

**The Administrative Code of  
The Congress of Graduate Students  
Florida State University  
Student Government Association**



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*History: Adopted by the 16<sup>th</sup> Congress, Bill 22.*

## **Title I: The Congress of Graduate Students Internal Structure and Regulations**

### **Chapter 100 Technical Construction of the Code**

- 100.1 This chapter shall outline the system of the Congress of Graduate Students Administrative Code, hereafter referred to as “this code” observed by the Congress of Graduate Students, hereafter referred to as “COGS”, in enacting and adopting measures, as well as provide definitions and interpretations, in the construction of, and in compliance with, this code.
- 100.2 All provisions of this code are fully applicable to all entities, organizations, and individuals within the jurisdiction of COGS. Any and all funding derivative from COGS is contingent upon the recipient’s compliance with this code.
- 100.3 This code shall be considered the copyrighted intellectual property of the Florida State University Student Government Association; however, this code may be reproduced or 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.”
- 100.4 In the event that an entity referred to within this code should lawfully become identified by another name, or have its responsibilities divested to another entity, the COGS Program Associate shall have the authority and responsibility, independent of any action of the Assembly, to replace the inaccurate name in the text of this code to reflect reality.
- 100.5 All provisions of this code are fully severable. If any word, clause, or provision of this code is found to be in violation of federal law, the laws of the State of Florida, or the Florida State University Student Body Statutes or Constitution, it will in no way affect the validity or applicability of the remainder of this code.
- 100.6 There shall be three titles within this code, each containing related or similar topics, and each composed of numerically ordered chapters and sections as follows:
- Title I: (100-199) Purpose of COGS; Code Definitions, Interpretations, Abbreviations; Construction and Compliance with the Code; COGS Structure and Regulations Specific to the Entity COGS
- Title II: (200-299) Finance Provisions and Restrictions Obligatory upon COGS Activity and Service Fee Recipients

Title III: (300-399) Specific Provisions for Select Graduate Entities and COGS  
Funding Boards

**Chapter 101 Purpose of the Congress of Graduate Students**

- 101.1 The Congress of Graduate Students, in accordance with Article IX of the Florida State University Student Body Constitution, shall:
- A) Defend the interests of graduate, special, master, specialist, professional, doctoral, and post-baccalaureate students in graduate student life, services, and academics.
  - B) Manage the funds within its purview in a fiscally responsible manner.
  - C) Work to ensure the greatest participation by graduate students in the immediate governance of, and policy development for, the Florida State University.
  - D) Provide an official voice through which the opinions of the Graduate Student Body may be expressed.

**Chapter 102 Definitions and Interpretations**

*History: Amended by the 21<sup>st</sup> Congress, Bill 30; 23<sup>d</sup> Congress Bill 13.*

- 102.1 For the purposes of this code a “student” shall be defined as any individual enrolled in post-baccalaureate, special, master’s, professional, specialist, or doctoral program, which shall include, but not limited to, all individuals classified as 5,7,or 8 as indicated in the [Florida State University Student Body Constitution](#).
- A) Within this code the terms “student” and “graduate student” may be used interchangeably and shall only refer to the aforementioned individuals.
- 102.2 A “presentation” shall be defined as anything relating to the applicant’s course of study augmenting professional development and stature in the field. Presentations may include, but are not limited to, papers, speeches, demonstrations, art, photography, competition performance, and conferences.
- 102.3 The following shall constitute the standards for voting within the Assembly:
- A) A “majority” shall refer to a simple majority unless otherwise specified, which shall be defined as greater than half of the votes cast when an item is under consideration.
  - B) A “two-thirds (2/3) majority” shall be defined as greater than two-thirds (2/3) of the votes cast when an item is under consideration.

- C) A “majority of the entire membership” shall be defined as greater than half (1/2) of all Representatives, whether present or not, except those Representatives on Leave of Absence.
- 102.4 Proof of attendance for Academic Conference Support grants shall require one or more (at the discretion of the Program Associate) of the following: conference registration receipt, conference materials, or a conference program.
- 102.5 The Speaker of COGS shall be termed the “Speaker” within this code.
- 102.6 The terms “Congress of Graduate Students,” “COGS,” and “the Assembly” may be used interchangeably throughout this code and are intended to identify the entity empowered by Article IX of the Student Body Constitution.
- 102.7 The term “Executive Committee” shall identify the entity composed of the elected officers of COGS and may be used interchangeably with “Executive Board”.
- 102.8 Confirmation of officers, or ratification of actions, shall be conducted by motion, and shall follow the Internal Rules of Procedure. A confirmation or ratification vote shall require a two-thirds (2/3) majority, except as otherwise required by this code.
- 102.9 The funds appropriated to COGS under the Florida State Student Body Constitution from Activities and Service Fees, are restricted in use by the Florida State Student Body Constitution, Statutes, and Policies and state and federal laws, and will be called “A&S Funds”. The term “COGS Funds” will encompass “A&S Funds” and any other funds COGS received.

## **Chapter 103 Abbreviations**

*History: Amended by the 23rd Congress, Bill 13.*

The following shall serve as accepted abbreviations throughout this code and in COGS records and papers:

- A&S: Activity & Service
- BGSA: Black Graduate Student Association
- CAO: COGS Affiliate Organization
- COGS: Congress of Graduate Students
- LSC: Law School Council
- MSC: Medical School Council
- OPS: Other Personnel Services
- PG: Presentation Grant
- RSO: Recognized Student Organization

SA&O: Student Activities & Organizations

SGA: Student Government Association

## **Chapter 104 COGS Officers and Duties**

*History: Amended by the 18<sup>th</sup> Congress, Bill 34 and 3; 19<sup>th</sup> Congress Bill 21; 21<sup>st</sup> Congress, Bill 30.*

- 104.1 The COGS Speaker, Deputy Speaker for Finance, Deputy Speaker for Judicial Affairs, and Deputy Speaker for Communication shall be elected by a majority vote of COGS at the first meeting following the fall semester COGS elections, and they shall together compose the “Executive Committee.”
- 104.2 The Speaker shall:
- A) Preside over all COGS functions.
  - B) Represent COGS and the Graduate Student Body to the University and the public.
  - C) Create and oversee the implementation of COGS functions.
  - D) Appoint Representatives to all standing and ad-hoc committees, and may appoint a temporary chair until such position is filled by the committee.
  - E) Take care that the COGS Code, Budget, and the Florida State University Student Body Statutes are faithfully executed.
  - F) Chair the Executive Committee.
  - G) Perform all other duties and responsibilities as may be required by law and the Florida State University Student Body Statutes and Constitution.
- 104.3 The Deputy Speaker for Judicial Affairs shall:
- A) Audit the COGS Code and bylaws to ensure continued compliance with the Florida State University Student Body Constitution and Statutes.
  - B) Preside over the impeachment process.
  - C) Swear in new members of the Assembly and inform them of their responsibilities prior to their petition hearing before the Assembly.
  - D) Conduct an audit of COGS financial records no less than once per fiscal year, or upon request of the Speaker.
  - E) Disseminate information concerning vacant seats in the Assembly to Florida State University students.

F) Assemble and disseminate to the members of the Assembly an extensive list of pertinent questions to be asked in consideration of petitions of new members.

G) Assist the Speaker as needed with the administration of COGS.

104.4 The Deputy Speaker for Communication shall:

A) Inform all members of meeting dates and happenings.

B) Create and supervise COGS announcements and bulletins.

C) Act as the public relations liaison between COGS, Florida State University, and public press domains.

D) Record minutes of all Executive Committee meetings.

E) Work with SGA Student Publications to maintain a website.

F) Assist the Speaker as needed with the administration of COGS.

104.5 The Deputy Speaker for Finance shall:

A) Oversee the expenditure of the Annual Budget.

B) Prepare budget request guidelines for the upcoming fiscal year for ratification by the Assembly.

C) Issue reports on the balance and expenditures of COGS accounts.

D) Oversee Travel Grant disbursement.

E) Serve as a member of the Internal Affairs Committee.

F) Assist the Speaker as needed with the administration of COGS.

104.6 The individuals acting as Speaker and Deputy Speakers at the expiration of a Congress shall remain in their offices until the election of a new Speaker and Deputy Speakers at the beginning of the new Congress. Such officers shall act in a caretaking capacity, conducting only normal executive business, until the initiation of the new Congress; they shall not undertake to effect any substantial policy deviations until a new Congress convenes.

104.7 The COGS Executive Editor:

A) Shall review and revise any proposed legislation prior to an Assembly meeting to correct grammatical and technical errors, and improve the clarity of language by adopting clear and uniform language. Such revision by the Executive Editor shall not be considered an amendment for the purposes of the Internal Rules of Procedure.



- B) Shall not have the authority to make any amendments or revisions to proposed legislation which would result in substantive changes in the meaning, policy, or interpretation of a measure.
- C) Shall be allowed to make amendments that are proposed by a Representative that are approved by the sponsor(s). If any of these amendments are made, the Editor must have a report for the COGS meeting stating these amendments.
- D) Shall submit a copy of proposed revisions to the sponsor(s) of the legislation, and to the COGS Program Associate one (1) day (twenty-four [24] hours) prior to an Assembly meeting. Failure to comply with this provision, or any provision in this section, shall constitute nonfeasance by the Editor, but shall not prohibit COGS from conducting a vote and adopting a measure.
- E) The Executive Editor may be any currently enrolled graduate or professional student and shall be appointed by the Speaker and confirmed by the Assembly. The Executive Editor may be removed through impeachment proceedings.
  - 1) Preference in appointments should be given to:
    - a) Representatives with a semester or more experience in the Congress
    - b) Students with specialized skills in the area of drafting and editing, as indicated by their educational and professional background.
    - c) Students with previous experience in student government.

