



Florida State University SGA

Executive Branch

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HISTORY

Adopted by Res. [R76-047](#) on 4/10/2024

2024-03 - Section 1: Authority And Purpose

- A. These rules of procedure shall lay forth the processes and procedures in which the Florida State University Class Councils shall operate internally, as permitted by 302.4 of Student Body Statutes.
- B. The Class Councils shall work to instill unity in the Florida State University's Senior, Junior, Sophomore, and Freshman classes to enhance their college experience and encourage active participation in the Florida State University community as both students and alumni.

2024-03 - Section 2: Revision Procedure

- A. Revisions to this document may be initiated by any member of the Class Councils, and shall require a majority vote of all officers of the Class Councils to be enacted. Revisions shall be adopted immediately upon passage.
- B. Any revisions made shall be sent to the Webmaster within one business day, who shall then post these revisions on the website. This document must be kept up-to-date at all times.

2024-03 - Section 3: Membership

- A. There shall be four Class Councils: the Freshman Class Council (FCC), the Sophomore Class Council (SoCC), the Junior Class Council (JCC), and the Senior Class Council (SrCC).
- B. Membership of the Senior Class Council shall be as follows:

1. The President, Vice President, Treasurer, and Secretary of the Senior Class Council shall be officers of the SrCC.
 - a. The President, Vice President, Treasurer, and Secretary of the SrCC shall have at least seventy-two (72) semester credit hours by the semester in which they run for office.
 - b. The President, Vice President, Treasurer, and Secretary of the SrCC shall be elected in the Spring Student Government Association elections as stipulated in Chapter 706.8 of the FSU Student Body Statutes.
 - c. All officers of the SrCC are to be enrolled as undergraduate students at Florida State University for the entire designated term of service.

2. The Members At-Large of the Senior Class shall be representatives of the SrCC.
 - a. The Members At-Large of the SrCC shall have at least seventy-two (72) semester credit hours by the semester in which they apply for office.
 - b. The Members At-Large of the SrCC shall be appointed through the application process as stated in Section 4 following the Spring Student Government Association elections.
 - c. All representatives of the SrCC are to be enrolled as undergraduate students at Florida State University for the entire designated term of service.
 - d. There shall be no fewer than five (5) and no more than ten (10) Members At-Large of the SrCC.
 - e. The SrCC President may establish and assign roles and titles under the Member At-Large position to perform tasks in line with the Class Council's needs, as determined appropriate.

C. Membership of the Junior Class Council shall be as follows:

1. The President, Vice President, Treasurer, and Secretary of the Junior Class shall be officers of the JCC.
 - a. The President, Vice President, Treasurer, and Secretary of the JCC shall have at least forty-two (42) semester credit hours by the semester in which they run for office.

- b. The President, Vice President, Treasurer, and Secretary of the JCC shall be appointed through the application process as stated in Chapter 302.4 following the Spring Student Government Association elections.
 - c. All officers of the JCC are to be enrolled as undergraduate students at Florida State University for the entire designated term of service.
2. The Members At-Large of the Junior Class shall be representatives of the JCC.
- a. The Members At-Large of the JCC shall have at least forty-two (42) semester credit hours by the semester in which they apply for office.
 - b. The Members At-Large of the JCC shall be appointed through the application process as stated in Section Four following the Spring Student Government Association elections.
 - c. All representatives of the JCC are to be enrolled as undergraduate students at Florida State University for the entire designated term of service.
 - d. There shall be no more than ten (10) Members At-Large of the JCC.
 - e. The JCC President may establish and assign roles and titles under the Member At-Large position to perform tasks in line with the Class Council's needs, as determined appropriate.

D. Membership of the Sophomore Class Council shall be as follows:

- 1. The President, Vice President, Treasurer, and Secretary of the Sophomore Class shall be officers of the SoCC.
 - a. The President, Vice President, Treasurer, and Secretary of the SoCC shall have at least forty-two (12) semester credit hours by the semester in which they run for office.
 - b. The President, Vice President, Treasurer, and Secretary of the SoCC shall be appointed through the application process as stated in Chapter 302.4 following the Spring Student Government Association elections.
 - c. All officers of the SoCC are to be enrolled as undergraduate students at Florida State University for the entire designated term of service.

