FLORIDA STATE UNIVERSITY
STUDENT BODY STATUTES

TITLE I
DEFINITIONS, INTERPRETATIONS, AND CONSTRUCTION OF AND COMPLIANCE WITH THE STATUTES.

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

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

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

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

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

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

100.5 Major Offices

A. Definitions

1. Director - The chief executive of an entity.
2. Assistant Director - The individual who would assume the role of the chief executive of an entity in the absence of the chief executive.
3. Treasurer - The individual in charge of monitoring the finances of an entity.
4. Secretary - The individual in charge of taking minutes at board meetings of an entity.

B. The definitions listed in this statute shall include any positions which fit the criteria of the definition.

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

1. Student Body President
2. Student Body Vice President
3. Student Body Treasurer
4. Student Body Attorney General
5. Members of the Executive Office of the President
6. Executive Cabinet Officers
7. Directors, Assistant Directors, Secretaries, Treasurers of Agencies and Bureaus
8. Student Senators
9. Congress of Graduate Students Representatives
10. Office of Governmental Affairs Director, Deputy Director, and Internal Assistant Director.
11. Union Board Members
12. Campus Recreation Board Members
13. Justices of the Student Supreme Court
14. University Defenders
15. SGA General Counsels
16. Clerk of the Court
17. Supervisor of Elections
18. Deputy Supervisors of Elections
19. President, Vice President, Treasurer, and Secretary of the Senior Class Council
20. Homecoming Director, Assistant Director, and Homecoming Live Director
21. Directors of the Executive Institutes.
22. Any elected or appointed office which receives OPS Wages from Student Government.

100.6 Major offices may only be held by FSU students registered for at least six (6) hours in both the fall and spring semesters, respectively, and at least three (3) hours during the summer session.

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

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

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

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

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

Chapter 200 Powers

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

200.1 Student Political Power:

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

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

Chapter 201 Student Body Presidential Appointments
201.1 Vote Required:

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

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

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

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

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

202.1 Committee Accountability during the Confirmation Process

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

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

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

202.3 Compensation Limitations:

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

202.4 Assumption of Duties:

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

202.5 Selection of Oaths

All Student Government Association Officers shall take the same oath in 202.7, except for the Student Body President and Justices of the Student Supreme Court, who shall take the oaths prescribed in 202.8 and 202.9, respectively.

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

202.7 The oath for all non-Presidential and Judicial offices shall be as follows:

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

202.8 The Presidential Oath of Office shall be as follows:

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

202.9 The Judicial Oath of Office shall be as follows:

I, (officer’s name), do solemnly swear that I will administer justice and render judicial interpretation without respect to persons or parties, do equal right to all members of the Student Body, and that I will faithfully and impartially discharge and perform all the duties incumbent upon me as a Justice of the Student Supreme Court under the Constitution and laws of the United States of America, the State of Florida, and the Florida State University Student Body, so help me God. (On pain of impeachment).

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

Chapter 203 The Florida State University Student Government Association in the Sunshine Law

History: Revised by the 59th Senate Bill 85. Revised by 60th Student Senate Bill 60. Revised by the 72nd Student Senate Bill 40. Revised by the 73rd Student Senate Bill 2, 15, 26.

203.1 This Act is to be entitled the “Florida State University Student Government Association in the Sunshine Act of 2021”, referred to hereafter as the “Sunshine Act.”

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

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

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

C. “Official Acts” shall be defined as:

i. Formal actions taken by an SGA body or its members. This includes, but is not limited to:
   1. Legislative acts;
   2. Allocation of funds;
   3. Passage of resolutions;
   4. Passage of executive orders;
   5. Presidential vetoes;
   6. Presidential appointments;
   7. Presidential dismissals;
   8. Adoption of rules; and
   9. Execution of projects funded by SGA

ii. Deliberations around the taking of formal actions by either an SGA body or its members.

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

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

203.5 There shall be no less than two (2) minutes per person reserved at the beginning of any meeting held under the auspices of Student Government Association, in which official acts take place, for members of the public and all Student Government Association affiliates to address those assembled.

A. In cases where the assembled body deems necessary, the body may vote to
place a time restriction of no less than two minutes on members of the public and all Student Government Association affiliates who wish to address those assembled. This motion shall require a two-thirds (2/3) vote.

203.6 The minutes of any meeting held under the auspices of the Student Government Administration, regardless of whether official acts are taken, shall be recorded at the time of the meeting and such records shall be open to the public and to Student Government Affiliates and be submitted to the SGA Webmaster for publication within two (2) business days following the meeting. The Student Supreme Court shall have jurisdiction to issue injunctions to enforce the purposes of this chapter upon application by any member of the Student Body.

A. Minutes shall be written to reflect any and all business conducted within a meeting. This includes any discussions, deliberations, and decisions made.

1. Deliberations shall, at the very least, include a summary of the reasoning behind all decisions.

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

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

203.9 Any meeting in which official acts are to take place held without twenty-four (24) hours prior public notice shall be considered in violation of the provisions of this chapter.

203.10 Public notice shall consist of an announcement on the SGA website of the meeting time, place, and purpose. Social media posts shall not serve as official public announcements.

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

203.12 Any actions taken at meetings found in violation of this act are to be declared null and void.

Chapter 204 The Florida State University Student Government Association Public Records Act of 1988

History: Revised by the 49th Senate Bill 14.

204.1 Scope

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

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

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

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

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

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

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

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

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

Chapter 205 Code of Ethics

History: Amended 44th Senate Bill 140. Amended by 49th Senate Bill 14. Revised by the 50th Senate Bill 2. Revised by the 59th Senate Bill 51. Revised by the 60th Student Senate Bill 60. Revised by the 66th Bill 62. Revised by the 72nd Student Senate Bill 11, 49. Revised by the 75th Senate Bills 17 and 39.

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

205.2 Legislative intent and declaration of policy.

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

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

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

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

205.3 Standards of Conduct

A. To preserve the integrity of the Florida State University Student Government Association, its officers and employees must disclose all potential or actual conflicts of interests.
1. Conflict of Interest means any business or professional activity or direct or indirect financial interest that would place a person in a position where there is an opportunity to disregard the public interests of the student body for an individual's private interests.

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

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

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

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

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

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

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

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

E. Fraud in the Student Government Association

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

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

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

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

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

2. No officer or employee will deny any student the right to due process or the right to an impartial hearing or trial.

205.4 No officer or employee of Student Government will dismiss, discipline or take adverse action against a Student Government officer or employee for disclosing information pursuant to the provisions of this section.

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

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

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

205.5 Procedures:

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

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

C. The court may issue any writs necessary.

205.6 Penalties

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

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

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

205.7 Appeal

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

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

205.10 All members of the Student Government Association are expected, at all times, to distinguish between when they speak, act, or communicate in their personal capacity and when they speak or act on behalf of the Student body's or Student Government's interests. Reference to affiliation with the Student Government Association must be made only as an aid to identify the individual making the contact. It must be made clear the contact is not being made on the behalf of the Student Government Association.

205.11 No individual shall willfully misrepresent themself or their office for personal, political, or professional gain. Willfully lying or otherwise being untruthful in any official capacity shall be considered malfeasance and a violation of this code. Candidates for Student Government office shall not intentionally misrepresent themselves nor their plans in their application, interview, or confirmation hearing. Willfully misleading the Legislative or Executive Branch in pursuit of any office shall be considered perjury and a violation of this code.

Chapter 206 Anti-Discrimination Policy

History: Revised by the 50th Student Senate Bill 1. Revised 66th Student Senate Bill 26. Revised by Student Senate Bill 97. Revised by Student Senate Bill 59.

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

206.2 Students with grievances will submit a written complaint to the Student Supreme Court. Upon finding a violation of 206.1, the Court will recommend penalties to be carried out by the executive and legislative branches such as:

A. The Senate Finance Committee freezing already allocated Student Government Association funds in the guilty party’s university recognized bank account, or

B. The Student Body President may issue an executive order which recommends the suspension or permanent removal of the entity’s Student Government Association status should they fall within the purview of the executive branch, or

C. The Senate may permanently remove any Student Government Association funding from the entity by a resolution, or

D. The Senate Judiciary Committee may initiate impeachment proceedings against any Student Government officers, members, or employees of the entity found in violation of Statute 206.1, or
E. This chapter shall not preclude the Student Supreme Court from making other recommendations they deem appropriate for the corresponding severity of the violation.

1. Nothing in this chapter may preclude the Court from pursuing all types of relief allowable under university policies, state law, and federal law.

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

G. All funds that have been frozen by the Senate shall remain as such until a proof of correction is provided to the Student Senate with a deadline that was voted upon by the Student Senate as a whole.

1. The aforementioned “proof of correction” must be provided by a designee or representative of the entity found guilty of the violation. The proof must be physically presented in a form of writing and in person to the Student Senate with all required amends made as well as proof that relief for the discrimination was made to the afflicted victim.

Chapter 207 The Student Government Training Act

History: Added by the 48th Senate Bill 165. Revised by the 52nd Senate Bill 66. Revised by the 54th Senate Bills 17 and 57. Revised by the 56th Senate Bills 70 and 109. Revised by the 62nd Senate Bill 102. Revised by the 66th Senate Bill 13 and 78. Revised by the 69th Bill 88. Senate Revised by the 70th Senate Bill 89. Revised by the 75th Senate Bill 53.

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

207.2 All SGA officials holding a major office, as well as members of the Congress of Graduate Students, are required to conform to the provisions of this Statute.

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

207.4 New Senator Orientation

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

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

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

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

C. After New Senator Orientation

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

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

207.5 Professional Development

A. All Student Senators are encouraged to complete at least one training workshop sponsored by the University or Student Government Association. This can include but is not limited to: Green Dot Bystander Training, Allies and Safe Zones workshops, National Coalition Building Institute workshops, Global Partner Certificate, Center for Global Engagement’s Intercultural Training, Social Justice Ally Training, and Social Change Peer Educators’ Identity workshop.

1. The Student Senate President Pro-Tempore inform new senators within one (1) month of their taking office of the dates and times of upcoming training workshops sponsored by the University or Student Government Association.

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

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

Chapter 209 Presidential Inauguration

History: Deleted by the 56th Senate Bill 109.

Chapter 210 Student Government Association Website Act of 2007

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

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

A. The Student Government Association Constitution, Statutes and Senate Rules of Procedure must be available on the Website.
B. The Website shall have a calendar of upcoming Student Government Association events and meetings.

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

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

210.3 Executive Information

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

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

B. The names of all filled positions of, as well as any publicly available contact information for, all officers in the Executive Branch must be posted on the Website.

C. The Executive Program Assistant shall be responsible for transmitting all information as may be required by this act to the Student Government Association Webmaster within a reasonable amount of time not to exceed five (5) days, and in a medium which is reasonable.

210.4 Legislative Information

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

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

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

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

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

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

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

210.5 Judicial Information

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

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

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

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

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

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

210.6 Website Administration and Compliance

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

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

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

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

Chapter 211 The Student Government Indigenous Land Acknowledgment Act of 2020

History: Added by the 73rd Senate Bill 1. Revised by 75th Senate Bill 54.

211.1 Purpose and Scope of this Act

The Student Government Association of the Florida State University shall:

A. Adopt this Statement as the official position of the Student Body.

B. Post this Statement on the official Student Government website in a place of prominence.

C. Strongly encourage the reading aloud of this Statement, in its entirety, by the:

2. Student Body President following their taking of the Oath of Office as outlined in SBS 202.8, during the Fall Inauguration Ceremony, at the introduction of the State of the Student Body Address as outlined in SBS Chapter 306, and at any and all other events or meetings wherein they are present in their official capacity as Student Body President.
3. Student Senate President at any and all meetings of the Student Senate and at any and all other events or meetings wherein they are present in their official capacity as Student Senate President.
   
a. Furthermore, the Senate and its committees are empowered to include the Indigenous Land Acknowledgment Statement as a listed Calendar item pursuant to Senate and Senate Committee Rules of Procedure.

4. Chair or Presiding Officer of any Student Government meeting held pursuant to SBS Chapter 203, prior to public comment.
   
a. Furthermore, if any SGA Officer or FSU Student present at such an SGA meeting requests to read the Indigenous Land Acknowledgment Statement, the Chair must recognize that Officer or Student for the time to read the Statement in its entirety at the beginning of the meeting prior to Public Comment.
   
   1. Such a reading shall not be counted as a Public Comment.
   
   2. In the case of multiple requests at one meeting, the Chair shall select one requesting individual to read the Statement at their discretion.
   
   3. In the event that the Chair does not permit an Officer or Student the right to read the Land Acknowledgment Statement after a formal request, that Chairperson shall be found in Violation of SBS 205.3 (F.)(1).

D. Strongly encourage the reading aloud of this Statement, in its entirety, by any other SGA Officers and at any and all other events or meetings wherein they are present in their official capacity as an SGA Officer.

E. Strongly encourage the reading aloud of this Statement, with appropriate alterations to the Collective Nouns of the Statement, by any and all FSU students and organizations at RSO and other private events in their capacity as individual persons or organizations.

211.2 The Indigenous Land Acknowledgment Statement shall be as follows:

The Student Government of Florida State University acknowledges that it is located on land that is the ancestral and traditional territory of the Apalachee Nation, the Miccosukee Tribe of Florida, the Muscogee Creek Nation, and the Seminole Tribe of Florida. We pay respect to their Elders past and present and extend that respect to their descendants and to all Indigenous people. We recognize this land remains scarred by the histories and ongoing legacies of settler colonial violence, dispossession, and removal. In spite of all this, and with tremendous resilience, these Indigenous Nations have remained deeply connected to this territory, to their families, to their communities, and to their cultural ways of life. We recognize the ongoing relationships of care that these Indigenous Nations maintain with this land and extend our gratitude as we live and work as humble and respectful guests upon their territory. We encourage all to learn about and educate others on the contemporary work of the Indigenous Nations whose land we are on and to endeavor to support Indigenous sovereignty in all the ways that we can.

211.3 The Abbreviated Indigenous Land Acknowledgment Statement, to be used where deemed appropriate, shall be as follows:

The Student Government of Florida State University acknowledges that it is located on
land that is the ancestral and traditional territory of the Apalachee Nation, the Miccosukee Tribe of Florida, the Muscogee Creek Nation, and the Seminole Tribe of Florida. We recognize this land remains scarred by the legacies of violence and removal, we recognize the ongoing relationships of care that these Indigenous Nations maintain with this land, and we extend our gratitude as we live and work as humble and respectful guests upon their territory. We encourage all to learn about and educate others on the contemporary work of the Indigenous Nations whose land we are on and to endeavor to support Indigenous sovereignty in all the ways that we can.

TITLE III: THE EXECUTIVE BRANCH

History: Revised by the 48th Senate Bill 167. Revised by the 49th Senate Bill 14. Revised by the 59th Senate Bills 52 and 55. Revised by 60th Senate Bill 55. Revised by the 61st Senate Bill 50. Revised by the 62nd Senate Bills 94 and 95. Revised by the 66th Bill 33. Revised by the 71st Bill 84. Revised by the 75th Senate Bills 9, 42, 43, and 65.

Chapter 300 The Executive Branch

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

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

300.2 Composition of the Executive Branch

A. The Executive Branch shall be composed of:

1. The Executive Cabinet (Chapter 301)
2. The Class Councils (Chapter 302)
3. The Institutes (Chapter 303)
4. The Presidential Appointments and Dismissal Powers (Chapter 304)
5. The State of the Student Body Address (Chapter 306)
6. The Student Government Association Open Positions and Application Act (Chapter 307)
7. The Leaves of Absences During the Summer Session for Members of the Executive Branch (Chapter 308)
8. The Executive Projects Account (Chapter 309)

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

300.3 Authority of the Executive Branch

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

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

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

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

300.4 Independent Executive Officers

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

The President Shall:

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

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

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

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

E. Recommend legislation to the Student Senate.

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

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

H. Remove any officer who has been appointed to a position in the Executive Branch.

I. Have the power to call for a referendum subject to two-thirds (2/3) majority Student Senate concurrence.

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

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

L. Provide strategic oversight to the Executive Cabinet through the coordination of the Vice President.

The Vice President shall:

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

B. Coordinate the efforts of the Cabinet and serve as coordinator for the formulation and completion of Cabinet projects.
C. Coordinate with the Student Body President, Student Body Treasurer, and Executive Cabinet to accomplish executive projects.

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

E. Meet at least once a month with the directors of executive agencies, affiliated projects, bureaus, and class councils to review performance, address questions and/or concerns, receive feedback and/or advice on the functioning of the Executive Branch, and discuss possibilities of new projects.

F. Serve as the vehicle throughout the Executive Branch to support programming events and accomplish agency, bureau, and council projects.

The Treasurer shall:

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

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

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

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

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

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

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

H. Assist the President in preparing the budget of the Executive Branch ensuring accuracy, transparency, and alignment with the goals and priorities of the student body.

I. Defend the Executive Branch budget in meetings or discussions with relevant stakeholders, including university administration, funding boards, and external entities.

J. Review the financial manual periodically and provide official recommendations for any necessary reforms or updates to ensure compliance with applicable regulations, enhance financial management practices, and promote transparency and accountability within the Executive Branch.

K. Review the finance code in student body statutes and provide official recommendations to the student body Senate for any necessary reforms.

L. Represent the Executive Branch in financial discussions, meetings, or negotiations with
external entities, such as RSOs. This includes advocating for the financial interests and needs of the student body, seeking additional funding opportunities, and collaborating with external organizations or institutions on matters related to the financial well-being of the Executive Branch.

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

300.6 Office of the Attorney General

A. The Student Body Attorney General shall hereinafter be referred to as, the Attorney General.

B. The Office of the Attorney General is responsible for the enforcement of Student Body Statutes and the Constitution of the Student Body as well as any rules and procedures that govern a student or organization, provided such provisions fall within the jurisdiction of the SGA.

C. The Attorney General shall be the head of the Office of the Attorney General.

D. The Attorney General shall serve at the pleasure of the Student Body President.

E. The Student Body President may assign other duties and responsibilities to the Office of the Attorney General, so long as these do not violate the Student Body Statutes or the Constitution of the Student Body.

F. When the position of Attorney General is vacated, the most senior deputy Attorney General shall assume the position of Acting Attorney General.

   a. The acting Attorney General shall serve as the Attorney General until a new Attorney General is confirmed.

300.7 Powers and Responsibilities of the Office of the Attorney General

The Office of the Attorney General shall,

A. Investigate and/or initiate proceedings against any SGA funded RSO, Bureau, Agency, Affiliated Project, funding board, member/entity of the executive branch, or student, for violations of the Florida State University Student Body Statutes, Florida State University Student Body Constitution, or any rules or procedures governing the student or organization as it relates to SGA.

B. Launch an investigation into possible violations of these provisions.

C. Only initiate proceedings regarding a possible violation following an approved investigation by either the Director of Student Governance and Advocacy or The Student Body President.

D. If necessary, petition the Student Supreme Court to obtain records as may pertain to any investigation, subject to applicable public records exemptions.

E. Recommend to the Senate potential changes to Statutes and the Constitution of the Student Body.

F. Work with the Student Body President and their Cabinet to follow the proceedings of both the Judicial and Legislative Branch, in order to keep the Student Body President and their Cabinet knowledgeable on what is occurring in the other Branches and any actions they may wish to take.

G. Provide counsel and represent the Executive Branch and members/entities of the Executive Branch in all SGA legal proceedings heard before FSU authorities.
1. Any member/entity of the Executive Branch may choose to waive this counsel and representation if they so desire.

2. If this counsel and representation is waived then, the member/entity may choose to have other individuals or groups to counsel and represent them.

H. Appoint a designee to represent the Executive Branch on behalf of the Office of the Attorney General when so desired, with prior notice to the appropriate parties.

I. Work with the Student Body President to appoint at least one, but no more than two, Deputy Attorneys General.

J. Assist in the creation and/or filing of executive orders at the request and approval of the Student Body President.

K. Assist Executive Branch officers in understanding their roles, duties, and responsibilities.

L. Create internal Rules and Procedures to help execute the duties and responsibilities of the Office of the Attorney General, including, but not limited to, the parameters for investigations and prosecutions. These Rules and Procedures shall be made available to the public.

M. Render public memorandums on the activities of the Office of the Attorney General including, but not limited to, investigations and/or proceedings made on behalf of the Executive Branch.

N. Execute any other duties and responsibilities delegated to them as enumerated in the Student Body Statutes.

Chapter 301 The Executive Cabinet

301.1 Authority

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

301.2 Definition

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

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

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

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

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

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

D. Work for the improved quality of life of the student body.

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

301.4  Membership

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

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

301.5  Organization and appointments of the Executive Office of the President

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

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

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

D. All members of the Executive Office of the President must be confirmed by the Student Senate as “Cabinet Offices” and major level positions within the Executive Branch.
Chapter 302 The Class Councils

History: Added by the 52nd Student Senate Bill 15 A and B. Revised by the 55th Student Senate Bill 15. Underclassman Councils Deleted by the 62nd Senate Bill 86. Added a new Class Council by the 66th Senate Bill 36. Revised by the 74th Senate Bills 33 and 72. Revised by the 75th Senate Bills 37, 58, and 82.

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

302.2 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.

302.3 Membership

A. Senior Class Council

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

   a. The President, Vice President, Treasurer, and Secretary 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. There shall be no fewer than five (5) and no more than ten (10) representatives of the SrCC.

B. Junior Class Council

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

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

   b. The President, Vice President, Treasurer, and Secretary 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 the entire designation of their term of service.

2. There shall be no more than ten (10) representatives of the JCC.
C. Sophomore Class Council

1. The President, Vice President, Treasurer, and Secretary shall be officers of the SoCC.
   a. The President, Vice President, Treasurer, and Secretary of the SoCC shall have at least twelve (12) semester credit hours by the semester 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 designation of their term of service.

2. There shall be no more than ten (10) representatives of the SoCC.

D. Freshman Class Council

1. The President, Vice President, Treasurer, and Secretary 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 designation of their term of service.

2. There shall be no more than ten (10) representatives of the Freshman Class Council.

302.4 Selection and Term of Office

A. Senior Class Council

1. All applications to run for the SrCC will follow the deadlines pursuant to Student Body Statutes Chapter 706.3

2. 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.

3. 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. Junior Class Council

1. All applications for the JCC must be publicly released within fourteen (14) days after the Spring Student Government inauguration. The deadline for applications may be postponed, for up to one (1) week under extreme circumstances.

2. 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.

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

C. Sophomore Class Council

1. All applications for the SoCC must be publicly released within fourteen (14) days after the Spring Student Government inauguration. The deadline for applications may be postponed, for up to one (1) week under extreme circumstances.

2. 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.

3. Selection
   a. Once the incoming Senior Class has been elected they may, with the Student Body Vice President-elect, begin conducting interviews for the positions of President and Vice President of the SoCC.
b. Once the incoming SrCC has been inaugurated, the President of the SrCC must, within ten (10) business days, submit nominations for the positions of President and Vice President of the SoCC to the Student Body President and Chief of Staff for appointment, with confirmation by the Student Senate.

c. Interviews for the positions of Secretary and Treasurer of the SoCC will be held by the newly appointed President and Vice President of the SoCC.

d. Once the President and Vice President of the SoCC have been confirmed, the President of the SoCC shall appoint the Treasurer and Secretary of the SoCC.

e. 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 the Treasurer and Secretary of the SoCC have been appointed.

D. Freshman Class Council

1. All applications for the FCC must be publicly released no later than five (5) business days before the start of Fall semester classes. Completed applications must be received by the SrCC no later than 5 p.m., twenty-one (21) 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 members of the FCC shall hold office from the time of their appointment until the end of the Spring semester following their appointment.

3. Selection

   a. The SrCC may begin conducting interviews for the positions of President and Vice President of the FCC upon the completion of ten (10) business days into the Fall semester of classes.

   b. Ten (10) business days following the close of applications, the SrCC must submit nominations for the positions of President and Vice President to the Student Body President and Chief of Staff for appointment, with confirmation by the Student Senate.

   c. Interviews for the positions of Secretary and Treasurer will be held by the newly appointed President and Vice President of FCC at the discretion of the SrCC.

   d. Once the President and Vice President of the FCC have been confirmed, they shall appoint the Treasurer and Secretary.

302.5 Duties and Responsibilities of the Class Councils

A. Senior Class Council

1. The SrCC shall strive to keep all Seniors informed and apprised of all graduation requirements and deadlines.

2. The SrCC shall raise funds for the Senior Class gift.

3. The SrCC shall provide programming to build community and pride for graduating year and/or benefit of the members of the Senior Class.

4. The SrCC shall meet at least twice a month.
5. The SrCC shall provide guidance and information to the Junior and Sophomore Class Councils and students of the university who are interested in being a part of the entity.

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

B. Junior Class Council

1. The JCC shall meet with FSU administration to research selection options for their respective gift to the university, which will be a dedication from their class.

2. The JCC shall raise funds for their upcoming Senior Class gift.

3. The JCC shall strive to keep all Juniors informed of all upcoming deadlines and requirements, including Graduation Checks.

4. The JCC shall provide programming to build community and pride for graduation year and/or benefit of the members of the Junior Class.

5. The JCC shall meet at least twice a month.

6. The JCC shall provide guidance and information to FSU students who are interested in being a part of the entity.

C. Sophomore Class Council

1. The SoCC shall raise funds for their upcoming Senior Class gift.

2. The SoCC shall provide programming to build community and pride for graduation year and/or benefit of the members of the Sophomore Class.

3. The SoCC shall meet at least twice a month.

4. The SoCC shall provide guidance and information to students of the university who are interested in being a part of the entity.

D. Freshman Class Council

1. The FCC shall raise funds for their upcoming Senator 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.
302.6 Duties and Responsibilities of the Members of the Class Councils

A. Senior Class

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

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

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

B. Junior Class

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

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

3. The Treasurer shall:
   a. Oversee all fundraising for the JCC.
   b. Act as the chief financial officer of the JCC.
4. The Secretary shall:
   a. Coordinate all correspondence of the JCC.
   b. Ensure that accurate minutes are recorded for all meetings and publicized on the SGA Website. The Secretary shall also complete a record documenting the activities of the JCC for the benefit of future administrations.

C. Sophomore Class

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

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

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

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

D. Freshman Class

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 the 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
classified on the SGA Website. The Secretary shall also
   compile a record documenting the activities of the FCC for the
   benefit of future administrations.

302.7 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.