## **Chapter 105 The Annual Budget Procedures Act of 2012**

*History: Amended by the 17<sup>th</sup> Congress, Bill 8; 19<sup>th</sup> Congress, Bill 39; 20<sup>th</sup> Congress, Bill 11; 23<sup>rd</sup> Congress, Bill 14.*

- 105.1 This act is to establish a procedure by which the COGS Annual Budget is produced and passed.
- 105.2 The Annual Budget will be prepared and proposed by a committee appointed by the Speaker and confirmed by a two-thirds (2/3) vote of the Assembly. This committee shall be known as the "Budget Committee."
- 105.3 Hearings, deliberations, and meetings of the Budget Committee shall be properly noticed to the public.
- 105.4 Hearings, deliberations, and meetings of the Budget Committee are public and shall be advertised in the Congress. The Chairperson of the Budget Committee shall not exclude any student from witnessing the hearings or deliberations in accordance with Chapter 409 of the Florida State Student Body Statutes.

- 105.5 All graduate RSOs that are not funded by MSC and LSC will be able to petition for annual funding from COGS' Annual Budget process.
- 105.6 Each organization receiving money from the Annual Budget shall make a budget request. The Budget Committee shall hold hearings during which budget requests are defended. Each budget request shall have a separate hearing. The Budget Committee is authorized to fund more than the amount requested.
- A) A budget request shall consist of questions pertaining to the organization's activities in a form designed by the Deputy Speaker for Finance and approved by the Budget Committee.
- 105.7 When the proposed Annual Budget has been approved in whole by the Budget Committee it will be presented by the Chair to the Congress, either in person or via email, at least two (2) weeks (ten [10] school days) prior to a floor vote.
- 105.8 The Chair of the Budget Committee will provide to the COGS Program Associate an electronic copy of the proposed Annual Budget as presented to the Assembly.
- 105.9 The proposed Annual Budget and proviso language must be advertised on the COGS website by the Chair at least one (1) week (five [5] school days) before it is considered in a meeting of the Assembly. Such publication must include the date, time, and location of the COGS meeting where the proposed Annual Budget is to be debated, along with the phrase "public comment is welcome."
- 105.10 The Annual Budget shall be approved by COGS before the beginning of the fiscal year that it affects.
- 105.11 The Annual Budget and proviso language cannot be approved separately. Changes to the proviso language may be made via resolution at any point before the proposed Annual Budget is approved. This resolution shall be passed with a two-thirds (2/3) vote of the Congress.
- 105.12 Amendments to the proposed Annual Budget must follow a majority vote to unlock a specific line item and category of the proposed Annual Budget or a line of the proviso language. Any amendment which affects the allocation amount in any line of any recipient shall require a two-thirds (2/3) vote of the Congress.
- 105.13 The proposed Annual Budget shall be passed by a roll-call vote. A two-thirds (2/3) majority is required for passage.
- 105.14 If COGS fails to pass the proposed Annual Budget, the Budget Committee shall propose a new Annual Budget with substantial changes within three (3) weeks of the prior proposed Annual Budget's failure in the Congress.
- 105.15 Once approved by COGS, the Annual Budget shall be presented to the Director of Student Affairs for approval and forwarded to the Vice President for Student Affairs for signature.

- 105.16 If the Vice President for Student Affairs or his/her designee should veto the Annual Budget, it shall be returned to COGS for revision. If the Vice President for Student Affairs or his/her designee does not sign or veto the Annual Budget within fifteen (15) school days of receipt, the Annual Budget will be considered approved.
- 105.17 If this chapter is violated by COGS with respect to any RSO, no prejudice shall be held against the RSO for failure to appear or failure to comply with the process before the RSO learned of the meeting or process.
- 105.18 The Annual Budget will derive its funds from those funds appropriated to it under the Florida State Body Constitution and any other source.

### **Chapter 106 After-the-Fact Amendments to the Annual Budget**

- 106.1 After the Annual Budget has been approved, an amount not to exceed \$500.00 may be moved between the categories of Salary, OPS Wages, Contractual Services, Expense, or OCO upon request of any COGS-funded entity with the signatures of the Speaker, Deputy Speaker for Finance, and Vice President for Student Affairs or his/her designee.
- 106.2 COGS, by a majority vote of the Assembly, may make any lawful amendments to the Annual Budget it deems necessary, regardless of amount or category. Any such revision shall still require the signature of the Vice President for Student Affairs or his/her designee.

### **Chapter 107 Amendments to the COGS Code**

- 107.1 Amendments to the COGS Code shall require a two-thirds (2/3) vote of COGS.

### **Chapter 108 Committees**

*History: Amended by the 17<sup>th</sup> Congress, Bill 17; 18<sup>th</sup> Congress, Bills 29 & 31; 19<sup>th</sup> Congress, Bills 31, 32 & 33; 20<sup>th</sup> Congress, Bill 10; 21<sup>st</sup> Congress, Bill 30; 23<sup>rd</sup> Congress, Bill 13.*

- 108.1 All special committees shall be formed upon request of any member of COGS that is ratified by a majority vote of the Assembly, or by recommendation of the Speaker that is approved by a majority vote of the Executive Committee. The individual initiating the request for formation of the committee shall describe the purpose, intent, and scope of the committee.
- 108.2 The Speaker shall appoint Representatives to the standing committees no later than each Representative's second meeting of the Congress.
- 108.3 The following are the standing committees of COGS:
- A) The Student Affairs Committee

- B) The Student Advocacy Committee
  - C) The Internal Affairs Committee
  - D) The Budget Committee
  - E) Committee leadership elections shall be held before February 19<sup>th</sup>, 2018 for any COGS Committee not existing prior to February 5<sup>th</sup>, 2018.
  - F) On February 5<sup>th</sup>, 2018, the membership and leadership of the COGS committees listed here, shall be dissolved, at which point this provision 108.3(E) shall be stricken from the COGS Code: Internal Affairs Committee, Academics & Student Life Committee and Ways & Means Committee.
- 108.4 At each meeting of the Assembly, each committee will be required to inform the Assembly of its activities. This shall be the responsibility of either the Chair, or a committee member designated by the Chair. The Budget Committee shall only be required to report when necessary, in accordance to [Chapter 105](#) of the COGS Code.
- 108.5 Standing committees (with the exception of the Budget Committee) shall meet no less than once every two (2) months. The Chair will have the authority to set the meeting time and location on campus in consultation with the committee. Once a month the chairs of all standing committees (with the exception of the Budget Committee) shall meet with the Speaker to submit a written progress report, establish goals, and assign new members to committees.
- 108.6 The Speaker shall be entitled to refer any measure for consideration by the Assembly to an appropriate committee before a floor vote. This decision may only be overturned by a majority vote of members present at a COGS meeting.
- 108.7 Each committee shall be empowered to propose any measure it feels appropriate to the Assembly, as well as be vested with all those investigative powers necessary to fulfill the responsibilities of the committee.
- 108.8 The Student Affairs Committee shall focus on the following areas:
- A) Academics and Honor Policy
  - B) Parking and Transportation
  - C) Housing and Dining
  - D) Library
  - E) Health and Wellness
  - F) Social and Community Planning

- F) All other areas in which the Chair and the Speaker agree the committee should focus.

108.9 The Student Advocacy Committee shall focus on the following areas:

- A) Graduate student pay and funding
- B) Childcare
- C) Relations with the Graduate Assistants Union
- D) Diversity on campus
- E) Health Insurance
- F) All other areas in which the Chair and the Speaker agree the committee should focus

108.10 The Internal Affairs Committee shall focus on the following areas:

- A) Prepare and distribute the monthly COGS newsletter
- B) Keep website information updated
- C) Outreach to fill vacant seats in the Assembly
- D) Relations between COGS and the SGA, MSC, and LSC
- E) Oversight all COGS funding expenditure
- F) Train new COGS members
- G) Make/Propose amendments to the COGS Code
- H) Hear cases of impeachment and removal prior to the full assembly
- I) Maintain attendance records, initiate removal proceedings for members who are no longer in compliance with attendance requirements
- J) All other areas in which the Chair and Speaker agree the Committee should focus

108.11 The Budget Committee shall:

- A) Consist of the Deputy Speaker for Finance and at least four other COGS members appointed by the Speaker and confirmed by the Assembly. The Budget Committee shall focus on the preparation of the Annual Budget in accordance with Chapter 105 of the COGS Code.
- B) Notify graduate RSOs fifteen (15) school days before budget petitions are accepted.
- C) Along with the COGS Program Associate, notify the graduate RSOs at Florida State University by email letter educating them of their opportunity to receive annual funding during the budget process.
- D) Present the Annual Budget before the COGS Assembly prior to a floor vote in accordance with Chapter 105 of the COGS Code.

108.12 The following provisions shall govern selection, retention, and replacement of committee leadership:

- A) Each committee shall elect its own chair and vice-chair. The Vice Chair shall serve as the secretary to the committee and shall also chair committee meetings in the Chair's absence.
- B) Each committee shall also be empowered to recall the Chair or Vice Chair at any time for any reason whatsoever by a two-thirds (2/3) majority vote of the committee.
- C) No election or recall of any Chair or Vice Chair shall take place without at least a two (2) school days' (forty-eight [48] hours) notice to the Assembly of intent to conduct an election.
- D) A Chair can be recalled by a majority decision of the Executive Committee and the Chairs of all standing committees.

108.13 All members of the Assembly shall participate on a committee other than the Budget Committee. If for a legitimate reason a member is unable to serve on a committee, waiver of this provision may be granted at the discretion of the Speaker. Appeals of the Speaker's decision shall be made to the Assembly which shall ultimately approve or deny the request for waiver.

108.14 Any member of the Assembly receiving a waiver under the provisions of §108.13 will be assigned associate membership on a committee. Such associate members may participate in their assigned committee, with all voting privileges, and will count towards quorum when present, but shall never count against quorum, nor be assessed as absent, when not present.

108.15 After initial committee assignments are made, transfers to a specific committee shall only be made if both the Speaker and the Representative to be transferred give consent. Any Representative shall be transferred out of a committee to an undesignated committee upon request.

