

# Allocation, Revision or Transfer Form

Amount: \$2,560.00 Date: 9/11/12

Senate Bill 62

Sponsor(s) Cuvallaro



From Senate Projects  
Account Name - Category

To Senate Expense  
Account Name - Category

*Tabled 9/19*

or  
Within \_\_\_\_\_  
Organizations Name

From \_\_\_\_\_ To \_\_\_\_\_  
Account / Category Account / Category

**Purpose & Description (Use back of form if more space is needed)**  
To allow for recorded voting per Senator  
in a fast and digital manner

Organization Director \_\_\_\_\_ Phone Number \_\_\_\_\_

**Itemized Expenditures: Only use this area if ALL expenditures can be listed.  
If ALL do not fit then use Part 2 for expenditures.**

Quantity	Description	Unit Price
80	Clicker	\$ 32.00
<b>Total</b>		<u>2,560</u>

Senate Finance Committee Chairman  
Passed / Failed (Circle) Date \_\_\_\_\_  
Other \_\_\_\_\_

Senate Action:  
Passed / Failed (Circle) Date \_\_\_\_\_  
Other \_\_\_\_\_





# Statute Revision, Addition or Proposed Constitutional Amendment Form

Date: 9, 18, 12

*2<sup>nd</sup> Reading*

Senate Bill 68

Sponsor(s) Dejam



**Purpose & Description (Use back if more space is needed)**

*To revise and amend Chapter 1005,  
The Hispanic Latino Student Union  
Statute*

Approved for First Reading \_\_\_\_\_

Statute Number	Strike	Statute Number	Insert
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Senate Judiciary Chairperson

Passed / Failed (Circle One)

Date \_\_\_/\_\_\_/\_\_\_

Senate Action

Passed / Failed (Circle One)

Date \_\_\_/\_\_\_/\_\_\_

## Chapter 1005

## The Hispanic/Latino Student Union

**History:** Added by the 47<sup>th</sup> Senate Bill 98. Revised by the 47<sup>th</sup> Senate Bills 39 and 126. Revised by the 49<sup>th</sup> Senate Bill 160. Revised by the 51<sup>st</sup> Senate Bill 57. *Revised by the 54<sup>th</sup> Senate Bill \_\_\_\_ . Revised by the 61<sup>st</sup> Senate Bill \_\_\_\_ .*

### 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 1995-1996 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 services for the 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 the Tallahassee community.

### 2. **General Membership**

#### A. **Membership**

- i. Membership is open to all individuals attending the FSU who are 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.
- ii. No hazing or discrimination will be used as a condition of membership in this Agency.

#### B. **Eligibility**

~~Eligibility to new members will be determined by completion of the application form which shall be made accessible throughout the year.~~

#### C. **Active Membership**

~~An active member is one that participates in a minimum of two (2) meetings and/or events per semester.~~

#### D. **Resignation**

~~Members no longer wishing to be a part of the Agency may submit a resignation letter to the Secretary stating the purpose and reason. No other form of documentation must be submitted.~~

3. **Affiliate Membership**

**A. Membership**

Affiliate membership is available to all Registered 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 the 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%+1) vote of the Executive Board and a majority (50%+1) vote of all existing Affiliate Member Presidents, they will become an ~~Associate Member for one (1) full semester. After such time, the Associate Member will become an Affiliate Member as long as they continue to remain in good standing with the HLSU.~~ Affiliate Member subject to membership requirements.

**D. Denial**

If a RSO applicant is denied Affiliate membership, they shall wait a full semester before re-applying. Basis for denial constitutes failure to meet the qualifications as stated in Article 1005.3, 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 set at least a week in advance;
2. Submission of Monthly Reports, which must include the following information:
  - i. Meetings held;
  - ii. Meetings attended;
  - iii. All events hosted;
  - iv. HLSU events attended;
  - v. Co-sponsorships sought and/or approved;

- vi. Financial transactions made with the HLSU;
- vii. Any additional comments, questions, or concerns.

**F. Membership Renewal**

In order to maintain Affiliate membership, each organization must sign a Statement 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 constitutes to any Affiliate Member who is no longer in good standing and has failed to comply with HLSU Affiliate requirements ~~(See Appendix)~~. (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 HLSU Director and Assistant Director;
  3. After the third infraction: Meeting with HLSU Director, Assistant Director, HLSU Advisor, Affiliate president, and Affiliate advisor.
- If another infraction is committed, the organization 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, they 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, he/she may appoint an Officer within their organization to attend in their absence.