302.8 Vacancies and Leaves of Absences

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

B. Junior, Sophomore, and Freshman Class Vacancies
   In the event a seat on the JCC, SoCC, or FCC becomes vacant the replacement
   procedure will be done as follows:
   1. President and Vice President
      a. Applications must open within five (5) school days of an
         officer renouncing the position.
      b. The application must be advertised for a minimum of ten (10)
         school days.
      c. Upon the receipt of applications for a vacant position, 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. Treasurer and Secretary
      a. Applications must open within five (5) school days of an
         officer renouncing a position.
      b. The application must be advertised for a minimum of ten (10)
         school days.
c. After the interviews for said positions have been concluded and a candidate has been chosen by the respective Class Council that person will be appointed by the President of that Class Council at their earliest convenience.

C. Leaves of Absence

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

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

Chapter 303 The Executive Institutes

History: Added by the 67th Senate Bill 34. Revised by the 75th Senate Bills 9, 23, and 29.

303.1 Creation and Purpose

A. Purpose

The purpose of this chapter is to define and delineate the nature of the Institutes placed under the auspices of the Executive Branch of the Student Government Association.

B. Definition

An Institute is an annual Executive Project that is administered under the auspices and supervision of the Executive Branch through changing administrations.

C. Executive Authority Over Institutes

The Student Body Vice President shall have the responsibility over the supervision and regulation of the Executive Institutes. The Student Body President shall have the discretion to dismiss Institute Directors and Assistant Directors.

D. Leadership Structure

1. All Institutes shall have a Director and Assistant Director who shall be interviewed and selected by the outgoing Director and Assistant Director, unless otherwise specified in the individual Institute’s statutes. The Director shall be sent as recommendation to the Student Body President and may be forwarded to the Student Senate pursuant to Section 304.3 (D).

2. The newly confirmed Institute Directors shall be responsible for the appointment and supervision of all other Institute personnel deemed necessary. An executive board member from each Institute shall be designated as a financial officer to administer the finances of each respective Institute.

E. Monetary Allocations

The Student Body Treasurer shall be responsible for the financial responsibility of Executive Institutes. Monetary allocations required by Institutes to fulfill their outlined purposes shall be budgeted from the Executive Projects account.
F. The Institutes

The following is a list of the Executive Institutes and corresponding section numbers that appear in Chapter 303:

1. Freshman Leadership Institute (Section 303.2)
2. Transfer Leadership Institute (Section 303.3)
3. Diversity and Inclusion Institute (Section 303.4)

303.2 Freshman Leadership Institute

A. Purpose

The Freshman Leadership Institute (FLI) is a 10-week program aimed at providing first-year students with the tools to become active student leaders while providing support as students adjust to the Florida State University campus and culture.

B. Program

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

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

C. Leadership Team Selection

1. Director
   a. The Director of the Freshman Leadership Institute shall be selected by the outgoing Leadership Team.
   i. The Leadership Team is defined as any officer positions, including the Director, that has been appointed by the Executive Branch to fulfill the stated purpose in 303.2 Section A.
   b. The application for the Director of the Freshman Leadership Institute shall be made available on the Student Government Association Website on the 1st week of the Spring Semester and close no later than the third week.
   c. Once selected by the outgoing Leadership Team, the candidate will then be forwarded to the Executive Branch for confirmation.

D. Responsibilities

The responsibilities of the Director shall include, but not be limited to the following:
1. Represent the interests of the Freshman Leadership Institute on the campus of Florida State University in accordance to the stated purpose.

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

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

4. Recommend officer positions, to the Executive Branch, that are needed, in order to fulfill the stated purpose in 303.2 Section A.

E. Removal from Office

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

F. Vacancies

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

   a. If the Director position becomes vacant, the Assistant Director shall fill in as the Acting Director until a new Director is selected.

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

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

303.3 Transfer Leadership Institute

A. Purpose

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

B. Program

1. Participant Selection

   a. The application will be made available to incoming transfer students at least two weeks before the start of the Fall semester and will close no later than the first week of the Fall semester.
2. Meetings
   a. The Transfer Leadership Institute shall meet once a week for the duration of the program during the Fall Semester.
      i. Additional meetings may be held at the discretion of the Director in order to fulfill the stated purpose in 303.3 Section A.

C. Leadership Team Selection
   1. Director
      a. The Director of the Transfer Leadership Institute shall be selected by the outgoing Leadership Team.
         i. The Leadership Team is defined as any officer positions, including the Director, that have been appointed by the Executive Branch to fulfill the stated purpose in 303.3 Section A.
      b. The application for the Director of the Transfer Leadership Institute shall be made available on the Student Government Association Website the first week of the Spring Semester and close no later than the third week of the Spring Semester.
      c. Once selected by the outgoing Leadership Team, the candidate will then be forwarded to the Executive Branch for confirmation.

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

   1. Represent the interest of the Transfer Leadership Institute on the campus of Florida State University in accordance to the stated purpose.
   2. Be responsible for the operation of the Transfer Leadership Institute.
   3. Make and execute decisions on program structure of the Transfer Leadership Institute affiliated events, finance, and other activities with the advice of the Leadership Team, Student Body Vice President, and Student Government Advisor.
      a. Recommend needed officer positions to the Executive Branch, in order to fulfill the stated purpose.

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

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

303.4 Diversity and Inclusion Institute

A. Purpose

The Diversity and Inclusion (D&I) Institute is an 8-week program held in the Spring semester dedicated to providing a space for students to fully understand the range of diversity and multiculturalism, including but not limited to ability, socioeconomic, age, rural/urban, veterans, sexual orientation, ethnicity, race, gender identity & expression, religion, and faith structures through workshops that are focused on awareness, discussion and collaborative learning activities.

B. Program

1. Participant Selection
   a. The application will be made available to prospective participants at least three (3) weeks before the end of the Fall Semester and will close on the last day of the Fall Semester.
   b. The selection of the participants shall be conducted at the discretion of the Executive Board.

2. Meetings
   a. The D&I Institute shall meet once a week for the duration of the program during the Spring Semester.
      i. Additional meetings may be held at the discretion of the Director of the D&I Institute to fulfill the purpose stated in 303.4 Section A.

C. Leadership Team Selection

1. Director
   a. The Director of the D&I Institute shall be selected by the outgoing Leadership Team.
      i. The Leadership Team is defined as any officer positions, including the Director, that has been appointed by the Executive Branch to fulfill the stated purpose in 303.4 Section A.
   b. The application for the Director of the Diversity & Inclusion Institute shall be made available on the Student Government Association Website on the 1st Friday after Spring Break and close two (2) weeks thereafter.
   c. Once selected by the outgoing Leadership Team, the candidate will then be forwarded to the Executive Branch for Student Senate confirmation.

D. Responsibilities

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

1. Represent the interests of the Diversity & Inclusion Institute on the campus of Florida State University in accordance to the stated purpose.
2. Be responsible for the effective operations of the Diversity & Inclusion Institute.

3. Make and execute decisions on program structure, D&I Institute affiliated events, finances, and other activities with the advice of the Leadership Team, Student Body Vice President, and Student Program Coordinator.

4. Be financially certified for the fiscal year.

5. Recommend officer positions, to the Executive Branch, that are needed, in order to fulfill the stated purpose in 303.4 Section A.

E. Removal from Office

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

F. Vacancies

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

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

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

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

Chapter 304  Presidential Appointment and Dismissal Powers

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

B. Purpose

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

304.2 Candidate Search

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

B. The Chief of Staff, assisted by one designee from the Executive Office of the President will conduct all candidate searches.

   1. This designee from the Executive Office of the President shall be chosen by the Chief of Staff.
2. In the absence of a designee, the Chief of Staff retains all responsibility for conducting the work of the Candidate Search Process.

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

304.3 Candidate Screening Process

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

B. The Candidate Screening Process shall take no longer than ten (10) school days from the end of the candidate search period.

C. The Candidate Screening Process, conducted by the Chief of Staff, or designee as stipulated in Chapter 304.2, shall include the following.

1. The Chief of Staff, or designee as stipulated in Chapter 304.2 shall interview all candidates.

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

3. The interview shall be conducted in a standardized and professional form for all candidates, and shall draw at least five interview questions from the forwarding interview questions published on the SGA Website.

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

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

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

E. It is the responsibility of the Student Body President, the Chief of Staff, or designee to ensure that this process is carried out in a fair and constitutional manner. To that end, any person(s) conducting the interviews shall recuse themselves from the Candidate Screening Process and the processes of determining the most qualified candidate in situations where a candidate for any position has a conflict of interest with the President, Chief of Staff, or designee. They shall select, for that particular set of candidates, a non-biased actor or actors to interview candidates for said office and deem the most qualified of those candidates to then be forwarded by the President.

1. The forwarding letter sent to the Senate must include a notice when any recusal occurs for any selection of Officers, stating that there was a recusal and a signed statement from the non-biased actor(s) of their lack of conflict of interest.

F. If during the candidate screening process, the Student Body President finds that
a candidate is better suited for another position within the same Student
Government entity to which the candidate applied, the Student Body President
may reserve the right to forward the candidate, with their consent, for another
position for which they meet all Constitutional and statutory requirements.

1. If a candidate is forwarded to the Student Body President by an agency,
bureau, or other SGA entity for confirmation pursuant to Section
304.3(D), any changes to the position for which a candidate is being
forwarded to Senate shall also require the consent of the head of the
respective SGA entity.

2. Agency, Bureau, and SGA entity heads may also reserve the right to
change the position that a candidate is being forwarded for with the
consent of the applicant before forwarding the candidate to the Student
Body President pursuant to Section 304.3(D).

3. The forwarding letter sent to the Senate must include a notice in all cases
when candidates are forwarded to the Senate for positions that are
different from those which they applied for.

304.4 Executive Office Positions

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

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

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

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

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

F. No individual may serve as an Acting Executive Cabinet Director for longer than six
(6) weeks.

G. The Student Body President-elect, as defined in Chapter 704, shall have the
power to designate and forward to the Student Senate for confirmation, the
Cabinet nominees for their administration after all appeals and violations have
been exhausted or ruled on.

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

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

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

H. The terms of all Executive Office appointees shall end when they are
dismissed, impeached, or upon installation of their successors.
I. The Student Body President may dismiss any appointee to the Executive Office at their discretion.

304.5 Executive Bureau Positions

A. Executive Bureau Directors

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

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

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

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

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

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

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

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

9. If the Student Body President wishes the existing Director to remain in office, the individual must be forwarded to the Student Senate for reconfirmation.

10. In accordance with the Article III, Section 3 (H), of the Student Body Constitution, the Student Body President may remove the Director at President’s discretion.

B. Executive Bureau Assistant Directors

1. The Director shall conduct a candidate search.

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

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

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

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

6. The term of the Assistant Director shall be the same as the Director of that Bureau. This term length shall not be affected by the early dismissal, resignation, or impeachment of said Director.
7. In accordance with Article III, Section 3 (I) of the Student Body Constitution, the Student Body President may remove the Assistant Director from office at President’s discretion.

C. Executive Bureau Personnel

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

304.6 Executive Agency Positions

A. Appointed Positions

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

B. Agency Directors

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

C. In all cases other than elected Directors, the outgoing Executive Board Board of Directors of each respective agency may shall choose one (1) nomination by a majority vote for Agency Director and forward said applicant to the Student Body President. The Student Body President will then choose a candidate from the applications forwarded from the Agency Executive Board Board of Directors and forward said candidate to the Student Senate within ten (10) school days for confirmation.

D. In the event that the Student Body President feels that any of the candidates are unqualified, an additional candidate search period may be conducted.

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

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

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

F. Agency Assistant Directors

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

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

G. Agency Personnel

1. Staff appointments shall be made in the manner mandated by the agency’s individual Rules of Procedure statute.
2. The Student Body President may not dismiss any agency staff person below the Assistant Directors that the President have not directly appointed.

H. Agency Executive Boards Board of Directors

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

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

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

304.7 Vacancies in Elected Positions

A. Elected Seat vacancies

1. The Student Body President or their designee shall conduct a candidate search as outlined in Chapter 304.2.

2. The Student Body President or their designee shall conduct a screening process as defined in Chapter 304.3.

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

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

Chapter 305 Campus Security Council

History: Amended by the 44th Senate Bill 157. Revised by the 49th Senate Bill 14. Revised by the 67th Senate Bill 32. Deleted by the 72nd Student Senate, Bill 85.

Chapter 306 Presidential Addresses

History: Amended by the 55th Senate Bill 102. Revised by the 57th Senate Bill 44. Revised by the 63rd Senate Bill 28. Revised by 72nd Student Senate Bill 51. Revised by the 75th Student Senate, Bill 80.

306.1 The Student Body President shall have the authority to address the Student Body on any matter, given public notice no less than twenty-four (24) hours in advance of the address.

306.2 Opening Address

A. At the Spring Inauguration, the incoming Student Body President shall deliver an opening address.

B. The incoming Student Body President shall collaborate with the organizers of Inauguration to ensure that the opening address follows the applicable parameters of the event and venue.
C. If a Student Body President vacates office, their successor shall schedule the first opportunity possible to deliver an opening address.

D. The Student Body Vice President and Treasurer may also be given time to give an opening address if the Student Body President deems it appropriate.

306.3 Closing Address

A. At the Spring Inauguration, the outgoing Student Body President shall deliver a closing address.

B. The outgoing Student Body President shall collaborate with the organizers of Inauguration to ensure that the closing address follows the applicable parameters of the event and venue.

C. If a Student Body President resigns, is impeached, or otherwise vacates office, they shall have the opportunity to give a closing address.

D. If a Student Body President is elected for a second term, at the Spring Inauguration which would mark the beginning of their second term, the opening and closing addresses may be combined for the sake of time.

E. The Student Body Vice President and Treasurer may also be given time to give a closing address if the Student Body President deems it appropriate.

306.4 State of the Student Body Address

A. The Student Body President shall address the Student Body in an address known as the “State of the Student Body Address” no later than five (5) weeks into the Fall Semester. The State of the Student Body Address shall be designed to inform the Student Body of goals, comments on the student experience, and any other appropriate topics.

1. In the event of severe extenuating circumstances, the State of the Student Body Address may be postponed past the five (5) week mark in the Fall Semester, prior to fall elections. This should only be done when there is a genuine concern which would make it unfeasible to hold the address in the timeframe as laid out here.

B. The State of the Student Body Address must be open and advertised to the entire Student Body. However, the following individuals must be in attendance, unless there is a genuine conflict as confirmed by the SGA Program Director:

1. Justices of the Student Supreme Court
2. The Executive Chief of Staff
3. The Student Body Attorney General
4. The Executive Cabinet and Executive Office of the President
5. The Directors of all Agencies, Bureaus, and Affiliated Projects
6. The Chair of the Union Board
7. The Chair of the Campus Recreation Board
8. The Speaker of the Congress of Graduate Students
9. The Student Body Vice President
10. The Student Body Treasurer
11. Senior Class Council Officers
12. All Student Senators

C. The Student Body President may invite any other individuals they deem appropriate for this address, and the University President and Vice President for Student Affairs must receive an invitation.
D. The address may be structured at the discretion of the Student Body President, so long as it follows the criteria as laid out in this statute and does not unnecessarily restrict any individuals from attending.

306.5 The Student Body President must attend the first Senate meeting following their inauguration and detail the plan for their term. This must include a presentation on the structure of the Cabinet.

306.6 The funds for all Presidential Addresses, not including the opening and closing addresses, must come out of the Executive Projects account, unless additional funding is provided by a third-party entity.

Chapter 307 The Student Government Association Open Positions and Application Act

History: Added by the 53rd Senate Bill 111. Revised by the 67th Senate Bill 32. Revised by the 71st Senate Bill 18 and Senate Bill 86. Revised by the 73rd Senate Bill 9.

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

307.2 The Student Government Association Open Positions

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

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

307.3 The Student Government Association Applications

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

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

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

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

D. In order for candidates to be interviewed before the next Student Senate meeting, the forwarding letter must be sent to the Senate President, no later than three (3) business days before the regular Senate meeting so it may be assigned to the appropriate Standing Committee. If the forwarding letter is sent after this deadline but before the Senate meeting, all candidates on the letter shall not be considered
by the Senate or any Standing Committee until the following week, while still abiding by Statute 202.2.

1. The Forwarding Letter must include the number of applicants to each position being forwarded, copies of each candidates Application, and any minutes or relevant documents from the interviewing party of the forwarded candidate.

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

*History: Added by the 56th Senate Bill 3.*

A. Purpose

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

B. Applicability and Scope

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

   a. The Student Body Treasurer
   b. The Executive Chief of Staff
   c. The Student Body Attorney General
   d. The Executive Cabinet Members
   e. All Executive Bureau Directors
   f. All Executive Agency Directors
   g. All Affiliated Project Directors

2. Individual Executive Agencies, Executive Bureaus, and Affiliated Projects may make their own rules regarding summer leaves of absences for their officers, including restricting their Directors from taking a summer leave of absence. If no such rule exists, then the procedure outlined in this chapter shall apply.

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

C. Procedure

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

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

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

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

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

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

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

Chapter 309 The Executive Projects Account

History: Created by the 59th Senate Bill 95. Revised by the 62nd Senate Bill 97. Revised by the 75th Senate Bill 39.

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

B. Guidelines

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

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

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

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

TITLE IV THE LEGISLATIVE BRANCH

Chapter 400 Organization of the Senate

History: Amended by the 44th Senate Bills 138, 139 and 144, and by the 45th Senate Bill 122. Revised by the 46th Senate Bills 113 and 114. Revised by the 47th Senate Bills 60 and 141. Revised by the 48th Senate Bills 46 and 142. Revised by the 49th Senate Bill 14. Revised by the 50th Senate Bill 135. Revised by the 51st Senate Bills 75 and 112. Revised by the 52nd Senate Bill 64. Revised by the 54th Senate Bill 64. Revised by the 56th Senate Bill 97. Revised by the 57th Senate Bill 51. Revised by the 58th Senate Bill 18. Revised by the 60th Senate Bill 69. Revised by the 65th Senate Bill 27. Revised by the 67th Senate Bills 28 and 32. Revised by the 68th Senate Bill 39. Revised by 69th Senate Bill 17. Revised by the 72nd Senate Bill 17. Revised by the 73rd Senate Bill 5, 6, 29, 65, 72. Revised by the 74th Senate Bills 10, 15, 45, 59, 60, 68, and 84. Revised by the 75th Senate Bill 39.

400.1 Senate Session

A. Fall, Spring, and Summer Meetings

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

B. Each Student Senate shall adopt its own Rules of Procedure, at the first meeting of the Senate after Fall Inauguration in accordance with the Student Body Constitution and Statutes.

400.2 Office of the Senate President

The Office of the Senate President shall consist of the Senate President, Senate President Pro-Tempore and the Officers of the Senate, hence referred to as Senate Officers. The Student Senate President shall be responsible for the duties of all vacant Senate Officers.

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

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

C. The Student Senate President and President Pro-Tempore’s seats shall not come up for election during their respective terms as President and Pro-Tempore. Upon the resignation or removal of the Student Senate President or Pro-Tempore, they shall immediately vacate their seat, if the term to which they were elected or appointed has expired.

D. There shall be a Senate Parliamentarian, who shall be appointed by the Student Senate President, subject to confirmation by the Student Senate, from outside
the membership of the Senate and who shall serve at Student Senate President’s discretion. The Parliamentarian shall attend the Student Senate meetings and upon request, give advice on parliamentary procedure and any applicable law(s). This individual shall maintain order under the direction of the Student Senate President or Presiding Officer. The Parliamentarian shall endorse strictly the rules relating to the privileges of the chamber.

E. There shall be a Senate Clerk, who shall be appointed by the Student Senate President, subject by the confirmation of the Student Senate, from outside the members of the Senate and who shall serve at Student Senate President’s discretion. The Senate Clerk shall attend the Student Senate meetings and mainly be responsible for distributing legislation, ballots, messages and other literature to Student Senators within the Chamber. The Clerk shall also perform any other duties that the Student Senate President or President Pro-Tempore shall determine to be necessary for these purposes.

F. There shall be a Senate Historian, who shall be appointed by the Student Senate President, subject to confirmation by the Student Senate, from outside the members of the Senate and who shall serve at the Student Senate President’s discretion. The Historian shall be responsible for taking Senate Chamber minutes. The Historian, along with the Senate Press Secretary, shall have the responsibility of publishing a Senate newsletter to document Senate legislative actions and updates. The Historian shall also perform any other duties that the Student Senate President or President Pro-Tempore shall determine to be necessary for these purposes;

G. There shall be a Senate Press Secretary, who shall be appointed by the Student Senate President, subject to confirmation by the Student Senate, from outside the members of the Senate and who shall serve at the Student Senate President’s discretion. The Press Secretary shall be responsible for maintaining the Senate social media presence and outreach and create a weekly calendar of Student Senate funded or related events. The Press Secretary shall work with committee chairs to help inform the student body on committee meeting information. The Press Secretary, along with the Senate Historian, shall have the responsibility of publishing a Senate newsletter to document Senate legislative actions and updates. The Press Secretary shall also perform any other duties that the Student Senate President or President Pro-Tempore shall determine to be necessary for these purposes.

a. The Senate Press Secretary Shall attend a training session with the SGA Webmaster to ensure that postings are within the Florida State University communications guidelines. This shall ensure that the social media properly represents the Student Senate.

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

H. Upon the receipt of applications for a vacant appointed position as defined by statutes 400.2 C, 400.2 D, and 400.2 E in the Office of the Senate President, a screening process shall be overseen by the Senate President to determine the most qualified candidate. The process shall be defined by the following:

1. All candidates must receive an interview.
2. The interview shall be conducted in a standardized and professional form for all candidates.
3. The interview shall consist of a basic questionnaire outlining the candidate’s experience, qualifications, and goals for the respective position.
4. No officer position shall be filled until it has been advertised properly in
accordance with Chapter 404.2 A.
   a. All positions shall be advertised for at least one week on the SGA Website in accordance with Chapter 404.2 C.

5. After all candidates have been interviewed, the Senate President may appoint and forward a candidate, who they deem most qualified, to the floor of the Student Senate for confirmation.

400.3 Calling of Senate Meetings

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

   The Student Senate President may call a special session of the Senate at their discretion.

   a. If a special session is called by the Student Senate President, an excused absence shall not negatively affect a Senator’s attendance record.

400.4 Quorum

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

400.5 "Majority" and "Two-Thirds" Votes

A majority vote shall be more than half of the votes cast, excluding abstentions, at any properly called meeting at which a quorum is present. A two-thirds (2/3) vote shall be at least two-thirds of the votes cast, excluding abstentions, at any properly called meeting at which a quorum is present.

A. In the case that a piece of legislation is on the floor for Second Reading where a vote requires either a majority or two-thirds vote of votes cast, but a majority or two-thirds vote is not met of all Senators present, and 25% or more Senators present have abstained, a revote is necessary. After two (2) additional votes, if no decision is made, the legislation shall be sent to a committee as though it were on first reading.

400.6 Financial Certification

A. All Senators must be financially certified by the SGA Accounting Office within fifteen (15) school days following a Senator taking the Oath of Office.

B. If a Senator is not financially certified within fifteen (15) school days of taking office, the Senator shall be considered suspended until they are financially certified. The Senator shall still accrue absences while on such suspension.

C. It shall be the responsibility of the Student Senate President Pro Tempore to inform Senators of their current financial certification status at the beginning of the first three (3) Senate meetings following their Oath of Office.

D. Senators elected in the Fall shall be required to recertify at the start of a new fiscal year as if they had just taken their Oath of Office per SBS 400.6(A).

400.7 Senate Committee

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

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

B. The Rules Committee is exempt from 400.7 A.

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

D. Senators may also serve on Sweepings in addition to membership on other committees.

Chapter 401 Forms of Legislation

History: Revised by the 47th Senate Bills 66, 68, 77, 102 and 103. Revised by the 48th Senate Bills 8, 120, and 167. Revised by the 49th Senate Bills 14 and 100. Revised by 50th Senate Bill 123. Revised by the 51st Senate Bill 112. Revised by the 53rd Senate Bill 125. Revised by the 54th Senate Bills 18 and 64. Revised by the 56th Senate Bill 70. Revised by the 57th Senate Bill 48. Revised by the 58th Senate Bill 18. Revised by the 59th Senate Bills 45 and 53. Revised by the 60th Senate Bills 6 and 67. Revised by the 61st Senate Bill 28. Revised by the 63rd Senate Bill 51. Revised by the 67th Senate Bill 32. Revised by the 68th Senate Bill 74. Revised by the 71st Senate Bill 81. Revised by the 72nd Senate Bill 12. Revised by the 74th Senate Bills 60 and 68. Revised by the 75th Senate Bills 39 and 70.

401.1 Resolutions

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

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

401.2 Bills

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

A. Each bill, resolution, or proposed constitutional amendment will have a sponsor minimum of one(1), but no more than two(2), primary sponsors. The primary sponsors will be the Senators who have written the bill, resolution, or proposed constitutional amendment. Additional co-sponsors may be added to the bill, resolution, or proposed constitutional amendment at the discretion of the primary sponsor(s). No Senator shall be allowed to request that their name be added as a co-sponsor without the consent of the primary sponsor(s). Bills, resolutions, and proposed constitutional amendments in their advertisements on the Student Government Association Website, Senate Journals and Calendars will denote the primary sponsor(s) and co-sponsors in their separate roles. Only the primary sponsor(s), an co-sponsors at the consent of the primary sponsor(s), of a piece of legislation may speak during the opening and closing debate on that piece of legislation.

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

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

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

401.3 Bills Subject Content Title

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

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

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

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

401.4 Enacting Clause - Resolutions

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

401.5 Enacting Clause - Bills

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

401.6 Enrolled Copies

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

401.7 Record Keeping and Online Posting

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

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

401.8 Authority to Correct Minor Errors

History: Revised by the 59th Senate Bill 53. Revised by the 71st Senate Bill 102. Revised by the 75th Senate Bill 70.

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

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

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

401.9 Gender Neutrality

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

401.10 Notifying Senate of changes

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

Chapter 402 Procedure for Approval of Bills

History: Added by the 47th Senate Bill 94. Revised by the 47th Senate Bill 129. Revised by the 48th Senate Bills 135 and 167. Revised by the 49th Senate Bills 14 and 22. Revised by the 53rd Senate Bill 117. Revised by the 60th Senate Bill 69. Revised by the 61st Senate Bill 43. Revised by the 67th Senate Bill 32. Revised by the 73rd Senate Bill 30, 72. Revised by the 75th Senate Bill 38.

402.1 Submission of Bills

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

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

B. An enrolled copy of a proposed constitutional amendment shall be submitted directly to the Attorney General and the Chief Justice of the Student Supreme Court.

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

402.2 Veto and Veto Amendment Process
A. Upon presentation of a bill, the Student Body President shall have five (5) school days to approve or veto the legislation. If no action is taken within the five (5) day limit, then the bill shall be treated as approved by the Student Body President. This five (5) day limit shall begin on the first school day after the Bill is received by the Student Body President via email. If approved, the Student Body President shall then submit the bill to the Vice President for Student Affairs for consideration.