2. The Members At-Large of the Senior Class shall be representatives of the SoCC.
 - a. The Members At-Large of the SoCC shall have at least twelve (12) semester credit hours by the semester in which they apply for office.
 - b. The Members At-Large of the SoCC shall be appointed through the application process as stated in Section Four following the Spring Student Government Association elections.
 - c. All representatives of the SoCC are to be enrolled as undergraduate students at Florida State University for the entire designated term of service.
 - d. There shall be no more than ten (10) Members At-Large of the SoCC.
 - e. The SoCC President may establish and assign roles and titles under the Member At-Large position to perform tasks in line with the Class Council's needs, as determined appropriate.

E. Membership of the Freshman Class Council shall be as follows:

1. The President, Vice President, Treasurer, and Secretary of the Freshman Class shall be officers of the FCC.
 - a. The President, Vice President, Treasurer, and Secretary of the FCC shall be students enrolled in undergraduate studies, who have not completed any collegiate level schooling between their graduation of high school and their enrollment at Florida State University.
 - b. The President, Vice President, Treasurer, and Secretary of the FCC shall be appointed through the application process as stated in Chapter 302.4.
 - c. All officers of the FCC are to be enrolled as undergraduate students at Florida State University for the entire designated term of service.
2. The Members At-Large of the Freshman Class shall be representatives of the FCC.
 - a. The Members At-Large of the FCC shall be students enrolled in undergraduate studies, who have not completed any collegiate level schooling between their graduation of high school and their enrollment at Florida State University.

- b. The Members At-Large of the FCC shall be appointed through the application process as stated in Section Four following the Spring Student Government Association elections.
- c. All representatives of the FCC are to be enrolled as undergraduate students at Florida State University for the entire designated term of service.
- d. There shall be no more than ten (10) Members At-Large of the FCC.
- e. The FCC President may establish and assign roles and titles under the Member At-Large position to perform tasks in line with the Class Council's needs, as determined appropriate.

2024-03 - Section 4: Selection

A. The Senior Class Council shall be selected as follows:

- 1. All applications to run for the SrCC will follow the deadlines pursuant to Student Body Statutes Chapter 706.3.
- 2. Representatives of the SrCC shall be selected by the President of the SrCC with approval by the majority of the remaining officers of the SrCC. At least five (5) representatives of the SrCC shall be approved by the beginning of the Fall Semester.

B. The Junior Class Council shall be selected as follows:

- 1. All applications for the JCC must be publicly released within thirty (30) days after the Spring Student Government inauguration. The deadline for applications may be postponed, for up to two (2) week under extreme circumstances.
- 2. Once the incoming Senior Class has been elected they may, with the Student Body Vice President-elect, begin conducting interviews for the officer positions of the JCC.
- 3. Once the incoming SrCC has been inaugurated, the President of the SrCC must, within twenty-one (21) business days, submit nominations for all officer positions of the JCC to the Student Body President and Chief of Staff for appointment, with confirmation by the Student Senate.

4. Representatives of the JCC shall be selected by the President of the JCC with approval by the majority of the remaining officers of the JCC. Representatives of the JCC shall not be selected or approved until all officers of the JCC have been confirmed.

C. The Sophomore Class Council shall be selected as follows:

1. All applications for the SoCC must be publicly released within thirty (30) days after the Spring Student Government inauguration. The deadline for applications may be postponed, for up to two (2) week under extreme circumstances.
2. Once the incoming Senior Class has been elected they may, with the Student Body Vice President-elect, begin conducting interviews for the officer positions of the SoCC.
3. Once the incoming SrCC has been inaugurated, the President of the SrCC must, within twenty-one (21) business days, submit nominations for all officer positions of the SoCC to the Student Body President and Chief of Staff for appointment, with confirmation by the Student Senate.
4. Representatives of the SoCC shall be selected by the President of the SoCC with approval by the majority of the remaining officers of the SoCC. Representatives of the SoCC shall not be selected or approved until all officers of the SoCC have been appointed.

D. The Freshman Class Council shall be selected as follows:

1. All applications for the FCC must be publicly released no later than seven (7) business days before the start of Fall semester classes. Completed applications must be received by the SrCC no later than 5 p.m., thirty (30) business days after the first day of Fall semester classes. The deadline may be postponed for up to one (1) week under extreme circumstances.
2. The SrCC may begin conducting interviews for the officer positions of the FCC upon the completion of thirty (30) business days into the Fall semester of classes.
3. Fourteen (14) business days following the close of applications, the SrCC must submit nominations for all officer positions of the FCC to the Student Body President and Chief of Staff for appointment, with confirmation by the Student Senate.