- 108.16 If the membership of any committee (with the exception of the Budget Committee) should fall below five (5) members, the consent requirement in § 108.14 of this code shall be waived and it shall be the duty of the Speaker to reassign a sufficient number of Representatives so that no committee has less than five (5) members. Deference should be given where possible to the desire of Representatives to be transferred.
- 108.17 If the membership of the Student Affairs and the Student Advocacy committees are unbalanced (a difference of three or more members) the consent requirement in S. 108.14 of this code shall be waived and it shall be the duty of the Speaker to reassign a sufficient number of Representatives so that the committees are balanced.

## **Chapter 109 Quorum**

*History: Amended by the 21st Congress, Bill 12.*

- 109.1 Quorum is required to conduct business.
- 109.2 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 Internal Rules of Procedure.

## **Chapter 110 COGS Internal Rules of Procedure**

- 110.1 COGS, as per Article IX of the Florida State University Student Body Constitution, shall have the authority to adopt its own internal rules of procedure by a two-thirds (2/3) vote.

## **Chapter 111 Elections**

*History: Amended by the 17<sup>th</sup> Congress, Bill 2; Amended by the 18<sup>th</sup> Congress Bill 4; 20<sup>th</sup> Congress, Bill 9.*

- 111.1 The COGS Executive Committee shall be responsible for conducting elections for the Congress of Graduate Students. If COGS chooses to participate in the SGA election process, then they fall under the Student Government Election Code and are responsible for following all requirements.

- 111.2 Seats shall be allocated to each college and school according to its graduate student enrollment as published in the most recent Florida State Fact Book. One seat shall be allocated to a college or school for every two-hundred and ninety-nine (299) graduate students, or portion thereof, enrolled. One seat shall be allocated for students who are currently enrolled in a graduate program at the Florida State University Panama City Campus. In addition, one seat will be allocated for each two-hundred and ninety-nine (299) graduate students, or portion thereof, enrolled and classified by the University Registrar as "post-baccalaureate/special;" any graduate student may fill seats of this classification as an Advocate.
- 111.3 In addition to the seats listed in § 111.2, one seat shall be allocated for each of the following: Graduate Student Housing Advocate, International Student Advocate, LGBTQ+ Student Advocate, Minority Student Advocate, Veteran's Advocate, Student with Disabilities Advocate and At Large, all of which shall be open to any graduate student at Florida State University.
- 111.4 The Deputy Speaker for Communication shall advertise the seat allocation information at least twenty-four (24) hours before the first day of the Declaration of Candidacy date, as specified by the Student Government Election Code. Seat allocation information shall be advertised by email as well.
- 111.5 Elections will be held in conjunction with the regular fall semester Student Government elections.
- 111.6 All enrolled graduate students are eligible to vote in COGS elections.
- 111.7 Election appeals shall be made first to the COGS Executive Committee. Further appeals shall be made to the full Assembly. If COGS chooses to participate in the SGA election process, appeals shall follow the procedures under the Student Government Election Code.
- 111.8 Regular elections to the Assembly shall take place only during the fall semester.
- 111.9 Elections of the officers for COGS shall take place on the first meeting of the newly convened Congress. Members of the COGS Executive Committee must be elected before the first meeting adjourns.
- 111.10 COGS officer election procedures shall be the following:
- A) Members of the COGS Executive Committee shall be elected from among the membership of COGS. Election shall be by secret ballot and shall require a majority vote in order to elect a candidate. Quorum of the Congress must be present for the election of each member of the COGS Executive Committee.



- B) An elected member of the SGA Executive Branch shall act as the Temporary Chair for the first meeting of the new Congress until the Congress elects a Representative to the Office of the Speaker, at which time the Speaker shall be sworn in and chair the Congress. The Temporary Chair shall have the right to cast a vote for election of the Speaker in such cases where his/her vote would be decisive.
- C) Nominations for Officers shall be taken from the floor and shall require a second. Each candidate may accept or decline the nomination. Candidates who accept their nomination shall be allowed, in alphabetical order, to address the Congress for no more than two (2) minutes. The Chair shall allow three (3) minutes of questions per candidate. No “con” debate shall be permitted during the election process. All nominees not addressing or taking questions from the Congress shall remain outside the COGS Chambers. Candidates shall not be present during debate on the candidates. Debate on the candidates shall take no more than five (5) minutes. Motions to extend time for opening addresses, questions and discussion of the candidates may be made by Representatives in the Chambers and pass by a majority vote of the Representatives in the Chambers. Once the question has successfully been called to vote on the position, all nominees may enter the Chambers and cast their own secret ballots with the rest of the Congress.

## **Chapter 112 Vacancies, Recall, and Petitions into the Assembly**

*History: Amended by the 23<sup>rd</sup> Congress, Bill 13*

- 112.1 The Deputy Speaker for Communication shall advertise vacancies within twenty-four (24) hours to the appropriate colleges in which the vacancies have occurred. In the case of vacancies in Advocacy seats, all colleges shall be informed. Vacancies shall also be forwarded to the SGA President’s Chief of Staff.
- 112.2 A graduate student may fill a vacant seat with the signature of twenty (20) enrolled students within their college, or 10% of the graduate student body of that college, whichever is less. Petitioners must file their petitions with the COGS Program Associate at least forty-eight (48) hours before a general meeting unless excused of this by a majority vote of the Executive Committee or Assembly. All petitioners must be accepted by a majority vote of COGS members present at an official meeting. In cases where two (2) or more petitions are received for the same seat, COGS shall fill the seat by a majority vote after deliberation, as per the [COGS Internal Rules of Procedure](#).

112.3 Any student(s) may demand the recall of a COGS Representative who represents a school or entity of which the student is a constituent, on the grounds of misfeasance, malfeasance, or nonfeasance. Furthermore, any student may demand the removal of the Representative(s) of the special seat(s) outlined in § [111.3](#) of this code. The person(s) demanding recall shall set forth in a petition the reasons for the demand of recall. If the Representative in question offers their resignation, it shall be accepted and take effect on the day it is offered, and the vacancy shall be filled as provided by this code. If the Representative does not resign within thirty (30) days, a special election of the constituency (as defined in Senate Statutes) will be held to determine whether the Representative will be recalled. On the ballot, it shall be printed in not more than two-hundred (200) words the Representative's justification of their course in office, and not more than two-hundred (200) words explaining the cause(s) for recalling the Representative. The Representative shall continue to perform the duties of their Office until the official results of the special election have been declared.

### **Chapter 113 Requirements to Maintain Office**

*History: Amended by 18<sup>th</sup> Congress Bill 48; 21<sup>st</sup> Congress, Bill 30.*

113.1 A seat shall be declared vacant and the Representative removed from membership in the Assembly when one of the following conditions is met within the same Congress, unless a leave of absence is granted:

- A) A Representative has accumulated three (3) unexcused absences from COGS Assembly or committee meetings
- B) A Representative has accumulated six (6) total absences from COGS Assembly or committee meetings
- C) A Representative is recommended by the Executive Committee to the Assembly for removal due to absenteeism, which the Assembly approves by a two-thirds (2/3) vote.

113.2 An "unexcused absence" is an absence for which no advance written notice was provided to the COGS Program Associate at least one (1) hour before the start of any COGS Assembly meeting; or an absence for which no advance written notice was provided to the committee's Chair at least one (1) hour before the start of a committee meeting. Any Representative who leaves during an Assembly meeting, without prior notification to the Executive Committee, will have one (1) day to submit their excuse to the Executive Committee before the absence is automatically considered unexcused. If tendered on time, the appeal will go to review by the Executive Committee as per § [113.3](#) of this code.

- A) Written notice shall be constituted by physical correspondence or email.
- B) All unexcused absences shall be announced during Assembly roll call.

- 113.3 All absences can be declared “excused” by a majority vote of the Executive Committee. Exceptions to §§ [113.1](#) and [113.2](#) of this code can be granted by unanimous recommendation by the Executive Committee, and ratified by majority of the entire membership of the Assembly.
- 113.4 COGS Representatives, council members, and funding board representatives must become financially certified by his or her second Assembly meeting every fiscal year.

## **Chapter 114 Removal for Truancy**

*History: Added by the 18<sup>th</sup> Congress, Bill 9; Amended by 19<sup>th</sup> Congress, Bill 12.*

- 114.1 The Internal Affairs Committee shall have jurisdiction to review absences of COGS members from Assembly meetings and committee meetings. If the Representative is found to be non-compliant with attendance requirements on the basis of a verifiable factual record, the Committee shall suspend the member by a two-thirds (2/3) vote.
- A) The Committee action shall be submitted via report to the COGS Speaker.
  - B) The suspended officer may submit an appeal of the suspension to the Assembly within fifteen (15) business days.
  - C) The rules governing truancy proceedings within the Assembly may be laid down in the COGS Internal Rules of Procedure, but in the absence of such provisions, the Speaker shall determine through memorandum what rules shall be followed.
- 114.2 A Representative who arrives after a meeting has been called to order, is considered to be “late.”
- 114.3 An “excused late” (or “excused early dismissal”) is one for which written notice was provided to the COGS Program Associate no later than one (1) day from the start of said COGS Assembly meeting and shall count as one-half (1/2) of an excused absence.
- 114.4 An “unexcused late” (or “unexcused early dismissal”) is a late for which no written notice was provided to the COGS Program Associate no later than one (1) day from the start of said COGS Assembly meeting and shall count as one (1) unexcused absence.

## **Chapter 115 Impeachment**

*History: Added by the 18<sup>th</sup> Congress, Bill 9.*

- 115.1 This chapter shall apply to officers of the following organizations:

- A) The Congress of Graduate Students
- B) The Medical School Council
- C) The Law School Council
- D) The Black Graduate Student Association

115.2 The scope of impeachable charges shall be limited to misfeasance, malfeasance, or nonfeasance of the following: the COGS Code, the Florida State University [Student Body Statutes](#), [Constitution](#), and [Conduct Code](#), or state or federal law.

- A) This provision shall not interfere with legislative immunity enjoyed by Representatives on the floor of the Assembly.