4. **Executive Board**

**A. Membership**

The Executive Board shall consist of the Director, Assistant Director, Secretary, Treasurer, Public Relations Officer, and the Executive Coordinator.

**B. Qualifications**

The qualifications are as follows:

1. Student in good standing at the 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. ~~Active member of the HLSU at least a full semester prior to applying for an Executive Board position.~~

**C. Selection and Term of Office**

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 first-second week following Spring Break. Interviews will be set by the current Executive Board once all applications have been received.

i. Director and Assistant Director:

The Director and Assistant Director shall be nominated with a majority (50%+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 he/she may not be present at any interviews for the position he/she is running for and shall not cast a vote.

ii. Treasurer, Secretary, Public Relations Officer, and Executive Coordinator:

The newly appointed Director and Assistant Director shall interview applicants and forward nominees for Treasurer, Secretary, Public Relations Officer, and Executive Coordinator to the Student Senate for confirmation by the last Wednesday of classes. The new officers will officially take office the first week of the first summer session for a full academic year thereafter.

iii. Committee Chairs:

The Committee Chairs will be appointed by the newly elected Executive Board and will officially take office the first week of the ~~first summer~~ fall session for a full academic year thereafter.

iv. ~~The Executive Board~~ 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.

i. The Director shall:

- Be the Executive Head of all functions, meetings, or any related activities concerning the HLSU, with the approval of the Executive Board;
- Assist all Committee Members;
- Be the Executive Liaison for at least one (1) of the standing committees;
- Retains the right to call an emergency meeting with his/her standing committee twenty-four (24) hours prior notification;
- Have the power to implement new-standing-committees;
- Execute decisions on policy, procedure, and activities, as prescribed by the Executive Board;
- Appoint ~~and remove~~ Board members at his/her discretion, with the consultation of the Assistant Director and Advisor;
- Be in constant communication with the Executive Branch ~~of the Student Senate;~~ and Legislative Branch of Student Government;
- Reserves the right to make executive decisions.

ii. The Assistant Director shall:

- Assist all Affiliate Members;
- Be the Executive Liaison for at least two (2) one (1) of the standing committees;
- Retains the right to call an emergency meeting with his/her standing committee twenty-four (24) hours prior notification;
- Have the power to implement ad hoc committees;
- Recruit and assist future Affiliate members;
- Be responsible for collecting all monthly reports from Affiliate members. This is to be turned into the Secretary.
- Be responsible for the management of El Centro and its employees;
- Inform members on procedures ~~on~~ of becoming an HLSU Affiliate Member.

iii. The Secretary shall:

- Be in charge of all internal communication for the Agency;
- Be the Executive Liaison for at least two (2) one (1) of the standing committees;
- Retains the right to call an emergency meeting with his/her standing committee twenty-four (24) hours prior notification;
- Prepare and post the minutes for the Executive Board no later than forty-eight (48) hours after the meeting;
- Maintain an updated HLSU active member roster;

- Create and maintain a roster that contains the information of the Executive Board, Committee Board and Affiliate Members;
  - Be responsible for collecting all monthly reports and creating the monthly report for the Agency. This is to be turned into the Director;
  - Create an Annual Report at the end of the fiscal year of all activities and expenditures of the Agency. This is to be turned into the Director (~~See Appendix~~).
  - ~~Maintain the HLSU Administrative Manual;~~
  - Be familiar with Robert's Rules of Order to conduct meetings.
- iv. The Treasurer shall:
- Be in charge of all concerns dealing with finances;
  - Be the Executive Liaison for at least two (2) one (1) of the standing committees;
  - Retains the right to call an emergency meeting with his/her standing committee twenty-four (24) hours prior notification;
  - Be responsible for all traveling expenses and arrangements for the Agency;
  - Prepare and present any Bills or Resolutions dealing with HLSU finances to the Student Senate;
  - Complete a monthly Financial Report to be included in the Agency's Monthly Reports. This is to be turned into the Secretary;
  - Complete an Annual Report of all financial information at the end of the fiscal year. This is to be turned into the Secretary.
- v. The Public Relations Officer shall:
- Be in charge of all external communication for the Agency;
  - Be the Executive Liaison for at least two (2) one (1) of the standing committees;
  - Retains the right to call an emergency meeting with his/her standing committee twenty-four (24) hours prior notification;
  - Maintain an updated HLSU website;
  - Ensure the monthly publication of the HLSU Newsletter;
  - ~~Propose a yearly HLSU Philanthropy and coordinate a plan of action for it;~~
  - ~~Create and maintain working relationships with Corporate Sponsors and chosen philanthropy;~~
  - Ensure that the agency is aware of all campus events especially those of other agencies;
  - Send Press Releases to the FSView and Tallahassee Democrat;
  - ~~Serve as the Chair for the HLSU Ambassadors Committee;~~
  - Work with the Study Abroad International Programs and International Center to help Hispanic/Latino students and visitors feel welcome at FSU.

