It shall be the duty of the OSS to create and maintain a calendar which contains all events occurring within the organizations included in OSS.

7. The OSS shall build upon the Green Your Event Series, which strives to present student leaders with practical, sustainable solutions to be implemented at events cross campus. This Series should portray a new theme of sustainability at each event, and be conducted several times a year.

911.2 Director

A. Selection and Term of Office

1. The Director shall be nominated by a selection committee within the Office of Student Sustainability. This committee will be formed under the guidelines found in the OSS bylaws, and shall adhere to all regulations set forth here. The nomination of the committee will be submitted to the Student Body President for approval and, following approval, shall be subject to Student Senate confirmation as outlined in Chapter 304.5

B. Powers and Duties
1. The Director shall be responsible for the efficient and effective operation of the Bureau, while emphasizing the mission and services of the Bureau.

2. The Director shall be responsible for the Management of the Bureau’s budget with the assistance of the confirmed treasurer.

3. The Director shall be responsible for organizing meetings with students, staff, and professors that the ability to advance the purpose, mission, and goals of the Bureau.

4. The Director shall be responsible for seeing that the Bureau is in compliance with all guidelines outlines in Title VIII (Finance Code).

5. The Director shall establish policies for the Bureau with the advice of the Student Body President and the Director of Campus Sustainability.

6. The Director shall serve as a member of the Council of Executive Bureaus as defined in Chapter 901.

7. The director is expected to meet with the Director of Campus Sustainability no less than once a month.

8. The director is expected to stay aware of current local, state and national student sustainability related issues.

9. The director shall ensure that the Office of Student Sustainability remains in line with the Bureau’s established bylaws.

911.3 Assistant Director

There shall be an Assistant Director who shall be selected by the Director of OSS through an application and interview process. This recommendation shall be sent to the Student Body President as outlined in Chapter 318.4, subject to Student Senate confirmation. The Assistant Director shall be responsible for aiding the Director and shall fulfill the duties of the Director in the Director’s absence with the exception of the hiring and firing of staff.

911.4 Treasurer

A. Selection

1. The Director of OSS shall select the Treasurer through an application and interview process.

2. This recommendation shall be sent to the Student Body President as outlined in Chapter 318.4, subject to Student Senate confirmation.

B. Powers and Duties

1. The Treasurer shall be responsible for closely monitoring OSS’s finances throughout their term.
2. The Treasurer shall assist the Director and Assistant Director with filing purchase and funding requests.

3. The Treasurer shall assist with the development of the fiscal year’s budget.

4. The Treasurer shall lead any fundraising initiatives developed by OSS.

5. The Treasurer shall sign purchase requests in the event that the Director or Assistant Director is absent.

911.5 Media Chair

A. Selection

1. The Director of OSS shall appoint the Media Chair.

2. The Assistant Director must approve the appointed Media Chair.

B. Powers and Duties

1. The Media Chair shall promote the Office of Student Sustainability’s programming and popularize the OSS brand. This includes:
   
a. Distributing events flyers.
   b. Assisting the Director and Assistant Director with outreach to constituent organizations.
   c. Enhancing OSS’s social media presence.
   d. Attending to any other media needs as determined by the Board of Directors.

911.6 Programming

A. Selection

1. The Director of OSS shall appoint the Programming Chair.

2. The Assistant Director must approve the Programming Chair.

B. Powers and Duties

1. The Programming chair shall lead the Office of Student Sustainability’s programming initiatives and enhance the grass root support of the OSS. This includes:
   
a. Spearheading the event planning process for the OSS, in line with the sustainability practices we promote.
   b. Assisting the Director and Assistant Director with outreach to constituent organizations.
   c. Enhancing the student body’s familiarity with the OSS through the Green Your Event Series and tabling.
   d. Managing the promotional items purchased by the Bureau.
e. Attending to any other outreach needs as determined by the Director and Assistant Director.

911.7 Removal from Office
The director and assistant director may be removed by the Student Body President as outlined in Chapter 318.4 or by impeachment by the Student Senate.

911.8 Advisors
There shall be an advisor for the OSS. The staff advisor of the OSS shall be the Director of Campus Sustainability.

911.9 Ex-Officio Members
A. The following constitutes a list of students who may be included in the Green Leadership Circle as ex-officio members.
   1. Student Body President or a designee
   2. Student Senate President or a designee
   3. COGS Speaker or a designee

Chapter 913 Office of Entrepreneurship and Innovation

History: Revised by the 66th Senate Bill 83. Revised by the 69th Student Senate Bill 79.

913.1 A. Creation
This act shall create a bureau of the Florida State University Student Government Association known as the Office of Entrepreneurship and innovation (hereafter referred to as OEI).

B. Purpose
1. OEI shall serve as a resource center for students interested in entrepreneurship and innovation.
2. OEI shall serve as a liaison between students and alumni with industry experience.
3. OEI shall build relationships with both campus and community partners.
4. OEI shall serve as an advocate for student-led start-ups.
5. OEI shall work to bring about more collaborative and developmental space for entrepreneurs.

913.2 Membership
Participation is open to all students, faculty, and staff of the Florida State University and the Tallahassee community.

913.3 Board of Directors
A. Membership

The Board of Directors shall consist of nine (9) FSU students. The Executive Director, Assistant Director, and Director of Finance shall be appointed by the Student Body President and confirmed by the Student Senate in accordance with Chapter 202.1 A. All other board members shall be chosen by the Executive Director.

B. Powers and Duties

The Board shall be chaired by the Executive Director and shall:

1. Consist of the following positions:
   a. Assistant Director
   b. Director of Alumni Relations
   c. Director of Community Outreach
   d. Director of Marketing
   e. Director of Social Media
   f. Director of Finance
   g. Director of Technology/Start-Ups
   h. Director of Social Entrepreneurship

2. Assist the Executive Director and Director of Finance in managing the budget.

3. Assist the Executive Director in planning and maintaining procedural bylaws operations.

4. Ensure that OEI complies with all relevant provisions of Chapters 304 and 900 as well as Title VIII (The Finance Code), as well as any other applicable statutes.

913.4 Meetings

A. The Board of Directors shall hold a minimum of one (1) meeting per week during the academic year.

B. No official action may be taken by the Board unless a quorum is present.

913.5 Chair

A. Selection and Term of Office

1. The Executive Director shall be interviewed and then appointed by the Student Body President and confirmed by the Student Senate in accordance with Chapter 202.1 A.

B. Powers and Duties

1. The Executive Director shall carry out decisions assigned by a majority of the Board.
2. The Executive Director shall be responsible for external communications on behalf of the organization.

913.6 Assistant Director

A. Selection and Term of Office

1. The Assistant Director shall be selected by the Executive Director with the approval of the Student Body President and confirmation of the Senate in accordance with Chapter 202.1 A.

B. Powers and Duties

1. The Assistant Director shall be responsible for assisting the Executive Director in the operation of OEI.

2. The Assistant Director shall perform the duties of the Executive Director in their absence.

3. The Vice Chair shall be responsible for managing the Board of Directors.

913.7 Removal from Office

The Board may recommend removal of any of its members or the Executive Director by a two-thirds (2/3) vote. Removal of any bureau officer shall occur only in accordance with Chapter 316 of the Student Body Statutes or by impeachment from the Student Senate.

913.8 Vacancies

Vacancies shall be filled by the original process, and the person filling the vacancy shall serve the remainder of the term of office.

TITLE X STUDENT GOVERNMENT ASSOCIATION EXECUTIVE AGENCIES

Chapter 1000 Executive Agency Act

History: Revised by the 47th Senate Bills 27 and 30. Revised by the 48th Senate Bill 7. Revised by the 49th Senate Bill 14. Revised by the 51st Senate Bills 28, 31 and 69. Revised by the 54th Senate Bill 10. Revised by the 58th Senate Bill 61. Revised by the 58th Senate Bill 64. Revised by the 59th Senate Bills 81 and 102. Revised by the 64th Senate Bill 73.

1000.1 Creation and Purpose

A. Title

This act shall be called the "Student Government Association Executive Agency Act of 1991, hereinafter referred to as the "Executive Agency Act."

B. Purpose
To clearly define and delineate the nature of the Student Government Association units known as agencies and to distinguish them from other entities within the Executive Branch.

C. Scope
The act shall become, upon its enactment, fully binding on all entities defined herein as Agencies.

1000.2 Definitions

A. AGENCY: An agency is a programmatic division of the Executive Branch created to provide support for and education on a particular select identity group of the Florida State University whether it be based on race, ethnicity, sex, sexual orientation, gender identity, gender expression, disability, or veteran status.

B. RECOGNIZED STUDENT ORGANIZATION: Each Recognized Student Organization is an entity separate and distinct from, but under the authority of the Student Government Association. An organization, as distinguished from an agency, is a group of students organized primarily to advance social, athletic, fraternal, and philanthropic like needs.

1000.3 Creation

A. In addition to a bill to create an agency by Senate, or by referendum, the Student Body President may request the creation of an agency upon identifying a need, pursuant to Title III, Chapter 300, Section 300.3, paragraphs C and D, of the Florida State University Student Body Statutes. This request must be submitted in writing to the Student Senate President, and must include the stated purpose of the proposed agency. Upon receipt of this request, the Senate President shall introduce a bill onto the Calendar, within two weeks, which shall propose the creation of the requested agency.

B. The proposed agency will be created upon the enactment of the Bill. The new agency will be incorporated into the organizational structure of the Student Government Executive Branch and shall be immediately subject to all privileges and responsibilities inherent with agency status.

C. If a Recognized Student Organization is transformed into an executive agency, the Recognized Student Organization will cease to exist, and the agency shall have no identity separate from the Student Government Association.

1000.4 Operation

A. Student Government Association agencies are required to be in compliance with the Student Body Statutes, Student Body Constitution, Florida State University regulations and policies, the State of Florida Constitution and Statutes, and the United States Constitution at all times while in operation. Non-compliance with these provisions shall call for remedial action. The Student Body President and Student Senate President shall be authorized to take whatever action is deemed necessary and proper as defined in the Student Body Statutes.

B. All agencies shall have a Board of Directors (Board) to oversee their activities.
1. The Board must be composed of a majority of student members. The number of student members cannot be smaller than five (5).

2. The Board shall meet at least once a month. The meetings must be publicized, a quorum must be present to conduct business, and minutes must be taken.

3. The Board may not remove the Director. A majority of the Board is required to recommend dismissal of the Director by the Student Body President or impeachment by the Student Senate.

4. The responsibilities of the Board shall be defined in the agency's individual statutes.

C. All agencies shall have a Director.

1. The Director shall act within the provisions stated in 1000.5 (A) to achieve maximum execution of the statutory responsibilities of the agency.

2. The Director shall be chosen in the manner specified in Chapter 304, unless otherwise specified by the agency's individual statutes.

3. The Director shall be responsible and accountable for all actions of the agency and its personnel.

D. All agencies shall have an Assistant Director

1. The Assistant Director shall be chosen in the manner specified in Title III, unless otherwise dictated by the agency's individual statute.

2. The Assistant Director's duties shall be defined in the agency's individual statute.

E. The supervision and regulation of the agencies is the responsibility of the Student Body Vice President.

F. Pursuant to the A&S Fee Guidelines, the Student Senate shall be the allocation and revisionary authority in all budgetary matters pertaining to agencies.

G. The Union Board shall be the authority in determining SGA Agency office space within the R.R. Oglesby Union Complex on a need and availability basis.

H. All Agency Directors, Assistant Directors and Board members are subject to impeachment by the Student Senate.

I. The Student Body Treasurer shall be responsible for the financial responsibility of Executive Agencies. All expenditures of agencies must be approved and have the signature of the agency Director, and the agency financial officer before the purchase requests are submitted to the SGA Accounting Office. After the SGA Accounting Office approves the expenditures, it must be sent to the Student Body Treasurer for approval or rejection.
J. In the event that a Director or Assistant Director of an agency should take
temporary leave of two weeks (14 days) or more from the FSU environment,
and thus be unable to directly contribute to, or oversee the agency, it shall be
their responsibility to notify in writing the Chief of Staff and the Director of
Student Affairs no less than two weeks (14 days) prior to such leave.

1. Said letter must include an officer of the agency appointed by the
Director who will serve as chief contact, liaison, and administrator of the
Agency, and who is duly authorized to serve in such capacity during
such time as the Director/Assistant Director may be absent.

2. Failure to submit said letter will result in mandatory audit or management
and fiscal controls of the agency consistent with Chapter 407 of the
Student Body Statutes. Status and/or outcome of audit shall not
constitute a waiver of other corrective actions consistent with statutes.

3. An extension of up to ten (10) school days can be permitted for good
cause by proof of extenuating circumstances received by the Chief of
Staff including, but not limited to, death of an immediate family member,
medical reasons, or religious observance.

a. Leaves of absences do not include university recognized holidays
including, but not limited to Spring Break or other regularly
scheduled campus-wide holidays.

1000.5 Termination

A. Agencies will be eligible for termination when it is determined through Student
Senate review, that the agency is no longer providing the services for which it
was created.

B. Student Government Association Agencies shall be terminated upon enactment
of a bill to delete the agency from the Student Body Statutes, Title X, and
Student Government Association Executive Agencies. If an Agency is
terminated, its budget is automatically transferred to the Senate Projects
Account.

1000.6 Monetary Allocations

A. Agencies must notify in writing the SGA Accounting Office and the Student Body
Treasurer to request additional funds at any point during the fiscal year from
Senate.

B. Each year the budgets of the agencies shall be zero based and reviewed by the
Senate Funding Committees who shall make appropriate recommendations to
the Senate Budget Committee.

1000.7 The Agencies

The following is a list of all Student Government Association Agencies and
corresponding chapter numbers that appear in Title X.

A. Chapter 1001 - American Indian Student Union
Chapter 1001 The American Indian Student Union

History: Added by the 53rd Senate Bill 23. Deleted by the 62nd Student Senate Bill 92.

Chapter 1002 The Asian American Student Union

History: Revised by the 49th Senate Bill 14. Revised by the 51st Senate Bill 130. Revised by 59th Senate Bill 81. Revised by the 64th Senate Bill 72. Revised by the 65th Senate Bill 60. Revised by the 68th Senate Bill 56. Revised by the 70th Senate Bill 8.

1002.1 Creation and Purpose

A. Creation
This act shall create an agency of the Student Government Association known as the Asian American Student Union (AASU).

B. Purpose
The AASU shall represent the Asian American community at the Florida State University and promote the spread of awareness pertaining to Asian American heritage and culture. AASU will serve to encourage and promote for the civic engagement of the Asian and Asian American community, as well as the student body at the Florida State University. It shall function as an educational and cultural learning instrument for the FSU community, by providing cultural programs and materials, which promote awareness of and appreciation for the various and distinct Asian cultures. AASU shall serve as the nucleus of a network to improve the opportunities and living conditions of the Asian community. To this end, AASU shall represent all registered Asian and Asian American student organizations on campus, coordinate available resources, and serve as a catalyst in protecting the rights and representation of the Asian and Asian American student body.