115.3 Initiation of impeachment proceedings:

- A) The Internal Affairs Committee, by a majority vote, shall be responsible for initiating impeachment proceedings against any officer, only after formal charges have been presented to the Chair of the Committee by the COGS Program Associate.

- B) Charges must be filed within fifteen (15) business days of the alleged offense. The Internal Affairs Committee must meet within fifteen (15) business days after said charges have been filed and decide whether to recommend impeachment to the Congress.

- C) The formal charges must include the name of the student lodging the charge, the name of the officer who committed the alleged offense, the provision of the regulation which the officer has allegedly violated, as well as the date, time, and location where the offense was alleged to occur.

- 1) The charge may include multiple offenses.

- 2) The charge must be signed by the student lodging the complaint.

- a) The student lodging the complaint is encouraged, but not required to appear before the Internal Affairs Committee and testify.

- D) Any member of the Student Body may file a charge with the COGS Program Associate, so long as the charge is consistent with [this chapter](#).

- E) Once formal charges have been filed, the Speaker of COGS shall request that a [University Defender](#) be assigned as counsel to the accused officer. The officer charged may also retain outside counsel at their expense if they so choose.

115.4 Impeachment requirements:

- A) Impeachment of an officer shall require a majority vote of the Internal Affairs Committee, followed by a two-thirds (2/3) vote of COGS.

#### 115.5 Internal Affairs Committee impeachment procedures

- A) The Chair of the Internal Affairs Committee shall notify the accused officer of the date, time, and location of any hearing to consider the impeachment, no less than twenty-four (24) hours before the hearing. At the hearing, the accused shall have the right to speak in his/her defense, refuse to appear, remain silent, or refer to counsel at any time. At the conclusion of the hearing, the Committee shall openly deliberate, and then vote by secret ballot on whether or not to recommend impeachment to the full Assembly.
  - 1) The Committee shall have the power to subpoena witnesses to testify before it during the course of the proceedings. Such witnesses must be given no less than a twenty-four (24) hours' notice. Non-compliance with a subpoena without good cause shall be considered nonfeasance and the individual will be held in contempt of the Congress.
- B) If the Committee does not vote to recommend impeachment, the charges shall be dismissed, and no appeal to the Assembly shall be available. This shall not prejudice the ability of individuals to initiate impeachment proceedings with the Student Senate after the fact.
- C) If the Committee does recommend impeachment, impeachment proceedings for the officer in question will be added to the agenda of the next regularly scheduled session of the Assembly.

#### 115.6 Impeachment Procedures for the Assembly

- A) The rules governing impeachment proceedings within the Assembly may be laid down in the COGS Internal Rules of Procedure, but in the absence of such provisions, the Speaker shall determine through memorandum what rules shall be followed. In either event, the proceedings shall conclude with a roll-call vote as to whether or not the officer should be impeached. Impeachment shall require a two-thirds (2/3) vote of the Assembly; abstentions shall not be entertained.
  - 1) The Assembly shall have the power to subpoena witnesses to testify before it during the hearing. Such witnesses shall be notified no less than twenty-four (24) hours in advance of the hearing. Non-compliance with a subpoena without good cause shall be considered nonfeasance and the individual will be held in contempt of the Congress.
- B) If the impeachment vote is unsuccessful, the charges will be dismissed. This shall not prejudice the ability of individuals to initiate impeachment proceedings with the Student Senate after the fact.
- C) If the impeachment vote is successful:

- 1) The Speaker shall immediately transmit a report of the proceedings to the Student Senate President Pro Tempore explaining the proceedings and identifying the officer who was impeached.
  - 2) The officer shall be immediately suspended from their position, and shall lose all rights and privileges of office.
- D) If after the impeachment report has been lodged with the Senate, the Senate may respond with an order to reinstate the officer, the officer will be immediately reinstated with all rights and privileges of office thereto appertaining.
  - E) If after the impeachment report has been lodged with the Senate and the Senate should sustain it, then provisions for the removal of the officer will proceed in accordance with § 405.5 of the Florida State University Student Body Statutes.
  - F) Both plaintiff and defendant have the right to appeal the decision of the Student Supreme Court to the Vice President of Student Affairs. Appeals must be submitted within three (3) business days of the decision of the Supreme Court.

## **Chapter 116 Investigative Rights of the Congress of Graduate Students**

*History: Added by the 18<sup>th</sup> Congress, Bill 9.*

- 116.1 COGS shall be vested with the necessary powers to investigate acts of students, RSOs, and other entities or officers who are associated with COGS. This shall include, but not be limited to, subpoenaing witnesses, hearing testimony, and reviewing documents. The exercise of this power shall be delineated in the COGS [Internal Rules of Procedure](#), or in the absence of such provisions, at the discretion of the Speaker.

## **Chapter 117 Line of Succession of the Congress of Graduate Students**

*History: Added by the 18<sup>th</sup> Congress, Bill 2; Amended by the 20<sup>th</sup> Congress, Bill 16; 21<sup>st</sup> Congress, Bill 30.*

- 117.1 In the event of a vacancy in the Office of the Speaker for reason(s) of resignation, incapacitation, ineligibility under the Florida State Student Body Constitution, or for any other lawful reason, the Deputy Speaker for Finance shall act as Speaker until the next regularly scheduled meeting of the Assembly. At this time, a new Speaker shall be elected to serve until the expiration of the Congress in which the vacancy occurred. If the Assembly does not elect a new Speaker, the acting Speaker will continue until the Speaker returns or a new Speaker is elected.
- A) If the Deputy Speaker for Finance is unavailable, then the order of succession, in descending order, shall be:

- 1) Deputy Speaker for Communication
  - 2) Deputy Speaker for Judicial Affairs
  - 3) Chair of Internal Affairs
  - 4) Chair of Student Affairs
  - 5) Chair of Student Advocacy
  - 6) A COGS Representative selected by the Student Body President
- B) If the current acting Speaker is nominated for the office of Speaker, the next officer willing, able, and eligible to serve as identified in § 117.1(A) of this code, in descending order, shall immediately assume the Chair for the purpose of conducting the election. If no officer is willing and able, the Student Body President or their designee shall immediately assume the Chair for the purpose of conducting the election.
- 117.2 In the event of a vacancy in the Office of Deputy Speaker for Finance, the next officer willing, able, and eligible to serve as identified in § 117.1(A) of this code (replacing “Student Body President” with “Speaker”), in descending order, shall serve as Deputy Speaker for Finance until the next regularly scheduled meeting of the Assembly. At this time, a new Deputy Speaker for Finance may be elected to serve until the expiration of the Congress in which the vacancy occurred. If the Assembly does not elect a new Deputy Speaker for Finance, the acting Deputy Speaker for Finance will continue until the Deputy Speaker for Finance returns or a new Deputy Speaker for Finance is elected.
- 117.3 In the event of a permanent vacancy in the office of Deputy Speaker for Communication or Deputy Speaker for Judicial Affairs, the Speaker shall appoint a replacement officer who shall serve until the next regularly scheduled meeting of the Assembly. At this time, a new Deputy Speaker shall be elected who shall serve until the expiration of the Congress in which the vacancy occurred. In the event of a temporary vacancy, the Speaker shall appoint a replacement officer who shall serve until the Deputy Speaker returns, which must be confirmed by the Assembly.
- 117.4 In the event that the position of Speaker, Deputy Speaker for Finance and all positions identified in § [117.1\(A\)\(1\)-\(5\)](#) of this code are vacant simultaneously after the first meeting of the Congress, an elected member of the Florida State SGA Executive Branch shall be requested to temporarily chair an emergency meeting of the Congress until a Representative is elected to the office of Speaker. The COGS Program Associate shall notify all COGS Representatives and call an emergency meeting of COGS no later than one (1) week from when the concurrent vacancies were discovered. Quorum shall not be required for such a meeting. In such a meeting the only business conducted shall be the election of a Speaker and Deputy Speaker for Finance who shall serve until the expiration of the Congress in which the vacancies occurred.

## **Chapter 118 Resignation Standards**

*History: Added by the 18<sup>th</sup> Congress, Bill 28.*

- 118.1 No resignation shall become effective unless a written letter of resignation has been communicated to the COGS Program Associate and Speaker or acting Speaker. Such letter must contain the individual's name, position, and effective date of resignation. Such letter should be signed by the individual resigning and submitted in person. No letter may have an effective date more than thirty (30) calendar days from submission of the letter.
- 118.2 In the event of resignation of the Speaker or any Deputy Speaker, the program associate shall notify the Assembly within two (2) school days (forty-eight [48] hours) from the receipt of resignation.
- 118.3 In the event of resignation of the Chair or Vice Chair of any committee, the individual resigning shall notify the committee within two (2) school days (forty-eight [48] hours) of resignation.

## **Chapter 119 Leave of Absence Standards**

*History: Added by the 18<sup>th</sup> Congress, Bill 35. Amended by 22<sup>nd</sup> Congress, Bill 9.*

- 119.1 A "leave of absence" shall be understood as creating a temporary vacancy in the seat of the Representative requesting the leave.
  - A) The Representative's seat may be temporarily filled through petition by another student with similar qualifications; the Representative on a leave of absence shall resume his or her seat upon the end of the leave.
  - B) The student temporarily filling the vacant seat shall be informed, prior to accepting the position, of the length of his or her seat. Such a temporary Representative may petition the Congress to fill another vacant term (for which he or she is qualified), either temporary or permanent, without submitting an additional petition form, if the new term would be effective not more than one (1) regular meeting after the old term.
- 119.2 No leave of absence shall become effective unless a written letter requesting a leave of absence has been communicated to the COGS Program Associate and Speaker or acting Speaker. Such letter must contain the individual's name, position, duration of leave of absence (including effective dates of initiation and termination of leave), and reason for the request.
- 119.3 A representative's requested leave of absence will not be granted unless one of the following conditions is met:
  - A) The representative will not be enrolled in graduate credit hours; or



- B) The representative will be out of town for academic opportunities, such as study abroad, or field research, and will be missing at least three regular meetings; or
- C) Any other reason, if request is approved by the Internal Affairs Committee.