- vi. The Executive Coordinator shall:
- Coordinate, plan, and ensure the successful execution of every event during HLSU's Hispanic Heritage Month; held by the Agency;
  - Be the Executive Liaison for at least two (2) one (1) of the standing committees;
  - ~~Ensure the completion of the checkpoints in the Hispanic Heritage Month Checklist (See Appendix);~~
  - Retains the right to call an emergency meeting with his/her standing committee twenty-four (24) hours prior notification;
  - Coordinate HLSU's participation at the Florida Hispanic/Latino Collegiate Forum held bi-annually;
  - Maintain a working relationship with other Hispanic/Latino organizations throughout Florida including universities and other national organizations in order to contribute ideas to Florida State and help improve programming;
  - Be the Executive Coordinator for any special projects assigned by the Executive Board.

**F. ~~Revoked Membership~~ Removal from Office**

- i. Grounds for ~~revocation~~ removal include any Executive Board Member found in violation of Article 1005.4, Section B.
- ii. Any Executive Board Member that 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%+1) vote of all other Executive Board Members.

**G. Resignation**

- i. 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 advanced 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, he/she shall submit all documents pertaining to the Agency and any information on current projects in his/her care in an organized binder. The resigning Executive Board Member must explain its contents to the Director and to the new Officer filling their position.
- ii. Any position made vacant shall be advertised for ~~three (3)~~ ten (10) business days. The applicants shall be interviewed by the remaining Executive Board and selected by a majority (50%+1) vote.
- iii. 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. He/She shall be re-elected upon a unanimous (100%) vote amongst those present. There will be no proxy votes.

5. **Committee Board**

A. **Membership**

The Board of Committees Chairs shall consist of ~~thirteen (13)~~ nine (9) appointed Chairpersons, each representing a specific committee. The Committees shall be:

Athletics  
Community Service  
~~Cultural & Educational~~  
Fundraising  
~~Graduate Relations~~  
~~Greek Relations~~  
Historian  
~~HLSU Ambassadors~~  
Membership  
Newsletter  
Political Action  
Press & Publicity  
~~Social~~  
Special Events

B. **Qualifications**

The qualification to be a Committee Board Member is to be a student in good standing at the FSU.

C. **Selection and Term of Office**

Applications for Committee Board will open the first week of the Fall semester 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 the first week of summer classes after being appointed. ~~The Committee Co-Chairs will officially take office the first week of fall classes.~~

D. **Meetings**

- i. Committee Board meetings shall be held on a bi-weekly basis with the Director and Secretary.

- ii. The Committee Chairs and ~~Co~~Vice-Chairs shall meet with their Executive Liaison on a bi-weekly basis. Chairs and ~~Co~~Vice-Chairs shall be notified at least forty-eight (48) hours prior to the meeting.
- iii. 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 ~~Co~~Vice-Chair but is not limited to that amount of members.

- i. The Chair shall:
  - Preside over all committee meetings;
  - Create a typed agenda for every committee meeting;
  - ~~The Executive Liaison retains the right to call an emergency meeting with twenty-four (24) hours prior notification;~~
  - 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 3<sup>rd</sup> day of the following month;
  - Must notify the Executive Liaison at least forty-eight (48) hours prior to any meeting that neither the Chair nor the ~~Co~~Vice Chair may be able to attend;
  - Retains the right to call emergency meetings when necessary giving ~~forty-eight (48)~~ twenty-four (24) hours notice to members and the Executive Liaison;
  - Appoint a ~~Co~~Vice Chair who is a member of the said Committee in the case of a vacancy;
  - Follow specific duties for their respective Committee;
  - Work actively with other Committees to facilitate planning.
- ii. The ~~Co~~Vice Chair shall:
  - Preside over meetings and events in the case of the Chair's absence;
  - 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;
  - Give copies of all minutes to all Committee Members and Chair with in forty-eight (48) hours following the meeting;
  - Attend meetings with the Executive Liaison in case the Chair cannot attend, having been given with notification at least forty-eight (48) hours prior to the meeting date;
  - Assist Chair in preparing the monthly report;
  - Follow specific duties for their respective committee;

- Work actively with other Committees to facilitate planning.