1002.2 Membership
A. No hazing or discrimination will be used as a condition of membership in this organization. Membership shall include all students interested in preserving the rights of Asians; furthering the cultural and ethnic experience within the Asian and Asian American community; and participating in the activities of AASU. This organization agrees to adhere to the University non-discrimination statement: No University student may be denied membership on the basis of race, creed, color, sex, religion, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, gender expression, or any other protected group status.

B. Affiliate Membership

1. Qualifications
RSOs seeking Affiliate Membership must fulfill the following requirements:

   a. Affiliate Membership is available to all Recognized Student Organizations (RSOs) that promote and have an interest in contributing to the Asian Pacific Islander American (APIA) community on campus.

2. Approval
Once a RSO applicant is approved by a majority vote of the Executive Board and a majority of all existing Affiliate Member Presidents, the applicant will become an Affiliate Member subject to membership requirements.

3. Denial
If a RSO applicant is denied Affiliate membership, the applicant shall wait a full semester before re-applying. Basis for denial constitutes failure to meet the qualifications as stated in Article 1002.2, Section B.5.

4. Membership Requirements
Approved Affiliate member organizations are subject to the following requirements:

   a. Attendance at all Affiliate meetings, conducted once every month on a date to be set a week in advance.

5. Membership Renewal
In order to maintain Affiliate membership, each organization must sign a Memorandum of Understanding at the beginning of every new fall semester or when a new Affiliate President is elected/appointed during the academic year.

6. Revoked Membership
Revoked membership constitutes any Affiliate Member who is no longer in good standing and has failed to comply with the AASU Affiliated requirements stated in Article 1002.2, Section B.5. A three-strike system will be implemented with the following course of action.

   a. After the first infraction: Verbal warning with internal AASU documentation.
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b. After the second infraction: Written notice and meeting with AASU Director and Assistant director.
c. After the third infraction: Meeting with the AASU Director, Assistant Director, AASU Advisor, Affiliate President and Affiliate Advisor. If another infraction is committed, the organization will be revoked of its Affiliate membership.

7. Resignation
The Affiliate Member no longer wishing to be affiliated with AASU must submit a letter to the Assistant Director with any relevant information as well as schedule an Exit Interview with the Director, Assistant Director, and the AASU Advisor.

8. Reinstatement
If an Affiliate Member has resigned or has been revoked, that affiliate member must meet the qualifications stated in Article 1002.2, Section B.5.

9. Meetings
Meetings will be held on a monthly basis with the Assistant Director and the President of each Affiliate organization. If the President is unable to attend, this individual may appoint an officer with their organization to attend in their absence.

1002.3 Executive Board

A. Membership

1. The Executive Board of AASU, hereinafter referred to as the “Board”, shall consist of seven (7) student members and shall include the Director, Assistant Director, Treasurer, Secretary, Public Relations Coordinator, Programming Coordinator and Education Coordinator. All members of the Board shall be voting members, with the exception of the Director.

2. There shall be a staff or administrative advisor of AASU. The advisor shall be a non-voting ex-officio member of the Board.

B. Selection and Term of Office

1. Selection

a. The Director and Assistant Director shall be selected as outlined in Title III, Article 304.6.
b. The Director shall forward nominees for Treasurer for Student Senate confirmation.

2. Term of Office

a. The Director and Assistant Director shall each serve a one year term, with the option of the summer session. The Director’s term of office shall take effect one week after appointment, and end
one week after confirmation of the new Director the following 
year, notwithstanding extensions as may be required by the 
Student Body Constitution.
b. The Director may be re-nominated at the end of the term of office 
by the Board and may be reappointed by the Student Body 
President for a second term of office. The Director shall serve a 
maximum limit of two terms of office.

c. The term of office for the Board members shall be one year. 
Board members, including the Assistant Director, shall not be 
limited to the number of terms they may serve. After their year 
term, to be reappointed, they must go through the initial 
procedures.

C. Powers and Duties of the Executive Board

1. The Executive Board shall approve decisions on policy, procedure and 
   activities as suggested by the Director

2. In the absence of the Director, the Assistant Director shall preside over 
   the Executive Board.

D. Responsibilities

The responsibilities of each respective officer shall include, but not be limited to 
the following:

The Director shall:

1. Represent the interest of AASU on the campus of Florida State 
   University in accordance with the Statement of Purpose.

2. Be responsible for the agency's daily operation.

3. Be the Executive head of all functions, meetings, or any related activities 
   concerning the AASU, with the approval of the Board.

4. Create ad hoc and standing committees as needed to deal with specific 
   needs.

5. Make and execute decisions on policy, procedure, programs and 
   activities with the advice of the Board.

6. Preside over all Board, informational and general membership meetings 
   and shall have the authority to call such meetings.

7. Have the authority to appoint and remove staff members.

8. Execute and be responsible for submitting in a timely manner, all budget 
   requests and other forms, documents and reports as required.

9. Reserve the right to delegate responsibilities to other Board members, within 
   their respected positions, necessary for the growth of the AASU.
10. Shall serve as an ex officio member of the Office of Governmental Affairs Agency Advisory Committee or appoint a designee.

The Assistant Director shall:

1. Exercise the authority and duties of the Director in the absence of the Director.
2. Oversee all ad hoc and standing committees.
3. Assist the Director with the agency’s daily operation.
4. Update the Board with any new information and changes concerning AASU-related activities, functions and meetings.
5. Sign official documents along with the Director as required in their respective capacity.
6. Work with affiliate leadership and conduct monthly meetings set at least a week in advance.
7. Act as a liaison between all of the affiliates of AASU, and set up internal affairs meetings as needed.

The Secretary shall:

1. Write the minutes for all AASU meetings.
2. Maintain a collective set of minutes of AASU meetings to be turned in to the new Secretary following the election of officers.
3. Maintain a membership roll and record of the attendance at Board Meetings as well as the membership roll of each active AASU affiliate.
4. Call for correspondence of the AASU except when otherwise delegated.
5. Exercise the authority and duties of the Director in the absence of the Director and Assistant Director.

The Treasurer shall:

1. Maintain and submit all necessary requests regarding the funds of the AASU.
2. Monitor and report the financial status of the AASU to the Executive Board and the Student Government Association.

The Public Relations Coordinator shall:

1. Be responsible for all agency communication.
2. Advertise and promote all AASU-related activities including but not limited to emails, tabling and any other form that they deem needed.
3. Keep a visual record documenting of all AASU-related meetings, functions, and activities including, but not limited to, documentaries, videos, scrapbooks and any other means of documentation demonstrating creativity and uniqueness to AASU.

4. Update as needed the AASU webpage and social media accounts as needed with details of upcoming events and a review of past AASU sponsored activities.

The Programming Coordinator shall:

1. Plan all AASU-related activities, with the assistance of executive board members.

2. Advise committees in the planning of AASU-related activities (committees may include Homecoming, Lunar Banquet, Halloween Social, etc.).

5. Make recommendations to the public relations officer concerning the betterment of advertisement and promotion.

The Education Coordinator shall:

1. Gather local, state and Student Government issues which concern the Asian and Asian American community.

2. Develop educational workshops at least once per semester.

1002.4 Removal from Office

A. Executive Board

All Board members are subject to removal at any time by two thirds (2/3) vote of all Board members.

B. Director

The Board may, by two-thirds (2/3) vote of its members, recommend the removal of the Director to the Student Body President after consultation with the Advisor. Only then will the Student Body President decide upon the dismissal of the Director.

1002.5 Vacancies

A. Executive Board

Any position made vacant shall be advertised for three (3) days. The applicants shall be interviewed by the remaining Board members and selected by a majority vote. If there should be a tie, the Director shall break the tie by voting, and appoint the individual to the vacant position. Should the Board fall below quorum, the Board may meet only for the purpose of selecting new members.

B. Director
Upon vacancy of the Director’s position, the Assistant Director shall assume the office and appoint a new Assistant Director.

1002.6 Meetings

A. Board Meetings
   1. Board meetings shall be held at least twice a month.
   2. Meetings of the Board shall be called by the Director or upon written request of at least a majority of the Board members.
   3. Notification of all regularly scheduled AASU Board meetings shall be given at least forty-eight (48) hours in advance of the designated meeting time.
   4. The Board may take no official action unless a quorum is present.

B. Regular Information and General Membership Meetings.
   1. Regular meetings shall be held once a month. The time and date shall be publicly advertised.
   2. Meetings are to be open to the general public and shall be publicly advertised.

1002.7 Finances

A. Spending
   For the protection of the organization and its officers it is required that two authorized signatures sign all purchase requests. Only the Director, Assistant Director, and Treasurer can be signers on the organization’s account. Organizational funds may be spent on items such as office supplies, events/activities, publicity, travel expenses, conference fees, etc., but will not be used for anything illegal under University, local, state, and federal laws.

B. Certification
   The Director, Assistant Director, and Treasurer must be financially certified through the Student Government Association.

1002.8 Publications

A. Compliance
   All advertisements of the organization must comply with the University Posting Policy (http://posting.fsu.edu).

B. Approval
   The Director and Assistant Director must approve all publications, shirts, flyers, etc. prior to duplication and distribution.

Chapter 1003 The Black Student Union
1003.1 Creation and Purpose

A. Creation
This act shall create an Agency of the Student Government Association known as the Black Student Union (BSU).

B. Purpose
The BSU shall serve primarily to promote and provide for the social welfare of the Black Student Body at the Florida State University. The BSU shall be limited neither to the aforementioned objectives nor to the Florida State University in scope. The BSU shall also strive to provide and promote economic, political and academic enrichment through its activities, and it shall serve as a catalyst to the enlightenment of the Florida State University community to the distinct and proud cultural heritage of Black people in America as well as on the African continent. Finally, it shall be a source of edification of the Black experience at Florida State University.

1003.2 Membership

Membership shall include all students who take an active role in the furtherance of the cause of justice and equality for Blacks without regard to race, creed, color, religion, sex or national origin.

1003.3 Board of Directors

A. Membership
The Board of Directors, hereinafter collectively referred to as “Board”, shall consist of chairs and co-chairs of respective BSU committees, of which four (4) shall be elected officers of the BSU, hereinafter referred to as “officers”, and shall consist of staff which includes the house manager, or any other positions created by the elected officials.

B. Term of Office and Elections

1. BSU elections shall be run in accordance with Title VII of the SGA Student Body Statutes with the exception of the rules of procedure outlines in 1003.3 B (3) and 1003.3 B (6).

   a. For the purpose of BSU elections, an academic week shall be defined as a calendar week during a semester which classed are in session.

2. The BSU shall have four (4) elected officers. The elections shall take place the first Wednesday in April each year. Following the election, elected officers shall officially take office the first week of the summer session. The elected members of BSU (whose roles are defined in 1003.3 C) are the Director (President), Vice President, Secretary, and Treasurer.
3. **A student-run Black Student Union election shall not exceed three (3) academic weeks and must start the first academic Wednesday of March.** During these three (3) academic weeks the BSU election shall follow the rules and procedure as outlined in Title VII, with the exception of the declaration of candidacy and party registration, which are outlined in 1003.3 B (5).

4. **During the first academic week of the BSU election, independent candidates and political parties shall have an opportunity to declare publicly their political candidacy as well as present their platform, goals, and ideas to the electorate. This must be moderated and organized by the Supervisor of Elections, who must adequately notify all candidates, parties, and the electorate at least five (5) school days prior to the event.**

5. **BSU registered political parties shall not be permitted to host any event prior to the first academic week of March. This does not include the handing out of promotional items, once approved by the Supervisor of Elections in accordance with Title VII of the Student Body Statutes.**

6. **BSU political parties must be a Registered Student Organization by the last Friday in January. BSU political parties shall also register with the Office of Elections as a SGA political party and submit their declaration of candidacy by the last Friday in January. Independent candidates must also submit their declaration of candidacy by the last Friday in January with the Office of Elections.**

7. **No Recognized Student Organization receiving A&S Fees shall support or endorse an independent candidate or political party.**

8. **The Supervisor of Elections shall organize a Presidential Debate during the academic week of campaigning, where all candidates seeking office shall be given fair and equal time to debate and answer questions from the electorate. The Supervisor of Elections shall have the sole discretion to determine which questions will be asked.**

9. **The following shall constitute a Schedule 2 Violation, as outlined in Chapter 715.7, with penalties, as outlined in Chapter 716.3:**
   a. Announcing one’s candidacy to the electorate prior to the first academic Wednesday in March.
   b. Campaigning prior to the academic week of campaigning.

10. **The BSU officers shall select the committee chairs and co-chairs of the Board by three-fourths (3/4) majority vote. The committee chairs and co-chairs shall take office the first week of the summer session and shall serve a one (1) year term.**

C. **Powers and Duties of the Officers**

   The President/Director shall:

   1. Act as Chair of the Board of Directors.
   2. Be responsible for the efficient and effective operation of the office.
3. Execute decisions on policy, procedure, and activities as prescribed by the Board.

4. Create ad hoc and standing committees as needed to deal with specific needs.

5. Provide a set of specific guidelines to each Board member with respect to their duties, and oversee the collective progress of the Board throughout its term.

6. Delegate responsibilities to other Board members within their respective positions that are necessary for the growth of the BSU.

7. Supervise the finances of the BSU.

8. Appoint and remove staff members at their discretion.

9. Shall serve as an ex-officio member of the Office of Governmental Agency Advisory Committee or appoint a designee.

The Vice President shall:

1. Exercise the authority and duties of the Director in the absence of the Director.

2. Oversee all ad hoc and standing committees.

3. Assist the Director with the agency’s daily operation.

4. Update the Board with any new information and changes concerning BSU related activities, functions, and meetings.

5. Sign official documents along with the Director as required in their respective capacity.

The Secretary shall:

1. Write the minutes for all BSU Board and General meetings.

2. Maintain a collective set of minutes of BSU meetings to be turned in to the new Secretary following the election of officers.

3. Maintain a membership roll and record of the attendance at Board meetings as well as the membership roll of each C.O.B.O.L. (Coalition of the Black Organization Leaders) organization.

4. Call for correspondence of the BSU except when otherwise delegated.

5. Execute and be responsible for submitting in a timely manner, forms, documents and reports as required for the operation of the office.

The Treasurer shall:
1. Maintain all records and papers regarding the financial affairs of the BSU.

2. Monitor and report the financial status of the BSU to the Board of Directors on a periodic basis.

3. Manage the finances of the BSU.

4. Execute and be responsible for submitting in a timely manner all budget requests and be fiscally accountable.

The Committee Chairs and Co-Chairs shall:

1. Lead the BSU in the realms of Academics and Education, Cultural Affairs, Community Affairs, Publicity, Membership, Fund-raising, Social Action, Political Education, Civic Service, and/or BSU History as determined necessary by the Director.