119.4 A leave of absence may not be granted if the Representative will not return before the end of the Congress.

## **Chapter 120 COGS Code of Ethics and Professional Responsibility**

*History: Added by the 18<sup>th</sup> Congress, Bill 36. Amended by the 21<sup>st</sup> Congress, Bill 23.*

120.1 This chapter may be referred to as the “Ethics Code.”

120.2 Failure to comply with the Ethics Code may result in an investigation in accordance with the COGS [Internal Rules of Procedure](#), the initiation of the impeachment process outlined in [Chapter 114](#) of this code, a resolution of censure passed by a two-thirds (2/3) vote of the Assembly, or any combination thereof. Punitive action under this chapter shall in no way affect liability for violation of the Florida State [Student Code of Conduct](#), [Student Body Statutes](#), or any other lawful procedure.

120.3 The following shall constitute the individual rules governing the ethical and professional conduct of COGS Representatives and members of funding boards:

- A) Representative Office in COGS is a trust to be performed with integrity in the public interest. By personal example and by admonition to colleagues whose behavior may threaten the honor of the Congress, they shall watchfully guard the responsibility of their Office and the responsibilities and duties placed on them by the Congress.
- B) A member shall respect and comply with the law and shall conduct themselves at all times in a manner that promotes public confidence in the integrity and independence of the Congress. Each member shall conduct themselves at all times in a manner that promotes a professional environment, free from discrimination.
- C) A member shall accept nothing which reasonably may be construed to improperly influence their official act, decision, or vote.
- D) A member shall scrupulously comply with the requirements of all laws related to the ethics of public officers.
- E) No member shall knowingly make or issue false or malicious statements about other Representatives or officers of the Student Body.

- F) With the exception of the Annual Budget, no member shall vote on any measure which will personally and directly impact them financially. This provision shall not empower the Speaker or Chair to strip a Representative of their vote; however, voting incompatible with this section is an actionable violation of the Ethics Code.
- G) With the exception of the Annual Budget, no member shall vote on any measure which will directly impact any organization of which that member is the current president or treasurer. This provision shall not empower the Speaker or Chair to strip a Representative of their vote; however, voting incompatible with this section is an actionable violation of the Ethics Code.

120.4 Violations of the Ethics Code are to be filed in writing with the COGS Program Associate and COGS Speaker. Allegations of violations of this chapter shall be referred to the Internal Affairs Committee within ten (10) school days of receipt of the charges.

## **Chapter 121 Mandatory Waiver of Assembly Meetings**

*History: Added by the 19<sup>th</sup> Congress, Bill 13.*

- 121.1 If a regularly scheduled meeting of the Assembly would fall within any of the following occurrences, then such meeting shall be considered waived; no make-up meeting shall be necessary:
  - A) Within seven (7) days prior to, and seven (7) days following, the official Florida State diploma date.
  - B) During Spring Break
  - C) During Winter Break
  - D) During observed University holidays.
- 121.2 If an emergency situation should arise during any of the times identified in § [121.1](#) of this code, upon the concurrence of the Speaker and the COGS Advisor, the Speaker shall be empowered to call a special session of the Assembly. At such special session, no other business than that which is on the agenda at the beginning of the meeting shall be entertained.

## **Title II: Finance Provisions**

### **Chapter 200 Provisions for Recognized Student Organizations**

*History: Amended by 18<sup>th</sup> Congress, Bill 49; Amended by 19<sup>th</sup> Congress, Bills 29, 30, 36.*

- 200.1 All student organizations must be recognized by the Division of Student Affairs for a minimum of four (4) weeks in order to receive COGS Funds.
- 200.2 The president and treasurer of an RSO must be financially certified by COGS in order to receive COGS Funds. This requirement can be temporarily waived by two-thirds (2/3) vote of the Assembly.
- 200.3 RSOs not administered by MSC or LSC shall be eligible to request an annual budget from COGS at the time of Annual Budget proceedings. This does not preclude the RSO from requesting supplemental funding from C-SAC or the Assembly itself.
- A) RSOs shall receive fifteen (15) days' notice of Annual Budget proceedings and shall be advised of their eligibility to appear before COGS to request an annual budget.
- 200.4 RSOs shall submit a COGS Funding Request form in order to receive COGS Funds outside the Annual Budget process. Consideration of the funding request is subject to fund availability. At least fifty percent (50%) of RSO membership must be graduate students to be considered for funding.
- 200.5 RSOs must have an on-campus mailing address.
- 200.6 RSOs are required to elect a Financial Officer to oversee budgetary accounts and a President to countersign for expenditures. All expenditures of COGS Funds by said organizations will require a signature from the acting Financial Officer and one of the organization's Executive Officers. All signatures on said account must be on file with the SA&O Accounting Office.
- 200.7 In order to receive COGS Funds, the President and Treasurer of the RSO and a majority of its members, must be A&S fee-paying graduate students at Florida State University.
- 200.8 No RSO, which receives funding from COGS, or any of its sub-allocation authorities, may violate the provisions of its individual RSO constitution. Failure of an RSO to abide by, or secure any right granted under its constitution, shall make the organization subject to the measures outlined in Chapter 211 of this Code.
- A) The Speaker shall enforce this provision upon application from any student, or upon being made aware of an ongoing violation of an RSO's constitution.
- B) The Florida State University Student Supreme Court shall have concurrent jurisdiction to enforce the provisions of this section through appropriate writs. In the event of a conflict between the Speaker and the Student Supreme Court, the determination and orders of the Student Supreme Court shall prevail.
- C) The copy of an RSO's constitution, filed with the Student Activities office during the annual RSO recognition process, shall be considered authoritative.

200.9 No provision under this section shall guarantee an RSO to receive COGS Funds from the SGA Accounting office.

## **Chapter 201 General Restrictions on Spending**

*History: Amended by the 18<sup>th</sup> Congress, Bill 7.*

- 201.1 COGS and all entities within its jurisdiction, or which receive its support, shall promote accessibility to education, effective funding of RSOs, and support to Florida State University administrative functions or offices which contribute to the assimilation, organization, and professional development of graduate students at Florida State University.
- 201.2 All Funds allocated by COGS or its sub-allocation authorities, such as graduate funding boards, shall be offered in an effort to nurture the highest levels of scholarship, research, creativity, and social activities necessary to support a comprehensive graduate research university.
- 201.3 No RSO which receives funding from COGS will practice de facto or de jure discrimination against any of the individuals or classes protected in the Florida State University [Student Body Equal Opportunity and Non-Discrimination Statement](#) as determined by the Senate. Additionally, no entity which receives funding from COGS will engage in de facto or de jure differential treatment in membership or otherwise on the basis of race, creed, religion, sex, sexual orientation, gender identity or expression, family status, or socio-economic status.
- 201.4 Funds may not be expended to support, in whole or in part, a candidate for political office, nor for contribution to a political party.
- 201.5 Activities funded must not conflict with the purpose and regulations of this code, the Florida State University [Student Body Constitution](#), [Statutes](#), and Board of Trustees' policies, or with state or federal laws.
- 201.6 All events funded in whole, or in part, by COGS Funds or derivative resources must be equally accessible to all enrolled graduate students at Florida State University, or serve a legitimate academic purpose. All purchases for events held off of the Florida State University campus require the approval of the Assembly by resolution in a majority vote.
- 201.7 NO RSO shall incur more than \$15 per person on catering fees when using COGS Funds. No RSO receiving funding from COGS may charge Florida State University students for food purchased with COGS Funds. This section can be overridden by a two-third (2/3) majority vote of the Assembly.
- 201.8 COGS Funds cannot be used to fund alcoholic beverages.

- 201.9 COGS shall enforce a \$1,000 aggregate limit on literature purchases per RSO. Requests for such funding shall be in support of academically and/or vocationally appropriate materials. Said materials must be provided to Florida State University students free of charge. If the allocated COGS Funds do not cover the entire cost of the materials, the RSO requesting funds may charge for the materials by using the following formula: total cost, less allocated COGS Funds, divided by the number of materials purchased.
- 201.10 RSOs within the jurisdiction of COGS may only collect voluntary dues. This provision shall not require RSOs to pay state or national membership dues on behalf of members.
- 201.11 RSOs within the jurisdiction of COGS may not charge Florida State University students admissions fees to any event subsidized or paid for by COGS Funds.
- 201.12 RSOs may request, receive, and expend a reasonable amount not to exceed twenty percent (20%) as gratuity, for food purchases for events. Reimbursement shall not be granted on meals for individuals who are receiving a per diem in conjunction with travel. The gratuity must be recorded on the receipt and should be reflected in the total.
- 201.13 Any RSO requesting single-item purchases totaling \$1,000 or more must have the approval of COGS by a majority vote. Proper inventory must be kept for all items and they must have a COGS inventory sticker prominently displayed.
- 201.14 All funds shall be spent in accordance with the COGS Code and, the Florida State University Student Body Statutes, and the A&S Fee Guidelines.

## **Chapter 202 Travel**

- 202.1 This chapter applies to students, whose travel and/or accommodations are being funded by COGS Funds.
- 202.2 All funded individual travel must be in the performance of official duties on behalf of COGS, by a student making a presentation at an academic conference, by a student attending an academic conference, or for persons contracted to provide a service to the Student Body.
- 202.3 Paperwork must be completed as required by the Florida State University Travel Office and the SA&O Accounting Office.
- 202.4 All per diem shall be funded at the state rate. No per diem shall be authorized for any purposes other than food. This provision shall include, but is not limited to, a prohibition on entertainment and/or alcoholic beverage expenses. This provision may only be waived by a two-thirds (2/3) vote of COGS.

202.5 No RSO shall receive COGS Funds for travel as a group more than twice in a fiscal year. This can be waived by two-thirds (2/3) vote of the Assembly.

A) Group travel is limited to tabling as a promotional entity on behalf of the RSO and Florida State University, or a panel discussion in which at least three-fourths (3/4) of the members are leading.