**F. Powers and Duties of the HLSU Committees**

i. The Athletics Committee shall:

- Organize team(s) of HLSU members for at least one intramural sport per semester;
- Ensure that members participate in a safe environment and complete any necessary release forms;
- Work with the affiliate organizations to host an annual tournament in a chosen sport;

ii. The Community Service Committee shall:

- Plan and execute at least ~~two (2)~~ four community service projects per ~~month~~ semester;
- Have ServScripts available for the HLSU members participating in all community service events;
- Collect a letter of completion from the respective non-profit organization for each community service project performed, to be included in their monthly report.

iii. ~~The Cultural & Educational Committee shall:~~

- ~~Plan and execute at least one (1) Cultural/Educational program per month that deals with the Hispanic culture;~~
- ~~Plan and execute at least one (1) Cultural/Educational program per semester that educates how Hispanic/Latinos are linked with other cultures;~~
- Plan and execute five (5) El Centro Dialogues, which will be informal discussions held in El Centro spotlighting a current issue and co-hosted with another organization(s);
- Be responsible for the planning and execution of the annual Dr. Antonio Pantoja Scholars Program, a mentorship-based program which allows local area high school students to visit the Florida State University and learn about the benefits of pursuing a higher education degree;
- Have a working relationship with all academic departments and the Hispanic/Latino faculty, staff and administration;

iv. The Fundraising Committee shall:

- Plan and organize at least ~~two (2)~~ one (1) fundraising event per month;
- ~~Hold one (1) event every semester that will benefit the predetermined HLSU philanthropy;~~
- Work with the Hispanic/Latino Student Union Treasurer to deposit the money generated from the fundraising events;
- Recruit volunteers to help in the planning and execution of the fundraising event;

- Attempt to receive donations from corporations and businesses for HLSU events and help establish corporate sponsors.
- v. ~~The Graduate Relations shall:~~
- ~~Maintain communication and create a network with FSU Latino/a alumni;~~
  - ~~Reach out to Latino/a FSU graduate students;~~
  - ~~Plan and execute at least one (1) event and/or program targeted to graduate students and alumni per semester;~~
  - ~~Act as the liaison between HLSU and the Hispanic/Latino Alumni Association (See Appendix).~~
- vi. ~~The Greek Relations shall:~~
- ~~Must be a member of a Greek Lettered Organization;~~
  - ~~Attend all Affiliate President's meetings;~~
  - ~~Shall plan and execute bi-monthly socials for all Greek Affiliate Members;~~
  - ~~Maintain contact with all Greek Affiliate Members;~~
  - ~~Act as a liaison between the Greek Affiliate's council for the HLSU.~~
- vii. ~~The HLSU Ambassadors shall:~~
- ~~Serve as Co-chairs and the Public Relations officer as the Chair;~~
  - ~~Must be involved individuals in other areas of campus other than the Agency;~~
  - ~~Promote HLSU in at least two (2) large scale events per semester as designated by the Public Relations officer;~~
  - ~~Attend designated events and distribute news and publications of and about the Agency;~~
  - ~~Attend monthly meetings scheduled by the Public Relations officer.~~
- viii. ~~The Historian Committee shall:~~
- ~~Take photographs at all HLSU events;~~
  - ~~Provide the Newsletter Press and Publicity Committee with any photographs;~~
  - ~~Work with the Public Relations Officer Press and Publicity Committee in updating the website with pictures;~~
  - ~~Create a professional video and/or digital scrapbook of the current year including but not limited to the following five (5) sections:~~
    - ~~General: Pictures of the HLSU board, committees, and affiliate members.~~
    - ~~Cultural & Educational: List Pictures of all cultural and educational activities taken place with a paragraph description (minimum) including the purpose of the activity and what took place. Include any photos.~~