B. The Student Body President must submit written justification/reasoning to the Student Senate, within the five (5) day limit, of receipt to sustain any veto of legislation. The Student Body President or a designee must also deliver an oral justification to the Student Senate for the reason for the veto(es) within two (2) Senate meetings. The copy of the President’s justification/reasoning for the veto(es) must be e-mailed from the Student Body President to the Senate President so that the Senate President may distribute it to all Senators at least 48 hours prior to the President’s oral justification to the Senate. The Senate President must send the originally vetoed bill to all Senators. If the Vice President for Student Affairs vetoes a bill, it is suggested that they send an email notification/reasoning of the veto to the Senate President. If this occurs, a copy of the emailed justification/reasoning must be distributed to all Senators.

C. Bills not acted upon within ten (10) school days after being received by the Vice President for Student Affairs shall be treated as approved unless the Student Body President, Senate President and Student Body Attorney General are notified by the Vice President for Student Affairs within the ten (10) day limit as to why the bill will not be acted upon within that limit and when action will be taken. Bills not acted upon within eighteen (18) school days after being passed by the Student Senate shall be treated as approved. The provisions of Subsection 402.2 (C) shall not apply to the annual A&S budget bill, which shall be governed by Chapter 416.3.

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

E. If a presidential veto is overridden, that bill shall then go directly to the desk of the Vice President for Student Affairs for consideration as soon as possible; the preceding statutes on time constraints to the bill consideration applying again upon presentation.

402.3 Progress Report to Senate

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

Chapter 403 Publications of Senate Notices

History: Revised by the 50th Senate Bill 7A. Revise by the 70th Senate Bill 5 A. Revised by the 72nd Student Senate Bill 41. Revised by the 74th Senate Bill 45.

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

403.2 A Senate newsletter shall be published by the Student Senate to document Senate legislative actions and updates. It shall be the collaborative duty of the Student Senate Press Secretary and Senate Historian to ensure the creation and publication of this newsletter under the supervision of the Senate President.
A. The Senate newsletter is to be published on the SGA website at minimum once a month.

Chapter 404 Terms of Office

History: Revised by the 47th Senate Bill 60. Revised by the 48th Senate Bill 17. Revised by the 49th Senate Bill 14. Revised by the 50th Senate Bill 76. Revised by the 54th Senate Bill 113. Revised 56th Senate Bill 57. Revised by the 60th Senate Bill 69. Revised by the 71st Student Senate Bill 105. Revised by the 74th Student Senate Bills 41 and 59.

A. Senate members shall take office upon inauguration.

B. Senators shall terminate office when one of the following circumstances occurs:

1. At the inauguration of their successors.

2. If occupying an upper-division seat, and changing their major, or field of study, would change their division classification.

3. Upon their graduation, be it at either the undergraduate or graduate classification.
   a. An exception to this applies when the Senator graduating with their undergraduate degree will be enrolled as a graduate student in the same academic division, and will be permitted a “Leave of Absence” for any Summer or Winter break between their graduation as an undergraduate and enrollment as a graduate student.

4. If they are no longer an enrolled student at Florida State University, unless they are taking a summer leave of absence, pursuant to Section 405.6.

C. Installation of Senators shall occur at the inauguration ceremony for the term that they are elected. Any Senators not formally sworn in at inauguration shall be sworn in at the next available Senate meeting. Should a senator not be sworn in by the third Senate meeting after inauguration, not including meetings of the Summer Senate session if the Senator is not serving within that session, the seat shall become vacant and available for appointment.

1. An exception to this applies if a Senator has a valid excuse deemed acceptable by Senate Program Advisors. The advisor shall notify the Senate President and Pro-Tempore if this exception is to be applied.

D. The number of Senators available to serve during any term shall at no point fall below thirty (30). Should occasion arise wherein there are fewer than thirty available serving Senators, the Student Body President shall make appointments to maintain a total of thirty (30) Senators. In this case Senate and its committees may meet for the sole purpose of voting on new Senators even if there are less than 5 voting members in each standing committee.

E. Senators, by virtue of their office and the public trust, may not apply to be appointed to any vacated Seat within the Student Senate. Additionally, upon resignation or removal from their Seat, no former Senator may apply to be appointed to any vacated Seat within the Student Senate apportioned for the opposite semester from the seat which they originally held until after the said opposite semesters elections are completed and certified, but shall always be permitted to run in said election.

Chapter 405 Impeachment and Removal from Office

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

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

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

405.2 Appointed Officers

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

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

405.3 Provisions for Impeachment

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

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

D. Any member of the Student Body may file formal charges against any elected or appointed officer of the student body with the Senate Program Assistant at any time, as long as the charges are in compliance with subsection “B” of this section.

E. Elected or appointed officers of the student body may only be impeached on charges of misfeasance, malfeasance or nonfeasance, as defined by Black’s Law Dictionary. The Senate Judiciary Committee shall not forward charges to the full Senate that do not meet these specific criteria, except for Senators who have accumulated excessive absences in accordance with the Senate Rules of Procedure.
405.4 Impeachment Proceedings

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

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

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

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

405.5 Removal from Office

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

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

1. The Special Prosecutor may appoint, at their discretion, Assistant Special Prosecutors to serve at the pleasure of the Special Prosecutor through the duration of the impeachment proceedings. Any member of the Florida State University Student Body who is in good academic standing and without any active conduct sanctions may be appointed as an Assistant Special Prosecutor.

D. The Student Supreme Court shall have sole jurisdiction over cases involving removal of any officer of the Student Body impeached by the Student Senate. In the case of Supreme Court Justices being impeached, temporary justices shall be appointed pursuant to Article VII, Section 4 B, of the Student Body Constitution.

1. Any officer who is impeached by the Senate shall be suspended from office until a decision is reached by the Student Supreme Court. Suspension is defined as the temporary loss of all rights and privileges of office.
E. The impeached officer shall be removed upon conviction by a majority vote of the justices. If the Student Supreme Court fails to convict the impeached officer, this individual shall be declared not guilty and shall be reinstated to office immediately.

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

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

H. Any elected or appointed Student Government Officer who has been disciplined, suspended, or removed from office shall have the right to directly appeal such decision to the Vice President of Student Affairs or another senior university administrator designated to hear such appeals. The exercise of such right and its resulting decision shall not be construed as to condition precedent on any student panel.

405.6 Leaves of Absence

B. Senators, under certain circumstances, may take a Leave of Absence, during which time any absences will not count toward their record.

C. There shall be two different kinds of Leaves of Absence: a Special Leave of Absence and a Summer Leave of Absence

1. A Special Leave of Absence is a Leave of Absence given special extenuating circumstances that may rise on a case-by-case basis. In order to take a Special Leave of Absence, a Senator must provide notice to the Pro Tempore and at the next Rules and Calendar committee meeting, the committee shall vote, by two-thirds (2/3), to approve the Leave of Absence.

   a. A Special Leave of Absence shall not extend for a period of more than three (3) months and shall last at least one (1) month. A temporary Senator may be appointed to fill the seat for the period of the leave of absence. These temporary Senators shall be appointed in the same manner as summer Senators.

   b. No Special Leaves of Absence shall extend beyond the end of the Spring Semester. If a Senator is on a Leave of Absence until the end of the Spring Semester, and wants to serve during the summer session, they must undergo the process in the same manner as any Senators not on a leave of absence. Senators temporarily filling the spot of another senator on a Leave of Absence are not permitted to fill out a notice of intent to serve during the summer session.

2. A Summer Leave of Absence may occur during the summer session, with specific circumstances listed below. During a Summer Leave of Absence, a Senator’s seat may be temporarily reassigned for the extent of that Senator’s Summer Leave of Absence.

   a. During the summer session, Senators may take a leave of absence. In order to serve, Senators must
file a notice of intent with the SGA Advisor two (2) weeks prior to the last Student Senate meeting of the Spring Semester. At the discretion of the SGA Advisor or by a majority vote of Senate, the Senate may accept a late notice of intent. If this notice of intent is not submitted, the Senator shall go on a Summer Leave of Absence for the Summer Session, and will return to office upon the first day of the Fall Semester.

3. When a Senator is on a Leave of Absence, their presence will not be counted towards nor against quorum of Senate or any committees.

Chapter 406 Investigative Rights of the Senate

History: Added by the 45th Senate Bill 49. Revised by the 49th Senate Bill 14. Revised by the 60th Senate Bill 19. Revised by the 71st Senate Bill 76. Revised by the 73rd Senate Bill 49.

406.1

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

B. An investigative Board may only be initiated by:

1. A 2/3 vote by the Student Senate in the form of a resolution, or
2. Whenever a standing or ad hoc committee deems necessary by 2/3 vote, and
3. The Student Senate President.

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

D. All conclusions of any Investigative Board will be reported to the Student Senate in the form of a resolution.

E. An Investigative Board may make a recommendation for action to the Student Senate in the form of a resolution.

F. If the Investigative Board produces a resolution containing the results of the investigation or any recommendation for action, upon passage by the senate, the resolution shall be published in the Senate minutes.

G. In order to carry out its duties, an Investigative Board or standing committee shall have been empowered with the right and authority to issue a legislative subpoena upon an SGA officer for any private records related to the investigation, unless prohibited by the Student Body Constitution, state law, or federal law (such as FERPA or HIPPA), provided that:

1. The text of the subpoena includes:
   a. The name of the SGA Officer upon whom the subpoena is to be served;
   b. The names of all acting Senators on the Investigative Board or standing committee which has authorized the issuance of the subpoena by majority vote;
   c. The date and time wherein the Investigative Board or standing committee
authorized the issuance of the subpoena by majority vote;

d. The date and time wherein the Student Senate President authorized the issuance of the subpoena;

e. The nature of the specific evidence sought by issuance of the subpoena;

f. A legitimate investigative purpose for the evidence sought within the context of the investigation;

g. Sufficient reason as to why the evidence sought is not unreasonably burdensome to produce; and

h. A designated time and place, at least fifteen (15) days after the Investigative Board or standing committee’s majority vote to authorize the subpoena’s issuance, wherein the information compelled for disclosure may be inspected and examined by the Investigative Board or standing committee under the direct supervision of an impartial custodian of the public record.

2. The subpoena is approved using the following timeline:

   a. The investigative board or standing committee approves the text of the legislative subpoena by a majority vote, the Chair of the Investigative Board or standing committee authorizes the subpoena by signature, and sends the subpoena to the Student Senate President for further authorization;

   b. The legislative subpoena is subsequently authorized by the Senate President by signature and sent by the Student Senate President to the Chair of the Investigative Board or standing committee within eight (8) business days of the Investigative Board or standing committee’s majority vote;

406.2 Upon the decision to deny a legislative subpoena for issuance, the Student Senate President shall, within twenty-four (24) hours of the subpoena’s denial, provide the Chair of the Investigative Board or standing committee with the full and unrelenting rationale as to why the legislative subpoena was denied so that the Investigative Board or standing committee may attempt to cure those deficiencies by drafting and authorizing a revised subpoena, or alternatively, appeal the Student Senate President’s decision to the Student Supreme Court pursuant to Article IV, section 3(C)(1) of the Student Body Constitution.

   a. The Chair of the Investigative Board or standing committee shall present the subpoena to the Senate via a resolution which must be heard on the Senate floor and affirmed by a majority vote of the Senate at that meeting.

Chapter 407 Student Body Auditors

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

Chapter 408 Senate Counselor

History: Revised by the 49th Senate Bills 5 and 14. Deleted by the 54th Senate Bill 112.

Chapter 409 "Senate in the Sunshine"

History: Revised by the 48th Senate Bill 8. Revised by the 49th Senate Bill 14. Revised by the 53rd Senate Bill 125. Revised by the 59th Senate Bill 45. Revised by the 60th Senate Bill 69. Revised by the 69th Senate Bills 13, 53 and 89.

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

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

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

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

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

Chapter 410 Student Participation in Senate Act of 1994

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

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

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

410.2 The Student Voice in the Senate

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

B. Student Comments shall be included in the Senate Calendar, Journal and any other agenda.

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

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

410.3 Rules and Procedure
The Student Senate shall promulgate and amend the Rules of Procedure to conform, but not conflict, with the provisions of this act.
Chapter 411 Senator’s Committee Rights

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

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

C. Neither Section 411 A nor B applies to the Rules, Sweepings, or Supplemental Funding.

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

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

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

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

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

411.2 The Sweepings Committee is a special standing committee that shall exist for a particular session until its respective duties have been completed.

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

Chapter 412 Sweepings Regulations Act of 1995

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

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

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

B. The Student Senate President shall call the Sweepings Committee to order each fall semester, after consultations with the Vice President for Student Affairs, the Student Body President, and the Student Senate Advisor.

C. Committee Members

1. The Sweepings Committee shall be a special standing committee of the Senate, and senators who serve on the committee shall enjoy all rights of committee members under Chapter 417, unless otherwise stated in this chapter. The heads of the respective entities shall appoint their respective representatives within one (1) week of the Committee being called to order by the Senate President.

2. The Sweepings Committee shall be composed of the following members:

   a. One (1) representative from the Campus Recreation Board
   b. One (1) representative from the Union Board
   c. Six (6) representatives from the Student Senate
   d. One (1) representative from the Executive Branch
   e. Two (2) representatives from the Congress of Graduate Students
   f. The Deputy Treasurer

3. The Chair and Vice Chair of the Sweepings Committee shall be elected at the first meeting of the committee by the entire committee body, selecting only from the pool of serving senators.

D. An estimated amount of the Budget shall be used to submit to the Senate President for First Reading by the Chair of the Sweepings Committee. After which, hearings shall be held and operated at the discretion of the Chair of the Sweepings Committee.

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

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

3. Each prospective recipient of monies shall have fifteen (15) minutes for an opening presentation, after which they may be questioned by any member of the Sweepings Committee. This time limit may be waived by the Chair, or by majority vote of the Committee.

E. Upon the completion of hearings, the Sweepings Committee shall meet in open deliberations to determine the allocations to be disbursed.
1. The Committee shall have the authority to deliberate monies to requesting and non-requesting prospective recipients.

2. The Committee shall vote on each line item, which shall require a majority vote of the committee to pass.

3. Committee members shall not vote on matters for which they have a conflict of interest pursuant to Statute 205.3(A)(2).

4. Quorum for deliberations shall be defined as more than half of the members of the Sweepings Committee, per Section 400.4.

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

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

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

H. The Student Body President shall not have line-item veto power on the final Sweepings bill, but the Vice President for Student Affairs shall.

Chapter 413 Senate Awards

History: Added by the 49th Senate Bill 59. Revised by the 50th Senate Bill 140. Revised by the 51st Senate Bill 96. Revised by 56th Senate Bill 29. Revised by 60th Senate Bill 63. Revised by the 61st Senate Bill 13. Revised by the 64th Senate Bill 5. Revised by the 71st Senate Bills 15, 33. Revised by the 72nd Student Senate Bill 69. Revised by the 74th Student Senate Bills 36 and 60. Revised by the 75th Student Senate Bills 39 and 79.

413.1 Purpose and Creation

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

413.2 Senator of the Month

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

1. If the legislative session ends prior to the following month, a vote for Senator of the Month shall occur at the last meeting of the respective month.

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

C. The Senate Press Secretary shall publish an announcement with the winner of the award on the SGA website and applicable social media.

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

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

413.3 The FSU Student Senate Award for Excellence
A. Each Senator may nominate one FSU student, faculty/staff member, or campus entity that they directly represent in the Senate for an FSU Senate Award for Excellence per year, though a maximum of five (5) such awards shall be given each year. The FSU Senate Award for Excellence is to be granted for distinguished service to the Florida State University or to the community, or for outstanding performance in representing this university.

A Senator wishing to nominate an individual or entity for the Student Senate Award for Excellence must do so by submitting a resolution for referral to the Student Life Committee containing the nominee’s name and a description of why they are deserving of the award. Upon approval by the Student Senate, the award shall be presented to the recipient in any fashion deemed fit. The FSU Student Senate Award for Excellence shall be a certificate or other memento designed and provided by the Student Senate President.

1. When nominating resolutions are debated on the Senate Floor, two rounds of pro may be given, but no rounds of con will be permitted. If the resolution is approved by the Senate by two-thirds (2/3) vote, the nominated individual or entity will be considered a recipient of the Student Senate Award for Excellence.

2. The provisions in 413.3 (b) shall not preclude the Student Senate President from immediately placing a nominating resolution on the calendar for second reading if that right is granted to them by the Senate Rules of Procedure.

413.4 Special Awards

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

413.5 New Senator of the Year

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

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

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

413.7 Spring Awards

At the first regularly scheduled Senate meeting following the spring election, every spring semester the Student Senate shall vote on the following four awards. These awards shall be presented during the Presidential Inauguration ceremony to the Senator receiving the most votes for each award.
A. Mattie Durham Senator of the Year - The Senator that best served students, Student Senate and the larger university community.

B. The Mores Award (Senate Ethics Award) - The Senator who carried out their duties with the highest sense of personal ethics and honor, exemplifying the greatest level of character on which our university prides itself, or "Mores."

C. The Vires Award (New Senator of the Year) - The best Senator who is serving their first term in Senate (not necessarily a Freshman). The Senator who exhibits strength ("Vires") through their first term by continuing to persevere in their learning and striving to make a difference.

D. The Artes Award (Chair of the Year) - The best Chair of the Resource for Travel Allocation Committee (RTAC) Programming Allocation Committee (PAC) and Standing Committee Chairs (other than Rules and Sweepings). The Senator awarded the Artes Award demonstrates exception working their communities and has excelled in skill while chairing the committee.

413.8 The Senate Hall of Fame

History: Added by the 54th Senate Bill 64. Revised by the 56th Senate Bill 78. Revised by the 60th Senate Bill 69. Revised by the 62nd Senate Bill 91. Revised by the 72nd Student Senate Bill 6A. Revised by the 73rd Senate Bill 53. Revised by the 74th Student Senate Bills 36 and 51.

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

A. Prospective candidates for this award shall be nominated by the Student Senate in Resolution format. Included in the Resolution should be the name of the Senator to be nominated, the Senate(s) in which the individual served and reasons why the Senator is deserving of this honor. When this resolution is debated on the Senate Floor, two rounds of pro may be given, but no rounds of con will be permitted. If the Resolution is approved by the Senate, by two-thirds (2/3) vote, the Senator will be automatically considered a member of the Senate Hall of Fame.

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

   a. Only the Senator's accomplishments in the Student Senate shall apply.

   b. Holding a position of Senate leadership shall not be the sole basis for determining if a nominee is qualified.

   c. Only senators who have served two calendar years or two full terms of office or more in the Student Senate may be considered.

   i. The length of the Senator's term beyond this threshold shall not count for or against the nominee.

   ii. Time served shall count time served in Senate Officer positions such as Senate Clerk, Senate Press Secretary, and Senate Parliamentarian.

   iii. This stipulation may be overruled by a three-fourths (3/4) vote of the senate before opening statements occur in situations where the senate determines a nominee's work is exceptional (emphasis added) in a shorter amount of time.
d. Excluding the original members of the Senate Hall of Fame, no person shall be considered for membership following their graduation from Florida State University.

e. No more than four (4) Senators shall be inducted in the Hall of Fame per year.

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

Chapter 414 Senate Community Service Act

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

Chapter 415 Senate Legislative Certification Program

History: Added by the 54th Senate Bill 40. Deleted by the 56th Senate Bill 27. Added by the 71st Senate Bill 19. Revised by the 75th Senate Bill 5.

415.1 Purpose

This act is to establish a program administered by the Student Senate Pro Tempore for students who are neither currently nor former members of the FSU Student Senate who are interested in gaining knowledge of how the Senate operates through first-hand experiences.

415.2 Name

The name of this program shall be “The Senate Legislative Certification Program”

415.3 Administration of Program

The Senate Pro Tempore shall create an application and make it available to students on the SGA website each semester the program is offered. The Senate Pro Tempore shall have discretion over which applicants are to be admitted to the program. The Senate Pro Tempore shall be responsible for holding an orientation session for admitted applicants to explain the program and answer questions they may have.

415.4 Certification Requirements

A. Each candidate enrolled in the Student Senate Certificate Program shall complete the following requirements:

1. Attend three (3) Student Senate meetings and take notes about each meeting.

2. Attend three (3) committee meetings and take notes about each meeting.
   a. A candidate must attend the meeting of at least two (2) different committees, to include no less than one standing committee meeting.

3. Participate in writing a bill or resolution.

4. Meet with a Senate liaison to discuss their role as a liaison and how they serve the campus entity they are a liaison to.

5. Meet with the Senate Pro Tempore after all other requirements have
been completed to discuss the experiences had through this program.

415.5 Verification of a Candidate’s Completed Requirements

A. Each candidate shall notify the Senate Pro Tempore upon their completion of all requirements of the program, and the Pro Tempore shall verify that all requirements have been completed.

1. If the Pro Tempore finds that a candidate has not successfully completed all requirements by the end of the semester that candidate is enrolled in this program, that candidate shall not receive a certificate of completion as outlined in Student Body Statute 415.5B.

B. Upon the Pro Tempore’s verification, the candidate shall be awarded a certificate of completion of The Student Senate Certification Program at the next student government inauguration.

Chapter 416 Annual Budget Procedures Act of 2016 (updated)

History: Added by the 59th Senate Bill 33. Revised by the 60th Senate Bill 61. Revised by the 67th Student Senate Bill 61. Revised by the 68th Senate Bill 62. Revised by the 74th Senate Bill 14. Revised by the 75th Senate Bill 38.

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

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

416.3 Procedures for Passage of the Budget

A. The Budget shall not be approved by the Student Senate in a Summer Session.

B. An estimated amount of the Budget shall be used to submit to the Senate President for First Reading by the Chair of the Budget Committee. After which, hearings shall be held and operated at the discretion of the Chair of the Budget Committee.

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

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

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

C. When the Budget has been deliberated and approved in whole by the Budget Committee it will be heard on Second Reading. All Senators shall be presented copies of the proposed allocations. The Budget shall be on the calendar for second reading for a minimum of five (5) business days with proposed allocations before passage. The budget and proviso must properly be advertised on the Student Government website while on Second Reading.
D. The Budget shall be approved by the Senate before the beginning of the fiscal year of which it affects. The Chair of the Budget Committee shall make a good-faith effort to complete the Budget no later than October 31 of each year.

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

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

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

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

H. The Budget shall be passed by a roll-call vote. A simple majority is required for passage.

I. Only Senators who are financially certified by the Senate session in which the bill is voted on may cast a vote on the Budget.

J. If the Budget is failed in Senate, the Budget Committee shall create a new budget in due time, following the guidelines in these statutes.

K. The University President or their designee shall retain line-item veto power over the budget bill and have fifteen (15) school days from the date of presentation of the budget to act on the allocation and expenditure recommendations, which shall be deemed approved if no action is taken within the 15 school day limit.

1. If any line item or portion within the budget is vetoed by the University President or their designee, the Student Senate shall, within fifteen (15) school days, make new budget recommendations for expenditure of the vetoed portion of the bill. These new recommendations shall be made in the form of a new bill, which shall be deliberated by the Budget committee without the need for new budget request hearings.

2. If the University President or their designee, vetoes any line item or portion thereof within the new budget revisions, the University President, or their designee, may reallocate by line item that vetoed portion to bond obligations guaranteed by Activity and Service fees pursuant to F.S.1010.62.

3. The University President or their designee, may also veto the budget bill in its entirety, in which case the Budget Committee shall create a new budget in due time, following the guidelines in these statutes.

4. Unexpended funds and undisbursed funds remaining at the end of a fiscal year shall be carried over and remain in the student activity and service fund and be available for allocation and expenditure during the next fiscal year.
Chapter 418 The Senate Projects Account

418.1 Purpose

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

418.2 Guidelines

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

B. During Summer Session, the Senate Projects account shall also fund RSOs requesting money from PAC and RTAC.

418.3 Process

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

B. This bill shall be sent to the Student Life and Budget Committees.

1. The Student Life Committee shall determine whether or not the bill will have a positive impact on student life.

2. The Budget Committee shall determine whether or not the bill is fiscally responsible.

418.4 Funding

A. The account may be replenished by the annual budget, sweepings, or by transfer from any other account.

B. At the final Senate meeting of the summer semester, the Senate Projects account shall be reimbursed by the appropriate funds distribution committee for funds allocated. These transfer bills shall be drafted by the Chair of the Finance Committee and shall not exceed $2,000 per committee.

Chapter 419 The Senate Orientation Program

History: Added by the 66th Senate Bill 35. Deleted by 71st Senate Bill 42.

Chapter 420 Major Legislation

History: Added by the 72nd Student Senate Bill 31. Revised by the 75th Senate Bill 39.

420.1 Definition major Legislation

Major legislation shall include the Budget Bill, the Sweepings Bill, and the Legislative Agenda Resolution. The Senate President has the authority to determine if any other bill, resolution, or allocation shall be deemed major legislation.

420.2 Scheduling of Major Legislation

If the Senate session that major legislation is scheduled to be voted on coincides with a
Holy Day, any member of the Florida State University Student Body whom it affects may express their concerns to the Student Senate President. The Student President, with the consultation of the Student Senate President Pro Tempore, may then ensure that the major legislation is scheduled to be voted on during a senate session that does not conflict with that Holy Day. The Student Senate President has the discretion to change the voting date for major legislation before a concern is made.

TITLE V  THE STUDENT JUDICIAL SYSTEM

Chapter 500 Power of the Court

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

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

500.3 Jurisdiction of the Court

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

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

Chapter 501 Contempt of Court

History: Deleted by the 56th Senate Bill 108

Chapter 502 Records of the Court

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

A. Advisory Opinions will be counted as a written opinion for the intents of 502.1.
Chapter 503 Supreme Court Cases Involving Elections

History: Deleted by the 51st Senate Bill 73. Revised by 71st Senate Bill 77.

503.1 Cases being heard on appeal from the Elections Commission awaiting opinion by the Student Supreme Court shall be heard within 5 business days of the written appeal.

503.2 Written opinions for cases being heard on appeal from the Elections Commission shall be rendered within 5 business days.

Chapter 504 The Office of the University Defender

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

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

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

B. University Defenders must be:
   1. At least Second-Year law students
   2. Have successfully passed Professional Responsibility.
   3. In good academic standing with the University

504.2 Lead Defender

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

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

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

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

A. The Deputy Defender will:

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

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

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

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

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

504.4 University Defense Team

A. Purpose

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

B. Composition

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

1. Selection of Assistant Defenders

   a. Assistant Defenders must:
      i. Be law students;
      ii. Be in good academic standing with the University. Open
Assistant Defender positions will be publicized on the Student Government website for two weeks before the positions are eligible to be filled.

b. Applicants for Assistant Defender shall submit a resume and letter of interest to SGAsupremecourt@admin.fsu.edu.

c. The Lead Defender and Deputy Defender shall conduct interviews of the applicants and forward a recommendation to the Chief Justice, who will make the final determination.