202.6 RSOs can receive up to \$2,000 per fiscal year Travel. This rule can be waived by a two-thirds (2/3) vote of the Assembly.

202.7 RSOs can send up to four (4) representatives from their organization to the event for which the travel request is intended. This rule can be waived by a two-thirds (2/3) vote of the Assembly, and must be voted upon independent of the legislation for which the travel request is intended.

### **Chapter 203 Printed Materials**

203.1 All printed materials for any and all advertisements, services, activities, programs, or events sponsored by a recipient of COGS Funds must adequately display the [COGS logo](#) and the [SGA logo](#).

203.2 All printed materials of a COGS-Fund recipient that contain a political or controversial message shall carry the phrase "The views expressed herein do not necessarily reflect those of COGS or SGA."

203.3 Printed materials paid for, or in part by, COGS Funds must display the recipient's name.

### **Chapter 204 Other Personnel Services Positions**

204.1 Elective and non-elective OPS positions shall be held by persons currently enrolled at FSU unless otherwise specified in this Code, the rules of procedure, or Student Body Constitution and Statutes.

204.2 All OPS non-elective positions shall be advertised in a widely publicized campus forum for a minimum of two weeks.

### **Chapter 205 Self-Generated Funds**

205.1 Self-Generated Funds are funds earned or obtained without the expenditure of COGS Funds, or COGS-Fund derivative resources.

205.2 Self-generated funds may be housed within the organization's current SA&O or FSU Foundation account.

205.3 COGS funding may not be used solely for fund generation.

A) If funds are generated from an event that is paid in whole, or in part, by COGS Funds, the funds generated will be used to offset the cost of the event.

205.4 A copy of all deposit transmittals of Self-Generated Funds must be submitted to the SA&O Accounting Office in accordance with SA&O procedures.

## **Chapter 206 Purchase Request Procedures and Restrictions**

206.1 All requests or expenditures must be submitted to the COGS Office located in A207 or A209 in [Oglesby Union](#). Any requests initially submitted to the SA&O Accounting Office may not be processed.

206.2 All requests shall be submitted at least 15 business days in advance. Any request not fulfilling this requirement may be rejected by the Speaker or SGA Accounting.

206.3 Estimates of all materials to be produced should be included in the requests.

206.4 All expenditures shall include a justification identifying benefit(s) of the expense to all students at Florida State University.

206.5 Any request may be denied by the Assembly or by COGS Officers for any technical or substantive reason authorized by this code or the Florida State University [Student Body Statutes](#). The initiation of a request in no way guarantees the receipt of funds.

206.6 The Speaker and Deputy Speaker for Finance may reject requests for expenditures that they deem fiscally irresponsible. Reasons for rejection include, but are not limited to, any request deemed excessive or irresponsible.

## **Chapter 207 General Provisions for Grants**

*History: Amended by the 18<sup>th</sup> Congress, Bill 14; Amended by the 19<sup>th</sup> Congress, Bills 18 and 27.*

207.1 The following restriction on requests for funding shall apply to all individual graduate students, student groups, and Recognized Student Organizations: presentation or conference support grant funding requests will not be heard by the Assembly. Individuals shall apply for funding through Presentation and/or Academic Conference Support Grant Programs. Funding shall be available on a first come first serve basis.

207.2 Any grant mentioned in Chapters [208](#) or [209](#) of this code shall be made available to students only as a funding source of last resort.

207.3 No student shall receive more than two (2) grants per fiscal year whether Presentation, Academic and Professional Conference Support, or any Combination thereof.

- 207.4 If a student has already received a grant from COGS in the current fiscal year, no additional grant shall issue without a letter from the department of which the graduate or professional student is a member or without a letter from the student's academic advisor. The letter must indicate any financial support for the conference that is provided by the department.
- 207.5 No student shall receive more than \$2,500 in grants in any five- (5) year period as a student at Florida State University. Students are limited to no more than \$500 in total grants per fiscal year.

## **Chapter 208 Presentation Grants**

*History: Amended by 19<sup>th</sup> Congress, Bills 18 and 27.*

- 208.1 [Presentation Grants](#) are given to encourage the presentation of graduate student research to other scholars at conferences. Eligibility for Presentation Grant funding shall require that the student be a currently enrolled graduate student who must be scheduled to make a presentation at the event for which they are applying for funding. Students shall apply for Presentation Grants using the designated application form established by the Executive Committee.
- A) The completed application must include an acceptance letter from the conference the student is attending. The completed application must be submitted to COGS two (2) weeks prior to travel. All original receipts are due to the COGS office within thirty (30) days after attending the conference. Receipts must include the date of purchase, an itemization of the purchase, and preprinted vendor name and address. Credit card receipts which do not include the aforementioned items shall not meet the requirements of this provision.
- 208.2 The following criteria shall govern grant awards in this category:
- A) Any conference (more than 100 miles) within the Continental United States shall be eligible for a grant of up to \$200.00 of appropriate conference-related expenses.
- B) Any conference outside the Continental United States shall be eligible for a grant of up to \$500.00 of appropriate conference-related expenses.
- C) No grant shall be greater than the difference between the total conference-related expenses and funding received from outside sources.
- D) In the interests of fairness, the Speaker shall be authorized to permit a single \$300.00 grant for students traveling to a conference over 300 miles from Tallahassee until June 30, 2011 at which point this provision 208.2(D) shall be stricken from the COGS Code.



## **Chapter 209 Academic & Professional Conference Support Grants**

*History: Amended by the 18<sup>th</sup> Congress, Bills 1, 15, and 23.*

- 209.1 Academic & Professional Conference Support Grants are given to encourage attendance at academic and professional conferences by graduate students who are not making presentations. To be eligible to receive an Academic & Professional Grant, a currently enrolled graduate student must be attending a conference that is related to his or her course of study, or otherwise serves a legitimate academic and/or professional purpose. Students shall apply for an A&P grant using the designated COGS application form established by the Executive Committee.
- A) The completed application must include confirmation of registration and other identifying material stating the date and location, as well as contact information for the conference the student is attending. A completed application must be submitted to COGS two (2) weeks prior to travel. Proof of attendance is due to the COGS office within thirty (30) days after attending the conference.
  - B) This grant shall be unavailable to any student who has received any funding for the same conference from another COGS budget line or any other entity funded by SGA.
  - C) This Chapter shall be reviewed by the General Assembly contemporaneously with the Annual Budget.

## **Chapter 210 Organizational Support Funding**

*History: Amended by the 19<sup>th</sup> Congress, Bill 1; 21<sup>st</sup> Congress, Bill 30.*

- 210.1 This chapter shall apply to funding requests made outside the Annual Budget process.
- 210.2 RSOs, as well as any SGA or Florida State University affiliated entity, may request supplemental funds from COGS. When allocated, these funds shall take the form of COGS "Organizational Grants" and shall be subject to all the provisions of this code.
- 210.3 Any entity requesting an Organizational Grant must submit a COGS Organizational Funding Request Form and schedule an appearance before the Congress or appropriate COGS body. A budget request which is or exceeds \$1,000 will be made in person to the Congress. Any request of less than \$1,000 will be made in person before C-SAC or the respective funding board pertaining to the entity (LSC or MSC).

210.4 C-SAC shall be composed of the COGS Deputy Speaker for Finance as well as at least three (3) other and no more than six (6) additional COGS Representatives appointed by the COGS Speaker on advice from the Deputy Speaker for Finance. The Deputy Speaker for Finance shall serve as the C-SAC Chair.

- A) C-SAC funds shall be held in a separate line item in the COGS Annual Budget.
- B) C-SAC shall meet prior to each COGS Assembly meeting, unless there are no supplemental funding requests pending before COGS.
- C) All members of C-SAC shall be entitled to a vote. Allocations shall be made by a majority vote of members present at a C-SAC meeting. In the event of a tie, the request shall be referred to the Congress.
- D) Organizations may appeal any C-SAC allocation to the Assembly, though no funds shall be disbursed or allocated while appeal is pending.
- E) Any RSO which has requested more than \$1,000 per fiscal year shall bypass the C-SAC process and make a request directly to the Congress.

#### 210.5 Embargoed Funds

Organizations which receive funds from C-SAC for upcoming events shall be informed of the allocation; however, at the discretion of the committee the funds may be embargoed and not released until the Deputy Speaker for Finance receives sufficient assurances from the Organization that the event for which monies were allocated will in fact occur.

- A) Embargoed funds shall be held in the C-SAC unallocated account as funds earmarked for specific organizations to be used in conjunction with specific events. In no event may embargoed funds be used in any manner other than for what they were initially requested without the prior authorization of C-SAC.
- B) Funds shall be designated by C-SAC as “For immediate release” or as “Embargoed” at the discretion of C-SAC. C-SAC may at their discretion establish a date whereby sufficient assurances must be made or funds will become available for general allocation.
- C) If a speaker has been contracted by the Organization for the event for which funds were embargoed, this shall constitute sufficient assurances under §210.4, though sufficient assurances may be demonstrated in other ways as well.
- D) If the event does not take place, the embargoed funds shall become available to C-SAC for general allocation.

- 210.6 C-SAC shall be empowered to establish guidelines for considering funding requests which may be amended by a majority vote of COGS; such amendments C-SAC may not amend. These guidelines shall be adopted or amended by a two-thirds (66%) majority of the total number of C-SAC members. In forming the guidelines C-SAC shall keep in mind the unique mission of the Congress of Graduate Students and emphasize programs which expand academic opportunity over those which are purely social in nature.
- 210.7 Upon allocating funds, C-SAC shall present a Resolution to COGS for final approval.
- A) This Resolution shall include a description of the allocation that C-SAC has made.
  - B) This Resolution shall be sponsored by the Chair of C-SAC who will speak in any instance of objection. If an objection is raised, the allocation is then debated by the Congress and approved by a majority vote.