- ~~Community Service: List Pictures~~ of all community service activities taken place with a paragraph description (minimum) including the purpose of the activity and what took place. ~~Include any photos.~~
  - ~~Social: List Pictures~~ of all social events taken place with a paragraph (minimum) description including the purpose of the activity and what took place. ~~Include any photos.~~
  - ~~Special Events: List Pictures~~ of all special events taken place with a paragraph (minimum) description including the purpose of the activity and what took place. ~~Include any photos.~~
- ix. The Membership Committee shall:
- Have at least ~~one (1)~~ two (2) HLSU representatives at the HLSU table during every Market Wednesday at the Oglesby Union;
  - ~~Inform HLSU Members~~ Keep an updated list of when students members who are being honored/recognized for their achievements, to be included in the newsletter;
  - ~~Be Plan and execute~~ responsible for all HLSU General Body Meetings Assemblies;
  - Assist the HLSU Secretary with maintaining an updated membership roster;
  - ~~Be responsible for insuring that HLSU is well represented during Preview.~~
- x. ~~The Newsletter Committee shall:~~
- ~~Have an Editor as well as an Assistant Editor willing to revise all submissions;~~
  - ~~Create monthly editorials/articles related to the Hispanic/Latino community;~~
  - ~~Be informed of events and be sure to include them in the monthly publication.~~
- xi. The Political Action Committee shall:
- Be informed of all Student Government Association (SGA) events and relay such information to the membership;
  - Be informed of any and all Hispanic/Latino issues in the local, state and national government;
  - Seek and train interested Hispanic/Latino students for future SGA positions such as Senate, Union Board, Cabinet, etc;
  - Create and maintain rapport with all SGA officials.
- xii. The Press & Publicity Committee shall:
- Be responsible for all ~~photocopying and~~ design, printing and distribution of flyers;



- Follow University Posting Policies for all HLSU publications;
  - Have a working relationship with Student Publications;
  - Be informed of prominent events on-campus and relay them to Membership;
  - Maintain and update HLSU's social media networks, including (but not limited to) Twitter, Facebook, StudentGroups, and the HLSU website;
  - 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;
  - Send frequent press releases to the FSView and/or local newspapers about major events.
- xiii. ~~The Social Committee shall:~~
- ~~• Plan and execute at least one (1) internal social event per month;~~
  - ~~• Work with all Affiliate Members and non-HLSU organizations to jointly sponsor events.~~
- xiv. The Special Events Committee shall:
- Be the official HLSU representative for prominent Florida State events, such as Homecoming, and be responsible for all corresponding meetings;
  - Assist the Executive Board with Hispanic Heritage Month, ~~HLSU Week~~, and any other programming/events assigned by the Executive Board;
  - Plan and execute at least two (2) internal social events per semester.

#### G. Revoked Membership

- i. Grounds for revocation include any Committee Board Member found in violation of Article 1005.5, Section B.
- ii. Any Committee Board Member that 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. He/She shall be re-elected upon a unanimous (100%) vote amongst the Executive Board Members present at the next scheduled Executive Board meeting. There will be no proxy votes.

## **I. Resignation**

- i. 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 advanced 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, he/she shall submit all documents pertaining to the Agency and any information on current projects in his/her care in an organized binder. The resigning Committee Board Member must explain its contents to their Executive Liaison and to the new Officer filling their position as well as schedule an Exit Interview with their Executive Liaison, the Director, and HLSU Advisor.
- ii. 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 (50%+1) vote.

6.

## **Advisor**

### **A. Selection and Term**

The Advisor of this Agency shall be a full time faculty or academic staff member at the FSU. They shall be selected and approved by the Executive Board with a majority (50%+1) vote. The advisor has no voting rights and term does not have a limit.

### **B. Powers and Duties of the Advisor**

- Serve as a mentor to the Agency and give honest feedback to the Executive Board and Committee Board;
- Intervene in conflicts between the Executive Board and Committee Board and/or Affiliate Members;
- Be knowledgeable of university policies that may impact the Agency's decisions, programs, etc.;
- Provide the Agency with network opportunities;
- Introduce new program ideas.

### **C. Revoked Membership**

The Advisor will be notified in writing of the possible removal ten (10) business days prior to the vote. They will be allowed to address the Executive Board in order to relate any relevant defense prior to the voting for removal at the end of the ten (10) day window at a scheduled meeting with all the Executive Board Members. Upon a unanimous (100%) vote of the present Executive Board, the Advisor will be removed from his/her duties. In the event that an Advisor is removed or resigns, a new one shall be appointed by

the Executive Board within ten (10) business days with a majority (50%+1) vote.

**D. Resignation**

If the Advisor no longer wishes to serve the Agency he/she must submit their resignation to the Executive Board at least two (2) weeks in advanced along with any relevant information in the form of a letter. The Advisor 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 Advisor's final day, he/she shall submit all documents pertaining to the Agency and any information on current projects in his/her care in an organized binder. The resigning Advisor must explain its contents to the Executive Board and to the new Advisor filling their position.

**E. Reinstatement**

If the faculty/staff member in question shows interest in becoming the HLSU Advisor, they will be reinstated after a unanimous (100%) vote by the current Executive Board. There will be no proxy votes.

7.

**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.