C. Training

1. All members of the University Defense Team must attend a training session with appropriate University official or officials prior to advising students.

   a. The university in consultation with the Chief Justice of the Supreme Court will provide appropriate official(s) for training each year.

2. Members of the University Defense Team must demonstrate a working knowledge of the University's Student Conduct Code, Academic Honor Policy, and any other applicable process.

   a. The Chief Justice of the Supreme Court will be responsible for testing this proficiency.

D. Responsibilities

The University Defense Team shall assist students accused of violations of the Student Conduct Code, Academic Honor Policy, University Housing Code, Student Government Statutes, or Student Body Constitution. The University Defense Team shall:

1. Inform responding students that the University Defense Team consists of volunteer law students not lawyers.

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

3. Advise responding students of their rights under the University or Student Government Statutes and Student Body Constitution applicable to their case.
4. Assist responding students in navigating the Student Conduct Code, Academic Honor, University Housing, or Student Government processes.

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

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

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

E. Removal

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

Chapter 505 The Student Supreme Court

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

Chapter 506 Review of Constitutional Amendments

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

A. Title and Purpose

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

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

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

1. The decision of the Court shall be advisory in regards to the clarity and leader of the provision. This advisory opinion shall be made available to the public and published on the Student Government Website. If a bill or constitutional amendment is amended after an opinion has been rendered, said bill must be resubmitted for a new opinion. In no case may the Supreme Court prevent the student body from voting on a proposed constitutional amendment from the ballot unless such amendment is found to clearly violate federal, state, or local law, including the Student Body Constitution and Statutes. Nor has it the authority to overturn the passage of a constitutional amendment, except in the aforementioned circumstance.
2. All Statements of Intent and language regarding proposed provisions shall be reviewed by the Student Supreme Court to ensure that the language of the statement adequately and fairly reflects the intent of the ballot proposal.
   a. No proposed provision shall be placed on the ballot until the adequacy and fairness of the language is approved.
   b. In the event that the Student Supreme Court does not offer an opinion within seven (7) days of receipt of the provision, the statement and its accompanying proposed constitutional amendment or referendum shall be immediately certified for placement on the ballot with the following disclaimer statement: “This ballot has been reviewed by the Student Supreme Court to determine the clarity of the language or legality.

C. If a provision does not satisfy the requirements enumerated in Chapter 506 A (2) and/or any other relevant statute, law, or rule, as determined by the Student Supreme Court, the sponsors shall have an opportunity to correct the deficiencies and resubmit the provision to the Student Supreme Court. The Student Supreme Court shall submit a written opinion detailing the findings of its review.
   1. If the Student Supreme Court rules that a provision is inconsistent with any relevant statute, law, or rule, it shall include in its opinion exactly which relevant statute, law, or rule the provision is alleged to be inconsistent with, as well as cite any relevant precedents if the application of said law is not immediately obvious.
   2. the Student Supreme Court shall also include in its advisory opinion recommended changes to the language that would place it in compliance.

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

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

Chapter 507 Court Review of Legislative Bills

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

Chapter 508 Student Prosecutor

*History: Deleted by the 54th Senate Bill 73.*

Chapter 509 The Office of the SGA General Counsel

*History: Revised by the 54th Senate Bill 14. Revised by the 55th Senate Bill 106. Revised by the 56th Senate Bills 57 and 108. Revised by the 73rd Senate Bill 45.*

509.1 There shall be one (1) General Counsel appointed by the Student Body President and subject to confirmation by a majority vote of the Senate. The appointees shall be students in good academic standing with the University. The General Counsel shall act as independent counsel in civil cases which fall within the court’s jurisdiction.

509.2 Duties

The SGA General Counsel shall:

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

B. Provide representation during litigation before the court.
If the Student Body President deems additional SGA General Counsels are needed, the President may appoint additional temporary General Counsels.

The SGA General Counsel shall serve until resignation or graduation unless removed by a majority vote of the Student Supreme Court or by the Student Senate. Additionally, the General Counsel shall be subject to impeachment by the Student Senate in the ordinary manner.

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

History: Added by the 54th Senate Bill 72. Revised by the 56th Senate Bill 7. Revised by 73rd Senate Bill 45.

A. Purpose

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

B. Applicability and Scope

1. The provisions of this chapter shall apply to the following officers of the Judicial Branch.
   a. Associate Justices of the Supreme Court
   b. University Defenders.
   c. SGA General Counsel
   d. Clerk of the Court
   e. Deputy Clerks of the Court

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

C. Procedure

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

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

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

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

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

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

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

TITLE VI ORGANIZATIONS AND EXTRA CURRICULAR ACTIVITIES

Chapter 600 Organizations

History: Added by the 49th Senate Bill 144.

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

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

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

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

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

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

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

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

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

Chapter 601 Student Advisory Committees Registered as Organizations

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

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

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

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

601.5 All meetings shall be advertised.

Chapter 602 Definition of a major office within Student Government

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

Chapter 603 Panama City Campus Student Government Council Procedures

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

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

B. Purpose of PCC-SGC
1. To provide students at PCC, through PCC-SGC, an opportunity to
participate in the decision-making process.

2. To consider, make recommendations, and act upon phases of student life at PCC.

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

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

C. Membership of the PCC-SGC

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

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

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

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

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

D. Procedures of the PCC-SGC

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

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

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

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

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

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

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

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

   c. Other matters as the FSU-SGA shall request PCC representation.

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

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

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

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

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

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

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

E. Quorum of the PCC-SGC

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

F. Vacancies in the PCC-SGC

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

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

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

G. PCC-SGC Duties and Responsibilities

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

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

3. To write and vote on legislation.

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

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

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

7. Annually review Bylaws and make appropriate revisions.

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

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

H. PCC-SGC President Duties and Responsibilities

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

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

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

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

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

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

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

I. PCC-SGC Representative Duties and Responsibilities

1. Attend all regular and special meetings.

2. Serve on at least one standing committee.

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

J. Interaction Between PCC-SGC and FSU-SGA

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

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

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

603.2 PCC Student Elections

A. Franchise

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

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

B. Election

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

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

C. Election Committee

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

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

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

D. Installation of Representatives

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

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

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

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

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

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

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

   YES   or NO   

5. All other provisions of elections shall apply to recall votes.

6. Successfully recalled PCC-SGC position(s) shall be filled by majority vote of the PCC-SGC with the nominee abstaining.

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

603.3 PCC-SGC Finance Code

History: Amended by the 44th Senate Bill 116.

A. Purpose

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

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

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

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

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

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

C. Relationship with FSU-SGA

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

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

D. Special Requirements of PCC-SGC Registered Organizations

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

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

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

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

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

E. Stipulations

1. Travel

   a. A person shall be authorized to incur travel expenses in the performance of official duties on behalf of the PCC Student Body.

   b. Travel must be authorized in advance, and funds must be available in the organization's budget.

   c. Per diem shall be authorized as per all applicable state rules and regulations. The person(s) traveling shall be responsible for arranging reasonable accommodations and transportation at the lowest possible cost.
d. After any trip, the PCC-SGC shall receive an oral or written report within three (3) weeks of said travel.

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

3. Funds may not be expended to subsidize in whole or in part any private corporation except insofar as such expenditures are for a public purpose.

4. Funds may not be expended to support a religious group or any organization, except as provided by Florida law. In no case may funding be given for any religious worship or religious proselytizing.

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

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

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

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

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

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

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

F. Budget

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

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

603.4 General Applicability

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

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

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

Chapter 605 Oglesby Union Board

History: Amended by the 45th Senate Bill 142. Revised by the 47th Senate Bill 163. Revised by the 48th Senate Bills 90 and 159. Revised by the 49th Senate Bill 14. Revised by the 51st Senate Bill 30. Revised by the 54th Senate Bill 117. Revised by the 59th Senate Bill 3. Revised by the 62nd Senate Bill 70. Revised by the 71st Bill 79, 88, 91. Revised by the 75th Senate Bill 7.

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

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

605.2 Establishment of the Union Board

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

605.3 Union Board Membership

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

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

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

B. Ex-Officio Members

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

C. Terms of Office

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

2. The terms of office for voting members appointed by the University President shall be established in the Union Board bylaws.

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

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

605.4 Candidacy for Union Board Membership

1. The Union Board shall publicly advertise openings for student members of the Union Board for the spring elections. This shall be done a minimum of ten (10) business days preceding the spring elections.

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

3. The Chair of the Union Board shall forward a list of those who attended the interest meeting to the Supervisor of Elections two (2) business days before the filing deadline.

4. All candidates who file with the Supervisor of Elections for the Union Board, must attend an orientation meeting pursuant to 704.2 (I).

605.5 Election of Student Union Board Members

A. The names of the forwarded candidates shall be placed on the ballot pending an official declaration of candidacy. This provision may be altered pending conditions pursuant to Chapter 605.4 D (5).

605.6 Organization of the Union Board

A. The Union Board shall adopt bylaws and rules for its organization, administration and procedures.

B. Election of Union Board Leadership

1. The Union Board shall elect a Chair and a Vice Chair, both being a student member of the Board.

2. The election for Chair and Vice Chair of the Union Board shall be conducted at the beginning of each new session after the Spring election and upon the departure of the existing chair and vice chair.

3. The election method and guidelines shall be established within the Union Board Policy Manual.

C. Duties of the Union Board Leadership

1. The Union Board Chair shall:

   a. Call and preside over all meeting and general business of the Union Board.
   b. Act as the spokesperson for the Union Board policies and interests.
   c. Appoint all members of the Union Board committees.
   d. Appoint all liaison positions to the Oglesby Union complex’s departments and subsidiaries.
   e. Attend all Oglesby Union complex staff meetings.
   f. The Chair may only vote on general Union Board business in the case of a tie.
   g. The Chair shall also perform any other duties delegated by a majority vote of the Union Board, which do not violate any standing Student Government or Union Board policies and/or Statutes.
2. The Vice Chair shall:
   a. Perform the duties of the Chair in the Chair’s absence.
   b. Perform other duties delegated by the Chair of the Union Board and/or according to the Union Board bylaws.

D. Committees of the Union Board

1. The Union Board may establish committees.

2. The Union Board Chair shall appoint all committee members. Members of such committees may include ex-officio, non-voting individuals who are not members of the Union Board.

E. The Chair and Vice Chair of the Union Board may be removed by a two-thirds vote of the Board.

F. The Union Board shall meet not less than once each month. Meetings of the Board shall be publicly advertised at least twenty four hours (24) prior to each meeting. Meetings held without quorum cannot feature votes.

605.7 The Powers and Duties of the Union Board

A. Determine policies, program services, activities, amenities, and facilities to be offered by the Oglesby Union Board and throughout the Oglesby Union Complex.

B. Participate in the budgetary process for all Union departments such as:

1. Review individual department and subsidiary budgets.

2. Assess the effectiveness of program services, activities, and amenities and facilities.

3. Present a budget request and justification for all Union departments and subsidiaries to the Student Senate each fiscal year as well as any supplemental requests.

4. Upon allocation by the Senate of the A&S Fee request, the Union Board shall authorize the A&S Fee funds, in addition to self-generated revenues to the appropriate Union budget and any amendments.

C. Allocate all space in the Oglesby Union complex in accordance with Union Board and University Policy.

D. Serve in an advisory capacity to all departments and subsidiaries within the Oglesby Union Complex.

605.8 Vacancy in Union Board Membership

A. In the case of a vacancy on the Union Board, the Union Board Chair will publish the vacancy and application window, and hold one interest meeting, while the window is open. The application window must be open for ten(10) business days, and must be opened within one(1) business day of the Union Board being notified of the vacancy.

B. The Union Board shall conduct interviews with all those who applied. At least three(3) Union Board members must be present during all interviews. Interviews must be conducted within five(5) business days of closing the application window.

C. The Union Board will then meet within seven(7) days and vote on each candidate in a manner set in the Union Board Policy Manual. The selected member will be
sworn in at the next scheduled meeting of the Union Board.

Chapter 606  Council of Inter-Organization Business Council Representatives (IBC).

*History: Revised by the 49th Senate Bill 14. Deleted by the 56th Senate Bill 38.*

Chapter 607  Congress of Graduate Students

*History: Created by the 45th Senate Bill 132. Revised by the 47th Senate Bill 172. Revised by the 56th Senate Bill 39. Revised by the 62nd Student Senate Bill 2. Revised by the 65th Senate Bill 29. Revised by the 75th Senate Bill 39.*

607.1  

A. An organization entitled Congress of Graduate Students (hereinafter referred to as COGS) is established on the main campus of the Florida State University to implement the general policies of the Florida State University Student Government Association (hereafter referred to as FSU-SGA) and the specific policies of COGS.

B. Purpose of COGS

1. To provide graduate and professional students at FSU, through COGS, an opportunity to participate in the decision-making process.

2. To consider, make recommendations and act upon phases of graduate/professional student life at FSU.

3. To serve as the principal forum for decisions on matters of broad concern to the graduate/professional students at FSU.

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

C. Membership

1. COGS shall be composed of representatives as defined by the COGS Code.

2. The COGS Faculty Advisor shall be an ex-officio member of COGS.

3. The Speaker of COGS shall preside over COGS and shall vote only in the case of a tie among the representatives.

4. A Financial Officer shall be elected by COGS to serve in the absence, removal, or resignation of the Speaker, until election of a new Speaker.

5. Any graduate, professional or post-baccalaureate (graduate special) student admitted at FSU, taking course(s), maintaining a cumulative GPA of 3.0 or better, and in good standing with the University, shall be eligible to seek and hold a position in COGS.

D. Procedures

1. COGS may propose legislation to the Student Senate. Once proposed by COGS, the Student Senate President or the Senate Judiciary Committee must submit such legislation to the Student Senate.

2. COGS shall represent itself in Student Senate, either by a resolution read in Student Senate or by appearance of a delegate from COGS, on the following matters:

   a. Legislation that changes Chapter 607 of the Student Body Statutes.

   b. Legislation which is a resolution of COGS concerning university-
wide matters.

c. Other matters as the SGA shall request COGS representation.
d. Other matters as COGS shall request to be represented before SGA.

3. COGS shall hold at least one (1) regular meeting per month.

4. All legislation approved by COGS shall be done so upon simple majority vote of quorum.

5. Legislation concerning the establishment of, or changes in, the COGS Code shall be approved by a two-thirds (2/3) vote of quorum.

6. Proviso Language can be added to the funds that are guaranteed by the Student Government Constitution only if that proviso language is agreed upon by both Student Senate and COGS. All funding in addition to those guaranteed to COGS by the Student Government Constitution, may at the discretion of Senate, contain proviso language.

E. Quorum

1. Quorum is required to conduct business.

2. Quorum exists if both of the following conditions are met:

   a. The speaker or a designated chair is present.
   b. A majority of representatives is present at a meeting called in accordance with the COGS Code and COGS Internal Rules of Procedure.

F. Vacancies

1. When a vacancy occurs, notice of the position will be advertised on the COGS bulletin boards a minimum of seven (7) consecutive days.

2. Vacancies shall be filled at the discretion and with the approval of COGS in accordance with the guidelines in the COGS Code.

G. Duties and Responsibilities of COGS

1. To establish rules of order and internal operating procedures (hereinafter referred to as Code) as necessary to implement the purpose and responsibilities of COGS.

2. In the event of a vacancy, to appoint qualified students to serve on COGS, its committees, and its task forces as necessary.

3. To write and vote on its own guidelines and Code.

4. To construct a budget for each fiscal year for portions of the Activity and Service Fee revenue apportioned to COGS. This revenue will total thirty (30%) percent of all main FSU campus A&S monies collected from students designated by the Registrar as five (5) or seven (7).

5. To approve the expenditure of monies allocated to the COGS budget, with the authorizing signature of two members of the COGS Executive Committee.

6. To review annually COGS Bylaws and make appropriate revisions.
7. To submit a copy of its budget to the Student Senate detailing its categorical spending in a timely fashion.

8. COGS will be offered a non-voting ex-officio seat on all Student Senate Budget Committees, budget sub committees, and Sweepings Committee.

9. COGS may establish procedures in the COGS Code to freeze funds or otherwise sanction non-complaint student organizations within its jurisdiction, subject to appeal to any competent body or officer in accordance with Chapter 805 of these statutes.

10. COGS may, by a two-thirds (2/3), (66%) vote, suspend and recommend to the Senate that any officer or member of COGS or of any entity with the jurisdiction of COGS, be impeached limited to the grounds of misfeasance, malfeasance, nonfeasance, and excessive absences. Once an individual has been suspended they will lose all privileges of their office until such time as the Senate may undertake a review. The Senate may issue an order reinstating the officer or impeach the officer in which case they will be subject to removal from the office in accordance with 405.5. In the event of a conflict between this subsection and any provision in Chapter 405, this subsection will control.

H. COGS Speaker Duties and Responsibilities

1. To plan and coordinate the execution of all administrative work necessary for the efficient operation of COGS.

2. To be the chief liaison between COGS and SGA.

3. To be empowered to represent the graduate, professional, and post-baccalaureate FSU Student Body officially within the university and serve as spokesperson for COGS.

4. To be responsible for the supervision/hiring/firing of authorized COGS OPS employees funded by A&S Fees, with the final approval by majority vote of COGS.

5. To authorize the expenditure of A&S allocations as described in the COGS budget.

6. To perform other duties and responsibilities as delineated in the COGS Code.

I. COGS Representative Duties and Responsibilities

1. To attend all regular and special meetings.

2. Prior to any contractual agreements, to make known to COGS and the SGA Business Manager any potential conflict-of-interest situation that may exist.

3. To perform other duties and responsibilities as delineated in the COGS Code.

J. Interaction Between COGS and SGA

1. A copy of all bills, minutes, and resolutions shall be sent promptly to COGS to SGA and vice versa. This task is the duty of the Information Officer of COGS and of the Student Senate Pro Tempore.
2. COGS and SGA representatives shall meet a minimum of twice a year to share and discuss issues, problems, and items of mutual concern. Each group shall host one liaison meeting each year.

3. Notification shall be given by the Student Senate Pro Tempore to COGS at the time of the first reading of bills originating in the Student Senate which change FSU Statutes, the Student Body Constitution, or any university-wide issues which affect COGS. A minimum of one week shall elapse between the first and second reading of the bill.

4. Legislation originated in Student Senate which would change Chapter 607 of the Student Body Statutes must pass the Student Senate by a two-thirds (2/3) majority vote.

K. All provisions of Chapter 607 shall be considered fully severable.

Chapter 608 Council of Music Activities Board (MAB) Representatives

History: Added by the 46th Senate Bill 31. Deleted by the 56th Senate Bill 75.

Chapter 609 The Campus Recreation Board

History: Added by the 47th Senate Bill 162. Revised by 48th Senate Bills 90 and 160. History: Revised by the 48th Senate Bill 80. Revised by the 49th Senate Bill 14. Revised by the 58th Senate Bill 83. Revised by 69th Senate Bill 53.

609.1 All rules and policies pertaining to the Campus Recreation Board must be consistent with pertinent State law, University policies and procedures, and with A&S Fee Guidelines.

609.2 This act shall be called the "Campus Recreation Board Act of 1995," hereinafter referred to as the "Campus Recreation Board Act."

609.3 Establishment of the Campus Recreation Board

The Campus Recreation Board, hereinafter referred to as the Recreation Board, provide students, faculty, and staff with activities and programs and services to be offered through the Bobby E. Leach Recreation Center and other campus recreation facilities. The Recreation Board shall represent the University community and assure that facilities, services, and amenities shall be offered as necessary or convenient in order to meet the needs and interests of the University community.

609.4 609.4

A. Election of the Campus Recreation Board

1. The Recreation Board shall consist of twelve (12) members, eight (8) of whom shall be students elected by the Student Body. Four (4) members shall be appointed by the University President. The Recreation Board shall elect by a majority vote a Chair and Vice Chair. The Chair shall be a student member of the Recreation Board. The Chair shall vote only in the case of a tie. Employees of the Campus Recreation Department may serve as non-voting, ex-officio members of the Recreation Board and the Selection Commission.

2. All interested students will be able to apply for a position on the ballot following the attendance of a mandatory candidate meeting. All applications are to be reviewed and verified by the Supervisor of Elections for eligibility pursuant to Chapter 609.3. All confirmed candidates will be put on the ballot.

B. Terms of Office
The terms of office for the student members of the Recreation Board shall be for one (1) year or until their successors are elected and confirmed, except in the case of an appointment to fill a vacancy, in which case the appointment shall be for the unexpired term.

C. Student members of the Recreation Board may be removed for cause at any time in accordance with the provisions of Student Body Statutes, section 405.1.

D. The Chair and Vice Chair of the Recreation Board

1. The election for Chair and Vice Chair shall be conducted during each Fall semester. The Chair and Vice Chair of the Recreation Board may be removed by a two-thirds (2/3) vote of the Recreation Board.

2. The Chair shall call and preside over all meetings and general business of the Recreation Board and shall act as the Recreation Board spokesperson. The Chair shall appoint all committees of the Recreation Board. The Chair shall attend all staff meetings of the Campus Recreation Board.

3. The Vice Chair shall perform the duties of the Chair in the Chair’s absence and perform other duties delegated by the Chair of the Recreation Board.

E. Members of the Recreation Board shall receive no compensation from the Campus Recreation Department or from A&S Fees for the performance of their duties as members of the Recreation Board.

F. The standing Campus Recreation Board, given it has a majority of seats filled, shall choose replacements if a board member resigns or is suspended, at the discretion of the Board.

609.5 Organization of the Recreation Board

A. The Recreation Board shall adopt bylaws for its organization, administration, and procedures.

B. Ex-Officio Members

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

2. The Recreation Board shall meet no less than once each month. Meetings of the Recreation Board shall be publicly advertised at least twenty-four (24) hours prior to the meeting. No meeting may be held with less than a quorum present.

609.6 Powers and Duties of the Recreation Board

A. The Recreation Board is primarily responsible for the establishing and developing of rules and policies which will ensure the operation and maintenance of the Campus Recreation facilities and programs in a coordinated, efficient, and effective manner.

B. The Campus Recreation Board shall:

1. Review individual departments and organization budgets.

2. Assess the effectiveness of programs, services, and activities.
3. Upon allocation by the Student Senate of A&S request, the Recreation Board shall authorize the A&S funds to the appropriate Campus Recreation budgets and any amendments.

4. Approve all non-student use of the Bobby E. Leach Student Recreation Center.

5. Serve in an advisory capacity to all program heads.

CHAPTER 610 The Homecoming Planning Commission

History: revised by the 49th Senate Bill 14. Revised by the 50th Senate Bill 108. Revised by the 54th Senate Bill 82. This chapter now becomes Chapter 615.

CHAPTER 611 The Student Government War Department

History: Added by the 48th Senate Bill 184. Revised by the 49th Senate Bill 161. Revised by the 51st Senate Bills 105 and 115. Deleted by the 55th Senate Bill 78.

CHAPTER 612 The Student Government Golden Torch Lecture Series

History: Added by the 58th Senate Bill 71. Revised by the 59th Senate Bill 50. Revised by the 60th Senate Bill 32. Revised by the 62nd Senate Bill 105. Revised by the 66th Senate Bill 1. Revised by the 69th Senate Bill 52. Revised by the 70th Senate Bill 32. Revised by the 73rd Senate Bill 24. Revised by 75th Senate Bill 57.

612.1

A. Adoption

There shall be a joint initiative of the Executive Branch, Legislative Branch, and Union Productions called the Golden Torch Lecture Series.

B. Purpose

The purpose of this act is to provide the student body with a series of speakers sponsored by the Student Government Association. The Golden Torch Lecture Series will be an academically focused speaker series that attempts to connect students to outstanding individuals who are either experts in their field or working at the forefront of a relevant political or social issue. The mission of the series is to engage students in issues and dialogue that will positively benefit their overall academic, scholastic, or humanitarian experience.

612.2

Committee Composition

A. The Golden Torch Lecture Series Committee, hereby to be referred to for the purposes of this statute as “The committee”, shall consist of the following:

1. The Committee shall consist of:

   a. Director of the Center for Global Engagement or designee
   b. Two (2) faculty-at-large members appointed by the Faculty Senate
   c. Student Body President or designee
   d. Student Senate President or designee
   e. Four (4) Students-at-large members appointed by the Student Body President
   f. One (1) Student Senators appointed by the Senate President
   g. Union Production Lectures Director
   h. Union Productions Public Relations and Marketing Director
   i. Union Productions Programming Director
B. Sub-Committees

a. Public Relations Committee
   i. The Golden Torch Lecture Series shall have the power to institute a Public Relations Committee to oversee functions related to proper event advertisement.
      1. This sub-committee shall consist of:
         a. The Vice-Chair
         b. Union Productions Public Relations and Marketing Director
         c. At least two (2) Student Appointees as defined by 612.2(A)

612.3 Appointment of At-Large Members

A. The Student Body President, Student Senate President, and Faculty Senate shall forward their appointments to the Golden Torch Lecture Series committee via email by the end of the Spring semester.

B. Appointments to the Golden Torch Lecture Series committee shall last for approximately one academic year before being subject to reappointment in the Spring pursuant to Section 612.3(A).

612.4 The Chair shall be the Union Productions Lectures Chair, and the Vice Chair shall be elected by the Golden Torch Committee. The Vice Chair can be any student on the committee.

A. Duties of the Chair
   1. Call and preside over all meetings and general business of the committee.
   2. Ensure compliance of Title VIII of Student Body Statutes.
   3. Prepare, and submit to the Student Senate, a proposed budget for each fiscal year.

B. Duties of the Vice Chair
   1. Perform the duties of the Chair in their absence.
   2. Maintain accurate minutes and records of the committee meetings.
   3. Other duties delegated by the Chair.
   4. Give monthly updates to Senate regarding the Golden Torch Lecture Series Committee.

612.5 Powers and Duties

A. The committee is primarily responsible for organizing and administering a yearly Golden Torch Lecture Series.
   1. The committee shall also be responsible for organizing any speaker scheduled for Martin Luther King Jr. week that is sponsored by the Student Government Association.
   2. The committee shall hold meetings on a monthly basis.

B. The Committee shall research adequate speakers that will provide educational
C. The Committee shall provide speakers who discuss topics pertinent to the Florida State University student body.

D. The Committee shall provide no less than two (2) speakers per year.
   1. This clause does not apply for any speaker scheduled for Martin Luther King Jr. week that is sponsored by the Student Government Association.

E. The Committee shall be responsible for adequate advertisement of speakers no less than one week prior to the event. The advertisement shall consist of the time, date, location, name of speaker, and topic to be discussed.