2. The Board (including elected officers) shall collectively approve decisions on policies, procedures, and activities and prescribed by the Director.

1003.4 Meetings

A. Board Meetings

1. The Board shall meet at least once a month.

2. Meetings of the Board shall be called by the Director or upon written request of at least a majority of the Board members.

3. Notification of all Board members shall be made at least forty-eight (48) hours in advance of the designated meeting time.

4. No official action may be taken unless a quorum is present.

5. The secretary shall ensure that minutes are taken at all Board and general meetings, with a copy sent to the Student Body President and the Advisor or the BSU. A file containing the minutes of all past meetings shall be maintained.

B. General Assembly Meetings

1. General meetings, in which all FSU students may attend, shall be held at least once per month, with the date and time of each meeting advertised to the public.

1003.5 Director

A. Selection/President

The student body shall elect a Director who shall take office in the first week of the summer session, and shall serve a one-year term.
B. Powers and Duties

1. The Director shall serve as the Executive Head of all functions, meetings, or any other related activity concerning the BSU, with the approval of the Board.

2. Shall complete the duties as listed in Section 1003.3 C.

1003.6 Removal from Office

A. The removal of Officers or the Director may be recommended to the Student Senate for impeachment by a two-thirds (2/3) vote of a quorum of Board members.

B. Any committee chair and/or co-chair may be recommended to the Director for impeachment by a three-fourths (3/4) vote of quorum of the remainder of the Board.

C. The staff may be removed by the Director at their discretion.

1003.7 Vacancies

A. Director

Upon vacancy of the Directorship, the Vice President shall serve as Acting Director. The vacancy of Director shall be advertised and filled by appointment by the Student Body President and subject to Student Senate confirmation.

B. Other Elected Officers

The position shall be advertised for two weeks. Applicants shall be interviewed, and an applicant shall be selected to fill the vacancy by the Student Body President. The applicant shall also be confirmed by the Student Senate.

C. Committee Chairs and Co-Chairs and Staff.

These vacancies shall be filled by two-thirds (2/3) vote of the BSU Board of Directors.

D. In all cases, the person filling the vacancy shall serve the remainder of the term of office.

1003.8 Temporary Vacancies

A. Upon temporary vacancies of the Board of Directors (e.g. summer vacancy), the Director shall appoint a temporary Board member to fill the position until the original member returns to reassume their position.

Chapter 1004 Center for Participant Education

History: Revised by the 47th Senate Bill 30. Revised by the 49th Senate Bill 14. Moved to Chapter 906, Executive Bureaus by 62nd Student Senate Bill 60.

Chapter 1005 The Hispanic/Latino Student Union
1005.1 Creation/Establishment and Purpose

A. Creation/Establishment
   This act shall create an agency of the Student Government Association known as the Hispanic/Latino Student Union (HLSU) as of the 1995-96 academic year.

B. Purpose
   The HLSU shall serve as an institution dedicated to unifying, informing, and serving the Hispanic/Latino community at the Florida State University (FSU) and Tallahassee community. The HLSU will function as an educational and cultural learning instrument for all students, faculty, and staff. It shall provide a centralized coordination of resources and service for Hispanic/Latino community. The HLSU shall serve as a nucleus for a network with other national institutions and organizations to improve the opportunities and living conditions of the Hispanic/Latino community. It shall be open and accessible to everyone thus providing a liaison between FSU and Tallahassee community.

1005.2 General Membership

A. Membership
   Membership in the HLSU is open to all students attending FSU who are genuinely interested in the culture and progress of the Hispanic/Latino community without regard to race, creed, religion, gender, age, sexual orientation, national origin, marital status, parental status or disability.

   No hazing or discrimination will be used as a condition of membership in this agency.

1005.3 Affiliate Membership

A. Affiliate Membership
   Affiliate Membership is available to all Recognized Student Organizations (RSOs) that promote and have an interest in contributing to the Hispanic/Latino culture and community on campus.

B. Qualifications
   RSOs seeking Affiliate Membership must fulfill the following requirements:

   1. Letter of Intent
   2. Copy of organization’s constitution
   3. Letter of recommendation from organization’s advisor
   4. Copy of RSO re-recognition process approval
   5. Presentation to the current HLSU Affiliate Members and Executive Board

C. Approval
   Once a RSO applicant is approved by a majority (50% plus one) vote of the Executive Board and a majority (50% plus one) of all existing Affiliate Member Presidents, the applicant will become an Affiliate Member subject to membership requirements.
D. Denial
If a RSO’s applicant is denied affiliated membership, they shall wait a full semester before re-applying. The basis for denial constitute failure to meet the qualifications as stated in Article 1005.3, Section A and Section B.

E. Membership Requirements
Approved affiliate members organizations are subject to the following requirements:

1. Attendance at all Affiliate meetings, conducted once every month on a date to be set at least a week in advance.

2. Submission of Monthly Reports, which must include the following information:
   a. Meetings held
   b. Meetings attended
   c. All events hosted
   d. HLSU events attended
   e. Co-sponsorships sought and/or approved
   f. Financial transactions made with the HLSU
   g. Any additional comments, questions or concerns

F. Membership Renewal
In order to maintain Affiliate membership, each organization must sign a Memorandum of Understanding at the beginning of the fall semester or when a new Affiliate President is elected/appointed during the academic year.

G. Revoked Membership
Revoked membership constitute to any Affiliate Member who is no longer in good standing and has failed to comply with HLSU Affiliated requirements (See Article 1005.3, Section E). A three-strike system will be implemented with the following course of action.

1. After the first infraction: Verbal warning

2. After the second infraction: Written notice and meeting with the HLSU Director and Assistant Director

3. After the third infraction: Meeting with the HLSU Director, Assistant Director, HLSU Advisor, Affiliate President, and Affiliate Advisor. If another infraction is committed, the organizations will be revoked of its affiliate membership.

H. Resignation
The Affiliate Member no longer wishing to be affiliated with the HLSU must submit a letter to the Assistant Director with any relevant information as well as schedule an Exit Interview with the Director, Assistant Director and the HLSU Advisor.
I. Reinstatement

If an Affiliate Member has resigned or has been revoked, that affiliate member must meet the qualifications stated in Article 1005.3, Section A and Section B. If approved, the RSO in question will remain on probation for a full semester thereafter.

J. Meetings

Meetings will be held on a monthly basis with the Assistant Director and the President of each Affiliate organization. If the President is unable to attend, the President may appoint an officer within their organization to attend in their absence.

1005.4 Executive Board

A. Membership
The Executive Board shall consist of the Director, Assistant Director, Secretary, Treasurer, and Internal Relations Officer.

B. Qualifications
The qualifications are as follows:

1. Students in good standing at FSU with a minimum 2.0 GPA
2. Have an interest in promoting and contributing to the Hispanic/Latino culture and community on campus
3. Have held at least one leadership position at a college level.

C. Selection and term of Office

All applications for all positions will be opened in the Spring semester and closed the last school day in February. Interviews will be set by the current Executive Board once all applications have been received.

1. Director and Assistant Director

The Director and Assistant Director shall be nominated with a majority (50 plus 1) vote by the previous Executive Board and appointed by the Student Body President. If a current Executive Board Member is running for a position on the following year’s Board, that individual may not be present at any interviews for the position and shall not cast a vote.

2. Treasurer, Secretary, Internal Relations Officer

The newly appointed Director and Assistant Director shall interview applicants and forward nominees for Treasurer, Secretary, Internal Relations Officer, to the Student Senate for confirmation by the last Senate of the Spring semester. The new officers will officially take office the first week of the first summer session for a full academic year thereafter.

3. Committee Chairs
The committee chairs will be appointed by the newly elected Executive Board and will officially take office the first week of the summer semester for a full academic year thereafter.

4. The Director and Assistant Director must be in Tallahassee for the majority of the summer.

D. Meetings
Meetings shall be held on a weekly basis. Notification shall be given at least forty-eight (48) hours in advance of the designated meeting time.

E. Powers and Duties of the Executive Board

The Executive Board shall work towards identifying, developing and monitoring programs that address the needs of the Hispanic/Latino community, thereby increasing the awareness and sensitivity of issues among non-Hispanic/Latino and Hispanic/Latino students in accordance with but not limited to the Statement of Purpose as stated in Article 1005.1, Section (b).

1. The Director shall:
   a. Serve as the Executive Head of all functions, meetings or any related activities concerning the HLSU, with the approval of the Executive Board.
   b. Serve as the Executive Liaison for at least one (1) of the standing committees.
   c. Retain the rights to call an emergency meeting with the standing committee twenty-four (24) hours prior notification.
   d. Have the power to implement ad-hoc committees.
   e. Execute decisions on policy, procedure and activities as prescribed by the Executive Board.
   f. Appoint Board members at director’s discretion, with the consultation of the Assistant Director and the Advisor.
   g. Be in constant communication with the Executive Branch and Legislative Branch of the Student Government Association.
   h. Reserve the right to make executive decisions.

2. The Assistant Director shall:
   a. Assist all Affiliate Members.
   b. Serve as the Executive liaison for at least one (1) of the standing committees.
   c. Retain the right to call an emergency meeting with the standing committee giving twenty-four (24) hours prior notification.
   d. Have the power to implement ad hoc committees.
   e. Recruit and assist future Affiliate Members.
   f. Be responsible for collecting all monthly reports from Affiliate members. Reports as to be turned into the Secretary.
   g. Inform members on procedures of becoming an HLSU Affiliate Member.

3. The Secretary shall:
   a. Be in charge of all internal communication for the Agency
b. Serve as the Executive Liaison for at least one (1) of the standing committees.

c. Retain the right to call an emergency meeting with their standing committee twenty-four (24) hours prior notification.

d. Prepare and post the minutes for the Executive Board no later than forty-eight (48) hours after the meeting.

e. Be responsible for the management of El Centro and its employees.

f. Maintain an updated HLSU active member roster.

g. Create and maintain a roster that contains the information of the Executive Board, committee Board and Affiliated Members.

h. Be responsible for collecting all monthly reports and creating the monthly Report for the Agency. This is to be turned into the Director.

i. Create an Annual Report at the end of the fiscal year of all activities and expenditures of the Agency. Report will be turned in to the Director.


k. Maintain the HLSU Administrative Manual.

4. The Treasurer shall:

  a. Be in charge of all concerns dealing with finances.

  b. Serve as the Executive Liaison for at least one (1) of the standing committees.

  c. Retain the right to call an emergency meeting with the standing committee with twenty-four (24) hours prior notification.

  d. Be responsible for all traveling expenses and arrangements for the Agency.

  e. Prepare and present any bills, or resolutions dealing with HLSU finance to the Student Senate.

  f. Complete a monthly Financial Report to be included in the Agency Monthly Reports. This is to be turned into the Secretary.

  g. Complete and Annual Report of all financial information at the end of the fiscal year. This report is to be turned into the Secretary.

5. The Internal Relations Officer shall:

  a. Be in charge of communications with all other RSOs.

  b. Be the Executive liaison for at least one (1) of the standing committees.

  c. Retain the right to call an emergency meeting with the standing committee with twenty-four (24) hours prior notification.

  d. Maintain an updated HLSU website.

  e. Ensure the monthly publication of the HLSU Newsletter.

  f. Ensure that the agency is aware of all campus events especially those of other agencies.

F. Revoked Membership and Removal from Office

  a. Grounds for removal include any Executive Board Member found in violation of Article 1005.4, Section B.
b. Any Executive Board Member who does not fulfill their duties as described in Article 1005.4, Section E shall be removed from office with consultation of the Advisor by a majority (50 plus 1) vote of all other Executive Board Members.

G. Resignation

1. The Executive Board Members no longer wishing to serve on the Executive Board must submit their resignation to the Director at least two (2) weeks in advance along with any relevant information in the form of a letter. The Officer must await the decision of all other Executive Board Members regarding how long the process of resignation will take, usually until another can be found to fill the position. One (1) week prior to the Officer’s final day, this individual shall submit all documents pertaining to the Agency and any information on current projects in their care in an organized binder. The resigning Executive Board Member must explain its contents to the Director and to the new officer filling the position.

2. Any position made vacant shall be advertised for ten (10) business days. The applicants shall be interviewed by the remaining Executive Board and selected by a majority (50 plus 1) vote.

3. Upon vacancy of the Director’s position, the Assistant Director shall assume the position.

H. Reinstatement

Depending upon circumstances, an interview will be set with the current Executive Board, the HLSU Advisor, and the officer in question. This individual shall be re-elected upon a unanimous (100%) vote among those present. There will be no proxy votes.

1005.5 Committee Board

A. Membership

The Board of Committees Chairs shall consist of nine (9) appointed Chairs, each representing a specific committee. The Committees shall be:

Athletics
Community Service
Education
Fundraising
Historian
Membership
Political Action
Press & Publicity
Special Events

B. Qualifications

The qualification to be a Committee Board Member is to be a student in good standing at the Florida State University.
C. Selection and Term of Office

Applications for Committee Board will open in the Spring and remain open for at least ten (10) business days. Interviews will then be arranged and conducted with all applicants. The Committee Board shall be appointed by the Executive Board and will hold office for a full academic year. The Committee Chairs and Vice Chairs will officially take office after being appointed.

D. Meetings

1. Committee Board meetings shall be held on a bi-weekly basis with the Internal Relations Officer and the Secretary.

2. The Committee Chairs and Co-Vice Chairs shall meet with their Executive Liaison on a bi-weekly basis. Chairs and Vice-Chairs shall be notified at least forty-eight (48) hours prior to the meeting.

3. Committee Board Members are expected to meet regularly aside from the Committee Board meetings and meetings with their respective Executive Liaison.

E. Powers and Duties of the Committee Board

The Committee Board shall work towards their respective committee duties. Each Committee shall have a Chair and a Vice Chair but is not limited to that number of members.

1. The Chair shall:
   a. Preside over all committee meetings.
   b. Create a typed agenda for every committee meeting.
   c. Turn in a monthly report (See Appendix) regarding all events, meetings, and other activities the committee holds and/or participates in during each month. This report must be turned in to the HLSU Secretary by the third (3rd) day of the following month.
   d. Notify the Executive Liaison at least forty-eight (48) hours prior to any meeting that neither the Chair nor the Vice Chair may be able to attend.
   e. Retain the right to call emergency meetings when necessary by giving twenty-four (24) hours notice to members and the Executive Liaison.
   f. Work actively with other committees to facilitate planning.