- A. The officers and representatives of the SrCC shall hold office starting with their inauguration, or their appointment, and ending with the end of the Spring Semester following their inauguration, or the inauguration of a new SrCC, whichever comes first. The officers and representatives of the SrCC shall fundraise and represent the respective graduating classes.
- B. The officers and representatives of the JCC shall hold office starting with their confirmation by the Student Senate, or their appointment, and ending with the end of the Spring Semester following the inauguration of the reigning SrCC, or the confirmation of a new President or Vice President of the JCC, whichever comes first. The officers and representatives of the JCC shall fundraise and represent the respective upcoming graduating classes.
- C. The officers and representatives of the SoCC shall hold office starting with their confirmation by the Student Senate, or their appointment, and ending with the end of the Spring Semester following the inauguration of the reigning SrCC, or the confirmation of a new President or Vice President of the Sophomore Class, whichever comes first. The officers and representatives of the SoCC shall fundraise and represent the respective upcoming graduating classes.
- D. The officers and representatives of the FCC shall hold office starting with their confirmation by the Student Senate, or their appointment, and ending with the end of the Spring Semester following the inauguration of the reigning SrCC, or the confirmation of a new President or Vice President of the Freshman Class, whichever comes first. The officers and representatives of the FCC shall fundraise and represent the respective upcoming graduating classes.

2024-03 - Section 6: Duties And Responsibilities

- A. The duties and responsibilities of the Senior Class Council shall be as follows:
 - 1. The SrCC shall strive to keep all Seniors informed and apprised of all graduation requirements and deadlines.
 - 2. The SrCC shall raise funds for the Senior Class gift.
 - 3. The SrCC shall provide programming to build community and pride for graduating year and/or benefit of the members of the Senior Class.
 - 4. The SrCC shall meet at least twice a month.
 - 5. The SrCC shall provide guidance and information to the Junior, Sophomore, and Freshman Class Councils and students of the university who are interested in being a part of the entity.

6. The SrCC shall send one of their officers or representatives to give monthly updates to the Student Senate about the current projects and upcoming goals of the FCC, SoCC, JCC, and SrCC.

B. The duties and responsibilities of the Junior Class Council shall be as follows:

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

C. The duties and responsibilities of the Sophomore Class Council shall be as follows:

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

D. The duties and responsibilities of the Freshman Class Council shall be as follows:

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

5. The FCC shall ensure a meaningful transition of the new Freshman class into FSU's student body.
6. The FCC shall not have discretionary spending of A&S monies, and all purchases must be approved by the SrCC Treasurer.

2024-03 - Section 7: Positional Duties And Responsibilities

- A. The officers of the Senior Class Council shall have the following Duties and Responsibilities:
 1. The President shall:
 - a. Preside over and call all meetings of the SrCC.
 - b. Supervise and coordinate the activities of all officers and members of the SrCC.
 - c. Act as a spokesperson of the Florida State University Senior Class.
 - d. Hold a meeting between all the Presidents at least once a month.
 2. The Vice President shall:
 - a. Assist the President.
 - b. Oversee the progress of the Junior, Sophomore, and Freshman Class Councils.
 - c. Assume the duties and responsibilities of the President upon the President's inability to discharge the duties of office.
 3. The Treasurer shall:
 - a. Oversee all fundraising for the SrCC.
 - b. Act as the chief financial officer of the SrCC.
 - c. Oversee all purchase requests from the FCC Treasurer.
 4. The Secretary shall:
 - a. Coordinate all correspondence of the SrCC.

- b. Ensure that accurate minutes are recorded for all meetings and publicized on the SGA Website. The Secretary shall also compile a record documenting the activities of the SrCC for the benefit of future administrations.
- c. Ensure that accurate minutes are recorded by all other Class Council Secretaries, and manage the process of compiling a record for each class's activities.

5. The Members-at-Large shall:

- a. Represent the Senior Class in council meetings and at events.
- b. Regularly attend both Senior Class-specific and full Class Council meetings.
- c. Actively support the council's initiatives and participate in school-wide events.
- d. Undertake additional roles or responsibilities as delegated by the Senior Class Council President.

B. The officers of the Junior Class Council shall have the following Duties and Responsibilities:

1. The President shall:

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

2. The Vice President shall:

- a. Assist the President.
- b. Assume the duties and responsibilities of the President upon the President's inability to discharge the duties of this office.

3. The Treasurer shall:

- a. Oversee all fundraising for the JCC.
- b. Act as the chief financial officer of the JCC.