F. The Committee shall submit reports to the Student Senate once per semester discussing progress and actions taken.

G. The Committee shall adopt its own rules of procedure for its organization, administration, and procedures.
   1. The committee shall be able to appoint any ex-officio non-voting members as desired through a majority vote of the committee.

H. The Committee shall exercise sole authority over the expenditure of funds allocated for all or part of any Golden Torch Lecture Series.

I. The Committee will organize, promote, and fund any individual lecture events the committee deems worthwhile, providing the event is not in conflict with any other provision of law.

J. The Golden Torch Lecture Series account shall not be swept at the end of the fiscal year.

Chapter 613 The Student Government Archives

History: Added by the 49th Senate Bill 97. Revised and Deleted by the 56th Senate Bill 38. Revised by the 58th Senate Bill 77. Deleted by the 65th Senate Bill 19.

Chapter 614 Student Academic Programs

History: Added by 52nd Senate Bill 55. Revised by the 53rd Senate Bill 19. Revised by the 59th Senate Bill 97. Revised by the 60th Senate Bill 53. Revised by the 61st Senate Bill 51. Revised by the 63rd Senate Bill 63.

614.1 Purpose
To create Student Academic Programs, hereinafter referred to as SAP, and establish a funding process for these organizations.

614.2 Definition
A SAP shall be defined as a student club or organization that is formed in conjunction with an academic department.

614.3 Membership in SAPs
Any student enrolled in courses shall be eligible for membership in any SAP.

614.4 Criteria for SAP Funding
A. SAPs must demonstrate supplementation of academic experience and resources outside of that which is currently provided by the affiliated college or school.

B. The SAP must have the support of the Dean of the particular college or school that it
C. The SAP must be open to all students of the Florida State University.

D. The SAP must provide evidence demonstrating a history of significant participation by students outside the particular college with which it is affiliated.

E. The SAPs allocated funds must be retained within the account established through the SGA Accounting Office.

F. SAPs must provide a quarterly report to the Student Body Treasurer, outlining the usage of the allocated funds.

614.5 SAP Funding Process

A. SAP Funding Committee

1. The SAP Funding Committee shall be comprised of, two (2) students appointed by the Student Body President, two (2) student Senators appointed by the Senate President and the Student Body Treasurer.

2. The Chair shall be the Student Body Treasurer. In the absence of the Student Body Treasurer, a Chair will be elected by the committee.

B. SAP Funding Procedures

1. Once an academic program has met the qualifications established in the four (4) criteria listed in 614.4, it must register with the committee no later than two (2) weeks prior to SAP hearings.

2. The committee shall issue a letter to SAPs at least one (1) month prior to the date of SAP hearings.

3. The committee shall provide notification of eligibility to applicants and the Student Senate no later than one (1) week prior to SAP hearings.

4. The committee shall determine all allocations and hearing dates.

5. Any funding requests turned in after the deadline shall not be heard.

   a. If a request is submitted after the deadline, the committee will vote by majority on whether or not the request shall be heard.

6. All funding requests are required to be submitted in line item format.

7. The committee shall hear all funding requests and allocate all SAP funds for the next fiscal year no later than one (1) month before the end of the current fiscal year.

8. The Chair of the SAP Funding Committee as described in 614.5 A, shall submit its allocations to the Budget Committee no later than two (2) school weeks after the final deliberations and allocations have been decided.

9. The Senate Budget Committee shall hear the allocations of the SAP Funding Committee and then draft a resolution to recommend approval or disapproval in whole or part. The resolution must be submitted for Student Senate hearings no later than two (2) school weeks after hearing the proposed allocations.

10. Approval of the allocation requires a simple majority vote of the Budget
Committee. Disapproval of allocations requires a two-thirds (2/3) vote of the committee.

11. Any amendment to the resolution on the Senate floor must specify which part of the resolution (line item) to amend. The amendment requires a simple majority.

Chapter 615 The Homecoming Executive Council

History: Added by the 55th Senate Bill 40. Revised by the 56th Senate Bill 73. Revised by the 58th Senate Bills 2 and 17. Revised by the 59th Senate Bill 20. Revised by the 62nd Student Senate Bill 8. Revised by the 70th Senate Bill 1. Revised by 73rd Senate Bill 25. Revised by the 75th Senate Bill 58.

615.1 Title
There shall be an entity of the Student Government Association known as the Homecoming Executive Council.

615.2 Purpose and Intent
The Homecoming Executive Council, hereinafter referred to as HEC, shall unite the Florida State University’s administration, faculty, alumni and students in an inclusive celebration of the University’s past accomplishments, present projects, and future initiatives.

615.3 Procedure for Selection of Homecoming Executive Council Leadership

A. The Student Government Association Student Body President appoints the leadership of the Homecoming Executive Council consisting of the Overall Director of Homecoming, Overall Assistant Director of Homecoming, and the Homecoming Live Director in consultation with the outgoing Overall Director of Homecoming and the Homecoming Advisor.

B. A Special Application is needed to complete the official Overall Homecoming Director, Overall Assistant Director and Homecoming Live Director application, as authorized by the Program Coordinator for Homecoming and Traditions or a designee. The application shall be due no later than the end of the fall semester. The application must be available for a minimum of two weeks.

C. The Advisor to the Homecoming Executive Council shall be the Program Coordinator for Homecoming and Traditions or a designee.

D. The Homecoming Executive Council shall include, but not be limited to, Overall Director of Homecoming, Overall Assistant Director of Homecoming, and Homecoming Live Director.

E. The Student Body President must forward candidates to the Student Senate by the first Senate of the Spring Semester. In the case that this is not done, all applicants will be sent to the Senate for appointment at the next regularly scheduled session.

615.4 Additional members of the Homecoming Executive Council

A. There shall be a Homecoming Selection Committee that interviews candidates for Homecoming Executive Council positions.

1. This selection committee must consist of the Overall Homecoming Director and Overall Assistant Director, Homecoming Live Director, Chief of Staff, three (3) Student Senate appointments, SGA Advisor, Homecoming Advisor. The three (3) advisors will be non-voting members of the selection committee.

2. The Student Senate President must appoint three (3) Senate appointments to the committee by the first Senate of the Spring Semester.
B. The Overall Homecoming Director has the authority to set the schedule for the selection committee but all candidates must be selected by the end of February.

C. No candidates for HEC positions can be selected until the selection committee interviews and deliberates on all possible applicants.

615.5 Power and Duties

A. HEC shall:

1. Govern the timeline and event purposes set forth by the overall University Homecoming Committee.

2. Organize events and spirit activities to unite the campus.

3. Submit the annual Homecoming Budget for the entire student body to the Senate Budget Committee.

4. Be the student body’s representative member of the Overall University Homecoming Committee as appointed by the Student Body President.

5. Govern the rules and regulations of spirit activities with a majority vote of the HEC.

6. Appeals may be brought before the Student Body President before Homecoming Week. During the week of Homecoming the appeals must be brought to the Program Coordinator for Homecoming and Traditions or a designee.

7. Pursue and include all Student Government Association entities in events and activities.

B. The Advisor for the HEC shall:

1. Work in collaboration with the Overall Homecoming Director and Overall Assistant Director to plan and execute Homecoming events.

2. Support and advise the Homecoming Executive Council in planning, marketing, and executing Homecoming events and activities.

3. Exercise fiduciary responsibility by aiding in negotiations of all contracts and agreements related to Homecoming activities.

4. The Homecoming Advisor shall have full decision-making authority for all risk management/ liability issues and logistics the week of Homecoming.

C. The Overall Homecoming Director, Overall Assistant Director of Homecoming, and the Homecoming Live Director shall appoint Assistant Directors to organize and plan the spirit activities of Homecoming Week.

615.5 Meetings

1. HEC shall adopt bylaws for its organization, administration, and procedures.

2. HEC shall meet at least once a month and submit a written and/or oral report to both the Senate and Student Body President.
3. HEC shall hold one (1) “Online Student Homecoming Feedback Survey” where all students and organization heads are invited to provide feedback and suggestions for the next year. These surveys shall be held within three (3) weeks of the conclusion of Homecoming Week.

4. HEC shall hold fall meetings to distribute information to students and organizations.

Chapter 616 The Homecoming Planning Commission

History: Revised by the 49th Student Senate Bill 14. Revised by the 50th Student Senate Bill 108. Revised by the 54th Student Senate Bill 82. Revised by the 55th Student Senate Bill 40. Revised by the 56th Senate Bill 73. Revised by the 62nd Senate Bill 103. Revised by the 70th Senate Bill 1. Revised by 73rd Senate Bill 25. Revised by 75th Senate Bill 58.

616.1 Purpose

There shall exist a commission to sub-allocate funds given to Homecoming by the Student Senate and to represent students in issues related to Homecoming. This shall be referred to as the Homecoming Commission, hereinafter referred to as the Commission.

616.2 Membership

A. The Commission shall include eight (8) voting members and as many ex-officio non-voting members as desired.

B. The voting members shall be the Student Body President, the Student Body Vice President, Student Senate President, Student Senate Pro Tempore, Overall Homecoming Director, Overall Assistant Director of Homecoming, Homecoming Live Director, and Inter Residence Hall Council Director.

C. The voting members shall be allowed to send a student designee to vote in their place.

D. The Chair of the Commission shall be the Student Senate President Pro Tempore.

616.3 Powers

The Commission is responsible for the authorization and scheduling of all Homecoming activities which are funded by A&S Fees.

A. The Commission shall have the following authority:

1. Assess the effectiveness of the current Homecoming activities.

2. Sub-allocate A&S funds no later than the third Senate in the month of March in order to fund Homecoming activities for the following year.

3. Authorize and approve the schedule of those Homecoming activities and events, including Homecoming Live that is funded by A&S Fees.

616.4 Allocation Procedures

A. Request forms shall be available on the SGA website by the beginning of the last week of February.

B. The Commission shall render its final allocation decision by the last Senate in March.

C. All requests must be submitted to the Homecoming Commission no later than two (2) weeks from when the request form was released.
616.5 Meetings

A. The Commission shall meet at least weekly while unallocated monies remain.

B. The Commission shall hold request hearings if necessary.

616.6 Advertising Requirements

The Commission shall advertise the deadline for proposal requests on the Student Government Association Website. The Chair of the Commission should contact previous recipients to inform them the request form was released on the SGA website.

616.7 The Commission shall establish its own bylaws and rules of procedure.

Chapter 617 The Homecoming Live Planning Committee

History: Added by the 55th Senate Bill 40. Revised by the 56th Senate 73. Revised by the 62nd Student Senate Bill 8. Revised by the 70th Senate Bill 1. Revised by 73rd Senate Bill 25. Revised by the 75th Senate Bill 58.

617.1 Title

There shall be a Homecoming Live Planning Committee.

617.2 Purpose and Intent

The Homecoming Live Planning Committee, hereinafter referred to as the Homecoming Live Committee, shall organize and promote an FSU pep rally for the students, faculty and staff during Homecoming Week. The pep rally event shall be referred to as Homecoming Live.

617.3 Membership and Officers

A. The Advisor to the Homecoming Live Committee shall be the Program Coordinator for Homecoming and Traditions or a designee.

B. The Homecoming Live Committee shall include, but not be limited to, Director of Homecoming Live and an Assistant Director of Homecoming Live.

C. Other officers will be appointed to the Committee to organize and plan the event by the Homecoming Live Director.

617.4 Powers and Duties

The Homecoming Live Committee shall:

1. Organize and finalize the event known as Homecoming Live.

2. Work in collaboration with student leaders and HEC in planning the event.

3. Review Online Student Homecoming Feedback Survey.

4. All funding of this event will be allocated by the Homecoming Planning Commission.

The Advisor of Homecoming Live shall:

1. Work in collaboration with the Homecoming Live Committee in planning the event.

2. Exercise fiduciary responsibility by negotiating all contracts related to Homecoming Live.
3. Have full decision-making authority for the day of the show and the logistics related to the production.

617.5 Bylaws

The committee shall establish its own bylaws for its organization, administration, and procedures.

Chapter 618 Homecoming Elections

_Added by the 70th Senate Bill 30._

618.1 Student Government Association funds shall not be used for the elections of the Homecoming Chief and Princess. Student Government Association equipment may be used in the election process, so long as the Homecoming Steering Committee agrees to indemnify the Student Government Association for any loss.

Chapter 619 Florida State University Sarasota Campus A&S Fees Fund Guidelines

_History: Created by the 58th Student Senate Bill 58._

619.1 Purpose

The purpose of these guidelines are:

A. To provide students at the FSU Sarasota Campus, through Sarasota Campus Student Council, (SCSC) an opportunity to participate in the decision-making process.

B. To consider, make recommendations, and act upon certain phases of student life at the Sarasota Campus.

C. To serve as the principal forum for decisions on matters of broad concern to the students at the Sarasota Campus.

D. To serve as the chief means by which Sarasota Campus students may express their university concerns to FSU-SGA.

E. To facilitate effective interaction between the FSU university staff and SCSC in the expenditure of funds derived from A&S Fees.

F. To provide a mechanism that assures that continued compliance with State statutes, university rules, regulations, and policies are not impeded.

619.2 Definitions

A. The term “A&S Fee funded entity” as used throughout these guidelines means: officially recognized student activities, and group-sponsored, or individually sponsored projects that may be allocated A&S Fees by the Sarasota Campus Student Council.

B. Sarasota Campus Student Council (SCSC) is an A&S Fee funded entity comprised of two (2) student representatives from each of the Asolo Conservatory for Actor Training Graduate Program classes, Year One (1), Two (2) and Three (3).

619.3 General Policies

A. The SCSC shall be bound by the Student Body Constitution and bound by the statutes of the Florida State University Student Government Association.

B. The expenditure of Sarasota Campus A&S Fees shall be determined by the SCSC
in accordance with the applicable provisions of the Florida State University policies and procedures, and the laws of the State of Florida. The policies, procedures, and controls governing the allocation and expenditure of the Sarasota Campus A&S Fees shall be governed by this statute.

C. The authority and responsibility of SCSC to determine the expenditure of A&S Funds does not include:

1. Administrative authority over the expenditure of funds by the A&S Fee funded entity, except where provided by the Florida Administrative Code 6C2.3.035 and in accordance with FSU fiscal policy.

2. Authority to enter into contractual agreements not otherwise authorized.

3. Authority to in any way deviate from laws, regulations, and procedures pertaining to budgeting, allocation and/or expenditure of funds of the State of Florida.

4. Authority to impose upon an A&S Fee funded entity a requirement to obtain SCSC

5. Authority to hire, supervise, or terminate personnel of the A&S Fee funded entities.

6. Authority to make operational decisions of the A&S Fee funded entities except where provided by the Student Body Statutes.

D. No A&S Fee funded entity may discriminate in membership or otherwise on basis of race, creed, color, sex, sexual orientation, age, national origin or disability.

619.4 Elections and General Organization

A. Elections of the SCSC Student Representatives: The Graduate Students for second and third year classes shall nominate and elect two (2) representatives from their respective classes during the Student Orientation period in the first week of the academic year. The first-year student class shall nominate and elect two (2) representatives by the end of the second week of the academic year. All elections under this subsection will be cast and decided by a majority vote.

B. Student representatives shall serve a one (1) year term.

C. In the event a representative can no longer serve on the SCSC or is requested to step down, the request should be made in writing to the Director (Director, Asolo Conservatory for Actor Training). The Director will meet in counsel with the student representative.

D. In the case of a vacancy, an election will be held by the respective class for which the vacancy exists to fill the student representative position.

E. The student organizations that may be subsequently established at the Sarasota Campus must be an officially Recognized Student Organization (RSO) to be eligible to submit a request to spend A&S Fee funds. Requirements for official recognition by the campus are delineated and monitored by the FSU Office of Student Affairs.

F. The SCSC shall hold meetings during the academic year: one in October, January and April. Meetings may be scheduled if announced at least forty-eight (48) hours in advance and posted in a centrally located public place consistent with Chapter 203 of the FSU Student Body Statutes.

G. A methodology for documenting and maintaining minutes of the meetings and
expenditure proposals shall be established, published, and maintained in a set of SCSC bylaws not to be inconsistent with the FSU Student Body Statutes.

H. The SCSC shall schedule an orientation-training workshop in the fall term after SCSC representatives are elected. The workshop shall include an explanation of the SCSC A&S Fee Fund Guidelines and information regarding A&S Fees, the budget process, legal aspects, terms of reference, SGA organizational structure, SGA role and responsibility, and A&S Fee expenditure regulations.

619.5 Allocation Procedure

A. A&S Fees paid by students enrolled at the Sarasota Campus will be remitted to the Sarasota Campus. Revenue from activities where admission fees or sales may be charged to other than students and A&S Fees associated with Sarasota Campus students comprise the A&S Fee funds available for the fiscal year (July 1-June 30).

B. Approximate Calendar Action

Each term SCSC seeks input from the students in September and March of the purpose of soliciting A&S Fee funded proposals for recommendation to the SCSC. Upon review and voting on expenditure proposals, final approval rests with the FSU Cultural Center Deputy Director, acting on behalf of the University President.

C. The Deputy Director of the Asolo Conservatory for Actor Training, acting on behalf of the University President, shall provide the SCSC with the rationale for any veto action within fifteen (15) school days of receiving the expenditure along with suggested alternatives for re-allocation.

619.6 Expenditure Control

A. Expenditures shall be consistent with the purpose and intent expressed in the Florida Administrative Code and FSU policies.

B. Accounting of A&S Fee funds to facilitate an audit and/or review by FSU-SGA Student Body President and others shall be faithfully maintained by the SCSC and be available to the public upon request. The departmental ledger and supporting documents shall be reconciled each month by the FSU Sarasota Campus Cultural Center Accounting Department.

C. Cash collected during student activities will explicitly follow FSU University rules regarding cash handling.

D. In the event of non-A&S Fee income and/or expenses, a report and accounting for each event summarizing such activities will be filed for review using the format below:

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Non A&S Income

Beginning cash balance:
Plus income:
Less expenses:
Sub-total cash balance:
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619.7 Reserve Account

The SCSC shall maintain a reserve account minimum of four thousand dollars ($4,000).

619.8 Sweepings

A&S Fees generated by the Sarasota Campus shall remain in this account and are not to be swept. Therefore, FSU Student Body Statutes Chapter 412 shall not apply.
Amendments to the Sarasota Campus A&S Fee Fund Guidelines may be considered at any time upon the written request of the SCSC to the FSU-SGA Student Senate. The SCSC shall prepare the proposed amendment and submit it to the Deputy Director for approval. Upon approval the amendment will be forwarded to the FSU-SGA.

Chapter 621 College Leadership Councils

History: Added by 62nd Student Senate Bill 82. Revised by the 62nd Senate Bill 104. Revised by the 64th Senate Bill 6. Revised by the 66th Senate Bill 55. Revised by the 68th Senate Bill 57.

Purpose

The Purpose of the College Leadership Councils will be to:

A. Act as the ambassadors of their respective college and provide a direct link to the student body.

B. Work directly with the Dean and other college administration to provide a student perspective in deciding and implementing of the goals and initiatives of each college.

C. Create and oversee beneficial programming for students in an attempt to improve opportunities for personal and professional growth.

Organization of the Councils

A. Each College Leadership Council will be composed of the following membership:

1. A designated number of undergraduate student representatives, preferably an adequate representative from each department within that college.

2. A designated number of graduate student representatives to be determined by each college.

B. The Senate President shall, at the start of each new Senate term, appoint a Student Senator to serve as the liaison between the Council of their respective college and the Student Government Association, as well as ensure that each liaison is effectively communicating with each Council.

These Senators are not considered official members of the council unless approved by the Dean, after being forwarded by a majority vote of the council.

C. Each College Leadership Council will have a department advisor that will be either a faculty member or an administrator in that respective academic department.

D. The body of the Council will elect from these members, a Chair, Vice-Chair, Secretary, and Treasurer.

E. To serve on a College Leadership Council, students must go through the following process:

1. Be nominated by a faculty member or department administrator, or fill out a membership application provided by the respective council.

2. After being nominated or applying, the student will be given the opportunity to interview with the current members of the Council. Candidates must receive a majority vote of the council in order to be forwarded to the Dean for confirmation.
3. Upon confirmation, the student will serve a one-year term, starting in the fall or spring, which may be renewed at the end of their tenure through an evaluation process, overseen by the advisor and the current members of the council.

4. All council members must be in good standing with their college and university.

621.3 College Leadership Council Guidelines

Each Council shall be charged with creating their own general guidelines to be voted on and approved by a majority of their council’s membership.

621.4 Financial Provisions and Accountability

A. The College Leadership Council program as a whole will be eligible for block funding in the annual Student Government Budget. The block of funds will then be appropriated to each individual council by the CLC Funding Committee.

B. The College Leadership Council is an entity of the Executive Branch and shall be directly accountable to the Office of the Student Body President while being overseen by a member of the Student Body President’s Executive Cabinet throughout the academic year.

C. The Chair of each College Leadership Council will provide the Treasurer of Student Body and Student Senate Budget Chair with a report on the programs, activities, guidelines, and finances of the Council at the end of each semester.

D. Each Student Senate liaison for the College Leadership Councils may choose to make frequent reports to Senate during regular meetings, however, the liaison must report at least twice a semester on the council’s progress as well as past and future events.

E. College Leadership Councils must follow all statutes, guidelines and policies related to the spending and management of Student Government Association finances.

F. The College Leadership Council cannot act as a funding board for Recognized Student Organizations (RSOs).

G. The College Leadership Council cannot allocate funds to Recognized Student Organizations (RSOs) in the areas of contractual services, expense, events, clothing, awards, travel, organization materials, lodging or registration.

Chapter 622 College Leadership Council Funding Committee

History: Revised by the 68th Senate Bill 57. Revised by the 70th Senate Bill 22 A.

622.1 Purpose

To create the College Leadership Council Funding Committee, hereinafter referred to as the CLC Funding Committee, and establish a funding process for these Councils.

622.2 Definition

A CLC shall be defined as a leadership council formed within each academic college that operates as an entity of the Executive Branch that promotes academic, personal and professional growth within each college.

622.3 CLC Funding Process
A. CLC Funding Committee

1. The CLC funding committee shall allocate funds to CLCs from a block amount decided by the Budget Committee allocation for the next fiscal year.

2. The CLC Funding Committee shall be comprised of two (2) students appointed by the Student Body President, two (21) student Senators appointed by the Student Senate President, and the Student Body Treasurer. The Committee shall be formed by the second week of the Spring semester.

3. The Chair shall be the Student Body Treasurer. In the absence of the Student Body Treasurer, the Student Body Treasurer may appoint a proxy.

B. CLC Funding Procedures

1. The Student Body Treasurer shall promptly issue a letter to the CLCs’ Chair, Treasurer, and advisor by the last week of classes in the fall semester, informing them that they need to begin preparing a packet containing their budget requests for the upcoming fiscal year, as well as their plans for the current fiscal year. At this time, the CLCs will also be informed of how the funding process works, and what they should expect from it.

   a. This announcement will also be made public on SGA’s website. A link will be provided that allows for the CLC’s budget request to be received.

   b. The CLC Funding Chair shall remind the CLC’s Chair, Treasurer and Advisor of the budget request deadline one (1) week prior to the deadline.

2. CLC’s shall submit their requests to the provided link by the second Friday of the Spring semester.

3. If a request is submitted after the deadline, but before the hearing, the committee will vote by majority on whether or not the request shall be heard.

   a. If a CLC miss their hearing, the committee will review the submitted request.

4. The CLC Funding Committee shall hold hearings during which budget requests are defended by the third Friday of the spring semester. Each CLC shall have a separate hearing.

   a. The CLC Funding Committee Chair shall inform the CLC’s Chair, Treasurer, and Advisor of when hearings will take place as the committee is formed.

   b. The hearings shall be administered by the Chair of the CLC Funding Committee and shall require a minimum of three (3) members. The CLC Funding Committee will in good faith obtain quorum.

5. After hearings have taken place, the CLC Funding Committee will determine how much they will allocate to the CLCs from the Budget Committee block funding. Deliberations shall be completed by the third Friday of the spring semester.
6. Two (2) Senators from the CLC Funding Committee shall draft a resolution to recommend approval or disapproval in whole or part. The resolution to recommend approval or disapproval in whole or part. The resolution must be submitted for Student Senate hearings no later than one (1) school week after hearing the proposed allocations.

7. Approval of the allocation requires a two thirds (2/3) vote of the Budget Committee.

8. Any amendment to the resolution on the Senate floor must specify which part of the resolution (line item) to amend. The amendment requires a two thirds (2/3) vote.

9. All reasoning of the reapportionment of funds by the CLC Funding, Budget Committee, or Senate as a whole shall be made available to any student upon request.

TITLE VII The Student Body Election Code

History: Amended by 44th Senate Bills 104, 161, 162, 163 and 166. Revised by 45th Senate Bills 155 and 172. Revised by the 46th Senate Bills 34 and 35. Revised by the 47th Senate Bills 14, 61, 62, 71, 78, 99, 174, 177 and 186. Revised by the 48th Senate Bills 19, 31, 65, 66, 75, 109, 119, 152 and 156. Revised by the 49th Senate Bills 6 and 116. Revised by the 50th Student Senate Bills 51, 146 and 162. Revised by the 51st Senate Bills 16, 17, 23, 24, 25, 26, 27, 30, 72, 105 and 121 A, 121 C. Revised by the 53rd Senate Bills 8, 12, 47 and 119. Revised by the 54th Senate Bills 11, 25, 64, 82 and 106, 110 (A), 113 and 117. Revised by the 55th Senate Bills 45, 71, 92 and 103. Revised by the 56th Senate Bills 22, 58 and 98. Revised by the 57th Senate Bills 8, 14 and 47. Revised by the 58th Senate Bills 3, 7, 50, 70, 79. Revised by the 59th Senate Bills 5, 19, 65 and 100. Revised by the 60th Senate Bills 8, amendment to Bill 8, 12, 27 and 59. Revised by the 61st Senate Bills 9, 16, 47, 73 and 82. Revised by the 62nd Senate Bill 19. Revised by the 63rd Senate Bills 39, 75, 81. Revised by the 64th Senate Bill 53. Revised by the 65th Senate Bills 25, 80 and 88. Revised by the 66th Senate Bill 7. Revised by the 68th Senate Bill 45. Revised by the 69th Senate Bills 31, 34, 51, 53 and 83. Revised by the 70th Senate Bills 30, 31 A, 75, 76, 79, 80 A, 83, 84, 85, 88, and 90. Revised by the 71st Senate Bills 3, 20, 23, 29, 44, 70, 89, 90, 103. Revised by the 72nd Senate Bills 14. Revised by 73rd Senate Bill 8. Revised by 73rd Senate Bill 18, 20, 42, 43, 55, 74, 77, 78, 79, 80, 82, 83, 84. Revised by the 74th Senate Bills 17, 31, 42, 43, 60, 73, 82, and 83. Revised by the 75th Senate Bills 3, 4, and 45.