2. The Vice Chair shall:
   a. Preside over meetings and events in the Chair’s absence.
   b. Take minutes and attendance of all meetings and turn in a copy of both the agenda and minutes to the Executive Liaison within forty-eight (48) hours following the meeting.
   c. Give copies of all minutes to all committee members and Chair within forty-eight (48) hours following the meeting.
   d. Attend meetings with the Executive Liaison in case the Chair cannot attend, having been given notification at least forty-eight (48) hours prior to the meeting date.
e. Assist Chair in preparing the monthly report.

f. Follow specific duties for their respective committee.

g. Work actively with other Committees to facilitate planning.

F. Powers and Duties of the HLSU Committees

1. The Athletics Committee shall:
   a. Organize team(s) of HLSU members for intramural sports.

2. The Community Service Committee shall:
   a. Plan and execute community service projects.

3. The Education Committee shall:
   a. Have a working relationship with academic departments and the Hispanic/Latino faculty, staff, and administration.

4. The Fundraising Committee shall:
   a. Plan and organize fundraising events.
   b. Work with the Hispanic/Latino Student Union Treasurer to deposit the money generated from the fundraising events.
   c. Recruit volunteers to help in the planning and execution of the fundraising event.
   d. Attempt to receive donations from corporations and businesses for HLSU events and help establish corporate sponsors.

5. The Historian Committee shall:
   a. Take photographs at all HLSU events.
   b. Provide the Press and Publicity Committee with any photographs.
   c. Work with the Press and Publicity Committee in updating the website with pictures.
   d. Create a professional video and/or digital scrapbook of the current year including but not limited to the following five (5) sections.
      i. General: Pictures of the HLSU board, committees, and affiliate members.
      ii. Education: Pictures of all cultural and educational activities.
      iii. Community Service: Pictures of all community service activities.
      iv. Social: Pictures of all social events
      v. Special Events: Pictures of all special events taken place

6. The Membership Committee shall:
   a. Have at least two (2) HLSU representatives at the HLSU table during every Market Wednesday at the Oglesby Union.
b. Keep an updated list of members who are being honored/recognized for their achievements, to be included in the newsletter.

c. Plan and execute all HLSU General Body Meetings.

d. Assist the HLSU Secretary with maintaining an updated membership roster.

7. The Political Action Committee shall:

a. Be informed of all Student Government Association (SGA) events and relay such information to the membership.

b. Be informed of any and all Hispanic/Latino issues in local, state and national government.

c. Seek and train interested Hispanic/Latino students for future SGA positions such as Senate, Union Board, Cabinet, etc.

d. Create and maintain rapport with all SGA officials.

8. The Press & Publicity Committee shall:

a. Be responsible for all design, printing and distribution of flyers.

b. Follow University Posting Policies for all HLSU publications.

c. Have a working relationship with Student Publications.

d. Be informed of prominent events on-campus and relay them to Membership.

e. Maintain and update HLSU’s social media networks, including (but not limited to) Twitter, Facebook, Student Groups, and the HLSU website.

f. Design, print, and distribute two (2) newsletters per semester, that inform and educate the general membership about the organization, events held, and any achievements made or issues faced by the Hispanic/Latino community on a university, local, state, and national level.

g. Send frequent press releases to the FSView and/or local newspapers about major events.

9. The Special Events Committee shall:

a. Be the official HLSU representative for prominent Florida State University events, such as Homecoming, and be responsible for all corresponding meetings.

b. Assist the Executive Board with Hispanic Heritage Month, and any other programming/events assigned by the Executive Board.

c. Plan and execute at least one (1) internal social event per semester.

G. Revoked Membership

1. Grounds for revocation include any Committee Board Member found in violation of Article 1005.5, Section B.

2. Any Committee Board Member who does not fulfill their duties as described in Article 1005.5, Section E and Section F, shall be removed from office after being reviewed by an Impeachment Committee.
composed of the faculty/staff advisor and two (2) Executive Board members.

H. Reinstatement
Depending upon circumstances, an interview will be set with the current Executive Liaison, the HLSU Advisor, and the Officer in question. This individual shall be re-elected upon a unanimous (100%) vote among the Executive Board members present at the next scheduled Executive Board meeting.

There will be no proxy votes.

I. Resignation

1. The Committee Board Members no longer wishing to serve on the Committee Board must submit their resignation to their Executive Liaison at least two (2) weeks in advance along with any relevant information in the form of a letter. The Officer must await the decision of all Executive Board Members regarding how long the process of resignation will take, usually until another can be found to fill the position. One (1) week prior to the officer’s final day, this individual shall submit all documents pertaining to the agency and any information on current projects in progress in an organized binder. The resigning Committee Board member must explain its contents to the Executive Liaison and to the new officer filling the position as well as schedule an Exit Interview with the Executive Liaison, the Director, and the HLSU Advisor.

2. Any position made vacant shall be advertised for three (3) business days. The applicants shall be interviewed by the remaining Executive Board and selected by a majority vote. (50 plus one (1))

F. Amendments

1. Proposals

Amendments to this Constitution must be proposed in writing to the Director. The amendment must then be presented to the rest of the Executive Board during a scheduled Executive Board meeting and should include a full explanation and/or rationale for it.

2. Instatements

The amendment will be voted on at a scheduled Executive Board meeting after it has been proposed. It shall not take effect until approved by a majority (50%+1) vote of the Executive Board present after considering all members’ needs.

Chapter 1006 Institute for Conservative Studies

History: Revised by the 47th Senate Bills 30 and 39. Revised by the 49th Senate Bill 14. Revised by the 51st Senate Bill 135. Revised by the 53rd Senate Bill 110. Revised by the 56th Senate Bill 71. Deleted by the 62nd Senate Bill 92.
Chapter 1007 Inter-Residence Hall Council

History: Moved to Chapter 907 by the 62<sup>nd</sup> Student Senate Bill 60.

Chapter 1008 Jewish Student Union

History: Revised by the 47<sup>th</sup> Senate Bill 15. Revised by the 49<sup>th</sup> Senate Bill 14. Revised by the 51<sup>st</sup> Senate Bill 66. Deleted by the 62<sup>nd</sup> Senate Bill 92.

Chapter 1009 The Pride Student Union

History: Added by the 47<sup>th</sup> Senate Bill 76. Revised by the 48<sup>th</sup> Senate Bills 192 and 211. Revised by the 49<sup>th</sup> Senate Bill 14. Revised by the 51<sup>st</sup> Senate Bill 31. Revised by the 53<sup>rd</sup> Senate Bill 57. Revised by the 58<sup>th</sup> Senate Bill 61. Revised by the 59<sup>th</sup> Senate Bill 108. Revised by the 64<sup>th</sup> Senate Bills 30 and 74. Revised by the 65<sup>th</sup> Senate Bill 54. Revised by the 66<sup>th</sup> Senate Bill 20. Revised by the 68<sup>th</sup> Senate Bill 46. Revised by the 70<sup>th</sup> Senate Bills 8 and 87.

1009.1

A. Creation

This act shall create an Executive Agency of the Student Government Association known as The Pride Student Union (PSU).

B. Purpose

To provide services and programs to address the needs of lesbian, gay, bisexual, transgender, queer, questioning, asexual, and intersex students and to increase the awareness of issues pertinent to them within the Florida State University community. Further, the Pride Student Union shall endeavor to create a supportive and healthy environment for the welfare of all students regardless of their sexual orientation or gender identity.

C. Membership

Membership is open to all Florida State University students, faculty, and staff, as well as members of the Tallahassee community who take an active interest in the issues and concerns of lesbians, gay, bisexual, transgender, queer, questioning, asexual, and intersex individuals.

D. Statute Revision Procedure

1. Any revisions, amendments, additions or deletions to Chapter 1009 must be approved by at least a three-fourths (¾) majority vote of the Executive Board of PSU, before those changes are introduced before the Student Senate.

2. To ensure this end; A statement of approval, signed by at least a three-fourths (¾) majority of the Members of the Executive Board, must accompany any revisions, amendments, or additions to this act when those changes are introduced before the Senate.

3. In cases of spelling and grammatical errors passed into this act, the PSU Executive Director is authorized to make such changes, as is necessary to correct such mistakes, without the statement described in chapter
1009.1(C)(3). In all cases, the substantive intent of the article must be preserved and these changes are subject to approval by the Student Senate.

4. Any attempt to circumvent these revision procedures; by any officer of the Pride Student Union shall be considered misfeasance under section 405.3(D) of the Student Body Statutes, and is grounds for impeachment.

1009.2 Executive Board

A. Voting Membership of the Executive Board

The Executive Board of PSU, shall be composed of ten (10) or more voting members: the Executive Director, Assistant Director, Center Director, Treasurer, Secretary, Programming Coordinator(s), Public Relations Coordinator(s), External Affairs Coordinator(s), Political Action Coordinator(s), and Membership Coordinator(s).

B. Non-voting Ex-Officio Membership of the Executive Board

1. There shall be a staff or Administrative Advisor for PSU. The advisor shall be a non-voting ex-officio member of the Executive Board

2. The President/Director of any Pride-affiliated student organization, as defined in Chapter 1009.3, may act as a non-voting ex-officio member of the Executive Board.

C. Selection and Term of Office

1. Applications for all Executive Board positions must be publicly released by the first school day in March. Completed applications must be received by the current Executive Board no later than 5 p.m. on the last Friday in the month of March. The deadline for applications may be postponed, for up to one (1) week, under extreme circumstances.

2. The term of office for all Board members shall begin on the last day of the Spring semester, after exam week, and last for one calendar year; unless the board members are removed from office, resign, or graduate.

3. If a current board member submits an application for any position in the upcoming year’s board, the member may not be present for voting on the nomination for that position or any interview for that position, other than their own.

4. All applicants for a position must be interviewed before any vote is to be taken on the nomination for that position.

5. Selection of the Executive Director

a. Once the application period has ended, interviews for the position of Executive Director will be scheduled by the current Executive Board.

b. The current Executive Board and current Administrative Advisor
shall interview all applicants for the position of Executive Director and shall forward one nominee to the Student Body President and the Chief of Staff for appointment, with confirmation by the Student Senate; no later than 10:00 am on the first business day of the second week of April.

C In the event that a new Executive Director is not appointed by the Student Body President before the second week of April, the nominee shall automatically be forwarded to the full Student Senate for confirmation at the next meeting.

6. Selection of Board Positions Subject to Senate Confirmation
a. Once the incoming Executive Director has been nominated by the current Executive Board, the nominee may, with the current Executive Director and current Administrative Advisor, begin conducting interviews for the positions of Assistant Director, Treasurer, and Center Director.

b. Once the incoming Executive Director has been confirmed by the Student Senate; the incoming Executive Director must, within three (3) business days, submit their nominations for the positions of Assistant Director, Treasurer, and Center Director; to the Student Body President and the Chief of Staff for appointment, with confirmation by the Student Senate.

c. In the event that these nominees have not been appointed by the Student Body President before the third week of April, the nominees shall automatically be forwarded to the full Student Senate for confirmation at the next meeting.

7. Selection of Board Positions Not Subject to Senate Confirmation
a. Once the incoming Executive Director has been confirmed by the Student Senate, and the incoming Assistant Director and Center Director have been nominated, they all, with the current Administrative Advisor, must begin conducting interviews for the remaining positions on the Executive Board Secretary, Programming Coordinator, Public Relations Coordinator, External Affairs Coordinator, Political Action Coordinator and Membership Coordinator.

b. Once the incoming Executive Director, Assistant Director, and Center Director have all been confirmed by the Student Senate. The incoming Executive Director shall appoint the incoming Secretary, Programming Coordinator, Public Relations Coordinator, External Affairs Coordinator, Political Action Coordinator and Membership Coordinator.

c. The appointees shall be sworn in by the incoming Executive Director at their earliest convenience.

D. Powers and Duties of the Executive Board
1. The Executive Board shall be the decision-making body within the PSU.
2. The Board shall establish and maintain a set of bylaws and operating procedures that will act as a guide for the day-to-day operation of the PSU.

3. All event co-sponsorship proposals must receive a majority vote (50 plus one) of the Executive Board prior to any expenditure of PSU money, resources, or use of the PSU logo or seal.

4. All contractual service agreements must receive a majority vote (50% plus one) of the Executive Board prior to any expenditure of PSU money, resources, or use of the PSU logo or seal.

5. For the sake of expediency, Board Voting may be conducted via electronic means, including, but not limited to: video conferencing, instant messaging, and group text messages. All electronic voting shall be recorded in the minutes of the next meeting of the Executive Board.

1009.3 Pride Student Union Affiliation Program

A. Purpose
The Pride Student Union shall establish and maintain a system of affiliation between itself and all other Recognized Student Organizations dedicated to providing services and programs to address the needs of lesbian, gay, bisexual, transgender, queer, questioning, asexual and intersex students and to increase awareness of issues pertinent to them within the Florida State University community.

B. Membership

1. Affiliate Membership is available to all Recognized Student Organizations (RSOs) that promote and have an interest in contributing to the LGBTQ+ community on campus.

2. Qualifications

RSOs seeking Affiliate Membership must fulfill the following requirement:

a. Fill out form on Noles Central

3. Executive Board Approval

a. The motion for approval of the RSO applicant is subject to a majority (50% plus one) vote of the Executive Board.

b. If the approval motion succeeds, the applicant RSO will henceforth be referred to as an Affiliated Organization of The Pride Student Union.

c. If the approval motion is rejected, the applicant RSO must wait a full semester before re-applying.

d. Once an application is submitted, the approval motion may be tabled for a period of up to one (1) month pending specific requested changes to any document(s) listed in Chapter 1009.3 Section B.2.
C. Membership Requirements
Approved affiliate member organizations are subject to the following requirements:

1. A representative of the member organization must be in attendance at all affiliate meetings, conducted once every semester on a date to be set at least a week in advance.

2. Submission of Organization Reports are upon request of the Pride Student Union Executive Board or when updated by the organization, which must include the following information:
   a. All events hosted
   b. Co-sponsorships sought and/or approved
   c. Any additional comments, questions or concerns
   d. Any request of the Pride Student Union

D. Member Benefits

Affiliated Organizations are granted the following rights and benefits:

1. The Director/President of the Affiliate may attend and speak at meetings of the Executive Board as a non-voting ex-officio member of the Executive Board.

2. The affiliate may, with the prior approval of the Executive Director, utilize Pride office space and supplies, including the Pride paper reserves in Student Publications.

3. The affiliate may, with the prior approval of the Center Director, hold meetings in the LGBTQ+ Resource Center.

4. The affiliate may, with the prior approval of the Executive Board, use the Pride seal or logo for promotional purposes. Any publications that utilize PSU paper supplies must prominently display the PSU seal.

E. Renewal or Loss of Membership

1. Membership Renewal

   In order to maintain affiliate membership, each organization must sign a memorandum of understanding at the beginning of the fall semester or when a new affiliate Director/President is chosen during the academic year.