## **Chapter 211 Compliance and Enforcement Mechanisms**

*History: Added by the 18<sup>th</sup> Congress, Bill 8.*

### 211.1 Freezing of Funds

- A) Upon the concurrence of the Speaker and the Deputy Speaker for Finance, a freeze may be placed upon the account of any RSO within the jurisdiction of COGS for violations of applicable rules. The duration of the freeze is not to exceed ten (10) school days. The purpose of freezing funds is to prohibit the RSO from spending funds, to give the RSO the opportunity to correct the problem(s), and to deter future actions that are inconsistent with the applicable rules.
  - 1) Applicable rules shall be defined as the provisions of the Florida State University [Student Body Statutes](#), as well as the provisions of this code.
  - 2) Violations shall be defined as misfeasance, nonfeasance, or malfeasance of any responsibility under the applicable rules, or as conduct which is a violation prohibition contained within any of the rules, or as fraud or misrepresentation in interactions with COGS or SGA.
- B) When initiating a freeze, the Speaker or Deputy Speaker for Finance shall identify the cause and duration of the freeze.
- C) The Speaker may rescind the freeze at any time by written notification to the COGS Program Associate.

- D) The decision to freeze funds may be appealed to the Student Senate, Student Body Treasurer, or any other officer authorized in the Student Body Statutes. An order by any such entity to lift the freeze shall be directly and immediately applicable.
- E) [This chapter](#) shall not prejudice the rights of any student body officers under the Florida State University [Student Body Constitution](#) or [Statutes](#) to impose sanctions on RSOs without the authorization of COGS.

## 211.2 Public Censure

COGS may issue a public censure for RSOs or officers who engage in conduct that is either dishonest, unethical, or a violation of this code, if the Speaker and the Deputy Speaker for Finance concur.

- A) The censure shall include the reason for issuance, as well as the name of the officer or RSO responsible for the action.
- B) The original censure will be retained by the COGS Program Associate. A copy of the censure will be sent to the officer or RSO, and to any funding board that administers the RSO.
- C) A censure may only be revoked by the Speaker or by an affirmative vote of the Congress.
- D) Any censure will be included in its totality in the minutes of the next Assembly meeting.

## Title III: Specific Provisions for Select Graduate Organizations

### Chapter 300 The Law School Council

*History: Amended by the 18<sup>th</sup> Congress, Bill 21; Amended by the 19<sup>th</sup> Congress, Bills 10 & 35; Amended by the 20<sup>th</sup> Congress, Bill 50. Amended by the 25<sup>th</sup> Congress, Bill 14.*

300.1 The Law School Council (LSC) shall be organized and administered by COGS as a funding board within its jurisdiction in accordance with the Florida State University [Student Body Statutes](#).

300.2 The purpose of LSC is to represent Law School RSOs before all budgetary committees of SGA and COGS, to sub-allocate funds to Law School RSOs, and to monitor and coordinate the budget activities of the various Law School RSOs.

300.3 Composition of the Law School Council:

A) LSC shall be composed of seven (7) law students elected as Members-at-Large by the Law School Student Body.

B) Elections shall take place in February of each academic calendar year.

1) Applicants to the LSC will submit an application and resume to the LSC Chair.

2) Applicants will be interviewed by the LSC Selections Commission

3) At the conclusion of the interviews, the LSC Selection Commission will select the 7 board members who will serve on the next LSC.

4) LSC board members shall train the Members Elect. Members' terms will end at the conclusion of the final board meeting of the fiscal year, at which time Members Elect shall take office.

C) A rising 2L or 3L who currently serves on the LSC Board and wishes to remain on the board for the upcoming fiscal year will be permitted to submit a statement of continued interest. Those statements will be reviewed by the outgoing Chair to determine if the member is for to remain on the board for future service. In the event that the current Chair seeks to remain on the board, the statement of continued interest will be submitted to the LSC Selections Commission for review.

D) An administrative or faculty representative shall serve as an advisor to the LSC Board. This representative shall assist the Board in ensuring that LSC is compliant with the COGS Code, the Florida State University [Student Body Statutes](#), [Law School Policy](#), and [Florida State University Policies and Procedures](#).

- E) The LSC Selections Commission will be composed of the COGS Speaker, the Law School Administration Representative to LSC, the Deputy Speaker of Finance, the Chair of the Internal Affairs Committee, and the outgoing LSC chair, unless they seek reelection.
  - 1) In the event that the LSC Chair seeks reelection, a 3L appointed by the Assistant Dean of Student Affairs, or an incumbent of the LSC may serve on the commission in their place.
- F) Vacancies of the LSC Board shall be filled by appointment by the LSC Selections Commission.

#### 300.4 The Executive Officers

- A) Prior to the installation of the new board members, the outgoing LSC Chair shall invite Members Elect to submit a statement of interest to serve on the LSC Board as Chairperson, Treasurer, or Secretary.
- B The outgoing LSC Chair shall appoint the Char. Upon appointment, the outgoing LSC Chair shall consult with the new Chair to appoint the new Treasurer and Secretary.
  - 1) In the event that the outgoing Chair seeks re-appointment, they will announce their intent to serve in that capacity to the members elect. Should a Member Elect seek the appointment of Chair, the position of Chair will go to a vote with the members elect and the person who receives the majority will be appointed Chair.
- C Should a vacancy occur in an Executive Office, the LSC Chair shall appoint a replacement from its Board for the remainder of the term.

#### 300.5 Duties of the Executive Officers

- A) The Chair Shall:
  - 1) Preside over all LSC meetings.
  - 2) Represent LSC in all official business and budget matters before COGS or the Student Senate.
  - 3) Have the authority to call special meetings of LSC.
  - 4) Be responsible for all official correspondence of LSC.
  - 5) Perform any other duties as assigned by LSC or this code.
  - 6) Act as liaison between law school student organizations and SGA Accounting.

- B) The Treasurer shall:
  - 1) Assume all duties of the Chair in the absence of the Chair.
  - 2) Keep an accurate and up-to-date budget.
  - 3) Perform any other duties as assigned by the LSC Chair or this code.
  - 4) Attend any budgetary meetings as an LSC representative in the event that the LSC Chair is unable to attend.
  - 5) Work with the Deputy Speaker of Finance in order to perform any requested external audits in compliance with this Code.
- C) The Secretary shall:
  - 1) Keep accurate minutes of all LSC meetings
  - 2) Email the minutes to the Chair at the conclusion of each LSC meeting.
  - 3) Perform any other duties as assigned by the LSC Chair or this Code.

#### 300.6 Appropriation

- A) LSC shall allocate those funds granted to it by COGS to the Recognized Student Organizations at the Law School in a fiscally responsible manner, keeping in mind the purpose of the allocation, which is to provide activities and services for the benefit of the maximum number of students.
- B) LSC shall submit a proposed budget on behalf of all Law School RSOs to COGS in compliance with all requirements of the Annual Budget process.
- C) All LSC allocations, whether original allocations, or after the fact amendments to the budget, shall require the signature of either the Speaker of COGS, or the Deputy Speaker for Finance. The Speaker or Deputy Speaker may deny any allocation or amendment deemed excessive or irresponsible.
- D) LSC shall sub-allocate its ordained funds to its member RSOs consistent with the Florida State University Student Body Constitution, Statutes, and A&S Fee Guidelines, as well as this code and any other applicable rules and regulations.
- E) LSC shall only sub-allocate funds to law school organizations which have been registered, in accordance with COGS guidelines.
- F) The allocation to LSC shall not be obligated or expended until the COGS annual Budget has been approved by the COGS Speaker and the Deputy Speaker for Finance, and the Vice President for Student Affairs,

- G) LSC RSOs shall process budget revisions and transfers on the forms prescribed by this code with all the requisite approvals prior to implementation.

#### 300.7 The powers and duties of LSC

- A) LSC shall have the following powers and duties under this code and shall be subject to all other applicable Florida State University [Student Body Statutes](#) in the exercise of its powers and duties.
  - 1) LSC shall hold budgetary hearings at which member RSOs must be present to submit their requests. In the event that a member of an RSO that submitted a request is unable to attend, the LSC Chair may present the RSO's request on their behalf.
  - 2) LSC shall then represent its member RSOs at all budgetary hearings and procedures of COGS.
  - 3) LSC shall report to the Internal Affairs Committee of COGS as requested by the Internal Affairs Committee, with a minimum fifteen (15) school days' notice.
  - 4) LSC may pass Resolutions on behalf of the Law School Student Body.
  - 5) LSC may remove any council member for nonfeasance by an affirmative, majority vote of all those board members not being considered for removal in the instant controversy.
  - 6) LSC may, by a majority vote, recommend any member for impeachment for misfeasance or malfeasance in accordance with Chapter 114 of this code.

#### 300.8 Meetings

- A) LSC shall hold open meetings on a monthly basis and shall send copies of the minutes of such meetings to all Law School RSOs and COGS.
- B) A special meeting of LSC may be called by petition of a two-thirds (2/3) majority of the Presidents of the Law School RSOs.
- C) Quorum shall be a majority of the total membership of LSC. A quorum must be present for LSC to conduct business.
- D) All LSC action must be approved by a majority vote of those LSC members present and voting.
- E) LSC shall announce and provide notice of its meetings and procedures to Law School RSOs. It shall provide notice at least five (5) school days before any forms, requests, or petitions are due for the meeting.



- F) Attendance at monthly meetings is mandatory for all LSC board members. If a member must be absent from a monthly meeting, they must provide adequate notice to the LSC Chair. If a member is absent from more than two monthly meetings, that member will be considered for removal by members of the board. All board members, except for the member at issue, will vote on the removal of the board member. A majority vote will effectively remove the member from the board. The vacancy will then be filled in accordance to the procedures outlined above.

## **Chapter 301 The Black Graduate Student Association**

301.1 BGSA is recognized as a line item for the Annual Budget purposes.

301.2 The purpose of BGSA shall be:

- A) To disseminate information pertaining to academic, financial, and social needs to members.
- B) To advocate and assist in the recruitment of black faculty, other professional staff administrators, and graduate students.
- C) To promote excellence in educational instruction, research, and presentation of graduate work.
- D) To strengthen liaisons with administrators, faculty, other student organizations, and the African American community at large.

