



THE FLORIDA STATE UNIVERSITY  
STUDENT GOVERNMENT ASSOCIATION

# 73<sup>rd</sup> STUDENT SENATE

**Senate Bill #: 44**  
**Primary Sponsor: Barrett**

An amendment to the Student Body Statutes

BE IT ENACTED BY THE SEVENTY THIRD STUDENT SENATE THAT:

An amendment to statute § 1011.4 regarding the governing of The Veterans Student Union (VSU) to reflect the official addition of a seventh Executive Board position made last year. The position of Public Relations and Marketing Officer will be added to the statutes regarding the VSU and its Executive Board. This position was created to efficiently communicate with the veteran community, the campus community, and the larger Tallahassee community while maintaining and fostering the respected reputation of the University, the VSU, and our veteran community. The position of Public Relations and Marketing Officer further serves to connect with potential VSU members and VSU alumni. By amending these statutes, we are ensuring that one of the governing documents of this University is up to date and accurately reflects the operations of one of its Unions.

Read 1st Time: July 7<sup>th</sup>, 2021  
Referred to Committee: Internal Affairs, Judiciary  
Committee Report: Passed I.A. 7/12; Passed Judiciary 7/18  
Read 2nd Time: 7/21/21  
Senate Vote: 25-0-0

DocuSigned by:  
*Alexander Harmon*  
OFFICIAL: \_\_\_\_\_ 8/19/2021 | 1:45 PM EDT  
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Student Senate President

**PASSED: July 21st, 2021**

CERTIFIED TO THE STUDENT BODY

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*Tazzy Janvier*  
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Student Body President 9/15/2021 | 4:03 PM EDT  
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Date

DocuSigned by:  
*Dr. Felicia Williams*  
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Director of the Student Governance & Advocacy 9/18/2021 | 4:23 AM EDT  
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Date

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*Dr. Amy Hecht*  
\_\_\_\_\_  
Vice President of Student Affairs 9/21/2021 | 9:12 AM EDT  
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Date

## 1011.4 Executive Board

**A.** Membership

1. The Executive Board of VSU, hereinafter referred to as the "Board", shall consist of seven (7) student members and shall include the Director, Assistant Director, Internal Coordinator, External Coordinator, Chief Financial Officer, Secretary, and Public Relations and Marketing Officer. 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, and Public Relations and Marketing Officer 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.

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

The Public Relations and Marketing Officer shall:

1. Manage the social media accounts and presence of the VSU
2. Communicate with the veteran community, campus community, and all other relevant communities about issues and announcements relating to the VSU
3. Connect with potential members of the VSU
4. Connect with alumni of the VSU
5. Take charge of any community outreach projects set forth by the VSU or those in which the VSU is participating
6. Ensure that the reputation and image of the VSU and the University is upheld through all social media posts, public correspondences, etc.