2. Revoked Membership

   A revoked membership constitutes any affiliate member who is no longer in good standing and has failed to comply with PSU Affiliated requirements stated in Chapter 1009.3, Section A and Section B.1-2. A three-strike system will be implemented with the following course of action.

   a. After the first infraction: verbal warning with supporting documentation of warning to either PSU or the PSU Advisor.
   b. After the second infraction: written notice and meeting with the
3. Organizational Resignation
   The affiliate member no longer wishing to be affiliated with the PSU must submit a letter to the Assistant Director with any relevant information as well as schedule an exit interview with the Director, Assistant Director and the PSU Advisor.

4. Reinstatement of Membership
   If an affiliate member has resigned or has been revoked, the member must meet the qualifications stated in Chapter 1009.3, Section A and Section B.1-2. If approved, the RSO in question will remain on probation for a full semester thereafter.

A. Executive Board Meetings

   1. The Executive Board shall meet at least twice a month during the academic year.

   2. No official action may be taken by the Executive Board unless a quorum, half of all active voting members, is present.

   3. The Executive Director shall preside over all meetings.

   4. The Assistant Director shall preside over all meetings in the absence of the Director.

   6. The Secretary shall take minutes during every board meeting. A file containing the minutes of all past meetings shall be maintained.

1009.4 Meeting Requirements

B. Affiliated Organization Meetings

   1. The Presidents/Directors of every affiliate organization, or their designees, shall meet once per semester.

   2. The Assistant Director, or the appointed representative, shall preside over all affiliate meetings.

   3. The meeting’s minutes must be recorded by the Assistant Director, or the appointed representative and submitted to the Executive Board Secretary within three (3) business days.

1009.5 Executive Board Positions Subject to Senate Confirmation

A. The Executive Director

   1. Selection and Term of Office
a. The Executive Director of PSU shall be identified as the “Director” for the purposes outlined in Chapter 1000.
b. The Executive Director shall be appointed by the method outlined in Title III Chapter 1009.2 (C) 4.
c. The Executive Director’s term of office shall take effect one week after appointment, and after the end of one (1) week, the confirmation of the new director the following year and shall begin on the final day of the spring semester and last for one calendar year, notwithstanding extensions as may be required by the Student Body Constitution.
d. Immediately after appointment, there is to be no less than one week of transitional training before the summer term and must conclude by the end of the spring semester with the current Executive Director.

2. Powers and Duties

a. The Executive Director shall be responsible for the efficient and effective operation of the PSU office, projects and programs.
b. The Executive Director shall carry out the administrative decisions of the Executive Board which are not expressly delegated to another Officer.
c. The Executive Director shall have the authority to appoint and remove all PSU volunteer members except those volunteers whose sole function is within the operational parameters of the Resource Center, after consultation with the PSU Advisor.
d. The Executive Director shall ensure that minutes are taken at all Board meetings, and that a copy of the minutes are available to the Student Body President upon request. In addition, a file containing the minutes of all past meetings shall be maintained and made available upon request of any member of the Student Body.
e. The Executive Director shall perform all other duties and responsibilities as may be required by law.
f. In cases requiring expedient decision-making, the Executive Director may issue executive decisions as long as they do not violate Chapter 1009.2 D.
g. Shall serve as an ex-officio member of the Office of Governmental Affairs Agency Committee or appoint a designee.

B. The Center Director

1. Selection and Term of Office

a. The Center Director of the PSU shall be appointed by the method outlined in Chapter 1009.2 C (5).
b. The Center Director’s term of office shall begin on the final day of the Spring semester and shall remain in effect for one year.
c. Immediately after appointment, there is to be no less than one week of transitional training before the summer semester and must conclude by the end of the spring semester with the current Center Director.

2. Powers and Duties
a. The Center Director shall be responsible for the efficient and effective operation of the Pride Student Union LGBTQ+ Resource Center as well as directly related projects and programs.
b. The Center Director shall carry out the administrative decisions of the Executive Board regarding the Pride Student Union LGBTQ+ Resource Center.

3. The Center Director shall have the authority to appoint and remove all Resource Center volunteers. All removals are subject to consultation with the Executive Director.

4. The Center Director shall perform all other duties and responsibilities as may be required of them by law.

5. The Center Director shall train and manage the Resource Center volunteers.

6. The Center Director shall conduct at least one volunteer training session per semester.

C. The Assistant Director

1. Selection and Term of Office

a. The Assistant Director shall be appointed through the method outlined Chapter 1009.2 C (5).
b. The Assistant Director’s term of office shall begin on the final day of the spring semester and last for one calendar year.
c. Immediately after appointment, there is to be no less than one week of transitional training before the summer semester and must conclude by the end of the spring semester with the current Assistant Director.

2. Powers and Duties

a. The Assistant Director shall assume the duties of either the Executive Director or the Center Director in their absence.
b. In the event of a permanent vacancy of the positions of Executive or Center Director, the Assistant Director shall be appointed as their replacement.
c. Assist the Director with the agency’s daily operation.
d. Update the Executive Board with any new information and changes concerning PSU-related activities, functions and meetings.
e. Sign official documents along with the Director as required in their respective capacity.
f. The Assistant Director shall preside over the monthly meetings of the Directors/Presidents of Pride’s Affiliated Organizations.
g. The Assistant Director shall oversee the Pride Fellowship Program.

D. The Treasurer
1. Selection and Term of Office
   a. The Treasurer of the PSU shall be appointed by the method outlined in Chapter 1009.2 (C) 5.
   b. The Treasurer's term of office shall begin on the final day of the spring semester and last for one calendar year.
   c. Immediately after appointment, there is to be no less than one week of transitional training before the summer semester and must conclude by the end of the spring semester with the current Treasurer.

2. Powers and Duties
   a. Maintain all records and papers regarding the financial affairs of the PSU.
   b. Monitor and report the financial status of the PSU to the Executive Board at every meeting.
   c. Develop an operating budget for each semester.
   d. Execute and be responsible for submitting, in a timely manner, all budget requests and be fiscally accountable.
   e. Present the annual budget and sweepings requests to the appropriate committee of the Student Senate.

1009.6. Removal from Office

A. Removals
   1. Senate confirmed board members are subject to either method of removal stated in Chapter 405.

   2. Removal of Board Members Not Subject to Senate Confirmation
      a. The Executive Director, with consultation of the Staff or Administrative Advisor, may dismiss any Board Member who was not subject to senate confirmation.
      b. The Executive Director must be able to demonstrate just cause for the Executive Board Member's removal, and may be required to do so at the request of the Executive Board.
         i. “Just Cause” is defined as a pattern of malfeasance, misfeasance, or nonfeasance; consistent with chapter 405.3(D).
      c. Should a three-fourths (¾) majority of the Executive Board disagree with the Executive Director’s determination of just cause for dismissal, the Executive Board may vote to overrule the Director and reinstate the Executive Board Member.
         i. Neither the Executive Director, nor the Executive Board Member in question may be present for the vote described above.

B. Resignations
1. The resigning Executive Board Member must submit a resignation to the Director at least two (2) weeks in advance, along with any relevant information in the form of a letter.

2. One (1) week prior to the officer’s final day, the officer shall submit all documents pertaining to their position and shall facilitate a proper transition for the new officer.

1009.9 Vacancies and Leave of Absences

A. Board Members Vacancies

1. Vacancies on the Executive Board, that occur before the beginning of the spring semester, must be filled by the original process outlined in Chapter 1009.2, Section C, and the person filling the vacancy shall serve the remainder of the term of office.

2. If a vacancy occurs after the beginning of the spring semester, the Executive Director, with the consent of the Executive Board, may directly nominate any individual to fill the vacancy without releasing a public application. After nomination, the appointment procedures will proceed as outlined in Chapter 1009.2, Section C.

B. Executive Director Vacancies

In the event that the position of Executive Director is vacated, the Assistant Director shall assume the position of Executive Director, as outlined in Chapter 304.7.

C. Leaves of Absence

1. All Board positions that are subject to Student Senate confirmation (Executive Director, Assistant Director, Center Director, and Treasurer) are also subject to the requirements of Chapter 1000.4 (J) and Chapter 308.

2. Board positions that are not subject to Student Senate confirmation may take leaves of absence, with the permission of the Executive Director, of up to fourteen days (14) days without requiring an interim replacement.

1009.8 University and SGA Compliance

A. Fiscal Responsibility

1. For the protection of the organization and its officers it is required that two authorized signatures are needed for all purchase requests.

2. Only the Director, Assistant Director, and/or Treasurer can be signers on the organization’s account.

3. Organizational funds may be spent on items such as office supplies, events/activities, publicity, travel expenses, conference fees, etc., but will not be used for anything illegal under University, local, state and federal laws.
B. Advertising

1. All advertisements of the organization must comply with the University Posting Policy (http://posting.fsu.edu).
2. The Director and Assistant Director must approve all publications, shirts, flyers, etc., prior to duplication and distribution.

Chapter 1010 The Women Student Union

*History: Amended by the 44th Senate Bill 183. Revised by the 47th Senate Bill 30. Revised by the 48th Senate Bill 32. Revised by the 49th Senate Bill 14. Revised by the 51st Senate Bill 10. Revised by the 55th Senate Bill 95. Revised by the 63rd Senate Bills 1 and 32. Revised by the 64th Senate Bill 76. Revised by the 65th Senate Bill 49.*

1010.1 Creation and Purpose

A. Creation

This act shall create a Student Government Association Agency to be known as "The Women Student Union."

B. Purpose

The purpose of the Women Student Union (WSU) shall serve to develop a greater awareness in the Florida State University community of women’s rights and issues and their relationship to the economic, social, and political nature of society. The Women Student Union of the Florida State University values struggles of the past, asserts rights in the present, and celebrates aspirations for the future. The Women Student Union fosters the growth of women personally, professionally, and politically. The WSU will celebrate the power existing within every woman to promote self-autonomy, denounce all limitations, educate on systems of oppression and advocate inclusivity within a diverse community. WSU facilitates a network among organizations, departments, and services to embrace, engage and empower. The Women Student Union shall be limited neither to the aforementioned objectives nor to the Florida State University in scope. It shall serve to promote a positive approach towards women’s concerns in the Florida State University community. The Women Student Union will develop programs, services, and activities that will reach out to women and will connect students to administration, faculty, and staff to create a feeling of strength and solidarity within the Florida State University community. It shall empower women in the Florida State University community by actively confronting sexual discrimination, teaching leadership skills, encouraging involvement and promoting advocacy. The agency will function as an educational and cultural learning instrument for students, administration, faculty and staff. It shall serve as a nucleus for a network with other women-centered organizations to improve the opportunities and conditions of women on campus and in the community. The agency shall provide a centralized coordination of resources and services for women. It shall be open and accessible to everyone, and will strengthen the connection between Florida State University and the Tallahassee community.

1010.2 Membership

The Women Student Union is open to the Florida State University community and the
Tallahassee area. No university student may be denied membership on the basis of race, creed, color, religion, national origin, age, ability, veteran’s or marital status, sexual orientation, gender identity, gender expression, or any other protection group status.

1010.3 The Executive Board

A. Membership and Selection of the Board

1. The Executive Board, hereinafter collectively referred to as "Board" shall consist of at least eleven (11) student members: Director, Assistant Director, Director of Administration and Director of Finance, Public Relations Coordinator, Membership Coordinator, Community Service Coordinator, OWL Coordinator, Political Action Coordinator, External Affairs Coordinator and Historian. All except Director, who will act as a non-voting chair, shall serve as voting members. In the instance of a tie vote, the Director will be allowed to vote. In the Director's absence, the Assistant Director shall temporarily assume the position as chair. The Director may choose to expand the Executive Board of the appointed term, if deemed necessary, through appropriate discretion and after the approval of the Women Student Union advisor.

2. The Director and Assistant Director shall be selected as outlined in Title III.

3. The Director shall forward nominees for Director of Administration and Director of Finance to the Student Body President and Student Senate for confirmation. All Executive Board members' terms shall expire when the Director's term ends.

4. The Women Student Union shall have a staff or administrative advisor who will serve as a non-voting ex-officio board member.

B. Powers and Duties of the Board

1. The Board shall assist the Director in approving the budget.

2. The Board may approve procedural bylaws governing internal operations.

3. The Board shall approve programs and services to be offered by the Women Student Union, and shall approve expenditures for these purposes.

C. Responsibilities

The responsibilities of each respective Executive Board member shall include, but not be limited to the following:

Director

a. The Director shall perform duties outlined in 1010.5.

Assistant Director
a. Exercise the authority and duties of the Director in the absence of the Director.
b. Assist the Director with the agency’s daily operation.
c. Sign official documents along with the Director as required in their respective capacity.
d. Maintain a record of scheduled office hours and their completion.
e. Maintain an attendance record and roster of Board members and their meetings.
f. Create weekly agendas for executive board meetings.

Director of Administration

a. Take minutes for all Women Student Union Board and General Body meetings.
b. Maintain a collective set of minutes to be turned over to the next Director of Administration following the appointment of new officers. Give copies of the Board meeting minutes to the Student Body Vice President, Women Student Union advisor, and Student Government Association advisor.
c. Be in charge of communication within the agency.
d. Handle necessary permits and contracts for events and programs.
e. Manage the WSU calendar and OWL calendar. Work with the Public Relations Coordinator to make sure the most accurate calendars are posted on the official website and in the Center.
f. Handle room reservations for programming events scheduled throughout the year.

Director of Finance

a. Be in charge of all financial records and concerns.
b. Submit a monthly expenditure report to the Student Body President.
c. Assist the Director in creating the annual budget proposal.
d. Organize fundraising events within the Tallahassee community.

Public Relations Coordinator

a. Maintain and update the Women Student Union social media presence.
b. Coordinate with the Student Government Association Webmaster and Director of Administration to keep the Women Student Union website current.
c. Serve as the head of advertising for events.
d. Oversee weekly information tables in the Union, chalking, flyering, mass emails, and any other form of promotion deemed necessary.
e. Work to publish the WSU newsletter, “The Voice,” at least twice a semester.

Membership Coordinator

a. Maintain a current membership roster.
b. Manage a committee of students to plan General Body Meetings that will occur at least once a month.
c. Manager Women Student Union outreach functions, such as but not limited to tabling.
d. Plan social events each semester for members and students at Florida State University.

OWL Coordinator

a. Oversee the affiliation process of the Organization of Women Leaders.
b. Manager the Organization of Women Leaders.
c. Maintain a database with contact information for on-campus organizations devoted to issues relating to women.
d. Attend various events or meetings of other women’s organizations to create relationships with women-centered Recognized Student Organizations.

Political Action Coordinator

a. Publicize political involvement opportunities for students’ participation.
b. Hold events that pertain to, and advocate for, women’s concerns.