Chapter 700 Restrictions on Amending and Enforcing the Election Code

Once the date of an election has been determined, according to 705.4 and 706.5, the election code used for that election cannot be changed. The Election Code shall be enforced year-round.

Chapter 701 Definitions

701.1 The following words and phrases, when used in this title shall be defined as follows:

A. Campaigning – The distribution of campaign materials, use of campaign materials, or the solicitation of support for or against a ballot item, political party, or candidate for an elected office of the Student Body. Campaigning shall begin the Wednesday at 12 a.m. Eastern Time, one week prior to the Election Day.

1. Solicitation of support shall be defined as publishing the name or likeness of any candidate or political party to expressly advocate the election or of defeat of a candidate; that cannot be interpreted as something other than an appeal to vote, through publishing, for or against a specific candidate.

2. Nothing in this Election Code shall be construed as to prohibit a candidate who has been formally approved for candidacy from stating what office the candidate is running for.
B. Electronic Communication – campaigning through any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, digital, radio, computer, cellular or wireless device.

C. Campaign Contribution - The gift or furnishing of money, materials, supplies, professional services, or any in-kind contribution to any campaign in any form.

D. Campaign Expenses - The fair market value of any goods or services paid for or received by the campaign for the purpose of advertising candidates, advertising political parties during campaigning, violation penalties accrued during an election, and/or calling for the action to vote. This shall include setup or production fees, sales tax, or any other secondary costs for goods and services.

1. Discounted items that are available to all persons and political parties at the time of purchase shall be exempted from fair market value criterion.

2. This section shall not be construed to apply to speakers, volunteers, and other campaign workers of a purely voluntary, unpaid nature.

3. To question the “fair market value” of a good or service declared by a candidate or party, the questioning party must obtain and submit an affidavit from the contractor or merchant in question disputing the candidate or party’s claim of fair market value, when such claims understates fair market value.

E. Campaign Materials - any material, including but not limited to paid social media advertisements, electronic communication, videos, posters, placards, signs, signboards, leaflets, folders, handbills, fliers, banners, t-shirts, buttons, paint, University owned walls that may be painted on, handwritten announcements or circulars of any size and consistency that publicize a political party or candidate for an elected office of the student body, and calling the action to vote.

F. Candidate - Any student seeking to be elected as an officer of the Student Government Association.

G. Declaration of Candidacy - Filing of intent to run for elected office with the Supervisor of Elections.

H. Five Week Period – the three weeks prior to the date of elections and two weeks after the date of elections.

I. Independent Candidate - Any candidate who is not running with a party.

J. Official Ballot - The medium used by which a vote is recorded.

K. Political Party - Any number of persons properly registered with the Supervisor of Elections, working together to establish, promote, or gain acceptance for some kind of government cause, opinion, etc., which they hold in common.

L. Electorate - The electorate shall be the entire registered student body at FSU. The electorate shall be divided into divisions and special seats. Only those enrolled in a specific division may vote for Senate or COGS candidates seeking to represent that division. Only those enrolled in the as academic Juniors and Seniors shall be eligible to vote for candidates seeking office for the incoming Senior Class Council. All students registered for classes during the election may vote for candidates for campus-wide elected offices, as well as for Constitutional Amendments and Referenda.

M. General Election: Bi-annual election held for the purpose of determining the
candidate who shall assume office. There shall be two General Elections per year, one in the fall semester and the other in the spring.

N. Special Election - an election held at any time other than a General Election for any purpose.

O. Division – shall be defined as academic colleges and schools as reported by institutional research.

P. Certificate of Election - A document certifying that a candidate has been duly elected.

Q. Final Expense Statement - A document listing all financial expenditures or contributions in regards to fees and/or donations. All receipts of expenditures, all banks statements and their proper relatives, deposit slips, and other documentation recording expenses and donations received are part of the Final Expense Statement. The following shall also be considered part of the Final Expense Statement:

1. A statement of the cumulative campaign expenditures based on the fair market value, signed by the candidates and/or party chairman.

2. An itemized list of all expenses.

3. An itemized report containing the full name, residence or business address of each person who has made one or more contributions in any form to the campaign.

4. Campaign Contribution Statement, a copy of all account statements, check stubs, deposit slips, and any other financial documents shall be submitted on the first Wednesday of campaigning by 12:00 p.m. as well as in the candidate for party’s final expense statement.

R. Filing shall be defined as completing the proper form of candidacy filing required by the specific statute. Submission of a candidacy declaration form shall count as filing to run as a candidate in an election.

S. Unofficial election results – the election results announced in Senate and posted in the SGA offices and on the SGA website.

T. Final election results – all votes of an election that have been verified by the Office of Elections as outlined by 711.4.

U. Official election results – the final election results after all final expense statements have been approved and there are no outstanding appeals and/or alleged violations.

V. Campaign Contribution Statement – Shall be defined as a copy of bank account statements, check stubs, deposit slips, receipts of both campaign expenses and campaign materials as defined in 701.1 D and 701.1 E, respectively, up to the date of submission and any other financial documents which shall be submitted by 12:00 p.m. on the first Wednesday of campaigning and in the candidate or party’s final expense statement. This shall be submitted on a form prescribed by the Supervisor of Elections.

W. Internal Data System – Data collective by a candidate or political party used to contact their party officers, their candidates, or the electorate through electronic communication on an electronic form created by the Supervisor of Elections.
X. A Business Day – Shall be defined as a day during which the SGA Advising and Accounting Office is open.

Y. Election Cycle – When Title VII goes into force for an election. The Election Cycle begins at the start of the academic semester and ends the day that Inauguration for that semester is held.

Z. Advertisement – Shall be identified as notice or announcement in a public medium promoting a candidate of political party in which a monetary transaction is made or considered a campaign material.

a. Organic social media engagement shall not be considered as a form of advertisement.

b. Non-candidate or non-dues paying political party members’ posts shall not be considered advertisements.

AA. Free equal time – Shall be defined as providing equivalent opportunity for advertising to any opposing political candidates who request it.

BB. Organic Social Media – The free-of-cost posts, photos, videos, memes, stories, etc. that Social Media users share with each other on their feeds.

Chapter 702 Supervisor of Elections Office

702.1 Selection Process

A. Supervisor of Elections

1. A Supervisor of Elections shall be appointed by the Student Body President and confirmed by majority vote of the Student Senate in accordance with Chapter 405.2 A of Student Body Statutes.

2. A Supervisor of Elections must be appointed no later than the last week of the Spring semester and confirmed no later than the first Student Senate meeting of the fall semester.

a. If the Supervisor of Elections leaves office within three (3) weeks of an election, a Deputy Supervisor of Elections must be appointed by the Student Body President immediately subject to Senate confirmation. If this is not done, the Student Senate shall be empowered to interview and choose its own candidate for the position.

3. The Internal Affairs Committee shall administer the same certification exam, created by the Judiciary Committee, used for the Elections Commission appointments; to the Supervisor of Elections, the Deputy Supervisor(s) of Elections, and the Election Assistants. This is done prior to confirmation.

a. The candidates above must pass the exam within two (2) attempts per semester, with an 80 percentile correct.

4. No Supervisor of Elections shall be a candidate for any Student Government Association office or be associated in any way with political parties.

B. Deputy Supervisor of Elections

1. The Supervisor of Elections will coordinate with the Executive Branch when choosing Deputies and forward them to Senate to be confirmed.

2. No Deputy Supervisor of Elections shall be a candidate for any Student
Government Association office or be associate in any way with political parties.

C. Election Assistants

1. Election Assistants will be chosen at the discretion of the Supervisor of Elections.

2. No Election Assistants shall be a candidate for any Student Government Association office or be associate in any way with political parties.

702.2 Duties and Powers of the Supervisor of Elections

A. Ensures political parties follow the Statutes.

B. Ensure that the qualifications of candidates are within three academic days of the filing deadline.

C. Employs at least two (2), not more than three (3) impartial Deputy Supervisors to serve an election. Appoint at least one (1), no more than two (2) Election Assistants, as necessary beginning two (2) weeks prior to the end of Election Day, to operate as impartial assistants with information sessions, polls from opening to closing time, and assist the Office of the Election. Employ election assistants, as necessary beginning three (3) days prior to the end of the Election Day, to operate the poll(s) from opening to closing time and assist the Office of Elections.

1. Hire, train, assign duties to, and supervise the Deputy Supervisor(s); obtain Senate confirmation for Deputy Supervisor(s).

2. Hire, train, assign duties to, and supervise Election Assistants.

3. Dismiss and promptly replace any Deputy Supervisor or Election Assistants due to malfeasance, misfeasance, or nonfeasance.

D. Creates and implements marketing strategies to improve voter turnout for all SGA elections.

1. At least two (2) weeks prior to the Elections, the Supervisor of Elections must advertise available seats, deadlines, voting site(s), and election date.

2. The ballot items must be posted on the website, as well as the Approved Final Expense Statements of the political parties and individuals prior to the certification of elections.

E. Enforces the Election Code subject to the approval of the Elections Commission when appropriate.

F. Verifies the fair market value of each campaign expense, discount or donation through various means, including but not limited to job quotes and receipts.

G. Verifies the Final Expense Statement.

H. Refers questions of interpretation of the Election Code to the Student Supreme Court. The Student Supreme Court must render a written advisory opinion within twenty-four (24) hours of any submission of a request for an interpretation of the Election Code.

I. Supervises the approval of campaign materials. The Supervisor of Elections shall keep records of all election results, financial information, and campaign materials.
All records shall be kept for a minimum of three (3) years.

J. Notifies all candidates via e-mail within 24 hours of the decision to hold a Special Election. At this time, the Supervisor of Elections will inform the candidates of the date, time, and circumstances of the election.

K. Provides detailed descriptions and procedures for the filing of candidates in written forms for prospective candidates. Publish procedures and available offices at least one (1) week prior to the filing deadline on the SGA website, as well as make said documents readily available in the Office of Elections.

1. Ensure the publication of the election date, time, polling location(s), and appropriate procedures for voting on the SGA website. They must also have written copies of the unofficial ballot available and posted outside the SGA Accounting and Advising Office on Election Day.

2. Ensure the publication of the official ballot, referenda, and constitutional amendments one (1) week following the candidacy filing deadline, on the Student Government Association Website necessary SGA-related platforms. They must also have written copies available and posted outside the SGA Accounting and Advising Office and the polling stations on Election Day.

3. Ensure the publication of the unofficial elections results no later than 48 hours after the close of polls on the Student Government Association website and necessary SGA-related platforms.

4. Ensure the publication of the dates and times of the deadlines for the declaration of candidacy for an elected office a week prior to the deadline for candidacy declaration on the Student Government Association Website and necessary SGA-related platforms.

L. Disqualify candidates or political parties, who make false statements regarding qualifications for office, who forge signatures on applications, or who fail to follow campaign collections statutes as outlined in 710.4.

M. Hosts two SGA sponsored debates every Spring semester. The first debate will include the Student Body President, Vice President, and Treasurer candidates. The second debate will include the Black Student Union President, Vice President, Secretary, and Treasurer candidates. The debates must take place during campaigning on any of the seven days prior to the election date. In the event that there is no opposition, it shall be the Supervisor’s responsibility to implement an executive question and answer event.

1. It shall be the Supervisor’s responsibility to include questions specifically for each candidate and their respective position.

2. It shall be the Supervisor’s responsibility to notify all candidates for office of the event details in writing including the time, date, venue, and questions that will be asked, no less than five (5) school days prior to the event, as well as request their attendance and participation at the event.

3. It shall be the Supervisor’s responsibility to advertise the event to the student body no less than five (5) school days prior to the event. The debate advertisement must include the date, time, and place of the debate.

4. The Supervisor of Elections shall allot a portion of the debate for questions from students in attendance to the candidates. The questions presented to each candidate shall be screened on-site by a committee comprised of the Supervisor of Elections, and one representative for each candidate participating in the debate. Questions shall only be asked once they have
received unanimous support from said committee. The Supervisor of Elections shall ensure that decorum is upheld during questioning.

5. Question and Answer event shall include no more than six questions. Two days prior to this event, the Supervisor of Elections will open up a form for students to submit questions; The Supervisor of Elections and their Deputies will review the submitted questions and choose no more than six to be asked at the question and answer event. These questions shall be specific to the positions the candidates are running for. Each candidate running for a particular office shall answer the question directed towards that office. Candidates will receive questioning in order of positions. Candidates shall receive questioning in alternating order in each round of debate. Two days prior to the debate the Supervisor of Elections will open up a form for students to submit questions; The Supervisor of Elections and Deputies will review the submitted questions and choose no more than six to be asked at the question and answer event.

6. The Supervisor shall maintain decorum among candidates and the public at debates. Anyone who fails to maintain decorum may be asked to leave the debate by the Supervisor.

N. Declares candidates or voting blocks of any election to be elected by acclamation if an election is uncontested at the deadline of declaration of candidacy filing, pending the resolution of any candidacy controversies to be resolved by the Elections Commission, Supervisor of Elections, or other pertinent authority. Candidates who fall under this provision may be excluded from the ballot at the discretion of the Supervisor of Elections.

O. Invalidates ballots and parts thereof cast contrary to the Student Body Statutes.

1. The Supervisor of Elections shall not hold the capability to change legally cast votes after being cast.

P. Maintains, as public record, in the Supervisor of Elections Office, the final result and ballots of all elections.

Q. Declares results valid and certify an election.

R. Declares an election invalid when they are unable to validate the unofficial and final results of an election based on the Rules of Procedure as outlined in Title VII.

A. The Supervisor of Elections must review and approve or deny campaign materials within twenty-four (24) hours of submission, excluding non-business days, based on the materials’ company with Title VII of these Statutes. The Supervisor of Elections shall record the description of each item used, the quantity used, and the prices based on receipts. (Both discounted and fair market value of each item and the total cost).

a. The Supervisor shall inform all candidates of this process upon filing their candidacy.

B. The Supervisor of Elections shall have the authority to change the Declared Seat Number for Candidates to the Student Senate and Congress of Graduate Students if all of the following criteria is met:

1. The number of candidates who filed for that division is equal to or less than the number of seats allocated for that semester’s election.

2. All filed candidates for that division have been properly contacted about the change by the Supervisor.
a. No earlier than three (3) days after filing closes
b. No later than twenty-four (24) hours before the starting time of the election day

3. No candidates show disapproval to themselves of being moved to a different seat number than they originally filed for.

4. There remains no outstanding appeals for qualifications of candidates in that division as outlined in 704.3 A.

702.3 Hours of Operation

A. The Office of Elections shall be open for a minimum of fifteen (15) hours, not to exceed thirty (30) hours a week, during the five (5) week election period. During the operation weeks prior to and after this five (5) week period, the office shall be open a minimum of ten (10) hours and a maximum of fifteen (15) hours.

1. Two weeks prior to election day the Office of Elections shall be open for at least two (2) hours per business day.

2. Two weeks prior to the filing deadlines, the Supervisor of Elections shall inform all candidates and political parties of their office hours.

B. The Supervisor of Elections shall work no more than twenty (20) hours a week during the five (5) week election period. During the operational weeks prior to and after this five (5) week period, the Supervisor of Elections shall work no more than ten (10) hours a week.

C. The Deputy Supervisors of Elections shall individually work no more than ten (10) hours a week during the five (5) week election period. During the operational weeks prior to and after this five (5) week period, the Deputy Supervisors of Elections shall work no more than five (5) hours a week.

702.4 Role in the Election Commission

A. The Supervisor of Elections shall serve as chair of the Elections Commission.

B. Convene the Elections Commission and assist in setting the agenda for its meetings.

C. Publish meeting times twenty-four (24) hours prior to the commencement of Elections Commission meetings. The Elections Commission shall attempt to notify candidates or political parties who are charged with alleged violations at least twenty-four (24) hours in advance of the meeting by phone, email, or in person.

D. During campaigning the Supervisor of Elections shall receive and review complaints which allege violations of the Elections Code per Chapter 711 of the Student Body Statutes.

E. Upon receipt of a complaint alleging a violation of the Elections Code, the Supervisor of Elections will immediately notify the accused of the alleged violation by transmission of the entire complaint to the accused. Further, the Supervisor of Elections will review the substance of the allegation through consultation with Chapter 711 of the Student Body Statutes to determine if the allegation merits a hearing before the Elections Commission.

1. In the event that the Supervisor of Elections determines a complaint
does not state a cause of action accounted for in Chapter 711 of the Student Body Statutes, the Supervisor of Elections shall dismiss the complaint without prejudice. The Supervisor of Elections will notify the petitioner and the respondent(s) of the complaint’s dismissal within twenty-four (24) hours of the receipt of the initial complaint, and will provide their reasoning as to why the complaint did not adequately state a claim upon which relief can be granted.

a. Allegations of violations of the Elections Code which have been dismissed pursuant to Student Body Statute § 702.4(E)(1) will have the opportunity to cure the complaint’s defect by resubmission within twenty-four (24) hours of the complaint’s dismissal.

b. Upon receipt and review of an allegation of a violation of the Elections Code which was previously dismissed by the Supervisor of Elections, the Supervisor of Elections shall forward the complaint, the original complaint which was previously dismissed, and the reasoning by which the Supervisor of Elections dismissed that original complaint to the Elections Commission and all other parties to the complaint. Within twenty-four (24) hours of their receipt of these items, the Elections Commission shall determine, by majority vote from which the Supervisor of Elections must abstain, if the alleged violation merits a hearing. In the event that the Elections Commission determines the allegation merits a hearing, a hearing shall be scheduled by the Supervisor of Elections.

2. In the event that the Supervisor of Elections does not dismiss a complaint pursuant to 702.4(E)(1), the complaint shall be forwarded to the Elections Commission for a hearing. The Supervisor of Elections will both notify the petitioner and the respondent(s) of this decision and will forward the full and unedited complaint to the Elections Commission within twenty-four (24) hours of initial receipt of the complaint.

Chapter 703 Composition of the Elections Commission

703.1 Compositional Overview

A. The Elections Commission shall be composed of the Supervisor of Elections and six (6) FSU students selected by the Chief Justice of the Student Supreme Court. Alternate(s) shall be selected by the Supreme Court Chief Justice to fill absences. The SGA Advisor and one Deputy Supervisor of Elections shall serve as ex-officio non-voting members. Quorum for meetings shall be no less than four (4) of the seven (7) voting members.

1. The Supervisor of Elections shall serve as the chair of the Elections Commission. The Commission shall elect a vice-chair by a majority vote of no less than quorum. The Supervisor of Elections shall be responsible for convening this meeting.

2. The Elections Commission must convene for the first time no later than three (3) weeks prior to any election.

3. During the campaigning period, the Elections Commission shall officially convene at least once per week.
B. No member of the Elections Commission shall be a candidate for Student Government Association office. No member of the Elections Commission shall be directly affiliated with a political party.

C. Upon just cause and in a written and signed request to the Student Government Association Advisor, any candidate for office shall have the right to request a recusal of any member of the Elections Commission. The SGA Advisor shall investigate the complaint and upon finding merit, that member must recuse themselves.

D. The Elections Commission shall serve as an administrative review board of original jurisdiction, and will hear only those cases which are forwarded by the Supervisor of Elections pursuant to Chapter 702.4(E)(2) of the Student Body Statutes. The burden of proof to be met by a party alleging a violation in order to prove that violation shall be by “clear and convincing evidence.”

E. The Senate President may create an ad-hoc Elections Oversight Committee to compose a written or multiple-choice certification exam to assess appointments to the Elections Commission. The test must fairly encompass the Election Code. The Judiciary Committee must approve this test prior to the start of campaign week every Fall and Spring semester. A previously used test may be re-approved. All voting members of the Election Commission shall take the Election Code test every Fall Semester. If any vacancy should occur, the new voting member shall take the Election Code Test prior to their first Election Commission meeting.

1. A passing grade will consist of eighty (80) percentile with not more than two (2) attempts within a semester.

2. The competency test will be administered and graded by the Supervisor of Elections.

   a. Only the questions answered incorrectly may be revealed, but not the answer choices.

   b. The test questions and scores may be made available upon demand to the Student Body President, Vice President, Chief of Staff, Supervisor of Elections, Senate President, Senate Pro Tempore, Senators, COGS Speaker of the House and the SGA Advisor.

802.10 Powers and Duties of the Elections Commission

A. All actions of the Elections Commission shall require the approval by a majority of present, voting members.

B. The Supervisor of Elections shall preside over Elections Commission hearings as chair and must abstain from voting unless to break a tie. In the event that the Supervisor of Elections is unavailable, the Vice Chair of the Elections Commission will chair the hearing, in which case the Vice Chair must abstain from voting unless to break a tie.

C. Submit recommendations regarding the Elections Code to the Student Senate.

D. Appoint a Secretary

1. Appointment:
The Elections Commission Secretary shall be selected by a majority vote of the Elections Commission.

2. Duties:
Record the minutes of the Elections Commission.
E. Decide and validate the agenda of the Elections Commission in conjunction with the Supervisor of Elections.

F. Upon the receipt of a complaint from the Supervisor of Elections pursuant to Chapter 702.4(E)(2), the Elections Commission will schedule a hearing to take place within 5 business days. The Rules of Procedure for Elections Commission hearings for appeals or alleged violations shall be the following:

1. The Elections Commission shall notify all parties involved at least 24 hours prior to a scheduled hearing.
   a. The Elections Commission Chair shall be able to convene the Elections Commissions without 24 hour notice when all candidates and political parties involved agree to an earlier meeting time.

2. The meeting time shall not conflict with Student Senate, therefore not allowing a candidate running for re-election to attend. If a conflict of schedule exists, the affected candidate has until five (5) hours prior to the Elections Commission meeting to notify the Supervisor of Elections. Candidates shall provide the Supervisor of Elections with documentation regarding the scheduling conflict and any excuse granted shall be in accordance with University Policy. If no such excuse is provided to the Supervisor of Elections, the Supervisor of Elections shall have the sole discretion to allow the Elections Commission to hear the case in question.

3. Once convened the acting Elections Commission Chair will then read aloud each appeal or alleged violation that the Commission will hear during the meeting.

4. The Elections Commission will next hear each appeal or alleged violation in the order that it was received.

5. Beginning with the party who alleged an Elections Code violation, the Elections Commission will hear each party’s opening oral arguments for a maximum of five (5) minutes.

6. Once opening oral arguments are concluded, the Elections Commission will direct each party, beginning with the party who alleged a violation of the Elections Code, to present their cases in chief by way of oral arguments not exceeding ten (10) minutes.

7. After the first three minutes of a party’s case in chief have expired, any currently empaneled member of the Elections Commission is entitled to ask questions of the party making oral arguments. Questioning shall not penalize any party’s respective time limit.

8. Following the presentation of each party’s case in chief, each shall be entitled to a five (5) minute closing, beginning with the party who alleged an Elections Code violation.

9. After closing arguments have commenced, the Elections Commission shall adjourn to deliberate for no more than one (1) hour, at which time a final majority vote must be taken to determine if the alleged violation shall be sustained, and the respondent found responsible for violating the Elections Code.

10. The Elections Commission shall immediately notify all relevant parties of the case’s disposition, and shall post their ruling, including any concurring or dissenting opinions, to the SGA website within forty-eight (48) hours of the final vote in any given case.
G. Investigate, note, and make findings of fact of violations of the Election Code.

H. Decisions of the Elections Commission may be appealed to the Student Supreme Court. The Elections Commission must rule on a matter before it can be appealed to the Supreme Court. Under no circumstances may the Elections Commission defer ruling on a matter to a higher body without rendering a decision.

I. Any decision made by the Elections Commission may be appealed by a party to the hearing to the Student Supreme Court no later than thirty-six (36) hours after said decision and all accompanying opinions have posted to the SGA website pursuant to Chapter 703.2(F)(1) of the Student Body Statutes. No appeals of decisions made by the Elections Commission shall be accepted after this thirty-six (36) hour period.

Chapter 704 Qualifying for Office

704.1

A. All candidates must qualify for the office as defined by the Student Body Constitution and Statutes.

B. All senatorial candidates must be enrolled, by filing deadline, in the University division that they seek to represent. Senators who file in divisions in which they are not registered shall be removed from the ballot.

C. If an upper-division candidate is enrolled in more than one division, that individual may represent the division of their choice.

1. After submission of the Declaration of Candidacy and signing of the Memorandum outlined in 704.2 H, such students cannot change the division in which they run under in that given election, unless a special election is called in which candidates must resubmit Declarations of Candidacy.

D. Candidates for the Senior Class Council must be enrolled in the Senior Class by the Fall academic semester following their election to office. Elected officials in the Senior Class Council who fail to meet the criteria by the time they enter the Fall academic semester following their election to office shall be subject to immediate impeachment proceedings by the Student Senate, no later than one week following the beginning of the fall semester in question.

704.2 Declaration of Candidacy

A. No candidate shall be placed on the Official Ballot who has not filed declaration of candidacy or who has not met the specific qualifications for the office.

B. The Supervisor of Elections shall provide the Declaration of Candidacy Form which shall be signed by the SGA Director of Student Affairs or SGA Assistant Director, to confirm the candidate’s qualifications for office.

C. A political party may remove its affiliation with any candidate with the consent of the party’s officers. Otherwise, only a candidate for office may change their declaration.

D. Only the candidate may withdraw their Declaration of Candidacy twenty-four (24) hours before the starting time of the election day.

E. No student shall declare candidacy for more than one (1) major office at a given time.

F. Each candidate shall show understanding and acceptance of all filing procedures, campaign restrictions, and the elections and ethics codes prior to filing. This will be shown by signing an affidavit provided by the Supervisor of Elections. In addition,
candidates will also sign a statement that they shall be liable for all actions undertaken by their party.

1. The Supervisor of Elections or the SGA Director of Student Affairs shall make all information pertaining to filing available at least one (1) week prior to the filing dates. At that time the Election Code shall be considered binding for the elections in question and shall not be changed by the Student Senate.

G. There shall be Mandatory Candidate Seminars on Monday and Tuesday after the deadline of the declaration of candidacy organized by the Supervisor of Elections that will inform candidates about rules and procedures. Independent candidates and political party candidates are only required to attend one of the mandatory candidate seminars. Political Parties must send their candidates along with their Campaign Manager or Treasurer who falls under Chapter 710.3 A of the Student Body Statutes. The Supervisor of Elections shall have the sole discretion to hold additional seminars. Candidates or parties who fail to attend one of the seminars held by the Supervisor of Elections shall lose their eligibility for office unless they show proof of class conflict or illness. This shall not apply to candidates seeking only seats in the Congress of Graduate Students.