301.3 BGSA shall annually receive funds from COGS including, but not limited to, funds allocated to COGS under Article IX, Section 1 of the Florida State University [Student Body Constitution](#).

301.4 BGSA shall submit an annual budget to the COGS Budget Committee each year during the Budget Committee's annual meetings.

301.5 BGSA shall report to the Internal Affairs Committee, at a Committee meeting, once in September and once in January; and as requested by the Committee with a minimum fifteen (15) school days' notice.

301.6 BGSA may petition COGS or the Student Senate for additional funds at any time during the fiscal year including the preliminary allocation. COGS or the Student Senate may award additional funds after a good cause showing.

301.7 BGSA shall implement programs related to these purposes by hosting speakers who educate the members on various topics, providing black undergraduate mentorship, and presenting relevant programs. In an effort to provide a nurturing atmosphere, the organization shall sponsor social events for its members, as well as other graduate organizations.

## **Chapter 302 The Medical School Council (MSC)**

*History: Amended by 19<sup>th</sup> Congress Bill 10; Amended by the 20th Congress, Bill 50*

### **302.1 Purpose**

The purpose of the Medical School Council is to represent Medical School RSOs before all budgetary committees of COGS, to sub-appropriate funds to MSC RSOs, enhance medical education at Florida State University by promoting a variety of speakers, conferences, and academic projects, express the will of the Medical School Student Body through Resolutions, and to monitor and coordinate the budget activities of the various Medical School RSOs.

### **302.2 Selection**

- A) The MSC shall be composed of an Executive Board and a General Board.
- B) The MSC Executive Board shall be elected by the Medical School Student Body, and shall be composed of a President, Vice President, Treasurer, Secretary, three Executives-at-Large, and a Representative at each regional campus. Two additional members of the board shall be the MSC Representatives to COGS. Elections shall take place every February. The MSC shall train the Members Elect. Members' terms will end on May 1st, at which time Members Elect shall take office.
- C) The President, Vice President, Treasurer, and Secretary shall be elected by the Medical School Student Body in a general election open to all students enrolled at the College of Medicine.
- D) The three Executives-at-Large shall be first-year graduate students who are enrolled in the College of Medicine. The Executives-at-Large shall be elected in August by a general election open to all first-year graduate students enrolled in the College of Medicine.

### **302.3 The General Board**

The MSC General Board shall be composed of an Organizational Representative from each of the MSC RSOs and any graduate student(s) enrolled in the College of Medicine who attain Member-at-Large status by meeting MSC attendance requirements.

- A) An Administrative Representative appointed by the Dean of the College of Medicine shall be an advisory member to the MSC Board. This Representative shall assist the Board in ensuring that the MSC follows the guidelines established by this code and the Student Government Finance Code.

- B) Vacancies of the MSC Executive Board and General Board shall be filled by appointment by the COGS Speaker at the recommendation of the MSC Executive Board.

#### 302.4 The Executive Board

##### A) Duties of the Executive Officers

###### 1) The duties of the MSC President shall be:

- a) To preside over all meetings of the Board according to Robert's Rules of Order.
- b) To act as a spokesperson for the Board.
- c) To chair the Executive Committee on all administrative matters.
- d) To determine the MSC General and Executive Meeting Schedule.
- e) Shall act in accordance with the Treasurer of MSC and the finance rules of Student Government on all financial matters.

###### 2) The duties of the MSC Vice President shall be:

- a) To assume the duties of President when necessary.
- b) To coordinate all public relations efforts of the Board.
- c) To coordinate a monthly calendar of events.
- d) To work with each student organization and review all constitutions to insure compliance with student body law.
- e) To chair the Executive Committee for financial special requests.

###### 3) The duties of the MSC Treasurer shall be:

- a) To chair the Executive Committee on all financial matters excluding special requests.
- b) To coordinate all financial matters of the MSC.
- c) To require monthly reports from Executives-at-Large regarding their organizational status and/or problems.

###### 4) The duties of the MSC Secretary shall be:

- a) To keep accurate minutes of all meetings.
- b) To keep voting records of all meetings.

- c) To keep accurate records of attendance and report any violation(s) of the attendance policy.
  - d) To attend to all correspondence of the Board.
  - e) To maintain a current list of all MSC RSO Representatives and organizational constitutions on file.
  - f) To maintain an accurate list of all MSC RSOs.
- 5) The duties of the Executives-at-Large shall be:
- a) To act as liaisons between the MSC RSO Representatives and the MSC.
  - b) To be assigned a number of MSC RSOs.
  - c) To attend at least one meeting per semester of the MSC RSOs to which the Executive-at-Large is assigned.
  - d) To oversee the MSC RSOs and their Representatives to ensure compliance of representative duties and MSC laws including, but not limited to, making sure files are updated and events are reported.
  - e) To assist their assigned MSC RSOs in formulating their annual budgets and ensure fiscal responsibility.
- 6) The duties of the MSC Representative to SGA and COGS shall be:
- a) To keep the MSC Board updated on all events pertaining to SGA and COGS.
  - b) To keep SGA and COGS updated on the activities of the MSC.
- 7) The duties of the Regional Campus Representatives:
- a) To act as liaisons between the MSC and their clinical campuses.
  - b) To attend all general meetings, in-person or via teleconference.
  - c) To report back to their clinical campuses all events and proceedings of the MSC.

### 302.5 Powers and duties of the MSC

The MSC shall have the following powers and duties under this code and shall also be subject to all other applicable Florida State University [Student Body Statutes](#).

- A) The MSC shall hold budgetary hearings at which member RSOs must be present to submit their requests.

- B) The MSC shall represent- member RSOs at all budgetary hearings and procedures of COGS.
- C) The MSC shall allocate its obtained funds to member RSOs consistent with this code, the Florida State University Student Body Constitution, Statutes, and A&S Fee Guidelines, as well as any other applicable rules and regulations.
- D) MSC shall only allocate funds to recognized medical school organizations in accordance with FSU Student Affairs guidelines, for a minimum of eight weeks, and which have a minimum of 10 student members.
- E) The allocation to MSC shall not be obligated or expended until the budget has been approved by the Vice President for Student Affairs. MSC may set up an MSC unallocated account.
- F) The MSC shall monitor the expenditures of sub-allocated funds to ensure that they are spent as budgeted and in accordance with this code, the Florida State University [Student Body Constitution](#), [Statutes](#), and A&S Fee Guidelines, as well as any other applicable rules and regulations.
- G) MSC shall report to the Internal Affairs Committee, at a Committee meeting as requested by the Committee with a minimum fifteen (15) school days' notice.
- H) MSC RSOs shall process budget revisions and transfers on the forms prescribed by the appropriate authority with all the requisite approvals prior to implementation.
- I) MSC shall promulgate such other rules as deemed appropriate, which shall be kept on file for public record in the SA&O Accounting Office, the Office of Information Services, and the College of Medicine Student Organization Office.
- J) The MSC shall pass Resolutions on behalf of the College of Medicine Student Body.

### 302.6 Meetings

- A) The MSC shall hold an Executive Board Meeting on a monthly basis and post an electronic copy of the minutes on the MSC website and on the COGS website.
  - 1) The agenda for the MSC General Meeting shall be composed at the Executive Board Meeting by a majority vote of members present and voting.
  - 2) The MSC Executive Board shall also make recommendations at this meeting for all new business, which shall be discussed at the General Meeting.

- 3) Quorum shall be a majority of the Executive Board Members of the MSC. A quorum is necessary for business to be conducted at the MSC Executive Board Meeting.
- B) The MSC shall hold a General Meeting, composed of both the MSC Executive Board and the MSC General Board, on a monthly basis and shall post an electronic copy of the minutes on the MSC website and on the COGS website.
- 1) The MSC Executive Board shall determine the agenda of the General Meeting and shall present its recommendations to the MSC General Board.
  - 2) The MSC General Board shall pass any recommended proposals, pass new proposals, or alter the agenda by a majority vote of those present and voting. In the event of a tie, the MSC President will cast the deciding vote.
  - 3) Quorum shall be a majority of the RSO Representatives. A quorum is necessary for business to be conducted at the MSC General Meeting.
- 302.7 After the fact amendments to allocations which are greater than \$100 shall require majority approval of the MSC board prior to being sent to COGS leadership for signature.

### **Chapter 303 COGS Affiliate Organizations**

*History: Added by 19<sup>th</sup> Congress Bill 7.*

- 303.1 The designation of COGS Affiliate Organization (CAO hereafter) is hereby created. Such designation shall be instituted or terminated by the Assembly through law upon application of any graduate student recognized student organization. Organizations selected for CAO designation should have a proven track-record of effective use of funds and execution of programming which is either of critical need to the university or of widespread benefit to the graduate student body. The designation of CAO shall be annually reviewed by the COGS Internal Affairs Committee.
- 303.2 RSOs designated as CAO shall adopt and amend their own bylaws, conduct their own elections, and be responsible for the election of their own officers. However, at no time shall they exercise any of the aforementioned powers in any manner inconsistent with this code or the Florida State University Student Body Constitution and Statutes.
- 303.3 RSOs designated as CAO shall not be eligible to receive funds from the MSC or the LSC.

- 303.4 Organizations designated as CAO shall be eligible to request funds from COGS directly through the annual budget process, as well as request supplemental funding from CSAC or the Assembly itself. This provision shall not be interpreted as precluding the right of the Budget Committee or the Assembly to allocate directly in the annual budget to university departments, student government entities, or any recognized student organizations if the committee or assembly should determine that doing so is desirable.
- 303.5 Any CAO shall be entitled to use any COGS resources for which there is little- or no-opportunity cost. Determination of little- or no-opportunity cost shall be made by the Speaker and is subject to appeal to the Assembly.
- 303.6 The following (if present) shall constitute the exhaustive list of COGS Affiliate Organizations:

**END OF CODE**