External Affairs Coordinator

a. Organize the WSU involvement in Florida State University events, such as, but not limited to, Homecoming, Relay for Life, The BIG Event, and Light the Night.
b. Organize monthly community service events and develop relationships with service organizations in the Tallahassee community.

Historian

a. Document all WSU events.
b. Assist the Public Relations Coordinator to maintain the WSU social media presence.
c. Help create marketing materials.
d. Create a scrapbook at the end of the Executive Board’s term to document the progress throughout the year.

Women’s History Month Coordinator

a. Develop programming for Women’s History Month to take place during the month of March.
b. Find co-sponsorships for programming events with women-centered organizations and departments.
c. Attend various events or meetings of other women’s centered organizations and campus departments to develop relationships.
d. Serve as the chair of the Women’s History Month planning committee.
A. The Executive Board

1. The Board shall meet at least twice a month.

2. Meetings of the Board shall be called by the Director or upon written request of a majority of the Executive Board members.

3. Notification of all Executive Board members shall be made forty-eight (48) hours in advance of the designated meeting date.

4. The Board is required to submit weekly progression reports every Friday to the Director of Administration, Assistant Director and Director.

5. No official action may be taken unless a quorum is present.

6. All absences are required to be documented in accordance with the FSU attendance policy.

7. The Director shall ensure that minutes are taken at all meetings and that a copy of said minutes are sent to the Student Body President. A file containing the minutes of all past meetings shall be maintained.

8. Each board member is expected to meet with the Director and/or Assistant Director once a month, at a mutually agreed upon time, to give a general report and receive a performance evaluation.

9. Each board member will be responsible for holding at least four (4) consistent office hours each week school is in session. In the case that the board member is unable to attend said office hours, it is their responsibility to acquire another board member as their replacement.

B. General Body Meetings

1. General Body Meetings shall be held at least once per month with the date and time of each meeting advertised to the public.

2. The Director of Administration shall be responsible for keeping minutes of General Body Meetings.

1010.5 The Director

A. Selection and Term of Office

1. The Director shall be chosen by the method outlined in Title III.

2. Openings for the position of Director shall be advertised for three (3) consecutive days before the Commission can consider any applications for the Directorship.

3. The Director's term shall end with the term of the Student Body President that chaired the Appointment Commission as defined in Title III. At the
conclusion of this term, this individual may reapply and may be reappointed.

B. Powers and Duties

1. The Director shall be responsible for the efficient and effective operation of the Women Student Union.

2. The Director shall execute decisions on policy, procedure, and activities assigned by a majority vote of the Executive Board.

3. The Director shall have the authority to appoint and remove all personnel of the Women Student Union.

4. The Director shall create ad hoc committees as needed to deal with specific needs.

5. The Director shall provide a set of specific guidelines to each Executive Board member with respect to their duties and oversee the collective progress of the Board throughout its term.

6. The Director shall delegate responsibilities to other Executive Board members within their respected positions that is necessary for the growth of the WSU.

7. The Director shall supervise the finances of the WSU.

8. The Director shall preside over and have the authority to call all Board, and General Body Meetings.

9. The Director shall have the right to make executive decisions.

10. Shall serve as an ex-officio member of the Office of Governmental Affairs Agency Advisor Committee or appoint a designee.

1010.6 Removal from Office

All appointed Board members and Agency officers may be removed only by Student Body impeachment procedures or by the Student Body President, as outlined in Chapter 405 of the Student Body Statutes.

1010.7 Vacancies

A. Upon vacancy of the Directorship, the Assistant Director shall serve as Acting Director. The vacancy of Director shall be advertised and filled by appointment by the Student Body President and subject to Student Senate confirmation.

B. Other Elected Officers

The position shall be advertised for two (2) weeks. Applicants shall be interviewed, and an applicant shall be selected to fill the vacancy by the Student Body President. The applicant shall also be confirmed by the Student Senate.

1010.8 Temporary Vacancies
Upon temporary vacancies of the Board of Directors (e.g. summer vacancy), the Director shall appoint a temporary Executive Board member to fill the position until the original member returns to reassume their position.

1010.9 Finances

A. Spending

For the protection of the organization and its officers it is required that two authorized signatures sign off on all purchase requests. Only the Director, Assistant Director, and Treasurer can be signers on the organization’s account. Organizational funds may be spent on items such as office supplies, events/activities, publicity, travel expenses, conference fees, etc., but will not be used for anything illegal under University, local, state, and federal laws.

1010.10 Publications

A. Compliance

All advertisements of the organization must comply with the University Posting Policy (http://posting.fsu.edu).

B. Approval

The Director and Assistant Director must approve all publications, shirts, flyers, etc. prior to duplication and distribution.

Chapter 1011 The Veterans Student Union

History: Added by the 65th Senate Bill 67. Revised by the 70th Senate Bill 8.

1011.1 Creation and Purpose

A. Creation

This act shall create an agency of the Student Government Association known as the Veterans Student Union (VSU).

B. Purpose

The VSU shall be committed to the collective interests of all student veterans of the armed forces and those who support them. The primary goal of the VSU is to ensure good academic standing and successful employment and/or postgraduate education acceptance for all VSU members. Inherent in this mission is our effort to promote and support the bonding of student veterans so that a spirit of academic and professional accountability is fostered within the ranks of VSU members. The VSU will aid the administration of the Florida State University in the achievement of the goal of becoming “the most veteran friendly public university in the nation.” The VSU shall be limited neither to the aforementioned objectives nor to the Florida State University in scope. The VSU shall also strive to provide and promote economic, political, and academic enrichment through its activities, and promote awareness of and appreciation for those who have served in the armed forces and the military culture.

1011.2 Membership
A. No hazing or discrimination will be used as a condition for membership in this organization. Membership shall include all students interested in the promotion of appropriate political actions and connections with Veteran Service Organizations (VSOs), the Student Veterans of America (SVA), and participating in VSU activities. This organization agrees to adhere to the University non-discrimination statement: No University student may be denied membership on the basis of race, creed, color, sex, religion, national origin, age, disability, veterans or marital status, sexual orientation, gender identity, gender expression, or any other protected group status.

B. Revocation of Membership

1. Membership may be revoked without mutual agreement for misconduct or violations of any provisions of the Statutes herein, the Florida State University Student Code of Conduct, local law, state law, federal law, or failure to meet the minimum membership requirements of being a registered student of the Florida State University.

2. Membership shall be revoked upon a two thirds (2/3) majority vote of the general members at a VSU General Body Meeting. Revocation of membership will be valid for a period of time no less than three (3) semesters.

3. The member will be notified in writing of the possible revocation at least seventy-two (72) hours prior to the vote and will be allowed to address the organization in order to offer relevant defense prior to the vote of membership revocation.

4. If a student’s membership has been revoked, the student is considered a member not in good standing. That individual may not vote or run for office until proof of student status is provided, approved by a two thirds (2/3) majority vote of the Executive Board of VSU, and a letter is signed and submitted by the faculty/staff advisor.

5. Any student whose membership is revoked will have seven (7) class days to appeal the revocation. The appeal must be submitted in writing to the Director and Secretary. Appeals must include any and all relevant information that has not already been presented and must be approved and signed by the faculty advisor. The Director will then create and submit the appeal to an Ad-Hoc Appeal Committee.

   a. Ad-Hoc Appeal Committees shall consist of three (3) executive board members and four (4) general members. The committee will meet within five (5) class days of being formed and then render a written decision based upon a preponderance of the evidence at the next general body meeting or in seven (7) class days, whichever occurs first.

1011.3 Affiliate Membership

A. Affiliate Membership is available to all Florida State University Recognized Student Organizations (RSOs) that have an interest in contributing to the improvement of the quality of life of active military members, veterans of the armed forces, and their families; working to bring awareness to veteran or
military focused issues on and off campus; or encompassing core military values, as perceived by the current Executive Board of VSU, as a part of their own statement of purpose.

B. Qualifications
RSOs seeking Affiliate Membership must fulfill the following requirements:

1. Letter of Intent
2. Copy of organization’s Constitution
3. Letter of recommendation from organization’s Advisor
4. Copy of RSO re-recognition process approval
5. Presentation to the current VSU Affiliate Members and Executive Board

C. Approval
Once a RSO applicant is approved by a majority (50% plus one) vote of the Executive Board of VSU and all existing Affiliate Member Presidents, they will become an Affiliate Member subject to membership requirements.

D. Denial
If a RSO applicant is denied Affiliate membership, the RSO shall wait a full semester before re-applying. Basis for denial constitutes failure to meet the qualifications as stated in Article 1011.3, Section A and Section B.

E. Membership Requirements
Approved Affiliate member organizations are subject to the following requirements:

1. Attendance at all Affiliate meetings, conducted once every month on a date to be determined by the External Coordinator.
2. Submission of Monthly Reports, which must include the following information:
   a. Meetings held
   b. Meetings attended
   c. All events hosted
   d. VSU events attended
   e. Co-sponsorships sought and/or approved
   f. Financial transactions made with the VSU
   g. Any additional comments, questions or concerns

F. Membership Renewal
In order to maintain Affiliate membership, each organization must sign a Memorandum of Understanding at the beginning of the fall semester or when a new Affiliate President is elected/appointed during the academic year.

G. Revocation of Affiliate Membership
Revoked membership constitutes any Affiliate Member who is no longer in good standing and has failed to comply with VSU Affiliated requirements (See Article
1011.3, Section E). A three-strike system will be implemented with the following course of action:

1. First infraction: Verbal warning.
2. Second infraction: Written notice and meeting with the VSU Director and External Coordinator.
3. Third infraction: Meeting with the VSU Director, External Coordinator, Affiliate President, and Affiliate Advisor. If another infraction is committed, the organizations will be revoked of its Affiliate membership.

H. Resignation

Affiliate Members no longer wishing to be affiliated with the VSU must submit a letter to the External Coordinator with any relevant information as well as schedule an Exit Interview with the VSU Director and External Coordinator.

I. Reinstatement

If an Affiliate Member has resigned or has had their membership revoked, the affiliate member must meet the qualifications stated in Article 1011.3, Section A and Section B. If approved, the RSO in question will be granted Probationary Affiliate Membership for one (1) full semester thereafter.

J. Probationary Affiliate Membership

Probationary Affiliate Membership shall be considered a period of time, to be determined either by the statutes herein or by the Executive Board of VSU, where if there is a failure to comply with VSU Affiliated requirements (See Article 1011.3, Section E) the three-strike system of Revocation of Affiliate Membership will be bypassed and the RSO in question will be immediately revoked of its Affiliate Membership.

K. Meetings

Meetings will be held on a monthly basis with the External Coordinator and the Presidents of each Affiliate organization. If a President is unable to attend, he/she may appoint an officer within their organization to attend in their absence.

1011.4 Executive Board

A. Membership

1. The Executive Board of VSU, hereinafter referred to as the “Board”, shall consist of six (6) student members and shall include the Director, Assistant Director, Internal Coordinator, External Coordinator, Chief Financial Officer, and Secretary. All members of the Board shall be voting members, with the exception of the Director, who will vote only when a tie exists.

2. There shall be a staff or Administrative advisor of VSU. The advisor shall be a non-voting ex-officio member of the Board.

B. Qualifications
1. Students in good standing at the Florida State University with a minimum 2.0 GPA.
   a. The minimum GPA qualification for Executive Board applicants may be waived by the current Executive Board by a majority (50% plus one) vote.

2. Have a deep-seated interest in promoting and contributing to the Veteran community on campus.

C. Selection and Term of Office

1. Selection
   All applications for all positions will be opened the Monday before Spring Break and will be received by the current Executive Board no later than the second week following Spring Break. Interviews will be set by the current Executive Board once all applications have been received.
   a. Director and Assistant Director
      The Director and Assistant Director shall be nominated with a majority (50% plus one) vote by the previous Executive Board and appointed by the Student Body President. If a current Executive Board Member is running for a position on the following year’s Board, that individual may not be present at any interviews for the position that individual is running for and shall not cast a vote.
   b. The newly appointed Director and Assistant Director shall interview applicants and forward nominees for Internal Coordinator, External Coordinator, Chief Financial Officer, and Secretary to the Student Senate for confirmation.

2. Term of Office
   a. The Director shall serve a one (1) year term, with the option of the summer session. The Director may be re-nominated at the end of the term of office by the Board and may be reappointed by the Student Body President for a second term of office. The Director shall serve a limit of two (2) terms of office.
   b. The term of office for the Board members shall be one year. Board members other than the Director shall not be limited to a number of terms they may serve. After a term has been served, to be reappointed, members must reapply for the Board position in accordance with the initial procedures.
   c. The Director and Assistant Director must reside in Tallahassee, Florida for the majority of the summer or forfeit their office to the terms of Article 1011.6 Vacancies.

D. Powers and Duties of the Executive Board

1. The Executive Board shall approve decisions on policy, procedure and activities as suggested by the Director.
2. The Director shall preside over the Executive Board.
   a. In the Director’s absence, the Assistant Director shall preside over the Executive Board.

E. Responsibilities
The responsibilities of each respective officer shall include, but not be limited to the following:

The Director shall:

1. Represent the interests of VSU on the campus of the Florida State University in accordance with the Statement of Purpose.
2. Be responsible for the agency's daily operation.
3. Be the Executive head of all functions, meetings, or any related activities concerning the VSU, with the approval of the Board.
4. Create ad hoc and standing committees as needed to deal with specific needs.
5. Make and execute decisions on policy, procedure, programs, and activities with the advice of the Board.
6. Preside over all Board, informational, and general membership meetings and shall have the authority to call such meetings.
7. Have the authority to appoint and remove staff members.
8. Execute and be responsible for submitting in a timely manner, all budget requests and other forms, documents, and reports as required.
9. Reserve the right to delegate responsibilities to other Board members, within their respected positions, necessary for the growth of the VSU.
10. Have veto powers in matters of Article 1011.11 Amendments.

3. The Assistant Director shall:

1. Exercise the authority and duties of the Director in the absence of the Director.
2. Assist the Director with the agency's daily operation.
3. Update the Board with any new information and changes concerning VSU-related activities, functions, and meetings.
4. Sign official documents along with the Director as required in their respective capacity.
5. Perform an audit of all VSU financial transactions twice a year.
The Internal Coordinator shall:

1. Plan all VSU-related activities, with the assistance of members.
2. Act as Chair for all ad hoc and standing committees.
3. Advise committees in the planning of VSU-related activities.
4. Be responsible for the advertisement and promotion of all VSU-related activities including but not limited to emails, mass mail-outs, chalking, tabling and any other form that the internal coordinator deems needed.
5. Set up internal affairs meetings as needed.
6. Ensure proper communication inside of the organization.
7. Maintain an accurate events calendar.
8. Oversee appointed positions.