H. All candidates for office will sign a memorandum of understanding provided by the Supervisor of Elections discussing the penalties associated with, and specified by, Chapter 711 of the Student Body Statutes.

I. Candidates for Oglesby Union board must also attend an Orientation Session to be held immediately after the Mandatory Candidate Seminars. Current members of the Oglesby Union Board shall organize the meeting.

1. Candidates for the Oglesby Union Board who fail to attend one of the sessions and fail to schedule makeup appointment shall lose their eligibility for office, unless they show proof of class conflict or illness.

704.3 Ruling on Candidates Qualifications

A. The Supervisor of Elections shall coordinate with the appropriate university offices to verify the qualifications of all parties who apply for candidacy. If it is found that a candidate is unqualified pursuant to the Elections Code, the candidate shall be notified in writing by the Supervisor of Elections of the application’s deficiency. Absent curing an application’s defects, unqualified applicants are precluded from standing for election.

704.4 Political Parties

A. Any group of students may organize as a student political party and nominate candidates.

B. The Supervisor of Elections shall officially recognize a political party when the party does all of the following:

1. Files with the Supervisor of Elections two (2) accurate copies of its constitution, and an accurate list of its officers.

2. The party chair or its equivalent signs an affidavit provided by the Supervisor of Elections stating that the party will abide by the Student Body Constitution and Statutes, as well as its own constitution and bylaws.

3. Nominates at least one candidate for office per year.
4. Files a party name, acronym, or logo that does not duplicate or blatantly resemble the name, acronym, or logo of any other existing FSU campus political party, copyrighted image or symbol, or any living individual. Party names may not be vulgar or offensive and the acceptance of names shall be at the discretion of the Supervisor of Elections.

5. Political parties must be Recognized Student Organizations with the Student Activities Center.

6. Political parties must be recognized by the Supervisor of Elections at least one day prior to the filing deadline of each semester.

7. Every party’s campaign manager and treasurer must sign a memorandum of understanding provided by the Supervisor of Elections discussing the penalties associated with, and specified by, Chapter 711 of the Student Body Statutes.

C. Party recognition may be obtained only when these steps have been completed and accepted by the Supervisor of Elections.

704.5 Ballot Provisions

All questions of opinions, compulsory referenda, constitutional amendments, and other ballot provisions must be submitted to the Supervisor of Elections from the President of the Student Senate stating the Senate’s approval, or with all petitions signed from the sponsor of the proposed ballot provision by the filing deadline for an election. Should the necessary number of signatures or Senate approval be received after the filing deadline, then the ballot provision will go onto the ballot for the next general/special/referenda election to be held. The Senate may withdraw its approval by the same majority needed to propose to ballot. However, the signatures for a petition provision may not be withdrawn by the petition sponsor. They may only be personally withdrawn individually by the petitioners e-mailing the Supervisor of Elections from their FSU account prior to the close of filing for the election in which the provision is put to the ballot. The Supervisor of Elections shall post online all provisions (both wording and statements of intent/understanding), their source (Senate or petition), and the number of remaining signatures needed, if applicable. The following rules on petitions shall be enforced:

A. All ballot provision petition forms must include identification information for the student in the form of: Full Name, Major, FSU ID, date signed, and signature.

B. All petitions must declare at the top of the form: what category of provision they are, what type of force they have, how many signatures are needed for the ballot, and what approval vote is necessary. The beginning of the petitions must follow the wording below:

1. For opinions questions, the following wording must appear: “This is a petition to add an Opinion Question to the FSU Student Body Election ballot. It has no legal force or action other than to ascertain the opinion of the Student Body on a particular issue. It needs two-hundred (200) signatures to reach the ballot and a majority to become the unofficial opinion of the FSU Student Body.”

2. For referendum elections, the following wording must appear: “This is a petition to add a referendum election to the FSU Student Body Election ballot”. It has legal force to require SGA to take the actions required therein assuming the majority of the electorate voting on the referendum vote yes, it needs five-hundred (500) signatures to reach the ballot.

3. For constitutional amendments, the following wording must appear: “This is
a petition to add an amendment to the Student Body Constitution to the FSU Student Body Election ballot”. It has legal force to require SGA to take the actions required therein assuming two-thirds (2/3) vote yes, and a least ten percent (10%) of the Student Body votes on the constitutional amendment. It needs fifteen hundred (1,500) signatures to reach the ballot.

C. All petition forms must have the full text of the proposed provision and must begin their official ballot text with the statement “I, the undersigned, as a legally registered FSU student, aware that submitting false and/or duplicate information is a punishable offense, do hereby petition the Student Body Supervisor of Elections to add the following ballot provision to the Student Body election ballot.”

Chapter 705 Fall Elections

705.1 Fall elections shall include elections for Student Senate, Campus Recreation Board, Congress of Graduate Students, and all referenda and constitutional amendments duly proposed pursuant to the Student Body Constitution and Statutes.

705.2 If the date of elections is a religious holiday, it shall be moved one (1) week by the Supervisor of Elections. This must be done prior to the filing deadline. If the Elections are moved, the Supervisor of Elections shall inform the Student Body President, the Senate President, and the Speaker of the Congress of Graduate Students no less than two weeks prior to the new date of the elections or the original date of elections, whichever is earliest.

705.3 All candidates for office shall declare their candidacy with the Supervisor of Elections no later than 4 p.m. on Wednesday, three (3) weeks before the elections.

705.4 The elections shall take place on the eighth Wednesday of the fall semester. In the case of a date conflict the Student Senate shall determine the date of the elections between the sixth and eighth week of school by a resolution passed no later than the last Senate meeting of the spring semester. If no such resolution is passed the Supervisor of Elections shall select the date of elections no later than the Friday following the third Wednesday of the semester.

A. The Student Body President and the Speaker of the Congress of Graduate Students shall be notified by the Senate Program Assistant within 24 hours of the enrollment of any resolution to set the date of the fall elections in accordance with the above provision.

B. If the Supervisor of Elections shall set the date of the election in accordance with the above provision they shall notify the Student Body President and Speaker of the Congress of Graduate Students within 24 (twenty-four) hours of determining the date of the election.

C. Once the date of the elections is determined an announcement shall be sent by Senate to the SGA webmaster to be published on the Student Government Association website.

D. The Rules Committee shall set the date of the fall election by majority vote. The acting chair of the Rules Committee shall sponsor the resolution setting the date of the election in accordance with statute 705.4 of the Student Body Statutes.

705.5 Student Senate

A. Each division shall be entitled to at least one (1) representative in the Student Senate.

B. The number of seats allocated to the Student Senate shall be eighty (80). Each elected member shall serve a one-year term.
C. Using the Student Data Base, the seats shall be apportioned each fall based on the percentages of students in each representative division. All students will be classified by their division and will be eligible to vote and run for seats in their respective division. All Special and Graduate Studies Students shall be eligible to be candidates for as well as vote for all seats in the Special Students division which shall be apportioned seats based on the number of students enrolled in the Graduate Studies and Special Student divisions.

1. For the purposes of Senate apportionment, graduate and professional students will be considered members of the collegiate division that offers their course of study and not the Graduate School. Seats apportioned to any division aside from undergraduate studies shall be apportioned to reflect the percentage of the student body engaged in an upper-division undergraduate, graduate, or professional course of study in that college.

   a. Colleges that do not have students enrolled in undergraduate courses of study shall be apportioned seats in the same way as any other normal division.

   b. Undergraduate Senators serving in an upper division seat when they graduate shall be allowed to retain their seat so long as they are enrolled in graduate courses in the same college that their seat represents the first semester following their graduation.

1. Undergraduate Senators who graduate in the Spring shall be allowed to take a leave of absence through the summer semester as defined in section 100.6. Senators who take this leave of absence must begin their graduate program of study the Fall semester following the end of this leave of absence to retain their seat.

D. The Student Senate shall, after consultation with the Supervisor of Elections Office, in the form of a resolution, establish which seats shall be designated as Fall and Spring seats, respectively.

1. No division shall have a difference in allocated seats greater than one from one semester to another.

2. In the event that a division contains an odd number of seats, the greater number of seats shall be up for election in the Fall.

3. Fall seats shall be designated with odd numbers, and Spring seats shall be designated with even numbers.

E. Panama City Campus

1. The Panama City Branch Campus shall be entitled to at least one Senate seat, if so desired.

2. The Senator or Senators from the Branch Campus shall not be bound by Senate attendance rules, and shall not count against quorum.

F. Loss of Senate Office due to Reapportionment

Once a Senate seat has been eliminated from a specific division because of the annual reapportionment resolution, it shall dissolve at the inauguration of the new Senate in the fall, unless the seat in question is a spring seat and is currently being held by a Senator. In such an event, the Senator in question shall be permitted to retain their seat until the spring inauguration ceremony. Furthermore, if the Senator in question is currently serving as the Senate President or President Pro Tempore, then the Senator in question shall be permitted to retain their seat until the
inauguration of the new Senate in the following fall semester. If at any time during this period the Senator in question should resign or otherwise be removed from their seat, then the seat shall dissolve immediately.

705.6 Recreation Board
A. There shall be eight (8) Recreation Board seats, which shall each be delineated by a seat number 1-8 on the ballot. Each seat shall be elected individually.
B. The electorate of the Recreation Board shall be limited to students enrolled at the main campus, including the College of Engineering.
C. Elections shall be carried out subject to the provisions of Chapter 609.
D. Students employed by Campus Recreation shall be allowed to run for a seat on the Board.

705.7 The Congress of Graduate Students
A. The electorate shall be limited to graduate, post-baccalaureate special and professional students.
B. Elections shall be held pursuant to Chapter 607 of the Student Body Statutes and all pertinent Congress of Graduate Students rules.

705.8 Installation
Installation ceremonies for those elected shall be held no less than two (2) weeks after the fall elections.

Chapter 706 Spring Elections
706.1 Spring elections shall include elections for Student Senate, Student Body President and Vice President, Senior Class Council, Student Body Treasurer, Oglesby Union Board, and all referenda and constitutional amendments duly proposed pursuant to the Student Body Constitution and Statutes.
A. Spring elections for Senate shall proceed as provided for in Chapter 705.5.
B. If the current Senate President or President Pro Tempore is holding a Spring seat, that seat shall not be up for election during the Spring elections. Instead, it shall be advertised as a vacant seat in the fall at the end of the officer’s term.

706.2 If the date of elections falls on a religious holiday it shall be moved one week by the Supervisor of Elections. This must be done prior to the filing deadline. If the elections are moved, the Supervisor of Elections shall inform the Student Body President, the Student Senate President, and the Speaker of the Congress of Graduate Students no less than two weeks prior to the new date of elections or the original date of election, whichever is earliest.

706.3 All candidates for office shall declare their candidacy with the Supervisor of Elections no later than 4:00 p.m. on Wednesday, three (3) weeks before the elections.

706.4 Campaigning is prohibited prior to 12:00 a.m. on the Wednesday that is one week prior to the date of the elections.

706.5 The Spring Semester debate must take place during campaigning. In the event that there is no opposition, it shall be the Supervisor’s responsibility to implement an Executive Question and Answer event.
A. Each candidate will have prepared questions for their respective positions. The Supervisor of Elections shall notify all candidates (5) school days prior to the event, and request attendance and participation for the event.

B. A portion of the debate will be for questions from students in attendance, to the candidates. The questions presented to each candidate shall be screened on-site by a committee comprised of the Supervisor of Elections, and one representative for each candidate participating in the debate. Questions shall only be asked once they have received unanimous support from said committee. The supervisor of Elections shall ensure that decorum is upheld during questioning.

C. An Executive Question and Answer event occurs when the Spring Semester unopposed candidates are given the opportunity to address a set of questions. Two days prior to the event the Supervisor of Elections will open up a form for students to submit questions, the Supervisor of Elections and Deputies will review the submitted questions and choose no more than six to be asked at the Question and Answer event. The supervisor of Elections shall present the set of questions.

706.6 The elections shall take place on the eighth Wednesday of the Spring semester. In the case of a date conflict the Student Senate shall determine the date of elections between the sixth and eight week of school by a resolution passed no later than the last Senate meeting of the fall semester. If no such resolution is passed the Supervisor of Elections shall select the date of elections no later than the Friday following the third Wednesday of the spring semester.

A. The Rules Committee shall set the date of the spring elections by majority vote. The acting chair of the Rules Committee shall sponsor the resolution setting the date of the elections in accordance with 706.5.

706.7 Installation/Inauguration ceremonies for those elected shall be held no less than two weeks after the elections.

706.8 Senior Class Council

A. Positions available in the Senior Class Council are President, Vice President, Treasurer and Secretary.

B. The electorate of the Senior Class Council shall be as defined in Chapter 302.

C. Senior Class Council elections shall be carried out according to the provisions of Chapter 604.

706.9 Union Board

A. There shall be twelve (12) Union Board seats, which shall be delineated by a seat number 1-12 on the ballot. Each seat shall be elected individually.

B. The electorate of the Union Board is limited to those students enrolled at the main campus including the College of Engineering.

C. Elections shall be carried out subject to the provisions of Chapter 605.

D. Students employed by the Oglesby Union shall be allowed to run for a seat on the Board.

Chapter 707 Special, Referendum, and Recall Elections

707.1 Special Elections
Any Special Election shall follow the same procedure for the semester in which it falls in. If a Special Election is called for during the Summer Session it shall follow the procedure of the Fall election. Senate shall provide the funds for conducting a special election by a majority vote, except in the cases of elections for Agency, Bureau, and Affiliated Project Directors, when required by statute.

A. The Supervisor of Elections shall call a Special Election:
   1. When the winning candidate is disqualified in an election and the remaining candidates fail to meet the criteria for victory as outlined in 714.1 of the Student Body Statutes.
   2. When the results for an individual and/or an entire election are declared invalid by the Supervisor of Elections.

707.2 Referendum Elections

The Supervisor of Elections shall conduct Constitutional Amendment and referenda elections during the fall or spring General Elections. The admission of referenda shall be placed on the ballot in accordance with Article VI of the Student Body Constitution, unless a special election is called for in accordance with Chapter 707.1 of the Student Body Statutes.

A. The official ballot for a referendum or proposed Constitutional amendment shall give a brief statement regarding the proposed changes prepared by the author. Voters shall be given the opportunity to vote "YES" or "NO" for the proposed changes.

707.3 Compulsory Opinion Polls

In addition to those Opinion Questions proposed pursuant to Section 4, Article VI, Student Body Constitution, and Student Body Statute 704.5B1, the following Opinion Questions shall automatically be submitted to the electors of the Student Body during the fall and spring general election as follows:

A. Please answer "Yes" or "No" to the following questions:
   1. Do you approve of the work done by Student Government?
   2. Do you approve of the work done by the Student Senate?
   3. Do you approve of the work done by the Student Executive Branch (President, Vice President, etc)?
   4. Do you approve of the work by SGA Agencies/Bureaus (identity student unions, Office of Governmental Affairs, Student Council for Undergraduate Research & Creativity, etc)?

707.4 The Supervisor of Elections shall conduct recall elections in accordance with Article VII of the Student Body Constitution.

707.5 The official ballot shall state the name of the office of the official in question, and two hundred (200) words or less, the reasons for demanding recall of the officer(s) as set forth in the recall petition(s), and in no more than two hundred (200) words of the officer's defense. The ballot must include the statement: "Shall the following officers retain their seats." Voters shall vote "YES" or "NO" on the recall. A sample ballot shall be available at each polling site in accordance with Article VII of the Constitution.

707.6 If a two-thirds (2/3) vote of the students voting elect to recall the official, the officer's term of office shall cease upon certification of the election results by the Elections Commission. The vacancy created shall be filled as provided by the Student Body Constitution and the Student Body Statutes, and may not be filled by the recalled officer.

707.7 The Supervisor of Elections shall publish the election date, time, and polling location(s) of
the recall election on the SGA website a week prior to the recall election.

707.8 The Student Senate shall provide the funds for conducting a recall election.

Chapter 708 Contesting Elections

708.1 Standing

Students or political parties who show actual injury shall have standing to contest the results of any election on grounds within or outside the scope of the Election Code until 8 p.m. on the Friday following the election.

Chapter 709 Campaigning Rules and Finances

709.1 Regulation of Campaign Material and Other Activities

A. Campaign materials may be placed in University owned academic buildings in places provided for general information such as billboards. Any marking of other university property must be approved by the proper university authority or authorities.

1. Campaign materials shall not exceed 11x17 inches in/on an academic buildings.

2. No adhesive-backed material may be used in academic buildings, excluding tape.

B. Location of Off-Campus Posters

1. Campaign material is prohibited on any privately-owned property, except that candidates may post materials on private property should they obtain the consent of the property owner or manager. Campaign materials posted on private property must still be in compliance with all applicable provisions of this code, including the time in which campaigning is allowed. Privately owned vehicles shall be deemed the property of their owners for the purposes of this Election Code.

C. All material and activity in the Union and on FSU campuses shall be in accordance with rules and regulations of Oglesby Union policy.

D. There shall be no campaigning via email to the electorate, faculty, and staff employed by the Florida State University with the exceptions of:

1. Independent candidates or political parties shall not be prohibited from contacting party officers, candidates, and members of the electorate who have opted into an internal data system used for electronic communication in an electronic form created by the Supervisor of Elections.

E. There shall be no campaign materials posted within campus owned residence halls.

F. Campaigning inside of university owned libraries, dining halls, and the Student Union is strictly prohibited.

Chapter 710 Campaign Finances

710.1 Campaign Expenses
A. Fair Market Value of a single item shall be defined as the retail (non-discounted) value of that single item, with applicable taxes.

1. All items posted prior to the beginning of campaigning that do not call for the action to vote shall not constitute a campaign expense. This shall include all campaign materials.

B. Discounted items that are available to all persons and parties at the time of purchase shall be exempted from fair market value criterion.

C. Cash expenditures are defined as all monies spent for the purpose of campaigning.

D. Discounts and donations are defined as the receipt of anything of marketable value used for the purpose of campaigning and including but not limited to, campaign materials, professional service, or the donation of billboards or radio advertisements, or their equivalent.

E. The Supervisor of Elections shall rule on all questions of value regarding campaign expense.

F. Total campaign expenses shall not exceed $12,000 for all candidates of a party in any one general or special election. Party expenses shall be attributed to each candidate of the party.

G. Campaign expense limits of independent candidates shall be as follows:

1. President and Vice President: $7,000
2. Senate Candidates: $500
3. Union Board or Recreation Board Candidates: $1,000
4. All other elected offices: $500
5. Student Body Treasurer Candidates: $3,000
6. Senior Class President and Vice President: $3,500
7. Senior Class Treasurer: $1,000
8. Senior Class Secretary: $1,000

H. All expenditures of any candidate shall be paid by the campaign (party or independent) manager and/or treasurer.

I. Candidates shall not receive contributions of any kind from Student Government Association organizations.

J. For the Black Student Union, the following expense limits shall be in effect during their campus-wide elections:

1. Political parties: $3,500.
2. Independent Presidential and Vice-Presidential candidates on the same ticket: $2,000.
3. Independent Secretary and treasurer candidates: $1,000 each.
A. In all elections, sample(s) of all campaign materials must be submitted to the Supervisor of Elections no later than twenty-four (24) hours after distribution. Said sample campaign material shall become public information upon submission. All sample campaign materials are defined in 701.1E. Any time someone purchases campaign materials it must be accompanied by the purchase receipt, and, if applicable, a written statement listing any gifts received – including discounts in procurement of materials.

B. Final expense statements shall be submitted to the Supervisor of Elections no later than 12:00 p.m. on the Friday following any election, and shall include:

1. A statement of the cumulative campaign expenditures based on the fair market value, signed by the candidates and/or party chairman.

2. An itemized list of all expenses.

3. A signed statement provided by the Supervisor of Elections attesting to the validity of the total campaign expenses and contributions, and that all campaign contributions were collected in accordance with Student Body Statutes.

4. An itemized report containing the full name, residence, or business address of each person who has made one or more contributions in any form to the campaign.

5. Campaign Contribution Statement, A copy of all account statements, check stubs, deposit slips, and any other financial documents shall be submitted on the first Wednesday of active campaigning as well as in the candidate or party’s final expense statement.

6. Final Expense Statements shall be matched to financial records kept by the Supervisor of Elections to verify accuracy.

C. Expense statements shall be submitted only on the official forms as prescribed by the Supervisor of Elections.

D. Social media, radio, or television advertisements shall be considered a campaign expense only if free equal time is not made available for each candidate for a particular office.

E. A final expense statement must be filed by candidates/political parties that have no expenditures.

1. If a candidate or political party spends no money on campaigning, a sworn statement to that effect, made available by the Supervisor of Elections, shall be accepted as an official final expense statement. This documentation must be submitted in the same manner as a traditional final expense statement.

F. A Complete Final Expense Statement will be defined as a Final Expense Statement that includes every point listed in Student Body Statutes 710.2 B, and is free of any false statements, a complete and accurate campaign contribution list, and all receipts are legible and can be understood by the Office of Elections.

G. An Incomplete Final Expense Statement is defined as a statement that is missing receipts for expenses, having an incomplete campaign contribution statement, or contains receipts that are illegible or unintelligible. Failure to submit a complete Final Expense Statement by 12 p.m. the Friday following the elections, will be considered incomplete. Failure to submit a verifiably complete final expense statement by 12 p.m. the Friday following the election will constitute a Schedule I Violation. The Supervisor of Elections must notify by email and
publicly post online whether the final expense statement is complete or incomplete by 5 p.m. Friday.

1. Upon notice of a final expense statement being incomplete, the political party or independent candidate has until 4 p.m. the following Monday. Failure to rectify a verifiably incomplete financial statement by 4 p.m. the following Monday will constitute a Schedule 4 Violation, consistent with 711.6E.

2. If the individual or political party has not rectified a verifiably Incomplete Final Expense Statement by 4 p.m. the following Tuesday the individual or political party will be immediately disqualified.

H. If the Supervisor of Elections fails to notify an individual political party or candidate, and the notice of Incompleteness is not posted online, this offense is grounds for immediate termination as decided by the Student Body President.

I. Fraudulent Final Expense Statement is defined as a statement that is intentionally misleading which includes false payment forms and receipts, as well as intentionally lying about the usage of donations, party dues, and/or other party or individual funds. Fraudulent Final Expense Statements also include the mislabeling of where donations originate.

710.3 Campaign Treasuries

A. All political parties shall have a designated campaign treasurer, if money is spent on their campaign. Candidates running independently, without the aid of a political party are exempt from this rule.

B. Campaign treasuries shall be placed in a non-personal bank account; this bank account must be used only for party and campaign treasuries. Independent candidates are exempt from this non-personal bank account provision.

C. The Campaign Contribution Statement and any other financial documents shall be submitted on the first Wednesday of campaigning and in the independent candidate or political party’s final expense statement. This shall be submitted on a form produced by the Supervisor of Elections.

710.4 Campaign Contributions

A. Political parties and candidates must be able to account for all contributions. The contribution shall be a part of the campaign contribution statement and final expense statement, and must detail which individual or organization donated the campaign contribution.

1. An organization in this statute shall be defined as a Registered Student Organization (RSO) or non-FSU-affiliated organization.

B. Campaign contributions may not be collected from individuals seeking an A&S Fee contract with SGA within the next calendar year. This provision shall not be construed to prohibit current students holding or seeking an OPS position from contributing to campaigns.

C. In cases where campaign materials are sold (i.e. shirts, cups, etc.) to raise funds for a political party or candidate, individual records in accordance with 710.4 A, must be kept when the profit per unit equals or exceeds five (5) dollars. Regardless of profit or involvement of campaign goods, anytime “Membership” is extended in return for dues or fees, the donating individual or organization must be recorded.
D. No money may be accepted by a campus political party or candidate from any SGA entity or other A&S funded RSO of any sort, regardless of whether the funds are Activity and Service Fee-based or self-generated.

E. No money may be accepted by a campus political party or candidate from a 501(c)(4) organization as defined by Title 26 of the U.S. Internal Revenue Code.

F. The campaign contribution limit of individual or organizational donors to a candidate or party shall be established as $200, once per election cycle.
   1. Party-candidate membership dues shall not count towards this.

G. If an individual is donating as a proxy for someone who donated via a money transfer service such as Venmo, Zelle, CashApp, etc., receipts must be provided of the entire exchange.

H. If an individual is donating as a proxy for an organization, the entirety of the exchange should be documented.

Chapter 711 Violations and Penalties

711.1 Scope of this Act

A. All students are bound by and may be prosecuted under this Code.

B. Conviction of any person for a violation under this Code shall not preclude subsequent prosecution or violation of the Ethics Codes or the Student Conduct Code.

711.2 The Attorney General shall have the power to prosecute all violations of the Election Code, if the parties alleging the violations so desire in their particular case, although the Attorney General shall represent the Supervisor of Elections in all proceedings.

711.3 Enforcement

A. The Supervisor of Elections, Deputy Supervisors, and all members of the Elections Commission shall enforce the Election Code. Failure to enforce the Election Code shall be an impeachable offense.

711.4 Reporting Procedures

A. All alleged violations shall be brought to the Supervisor of Elections in accordance with Chapter 702.4 of the Student Body Statutes, and must include:
   1. The name of the party alleging the violation;
   2. The name of the party who allegedly violated the Elections Code;
   3. The specific statute, or statutes, in the Elections Code which was allegedly violated; and
   4. A short and plain statement describing the occurrence of the alleged violation.

B. When an alleged violation is filed against an individual candidate, independent candidate or political party, the Office of Elections Supervisor of Elections must notify the individual candidate.
C. Any candidate or political party will have the option to present their case directly to the elections commission be appointed a law student by the Supreme Court to represent their case before the Elections Commission.

D. Beginning three (3) weeks prior to the day of an election, the Supervisor of Elections and the Deputy Supervisor(s) shall have the power to receive and review alleged violations pursuant to Chapter 702.4(D) of the Student Body Statutes. The time, place, and manner of such violations shall be recorded and submitted to the Elections.

E. All alleged violations and appeals must be presented to the Supervisor of Elections electronically by the end of two (2) business days from their discovery. The final deadline for all alleged violations and appeals to be filed by an individual or political party for a particular election, is forty-eight (48) consecutive hours after the close of polls of that election.

   1. If for any reason an electronic failure on the part of the Supervisor of Elections occurs with the electronic form, candidates or political parties will be able to submit appeals and violations on forms prescribed by the Supervisor of Elections, available at the Office of Elections.

F. The burden that a party alleging a violation of the Student Body Election Code must meet in order to prove a violation shall be by “clear and convincing evidence.” This shall apply only to hearings before the Elections Commission.