4. The Secretary shall:

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

5. The Members-at-Large shall:

- a. Represent the Junior Class in council meetings and at events.
- b. Regularly attend both Junior Class-specific and full Class Council meetings.
- c. Actively support the council's initiatives and participate in school-wide events.
- d. Undertake additional roles or responsibilities as delegated by the Junior Class Council President.

C. The officers of the Sophomore Class Council shall have the following Duties and Responsibilities:

1. The President shall:

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

2. The Vice President shall:

- a. Assist the President.
- b. Assume the duties and responsibilities of the President upon the President's inability to discharge the duties of this office.

3. The Treasurer shall:

- a. Oversee all fundraising for the SoCC.
- b. Act as the chief financial officer of the SoCC.

4. The Secretary shall:

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

5. The Members-at-Large shall:

- a. Represent the Sophomore Class in council meetings and at events.
- b. Regularly attend both Sophomore Class-specific and full Class Council meetings.
- c. Actively support the council's initiatives and participate in school-wide events.
- d. Undertake additional roles or responsibilities as delegated by the Sophomore Class Council President.

D. The officers of the Freshman Class Council shall have the following Duties and Responsibilities:

1. The President shall:

- a. Preside over and call all meetings of the FCC.
- b. Supervise and coordinate the activities of all officers and members of the FCC.
- c. Act as a spokesperson of the Florida State University Freshman Class.
- d. Work closely and report to the SrCC Vice President with their progress.

2. The Vice President shall:

- a. Assist the President.
- b. Assume the duties and responsibilities of the President upon the President's inability to discharge the duties of this office.

3. The Treasurer shall:

- a. Oversee all fundraising for the FCC.
- b. Act as the chief financial officer of the FCC.

- c. Submit purchase requests to the Treasurer of the SrCC.
4. The Secretary shall:
- a. Coordinate all correspondence of the FCC.
 - b. Ensure that accurate minutes are recorded for all meetings and publicized on the SGA Website. The Secretary shall also complete a record documenting the activities of the FCC for the benefit of future administrations.
5. The Members-at-Large shall:
- a. Represent the Freshman Class in council meetings and at events.
 - b. Regularly attend both Freshman Class-specific and full Class Council meetings.
 - c. Actively support the council's initiatives and participate in school-wide events.
 - d. Undertake additional roles or responsibilities as delegated by the Freshman Class Council President.

2024-03 - Section 8: Resignations

- A. In order for an officer or representatives of the Class Councils to resign, the resigning person must submit a resignation to the President of their respective council at least two (2) weeks in advance, along with any relevant information in the form of a letter. If the resigning member is the President of the JCC, SoCC, or FCC, they shall submit their resignation to the President of the SrCC. If the resigning member is the President of the SrCC, they shall submit their resignation to the Student Body President.
- B. One (1) week prior to the officer's final day, the officer shall submit all documents pertaining to the position and shall facilitate a proper transition for the new officer.

2024-03 - Section 9: Vacancies And Leaves Of Absence

- A. In the event a seat on the SrCC becomes vacant the replacement procedure for said seat will be done in accordance to Chapter 304.
- B. In the event a seat on the JCC, SoCC, or FCC becomes vacant the replacement procedure will be done as follows:
 - 1. Replacements for a President or Vice President position shall be done as follows:
 - a. Applications must open within five (5) school days of an officer renouncing the position.
 - b. The application must be advertised for a minimum of ten (10) school days.
 - c. Upon the receipt of applications for a vacant position, the interviews will be conducted by the Senior Class Council President, and the remaining members of the respective Class Council, before being forwarded to the Chief of Staff.
 - d. After being forwarded by the Chief of Staff, the applicant will be confirmed through Internal Affairs Committee of the Student Senate, with final confirmation on the Senate floor.
 - 2. Replacements for a Treasurer or Secretary position shall be done as follows:
 - a. Applications must open within five (5) school days of an officer renouncing a position.
 - b. The application must be advertised for a minimum of ten (10) school days.
 - c. After the interviews for said positions have been concluded and a candidate has been chosen by the respective Class Council that person will be appointed by the President of that Class Council at their earliest convenience.
- C. Leaves of absence in the Class Councils shall take place in accordance with the following procedure:
 - 1. If a member of the Class Councils needs to take a leave of absence in excess of two (2) weeks, a request must be submitted to the Class Council's Advisor a minimum of five (5) business days before the start of the leave.

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