The External Coordinator shall:

1. Actively seek out additional leadership positions on the Florida State University’s campus and in the community at large.
2. Coordinate activities with all Affiliate Members.
3. Recruit and assist future Affiliate Members.
4. Be responsible for collecting all monthly reports from Affiliate members. These are to be turned over to the Secretary for record keeping purposes.
5. Inform the Board of all local, state, and Student Government Association issues which concern the Veteran community.
6. Deal with all external agency communication.
7. Act as a liaison to the VFW and other VSOs

The Chief Financial Officer shall:

1. Keep up-to-date records regarding the financial affairs of the VSU.
2. Monitor and report the financial status of the VSU to the Board.
3. Create budget reports at the beginning of each Fall and Spring semester and as requested by the Director, Assistant Director, and/or Florida State University faculty/staff advisor.
4. Prepare and present any bills, resolutions, or requests dealing with VSU finances approved by the Board to the Student Senate.
5. Complete a monthly Financial Report to be included in the Agency Monthly Reports. This is to be turned in to the Secretary.

6. Complete an Annual Report of all financial information at the end of the fiscal year. This is to be turned in to the Secretary.

The Secretary shall:

1. Record the meeting minutes for all VSU meetings.

2. Maintain a collective set of minutes of VSU meetings to be turned over to the new Secretary following the appointment of officers.

3. Maintain a membership roll and record of the attendance at Board Meetings as well as the membership roll of each active VSU affiliate.

4. Manage community service and volunteer hours for both the Board and members of the VSU.

5. Keep a visual record documenting all VSU-related meetings, functions, and activities including, but not limited to photographs, documentaries, videos, scrapbooks, and any other means of documentation.

6. Update weekly the VSU Webpage with details of upcoming events and a review of past VSU sponsored activities

1011.5 Removal from Office

A. Executive Board

All Board members are subject to impeachment at any time by three fourths (3/4) vote of all Board members.

B. Director

The Board may, by a two-thirds (2/3) vote of its members, recommend the removal of the Director to the Student Body President and only then will the Student Body President decide upon the dismissal of the Director.

1011.6 Vacancies

A. Executive Board

Any position made vacant shall be advertised for no less than three (3) class days. The applicants shall be interviewed by the remaining Board members and selected by a majority vote. If there should be a tie, the Director shall break the tie with their vote and forward the individual(s) to the Student Senate for confirmation. Should the Board fall below quorum, the Board may meet for the purpose of selecting new members only.

B. Director

Upon vacancy of the Director’s position, the Assistant Director shall assume the office. The Assistant Director position will then be advertised for no less than two (2) weeks where the applicants shall be interviewed by the new Director and Board and upon approval forward the individual to the Senate for confirmation.
1011.7 Temporary Vacancies

Upon temporary vacancies of the Board (e.g. summer vacancy), the Director shall appoint a temporary Executive Board member to serve in the position until the original member returns to reassume the position.

1011.8 Meetings

A. Board Meetings

1. Board meetings shall be held at least twice a month.

2. Meetings of the Board shall be called by the Director or upon written request of at least a majority of the Board members.

3. Notification of all VSU Board meetings shall be given at least forty-eight (48) hours in advance of the designated meeting time.

4. The Board may take no official action unless a quorum is present.

B. Regular Information and General Body Meetings.

1. Regular meetings shall be held once a month, to be determined by the Board.

2. Meetings are to be open to the general public and the time and date shall be publicly advertised.

1011.9 Finances

A. Spending

For the protection of the organization and its officers it is required that two authorized signatures sign all purchase requests. Only the Director, Assistant Director, and Chief Financial Officer can be signers on the organization’s account. Organizational funds may be spent on items such as office supplies, events/activities, publicity, travel expenses, conference fees, etc., but will not be used for anything illegal under University, local, state, and federal laws.

B. Certification

The Director, Assistant Director, and Chief Financial Officer must be financially certified through the Student Government Association.

1011.10 Publications

A. Compliance

All advertisements of the organization must comply with the University Posting Policy (http://posting.fsu.edu).

B. Approval

The Director and Assistant Director must approve all publications, shirts, flyers, etc. prior to duplication and distribution.

1011.11 Amendments
A. Proposals
Amendments to the statutes governing the activities of the VSU must be proposed in writing to the Director. The amendment must then be presented to the Executive Board during a scheduled Executive Board meeting and should include a full explanation and/or rationale for it.

B. Instatements
Any amendment to the statutes in accordance with Article 1011.11 (A) will be voted on at a scheduled Executive Board meeting after it has been proposed. It shall not take effect until approved by a by a two-thirds (2/3) vote of the current Board after considering all the needs of the General Membership.

C. Veto
Any amendment to the statutes in accordance with Article 1011.11 (A) and Article 1011.11 (B) may be vetoed by the Director if they believe the amendment to not be in the best interest of the General Membership and the future governorship of the VSU. This Veto must be accompanied by a written explanation and/or rationale addressed to the Board.

TITLE XI STUDENT GOVERNMENT ASSOCIATION AFFILIATED PROJECTS

Chapter 1100 Affiliated Projects Act

History: Revised by the 47th Senate Bills 22 and 158. Revised by the 48th Senate Bills 47 and 129. Revised by the 49th Senate Bill 14. Revised by the 56th Senate Bill 83. Revised by the 65th Senate Bill 11.

1100.1 Title
This act shall be called the "Student Government Association Affiliated Projects Act of 1994", (Affiliated Projects Act).

1100.2 Creation, Purpose, and Definition

A. Purpose
The purpose of this act is to prescribe the policies governing the special projects jointly undertaken by the Executive and Legislative Branches of the Florida State University Student Government Association and other Florida State University departments.

B. Creation
1. In addition to a bill to create an affiliated project by the Student Senate, or by referendum, the Student Body President may request the creation of an affiliated project upon identifying a need, pursuant to Title III, Chapter 300, Section 300.3, paragraphs C and D, of the FSU Student Body Statutes. This request must be submitted in writing to the Senate President and must include the stated purpose of the proposed Affiliated Project. Upon receipt of this request, the Senate President shall introduce a bill onto the Calendar, within two (2) weeks, that shall propose the creation of the requested affiliated project.
2. The proposed affiliated project will be created upon the enactment of the bill. The new affiliated project will be incorporated into the organized structure of Student Government Association and shall be subject immediately to all privileges and responsibilities inherent with affiliated projects status.

C. Definition
An SGA Affiliated Project is an operation formally adopted by the Student Government Association as a special project; is characterized by its autonomous nature; generates funding when possible, may be housed outside of the Union, deals frequently with the community and provides information, services and unique opportunities for students.

1100.3 Monetary Allocations

1. An affiliated project shall receive a substantial amount of their funding from sources other than Student Government Association. Any money allocated to an affiliated project by Student Government Association shall be line itemized.

2. Affiliated projects shall be audited by the Auditor annually.

3. Should fiscal problems arise concerning an affiliated project, the Finance Committee of the Student Senate may place the Affiliated Project on a probationary period.

4. Affiliated projects are expected to generate funding for programming whenever possible. All funding raised must be marked as self-generated in the yearly budget.

5. During the budgeting process an affiliated project must prepare a proposal that fully explains any new line item that it is asking to be funded. Substantial increases in lines formerly budgeted must also be explained.

1100.4 Operations

Affiliated projects may be housed in areas outside of the Union.

1100.5 Evaluations
A. The Student Affairs Committee, each year, shall consider whether each affiliated project should continue in existence and receive funding, and make such recommendations in writing to the Student Senate President. This shall occur no later than the seventh week of the Spring semester.

B. Affiliated projects are to be overseen by the Student Body Treasurer.

1100.6 The following is a list of Student Government affiliated projects and their corresponding chapter number as they appear in Title XI.

A. Chapter 1101 - Alumni Village Child Development Center (No longer exists)

B. Chapter 1102 - Child Care Affiliated Projects (Deleted by 61st Senate Bill 56)
C. Chapter 1103 - Student Alert Force Escort Connection (SAFE Connection)

D. Chapter 1104 - Student Publications Office

E. Chapter 1105 - The Florida State University Environmental Service Program
   *(Deleted by the 63rd Student Senate Bill 37).*

F. Chapter 1106 - The Medical Response Unit

G. Chapter 1107 - WVFS Radio Station

H. Chapter 1108 - MARC *(Deleted by Bill 10, 65th Senate, moved to Chapter 912). Change from Chapter 912 to Chapter 1112).*

I. Chapter 1109 - The Student Council for Undergraduate & Creative Endeavors

J. Chapter 1110 - The Student Broadcast Center

K. Chapter 1111 - Student Resource Center

L. Chapter 1112 - MARC

**Chapter 1101 Alumni Village Child Development Center**

*History: Revised by the 49th Senate Bill 14. Revised by the 65th Senate Bill 12.*

1101.1 Parent Cooperative Board of Directors (Board)

A. Composition
   There shall be a Parent Cooperative Board of Directors composed of three (3) elected persons: the President, the Treasurer, and the Secretary.

B. Selection and Term of Office
   Members of the Board of Directors are elected by the parent body of Alumni Village Child Development by a majority vote and are required to serve for a minimum of two (2) semesters.

C. Members
   Members of the Board must be students or their spouses and currently have a child enrolled in the Child Development.

D. Duties and Powers
   1. The duties of the Board include hiring a Child Development Center Teacher/Director in conjunction cooperatively with the Director of Student Affairs Coordinator.

   2. Further duties of the Board of Directors include assisting in the following areas: (a) business and social correspondence and meetings; (b) preparation of the annual budget; school managements and policies; and (d) tuition collection.

E. Meetings
The Board shall meet a minimum of once each semester, and the entire parent body shall meet once each semester. A voting quorum consists of two-thirds (2/3) of all parent members.

F. The Director shall ensure that minutes are taken at all meetings and that a copy of said minutes are sent to the Student Body President. A file containing the minutes of all past meetings shall be maintained.

Chapter 1102 FSU Child Care Affiliated Project

History: Added by 46th Senate Bill 139. Revised by the 47th Senate Bill 18. Revised by the 49th Senate Bill 14. Deleted by the 61st Senate Bill 56.

Chapter 1103 Student Alert Force Escort (S.A.F.E.) Connection

History: Revised by the 51st Senate Bill 107. Revised by the 54th Senate Bill 108. Revised by the 59th Senate Bill 83. Revised by 65th Senate Bill 13.

1103.1 Creation and Purpose

A. Title
   This act shall be called the "S.A.F.E" Act.

B. Creation
   There shall be an Affiliated Project of the Student Government Association and FSU Police Department known as S.A.F.E. Connection.

C. Purpose
   The purpose of S.A.F.E. Connection is to provide a safe mode of transportation for students on campus through an escort service. S.A.F.E. Connection is also to provide a mode of transportation for students under the influence of alcohol. S.A.F.E. Connection is to further promote awareness of the dangers of driving under the influence, and to promote education, activities and programs concerning crime prevention and safety to the students, faculty, staff and visitors of Florida State University.

1103.2 Services

S.A.F.E. Connection shall operate according to rules and procedures promulgated by the FSU Police Department. It shall serve the students, faculty, staff, and visitors to the university.

1103.3 Director

A. Selection and Term of Office
   1. The Director shall be chosen in accordance with the S.A.F.E. rules and procedure

B. Duties
   1. The Director shall be responsible for effectively executing all those duties granted them in the rules and procedure.

1103.4 Assistant Director
A. Selection of Term

1. The Assistant Director shall be chosen in accordance with S.A.F.E. rules and procedures.

B. Duties

1. There shall be one Assistant Director. The Assistant Director shall be responsible for effectively executing all those duties granted them by S.A.F.E. rules and procedures.

1103.5 Substantive Changes to the S.A.F.E. Program

A. The appropriate authority specified in the S.A.F.E. rules and procedures shall notify the Student Senate and the Student Body President in writing no less than five (5) business days prior to the implementation of substantive changes to the S.A.F.E. Program, which include:

1. Any purchase which exceeds thirty-thousand dollars ($30,000.00).

2. Any changes to the S.A.F.E. rules and procedures.

3. Any other action as may be required by the S.A.F.E. rules of procedure.

1103.6 Funding

A. S.A.F.E. may receive A&S Funds, although the majority of the funding of S.A.F.E. shall be derived from non-A&S Fees.

B. S.A.F.E. may receive supplemental funding through the process outlined in Chapter 412.

Chapter 1104 Student Publications Office

\textit{History: Amended by the 45th Senate Bill 56. Revised by the 49th Senate Bill 14. Revised by the 50th Senate Bill 24. Revised by the 65th Senate Bill 14.}

1104.1 Creation and Purpose

A. Creation

There shall be an Affiliated Project of the Student Government Association known as the Student Publications Office.

B. Purpose

This Affiliated Project shall be responsible for coordinating, producing and publishing the publications of the Student Government Association.

1104.2 Student Publications Supervisor

A. The Student Publications Supervisor shall be a salaried, full-time position
B. The Supervisor shall represent the staff of the Publications Office at all agency
meetings, and other appropriate functions.

C. The Supervisor shall work with FSU staff, administration, faculty and students to
guarantee the successful publication, distribution, and marketing of all office
publications.

D. The Supervisor shall advise and assist the staff.

1104.3 Publications
A. Purpose

Student Publications shall assist the Student Government Agencies, Bureaus,
Affiliated Projects, and recognized student organizations in the publications of
flyers, pamphlets and other publications as needed on a first come, time
available basis.

1104.4 Staff

In cases of disagreements between the Supervisor and staff on Student Publications
decisions, the Supervisor’s decisions shall be final.

Chapter 1105 The Florida State University Environmental Service Program

History: Added by the 52nd Senate Bill 37. Revised by the 53rd Senate Bill 71.
Revised by the 54th Senate Bill 61. Deleted by the 63rd Senate Bill 37.

Chapter 1106 The Florida State University Medical Response Unit

History: Added by the 54th Senate Bill 64 A. Revised by the 58th Senate Bill 69.
Revised by the 65th Senate Bill 15.

1106.1 Title, Creation and Purpose
A. Creation

There shall be an Affiliated Project of the Student Government Association, FSU
Police Department, and University Health Services known as the Florida State
University Medical Response Unit.

B. Purpose

The FSU Medical Response Unit is a service of the University Health Services,
the Florida State University Police Department, and the Student Government
Association that functions as a volunteer medical first responding agency at the
Florida State University.

1106.2 Services
A. Operations
The FSU Medical Response Union shall operate according to rules of procedures promulgated by its Board of Directors. These rules of procedures shall be considered public and available for viewing inspection upon written request. It shall serve the students, faculty, staff and visitors to the university in the following manner.

1. The FSU Medical Response Unit shall provide basic medical care as outlined by medical protocol manual approved by the Medical Director and Clinical Supervisor to students at scheduled events or as dispatched by FSUPD, Leon County EMS or requested through the FSU Medical Response Unit Supervisors office. Medical care may be provided in the event that the members come upon a need during regular commutes on campus.

2. Regardless of personal qualifications and certifications, the Medical Response Unit shall perform only those actions and/or procedures approved by the Medical Director and Clinical Supervisor.

3. Members of the Medical Response Unit - at a minimum - shall be certified as specified by the United States Department of Transportation National Emergency Medical Service (EMS) Education Standards.

4. The Medical Response Unit shall be considered a Volunteer Medical Response Agency under the Florida State Statutes and shall be subject to appropriate regulation and protocol.

5. In the event of a major catastrophe the Medical Response Unit may act as directed by Emergency Management Administration protocols.

6. The Medical Response Unit shall serve as an emergency medical care education program for the FSU student volunteer members of the unit.

B. Use by Campus Organizations

1. Any recognized student organization, academic department, or administrative department of FSU can request the services of the Medical Response Unit.

2. Campus organizations, academic departments, or administrative departments of FSU may not be charged for the services of the Medical Response Unit during any fiscal year in which A&S Fees have been allocated to the Medical Response Unit. Should cost associated with services exceed A&S Fees, cost recovery may be instituted by fees to campus departments/organizations though not including registered students.

3. The use of these services will be on a first-come, first-serve basis.

4. The Board of Directors reserves the right to refuse participation at any campus event.

1106.2 Organization
The Medical Response Unit shall be governed by an Executive Director, a Director of Operations, an appointee from University Health Services, and a Board of Directors.

1106.3 Executive Director

A. Selection and Term of Office

1. The Executive Director shall be chosen by the First Responder Unit Board of Directors. The Executive Director shall also be approved by the Medical Director, the Director of University Health Services and/or a designee, and the FSU Chief of Police and/or a designee.

2. The Executive Director’s term is one year period ending at the close of the first six week session of summer which would begin the term of the next Executive Director. The Board of Directors is responsible for the evaluation of the Director’s performance.

3. The Executive Director shall be forwarded to and confirmed by the Student Senate in accordance with Title II of the Student Body Statutes.

B. Duties

1. The Executive Director shall be responsible for the efficient and effective operation of the Affiliated Project.

2. The Executive Director shall be responsible for the management of the Affiliated Project’s budget and overall fundraising.

3. The Executive Director shall be responsible for the hiring and dismissal of all staff members. The Executive Director shall also be responsible for the comprehensive training set forth by the Board of Directors.

4. The Executive Director shall be responsible for ensuring that the Affiliated Project is in compliance with all guidelines outlined in Chapter 319 and in Title VIII (Finance Code).

5. The Executive Director shall be responsible for executing all activities and programs of the Affiliated Project.

1106.4 Director of Operations

A. Selection of Term

1. The Director of Operations shall be chosen by the Medical Response Unit Board of Directors. The Director of Operations shall also be approved by the Medical Director, the Director of University Health Services and/or a designee, and the FSU Chief of Police and/or a designee.

2. The Director of Operations’ term shall end at the close of the first six weeks of the summer semester.

B. Duties
1. There shall be one Director of Operations. The Director of Operations shall be second in command of the Medical Response Unit.

2. The Director of Operations shall carry out the duties of the Executive Director in their absence.

3. The Director of Operations shall be responsible for all policies, procedures, and operations of the Medical Response Unit.

1106.5 University Health Services Designee

A. Duties

1. The Instructor/Clinical Supervisor shall be selected by the University Health Services Director and shall ensure that the Medical Response Unit maintains compliance with all applicable local, state, and federal statutes and regulations.

2. The Instructor/Clinical Supervisor shall also maintain communication with all supporting and parallel agencies to include, but not be limited to Leon County EMS and any applicable state agencies.

3. The Instructor/Clinical Supervisor shall ensure all training and certification of all Medical Response Unit volunteers is in compliance with all applicable local, state, and federal statutes and regulations.

Chapter 1107 WVFS RADIO STATION

History: Revised by the 49th Senate Bill 14. Revised by the 51st Senate Bill 136. Revised by the 65th Senate Bill 16.

1107.1 Purpose

A. To provide diverse entertainment and information to the students of Florida State University and members of the surrounding community in a manner consistent with the college radio format.

B. To provide experience and training opportunities for students and members of the surrounding community in radio station operations.

C. To promote university and community activities in a manner consistent with station programming goals and Federal Communication Commission rules and regulations.

1107.2 Campus Board of Directors

A. Purpose

There shall be a campus-wide Board of Directors, hereinafter referred to as the Board of Directors, which shall serve as the liaison between station leadership and the Office of Student Affairs, the Student Government Association, and the affiliated school or college. The Board of Directors will establish its own criteria for meetings and its own rules of procedure.
B. Powers and Duties

The Board of Directors shall have the responsibility of insuring that all station operating procedures meet Federal Communication Commission rules and regulations; shall handle appeals made by station personnel against decisions made by the state Executive Board consistent with the station bylaws; shall approve bylaws and amendments to bylaws recommended by the Executive Board, shall have final approval over paid/OPS recommendations from the Station Executive Board; and shall make suggestions for new projects and programming.

C. Composition

1. The Board of Directors shall consist of seven members (7), four (4) of whom will be students at Florida State University and three members of the FSU faculty/staff.

2. The student members shall consist of the Student Body President or a designee, the Student Senate President or a designee, the station Program Director and an elected member of the station Executive Board.

3. The three faculty/staff members shall include the Dean of the affiliated school or college and a designee, the Advisor appointed by the affiliated school or college, and the Vice President for Student Affairs or a designee.

D. Term of Office

1. The Student Body President and the Student Senate President or their designees shall serve on the board during their terms of elected office.

2. The Program Director shall serve on the Board during the program director’s tenure of office.

3. The elected member of the radio station Executive Board shall serve for a period of one (1) year from the time of the election. If the individual is unable to complete their term the Executive Board shall select a replacement no less than two (2) weeks from the announcement of the resignation or removal of the sitting member.

E. Minutes

All Board of Director meetings minutes shall be taken by an appointed member of the Board in accordance with the Board’s rules of procedure. Copies of the minutes will be provided to the membership no later than two (2) weeks after each meeting. A copy of each meeting’s minutes shall be submitted to the Student Senate Program Assistant for public inspection and shall be placed in the WVFS public file as mandated by the FCC.

1107.3 Advisor

A. Adoption
There shall be a faculty/staff advisor appointed by the affiliated school or college who shall serve at the discretion of the leadership of the college, school or department from which the advisor is appointed.

B. Powers and Duties

1. To ensure that all federal, state and local laws and guidelines are followed in all station operations and to report on any and all FCC issues to the Vice President for Student Affairs.

2. To design and administer any and all academic programs associated with the station.

3. To represent the interests of the affiliated college or school to the station Executive Board.

4. To perform any additional functions, powers, and duties outlined in the station bylaws and policy manual.

5. To suggest and assist in implementing any new areas of programming that the Executive Board has approved.

1107.4 Station Executive Board

A. Purpose

There shall be a Station Executive Board, hereinafter referred to as the Executive Board, which shall be responsible for determining rules and policies to meet radio programming needs, daily operation requirements, staff management and making recommendation to the Board of Directors for the filling of all paid OPS positions. The Executive Board shall create all of the internal bylaws and policies for the station and make these recommendations to the Board of Directors for final approval. The Executive Board shall decide on and implement any changes or additions to radio station programming and shall work with the Advisor to implement the academic programs and ensure FCC compliance requirements.

B. Composition

1. The Executive Board shall consist of the following members: the station Program Director, the Advisor, and the heads of all the station departments established in the station bylaws.

2. The Student Body President or a designee and the Student Senate President or a designee shall serve as non-voting ex-officio members of the Executive Board.

1107.5 Operations

A. Station Policy
Station policy shall be established by the respective department heads of each station department and approved by the Executive Board. Station policy will be recorded in the station policy manual and station bylaws.

B. Operations

Station operations will be conducted by student and community volunteers trained in the proper procedures and supervised by the heads of each department, the Executive Board, the Advisor, and the Board of Directors.

C. Facilities

The station will operate in the space provided and maintained by the Florida State University.

Chapter 1108 Men Advocating Responsible Conduct at Florida State University

History: Added by the 59th Senate Bill 75. Amended by the 59th Senate Bill 91. Moved to Chapter 912, by the 65th Senate Bill 10, making MARC a Bureau.

Chapter 1109 Office of Undergraduate Research and Creative Endeavors

History: Revised by the 65th Senate Bill 8. (Moved to Bureau status Chapter 910).

Chapter 1110 The Student Broadcast Center

History: Revised by the 45th Senate Bill 50. Revised by the 47th Revised by the 65th Senate Bill 17. Senate Bill 51. Revised by the 48th Senate Bill 140. Revised by the 55th Senate Bill 94. Revised by the 58th Senate Bill 47. Revised by the 61st Senate Bill 57.

1110.1 Purpose and Creation

A. Purpose

The purpose of SBC is to provide video services to aid students and organizations and to educate, inform, and entertain the students of Florida State University through video technology.

B. Creation

There shall be an affiliated project of the Student Government Association known as the Student Broadcast Center with sub-entity referred to as the Student Government Movie Channel (SGMC) to fulfill the aforementioned purpose. The Student Broadcast Center will operate student produced programming and other programming as chosen by the General Manager on Channel 16. In addition, the Student Broadcast Center will air movies over the Student Government Movie Channel 17.

1110.2 General Manager

A. Selection and Term of Office

1. The Student Government Association Webmaster shall be the General Manager by default, unless relinquishing that title, at which point, the
Student Body President shall appoint a replacement to be confirmed by Student Senate.

B. Power and Duties

1. The General Manager shall be responsible for the efficient and effective operation of the Bureau.

2. The General Manager shall be responsible for the management of the Affiliated Project’s budget.

3. The General Manager shall be responsible for the hiring and dismissal of all staff members except as otherwise noted herein.

4. The General Manager shall be responsible for seeing that the Affiliated Project is in compliance with all guidelines outlined in Chapter 319 and in Title VIII (the Finance Code).

5. The General Manager shall establish policies for the Affiliated Projects with the advice of the Student Body President.

6. The General Manager shall be responsible for executing all activities and programs of the Bureau.

7. The General Manager has the final determination over all programming decisions, including but not limited to all student produced shows, network affiliate broadcasts, and movies purchased through an annual contract with a film company.

1110.3 Removal from Office

The General Manager may be removed from office by the Student Body President or by impeachment by the Student Senate, as outlined in Chapter 405.

1110.4 General Station Operations

The General Manager and all staff members shall serve, protect, and promote the mission statement of the Affiliated Project.

Chapter 1111 The Student Resource Center

History: Added by the 60th Senate Bill 33. Revised by the 61st Senate Bill 58. Revised by the 65th Senate Bill 18.

1111.1 Purpose and Creation

A. Purpose

The purpose of this act is to provide a student resource center that provides an electronic means for acquiring information on student legal services, off-campus housing, tax preparation, financial advisement, and any other programs deemed necessary by the Student Body President for the students of the Florida State University.
C. Creation
There shall be an Affiliated Project of the Student Government Association known as the Student Resource Center.

1111.2 Responsibilities of the Student Resource Center

The Student Government Webmaster shall be responsible for maintaining the website and all applicable information.

A. Student Legal Services

1. Student Legal Services shall ensure that legal advice and counsel is available for Florida State University students by providing an online listing of attorneys who are willing to assist students with legal troubles for a free or nominal fee consultation.

B. Off Campus Housing Resource Center

1. The mission of Off Campus Housing Resource Services is to support members of the FSU community in making well informed decisions that enable them to enjoy a positive off campus living experience.

2. The Student Resource Center website shall contain a detailed listing of all available off-campus housing accommodations, including: contact information, location, price, distance from main and engineering campuses, security, amenities, resident feedback, age or residence, listing dates and other pertinent information. Student sub-leases shall also be displayed for no charge.

C. Student Financial Resource Center

1. The Student Financial Resource Center shall ensure that tax advice and preparation is available for Florida State University students by providing an on-line listing of certified persons or business who are willing to assist students for free or a nominal fee.

Chapter 1112 Men Advocating Responsible Conduct at Florida State University

History: Added by the 59th Senate Bill 75. Amended by the 59th Senate Bill 91. Revised by the 65th Senate Bill 10. Revised by the 66th Senate Bill 72. (changed from Chapter 912 to Chapter 1112)

1112.1 Creation, Purpose and Campus Affiliation

A. Creation

There shall be an Affiliated Project of the Student Government Association known as Men Advocating Responsible Conduct, hereinafter referred to as “MARC.”

B. Purpose
1. MARC shall serve as a forum for students at the Florida State University who seek to educate their peers concerning the importance of appropriate and responsible behavior in all aspects of university life.

2. MARC shall provide programming whose purpose is to raise awareness and disseminate information concerning the ideals of responsible conduct, education and behavior to students at FSU.

3. MARC may use its relationship with the Victim Advocate Program at FSU to aid students who have found themselves victims of sexual violence.

C. Campus Affiliation

MARC shall be affiliated with the University Health Services of the Florida State University Division of Student Affairs, whose relationship is severable providing that another campus affiliate has been found and approved in accordance with the Student Body Statutes, or the Student Government Association should lawfully end this affiliation.

1112.2 Board

A. Function

There shall be a campus-wide Board of Students and Staff, hereinafter referred to as the Board, which shall serve as a liaison between the MARC support staff and leadership, the Student Government Association, and campus affiliates. The Board will establish its own criteria for meetings and rules of procedure within the confines of this legislation.

B. Powers and Duties

1. The Board shall ensure that all university policies and procedures are followed: the establishment of the Board’s meeting criteria and rules of procedure; the approval of annual budget requests to the Student Government Association; the approval of any budget amendment recommendation; and shall approve all new MARC programming.

2. The Board shall meet no less than once a month and all meetings must be advertised.

C. Composition

1. The Board of MARC shall consist of three (3) student members and two (2) staff members that will be appointed by the Student Body Vice President and the University Health Promotions designee. This selection will take place at the beginning of each April.

2. The Student Body Vice President will chair a discussion on who will chair the Board from the three (3) student member that were appointed.

D. Term of Office
1. The student positions shall serve a one-year term, however the students may be re-appointed by the Student Body Vice President.

2. The faculty/staff members shall serve as long as they hold their appropriate positions in the university or until they shall voluntarily relinquish their position.

E. Minutes

All meetings of the Board shall be recorded by a member of the Board in accordance with its own rules of procedure. These minutes will be provided to all members of the Board within two (2) weeks of the meeting and kept on file.

Chapter 1200 Senate Organizations

History: Added by the 48th Senate Bill 181. Deleted by the 56th Senate Bill 76.

Chapter 1201 FSU, FAMU and TCC Governance Council

History: Created by the 50th Senate Bill 119. Deleted by the 56th Senate Bill 76.