G. Students shall not be prohibited from wearing clothing related to political parties, candidates or ballot items in SGA offices, academic buildings and classrooms, campus-owned residence halls, university-owned libraries, dining halls, or on-campus dining establishments. Incumbent candidates shall be allowed to wear their official badge of office on political party related clothing as well. “SGA offices” shall not include the Senate Chamber for the purposes of this section.

   1. Clothing related to political parties, candidates, or ballot items must be submitted to and approved by the Supervisor of Elections. The Supervisor of Elections must approve clothing within one (1) business day of submission.

711.5 Implementations of Violations

A. Each occurrence, event, or time that allegedly violates the Election Code shall constitute a violation. Violations do not count against a candidate or political party until ruled upon by the Elections Commission.

   1. In the event that a party found to be responsible by the Elections Commission appeals to the Student Supreme Court, the violation will not be counted until the Student Supreme Court issues their ruling.

B. Disqualification shall be defined as:

   1. Party disqualification:

      a. In the event that there is not a special election subsequent to a political party’s disqualification all candidates registered under the political party become ineligible for office.

      b. If there is a special election:

         i. Inability to use the political party’s name or logo on ballots and campaign materials.

         ii. Inability to use the party funds.

         iii. A political party cannot endorse an individual candidate.
2. Individual disqualification
   a. The candidate is rendered ineligible to run for office the current semester.

711.6 Violations of the Code

A. No violations will contest or come in contradiction with Section 711.4.

B. Schedule 1 Violations of this Code shall be assigned as follows:
   1. Removing, obscuring, or damaging another candidate’s or political party’s campaign materials within a given space such as a bulletin board or general flyer area.
   2. Campaigning within a “No Campaign Zone”. Such a violation may only be alleged by the Supervisor of Elections, who must ensure that polling site perimeters are clearly marked on the day of an election.
   3. Using band or audio amplification within one hundred (100) feet of a voting terminal.
   4. Using materials larger than 11" X 17" in academic classrooms.
   5. Using adhesive-backed material in an academic building, excluding tape.
   6. Having any posted campaign flyers in a classroom.
   7. Using Residence Halls for campaigning purposes and being within fifteen (15) feet of entrances or exits for campaigning purposes.
   8. Using chalk in any form for campaigning as defined in Section 701.1 A.
   9. Engaging in any action against Chapter 709 and Chapter 710 of the Student Body Statutes, including but not limited to violations of posting policies.
   10. Failing to remove campaign materials within forty-eight (48) hours of the closing of the polls.
   11. Submitting an incomplete financial statement, consistent with 710.2 G.
   12. Posting, either electronically or physically, or utilizing campaign materials that have not been approved by the Supervisor of Elections.

C. Schedule 2 Violations of this Code shall be assigned as follows:
   1. Bringing false or malicious charges against another candidate or political party.
   2. The issuing or utilization of any newspaper article, social media posting, video, posters, placards, signs, signboards, leaflets, folders, handbills, flyers, banners, t-shirts, buttons, pain, handwritten announcements, audio announcements, or circulars of any size and consistency that is publicly libelous against a candidate for an elected office of the student body.
      a. This shall apply to political party’s executive board members, candidates, and/or dues-paying members in the current semester.
3. Defacing or damaging poll booths or University election related material.

4. Campaigning prior to one (1) week before the election.

5. Performing an activity that would place another party in violation.

6. Offering goods or services in exchange for votes, not including campaign materials as specified in Chapter 701.1 E of the Student Body Statutes.

7. Using the past and/or present SGA logo on campaign items.

8. Utilizing any Student Government owned equipment for express endorsement or support for or against any candidate, platform, political party, or ballot item.

9. Vandalism or any unauthorized marking of university or private property for campaign purposes, other than poll booths or election related materials.

10. Exceeding the number of votes cast on a single non-University owned computer as specified by Chapter 713.4 H.

11. Students will not be able to install a de-facto polling site with multiple computers not supervised by SGA for the purpose of garnering votes on or off campus.

12. Failing to appear at any elections commission hearing if listed as a petitioner without giving prior notice to the Supervisor of Elections, five (5) hours prior to the Elections Commission hearing, of inability to appear.

D. Schedule 3 Violations of this Code shall be assigned as follows:

1. Submitting a falsified or fraudulent individual or final expense statements. This includes political parties or individuals failing to submit a complete final expense statement by the Friday following the election at 4pm.

E. Schedule 4 Violations of this Code shall be assigned as follows:

1. Candidates are responsibility for all authorized campaign expenses made on their behalf. All candidates of a political party are responsible for the political party’s expenses. Any candidate or political party that exceeds the campaign limits established in this title shall be held responsible for the commission of a Schedule 4 Violation.

2. Depriving poll sites of ballots or destroying ballots. This shall include electronic voting materials of ballots as well as tampering with hard drives, computer terminals, disks, CDs, or ballot boxes.

3. Any attempt, other than tampering with election machinery, to perpetrate a fraudulent election. This shall include, but is not limited to, providing false information regarding filing or elections procedures, voting more than once, or attempting to vote with another person’s student identification card.

4. Providing another individual or group with, or receiving personal login information (FSUID and password) in which they use to cast fraudulent votes.

711.7 The Elections Commission shall tabulate violations as follows:

A. Violations shall be adjudicated by the appropriate body as they arise as much as
reasonable efficiency will allow, but decision to expel or disqualify a candidate from the ballot shall not be executed until after the final closing of the polls during a general election.

B. Fines must be paid within two (2) business days of the appropriate body’s decision. If the member or political party does not pay the fines within the allotted time then the individual or the political party shall be disqualified for candidacy.

C. Any work hour penalties shall be assigned by the Supervisor of Elections and the Director of Student Affairs in conjunction with a University Department. The violator shall not be permitted to perform a project not assigned by the Supervisor of Elections and SGA Director of Student Affairs.

1. The violator shall coordinate a day by which the work hours shall be completed by with the Director of Student Affairs and the Supervisor of Elections. Work hours do have to be consecutively completed.

D. Assigned work hours must be completed and certified prior to installation. Any penalties as a result from violations shall not be eligible for ServScript.

E. Any subsequent violations shall be served consecutively and not concurrently.

F. Political parties as specified in Section 710.4 of the Student Body Statutes shall not be eligible for work hour penalties unless the political party has spent less than two-hundred ($200) dollars in campaign expense.

711.8 Penalty Point System

A. Penalty Points shall be assigned with each violation as determined by Chapter 703.2 of the Student Body Statutes.

1. If an individual or political party exceeds fifty (50) penalty points in a single election cycle, they will be disqualified by the Supervisor of Elections and the Election Commission.

711.9 Schedule 1 Violation Penalties

A. The following penalties shall be levied against those who have been found responsible for committing a Schedule 1 violation.

1. For the first instance of finding of a Schedule 1 Violation pursuant to the Elections Code, a one (1) point penalty and a ten ($10.00) fee or two (2) approved work hours shall be levied against an individual. For a political party, a one (1) point penalty and a twenty-five ($25.00) dollar fee, or two (2) approved work hours shall be levied.

2. For the second and any additional findings of Schedule 1 Violations, a two (2) point penalty and a twenty ($20.00) dollar fee or 4 approved work hours shall be levied against an individual. For a political party, a two (2) point penalty and a fifty ($50.00) dollar fee or four (4) approved work hours shall be levied.

711.10 Schedule 2 Violations Penalties

A. The following penalties shall be levied against those who have been found responsible for committing a Schedule 2 violation.

1. For the first instance of a finding of a Schedule 2 Violation, a three (3) point penalty and a forty ($40.00) dollar fee or seven (7) approved work hours shall be levied against an individual. For a political party, a three (3) point
penalty and a one hundred ($100.00) dollar fee or seven (7) approved work hours shall be levied.

2. For the second and any additional findings of Schedule 2 Violations, a four (4) point penalty and an eighty-four ($84.00) dollar fee or ten (10) approved work hours shall be levied against an individual. For a political party, a four (4) point penalty and a two hundred ($200.00) dollar fee or ten (10) approved work hours shall be levied.

### 711.13 Schedule 3 Violation Penalties

1. Any individual found responsible for a Scheduled 3 Violation shall be liable for ten (10) points and a one hundred ($100.00) dollar penalty.

2. Any political party found responsible for a Schedule 3 Violation shall be held liable for ten (10) points and a fine based on the number of students running with that party.
   
   a. 1 candidate: $100 Penalty  
   b. 2-4 candidates: $80 per candidate  
   c. 5-9 candidates: $70 per candidate  
   d. 10-14 candidates: $60 per candidate  
   e. 15-20 candidates: $50 per candidate  
   f. 21+ candidates: $40 per candidate  

### 711.14 Schedule 4 Violation Penalties

Any person or political party found responsible for a Schedule 4 Violation shall be disqualified from running candidates or running individually on the ballot in the current and the following election cycle.

### 711.15 Conviction of any person for violations under this Code shall not preclude subsequent persecution of that person for violation of the Ethics Code, the Student Honor Code, or the Student Conduct Code.

### Chapter 712 The Official Ballot

*History: Revised by the 73rd Senate Bill 18 & 55. Revised by the 74th Senate Bill 42.*

#### 712.1 Ballot Form

A. An electronic ballot shall be defined as the official format chosen by the Supervisor of Elections that shall include the official rules, instructions, candidates and other information pertinent to elections.

1. Ballots approved under this section shall allow a voter to rank candidates for an office in order of preference.

   a. Such that for each office candidates can be listed as first and increasing numerically, decreasing in priority or preference.

   b. All ballots require a minimum of one candidate preference or are considered invalid for that office.

B. The official ballot contains the list of all vacant offices to be filled, referendum questions, and constitutional amendments.

1. No colors shall be used to designate or accentuate any choices on the official ballot, including, but not limited to: candidates for office, political party
affiliation or lack thereof, referendum questions, and constitutional amendments.

C. Candidates shall be listed by seat in alphabetical order of their last names and the name shall be printed in the same form as requested at the time of filing. Each candidate’s last name shall appear on the ballot, and the name must be the same as it appears on the candidate’s myFSU account. No affiliation other than those specified in 712.1 F shall be printed with any candidate’s name.

1. For the election of the Student Body President and Vice President, the names of the candidates for President and Vice President within the same party (if applicable) must appear on the ballot as one voting bloc.

2. For the election of the President and Vice President of the Black Student Union, the names of the candidates for the Director and Assistant Director position within the same party (if applicable) must appear on the ballot as one voting bloc.

D. For elections to office, the ballot of a general or special election shall only contain the names of candidates who:

1. Properly filed a declaration of candidacy in accordance with Chapter 704.2, of the Student Body Statutes.

2. Are qualified to hold the office they seek as specified in Chapter 704.3, of the Student Body Statutes.

E. Candidates omitted from the sample ballot may petition to be reinstated by the Elections Commission and may be reinstated, provided such order is issued to the Supervisor of Elections no later than three (3) school days prior to any election.

F. Party designation for candidates of recognized political parties who run in an election shall be placed on the official ballot.

G. The ballot may not be changed or altered within the twenty-four (24) hours preceding any election.

712.2 Statement of Intent

A. All ballot questions proposing constitutional amendments and referenda shall display a “Statement of Intent” to be placed above the amendment or referenda text.

1. The Statement of Intent shall be no longer than one-hundred (100) words.

2. The Statement of Intent shall be written by the primary sponsor of the produced constitutional amendment and/or the sponsor’s designee.

3. The Statement of Intent shall be presented to the Student Senate when the amendment is put up for Student Senate approval. The Statement of Intent shall be considered part of the piece of legislation being voted on for approval by the Senate, and shall pass or fail jointly with its accompanying legislation.

B. The provisions of Chapter 712.2 apply to both measures proposed by the Senate and by the petition process as enumerated in Article VI of the Student Body Constitution.

C. The provisions of Chapter 712.2 shall not apply to any proposed constitutional amendment pending the ballot at the time of its enactment.
712.3 Counting of Ballots - Vote Tabulation

A. The method of counting shall be done electronically.

B. The Supervisor of Elections shall announce the complete “unofficial” results on the night of elections in the Senate Chamber during the Special Introductions portion of the Senate Calendar if the election is held on a day during which there is a regularly scheduled Senate meeting. If there is no regularly scheduled Senate meeting the results shall be announced in the Senate Chambers upon completion of tabulation.

1. In the event of an extended election as a result of an electronic failure, the Student Senate President may call a special Senate meeting the day of the extended election.

C. The Supervisor of Elections shall permit observers to be present during the entire vote tabulation upon request, although the Supervisor of Elections shall have the power to remove any observer for disruptive or unprofessional behavior.

Chapter 713 Polls

713.1 Placement

A. “Voting terminal” shall be any computer terminal on the FSU Campus Intranet - ICP network, where the Supervisor of Elections can ensure and enforce voter privacy and identify verification, excluding any Fraternity or Sorority houses or private establishments. There shall be a minimum of one (1) said poll designated at the discretion of the Supervisor of Elections. In the case that there are more candidates than there are seats for election to the Campus Recreation Board or Oglesby Union Board the total number of seats up for election shall be considered as contested.

B. Political parties and individuals shall be prohibited from campaigning within the designated “no campaign zone” at each polling site.

C. “No Campaign Zone” shall be defined as the area twenty-five (25) feet away from any voting terminal, or as otherwise reasonably specified by the Supervisor of Elections. This shall include University owned computer lab or library and the area within twenty-five (25) feet of its doors, as well as any dedicated computer laboratory used for elections. The Supervisor of Elections shall mark with RED duct tape or with chalk the words, “No Campaign Zone” in front of voting terminals.

D. The Supervisor of Elections will have the authoritative jurisdiction to disqualify or authorize a respective polling site as such.

1. The polling site shall be located in the Oglesby Student Union. The polling site and terminals shall be located sufficiently far from Legacy Walk, so that Legacy Walk is not included in the “No Campaign Zone.”

E. The Supervisor shall post the sites on the SGA Website, SGA Bulletin Board, and on the Supervisor of Elections Office door.

F. However, not a polling site, no campaigning shall occur within Robert Manning Strozier Library or within twenty-five (25) feet of its doors. Further, the Supervisor of Elections shall mark with either “red” duct tape or with chalk the Strozier Library area as a “no campaign zone.”

G. In the event of an electronic failure of longer than two (2) hours total, the Supervisor of Elections shall extend the election time from 9 a.m. to 2:30 p.m. the next day. The Student Senate shall appropriate the necessary funds on the election day in
question.

H. “Voting terminal” shall be defined as any immediate area on campus in which there are publicly use of computers.

713.2 Recall Elections

A. A minimum of one (1) online poll shall be open in the event of a recall election of the following officials:

- Student Body President
- Student Body Vice President
- Student Body Treasurer
- Oglesby Union Board Members
- Senior Class Council Officers
- Campus Recreation Board Members
- Black Student Union President, Vice President, Treasurer, and Secretary

B. There shall be at least one (1) polling place for the recall of the division specific elected officers placed in or near that Division’s main classroom building(s). If the recall election is for an Undergraduate Studies division, there shall be a poll in the Strozier Library or the Oglesby Union at a minimum.

713.3 Hours

A. Online polls and polling sites on the main campus shall be open from 8:00 a.m. to 7:00 p.m. Eastern Time on the day of election.

B. The Supervisor of Elections may extend poll hours for a period not to exceed two (2) hours.

713.4 Polling Site Procedures

A. The Supervisor of Elections shall ensure that there shall be no electioneering or campaign materials within the “No Campaign Zone” as specified in Chapter 713.1 C of the Student Body Statutes. The Supervisor of Elections shall be authorized to remove any campaign materials posted in violation of this rule.

B. Bands, loud speakers, and any other use of audio amplification for campaigning shall be prohibited within one hundred (100) feet of any voting terminal.

C. Voters shall be entitled to vote in privacy. No person may vote on behalf of another (except to assist a willing disabled voter, in which case the intent of the voter must be followed, subject to the supervision of the election staff) or require login information for anyone, force anyone to vote, not vote, cast a specific vote, or force anyone to campaign against their will.

1. The Student Disability Resource Center shall offer special needs ballots if requested by a special needs student. The ballot must be submitted to the Supervisor of Elections, in a sealed envelope, by the end of the voting period.

D. One (1) Deputy Supervisor or two (2) election assistants shall run the poll at each polling site. Polls must be attended at all times by two (2) or more election assistants or a Deputy Supervisor.

E. No candidate or person closely affiliated with a political party shall serve as an election official.
F. There shall be no "roving precincts" or polling places on moving vehicles.

G. When voting at an official polling site, voters shall use a valid FSU Card as a student voter registration card. The photograph depicted on the card must match the student using it.

H. The maximum amount of votes to be cast on any one personally owned computer is four (4). This excludes University owned and operated computers.

Chapter 714 Conditions for Victory

714.1 If any, non-executive branch candidate receives the majority of the first choices in any election that candidate shall be declared the winner of that election.

A. All executive branch elections will be won by a plurality of the vote. If an individual candidate or political party becomes disqualified the candidate with the second highest number of votes shall be declared the winner.

1. If the portion of votes for the second highest candidate is less than thirty percent (30%), this would mandate a special election for the seats in question.

2. In the case of three or more candidates, the decision will be decided by a majority vote by the Student Senate.

B. If no candidate receives a majority of first choices, then the Supervisor of Elections shall conduct the instant runoff consisting of additional rounds of ballot counting.

1. In every round, each ballot is counted as one vote for that ballot’s highest ranked candidate. At the beginning of each round the candidate with the fewest votes is eliminated from all other ballots. All ballots are recounted, and total votes are recalculated including the changes from the elimination. The process is repeated until one candidate has a majority of votes.

   a. Any and all ballots which no longer contain a candidate due to elimination are considered inactive and are not considered as votes for any candidate although they still count toward the calculation of what is the majority.

2. If no majority is reached after eliminating down to a single candidate, that candidate is considered the winner of the election.

3. In the case of a tie resulting in a situation in which no candidate can be eliminated the election is considered a tie and is resolved in accordance with 714.2.

C. If an individual candidate or political party becomes disqualified all disqualified, non-executive, candidates will be eliminated from the ballots and the votes will be recalculated in accordance with 714.1 (A).

802.10 In the event of a tie between two or more candidates, all candidates involved will go before the Senate to determine a winner, at the next scheduled regular session of the Senate prior to inauguration.

A. The Student Senate shall conduct the election via paper ballot, and the candidate receiving the most votes shall be declared the winner. The Student Senate President shall ensure equal time for all candidates to speak, and equal time for Senators to speak in favor of each candidate. At no time shall any negative or "con" debate be allowed.

1. If in the event that a candidate has an excused absence, based on the University’s Attendance Policy, the tie-breaking vote may be rescheduled by
the Senate President, and heard on the Senate floor via a majority vote.

B. The Senate President shall vote only to break a tie.

802.10 In the event of candidates or voting blocs running unopposed in any election at the deadline of declaration of candidacy filing, the candidates or voting blocs shall be declared the winner of the election, in accordance with Chapter 702 Q.

Chapter 715 Winners - Assum ing Office

715.1 Announcement

A. After the results have been verified by the Supervisor of Elections as outlined in 711.4, the Supervisor of Elections shall release the final election results.

B. All announcements of the unofficial and/or final election results shall include a statement that the results may be challenged to the Elections Commission as specified in Chapter 703.2 of the Student Body Statutes.

C. The Supervisor of Elections shall prepare and distribute a press release announcing the official election results, campaign expenditures, and type and quantity of violations no later than the Tuesday following the certification of the election.

715.2 Certification of Election

A. No Certificate of Election shall be issued to a candidate whose election is being contested.

B. No candidates shall be installed, given the oath of office or take elective office unless a Certificate of Election has been authorized for that candidate by the Supervisor of Elections. This shall not apply to those candidates appointed to fill vacancies in accordance with the Student Body Constitution and Student Body Statutes.

Certificates of Election shall be given to a candidate when 701.1 R, S, and T, have been fulfilled in a form presented by the Supervisor of Elections.

715.3 Transition of Student Body Officers

A. Following the election, all elected officials shall be expected to have at least one (1) transition meeting their successor.

B. The purpose of this meeting is to review details regarding how best to navigate the responsibilities associated with the position and any other pertinent information that the current official sees fit for their successor to know.

C. This shall not be misconstrued as a requirement for election certification, but rather as an expectation of all elected student body officers.

715.4 Installation

A. The Supervisor of Elections shall provide for appropriate installation ceremonies for duly elected candidates.

B. Any duly elected officers who miss the formal installation ceremonies shall be installed separately by the Supervisor of Elections or the Student Senate within ten (10) school days after the formal installation ceremonies. No elected official shall be sworn in before the formal ceremony.
C. Newly elected officers shall assume office immediately upon installation by the Supervisor of Elections.

TITLE VIII FINANCE CODE

Chapter 800 Purpose, Scope, & Definitions

800.1 The Finance Code defines the standards of financial accountability and fiscal management that the Student Government Association (SGA) has established as objectives of self-governance.

800.2 The Finance Code governs the budgeting and expenditure of all of the following:

A. A&S funds allocated to SGA branches, offices, agencies, bureaus, affiliated projects, and Recognized Student Organizations, including those cases where money was distributed through the fund distribution committees.

B. A&S funds spent directly on student activities and/or events by Student Senate.

C. All revenue generated through the use of A&S funds, as per Chapter 804 of these Statutes.

800.3 Definitions

A. Printed Materials - Printed materials shall be defined as flyers, posters, pamphlets, banners, signs, advertisements, T-shirts and any other promotional materials. Web-based material will be subject to the same (applicable) provisions as all other printed material.

B. Expenditure – The purchase of items or services

C. Transfer – A transfer shall be defined as the moving of funds from one budgetary category to another

800.4 Stewards of the Finance Code

The Senate Finance Committee is assigned responsibility for oversight, review, and periodic update of the policies expressed in the Finance Code. The SGA Director of Student Affairs is responsible for assuring that the Finance Code is fully implemented. The Student Body Treasurer is responsible for approval or rejection of all expenditures of all A&S recipients (excluding the Union, Campus Recreation, and COGS).

800.5 The Student Body Treasurer

A. The Student Body Treasurer is responsible for the approval or rejection of all A&S expenditures requested by branches, offices, agencies, bureaus, affiliated projects, and Recognized Student Organizations. Graduate RSOs shall have their expenditures approved by the COGS Financial Officer or COGS Speaker in lieu of the Student Body Treasurer.
B. The Student Body Treasurer may reject expenditures that the Treasurer deems fiscally irresponsible. Reasons for rejection include, but are not limited to:

1. Any expenditure that is deemed irresponsible, excessive, or unnecessary.
2. Any expenditure that violates conditions of the Student Body Finance Code.
3. Any expenditure requested primarily for the purpose of circumventing the Sweepings process.

C. Any expenditure rejected by the Student Body Treasurer may be appealed to the Student Body President. Rejected expenditures may also be appealed to the Senate Finance Committee or the Student Senate, either of which may overturn the decision by a two-thirds (2/3) vote. Any expenditure rejected by the COGS Financial Officer or COGS Speaker may be appealed to the COGS General Body. Any expenditure appeal rejected by the COGS General Body may be appealed to the Student Body Treasurer.

1. In order for the Student Senate to hear the appeal of a rejected expenditure, the item must first be placed on the calendar (under New Business) by the Rules & Calendar Committee. The Senate President must then attempt to notify the Student Body Treasurer and the President of the entity whose expenditure was rejected.

2. If the appeal of a rejected expenditure is to be heard by the Senate Finance Committee, then the Student Body Treasurer and the President of the entity whose expenditure was rejected must be notified prior to the meeting.

D. In the event that the Treasurer is not available to approve or reject a requested expenditure within two (2) business days of its submission to the SGA Accounting Office, the Student Body President or Vice President shall have the power to approve or reject the expenditure. If the request is rejected in this manner, the appeal mechanism outlined in 800.5 C shall still apply.

E. The director or financial officer of any agency, bureau, affiliated project, or funding board must meet with the Student Body Treasurer or a designee, who is financially certified through the SGA Accounting Office, to address financial concerns, upon request of the Student Body Treasurer.

F. The Student Body Treasurer shall compile a list of all expenditures that the Student Body Treasurer signs, approves, or rejects. A copy of this list shall be forwarded to the SGA Accounting Office, the Student Senate President, the Senate Finance Committee, and all parties who request a copy from the Student Body Treasurer’s office. This list of expenditures shall be sent to the Student Senate and the Senate Finance Committee by the first of each month.

Chapter 801 Eligibility Requirements for SGA Funding & Spending

History: Revised by the 74th Senate Bill 37.

801.1 Organizations must either be recognized by the University or affiliated with Student Government Association to receive or expend A&S fees.

801.2 Student organizations must have both an on-campus mailing address and an account with the SGA Accounting and Advising Office (except RSOs under the Sports Club Council, which must have an account with the Campus Recreation Accounting Office).

801.3 The Director/President and Financial Officer/Treasurer of each SGA-funded organization, agency, bureau, executive institute and affiliated project, shall be required to complete the online Financial Training Workshop prior to expending funds and receive Financial
Certification status from the SGA Accounting Office.

801.4 Counter-signing Requirements
A. All SGA-funded entities are required to elect, have appointed, or otherwise select a financial officer (who is to be the designated custodian of the account) and a president to counter-sign for all expenditures.
B. In addition to the organizational co-signatures and the signature of the Student Body Treasurer, all expenditures must have the signature of the SGA Director of Student Affairs or a designee.

801.5 The Statement of Understanding
Each A&S funded entity shall be required to have its President/Director and Treasurer/Financial Officer co-sign this statement of understanding, which will be retained in the SGA Accounting and Advising Office before any expenditures may be made by the entity. The Statement of Understanding shall read:

“The undersigned herein designated as (name of office held or name of organization) fully understands the Student Government Finance Code, which applies to all funds allocated by Student Government. Furthermore, the undersigned agrees to abide by all policies and procedures for expending such funds. Finally, the undersigned understands that any violation of the Finance Code will be prosecuted to the full extent of the law.”

801.6 FSU Student Membership Requirements
A. For a Recognized Student Organization to be eligible to receive funds, all officers of that organization and a majority of its membership must be A&S Fee paying students at Florida State University.
B. All RSOs within the FAMU/FSU College of Engineering are exempt from 801.6 A. Each organization which falls under this category must designate a financial officer who is an A&S Fee paying student at Florida State University to serve as custodian of the accounts and to ensure funds received from FSU are only distributed to A&S Fee paying students of Florida State University.
C. Recognized Student Organizations must keep accurate and complete membership rosters, and provide these records to University officials upon request.

Chapter 802 General Guidelines & Restrictions on Expenditures

History: Revised by the 62nd Senate Bills 31 and 98. Revised by the 73rd Senate Bill 22, 25. Revised by the 74th Senate Bill 13. Revised by the 75th Senate Bill 20.

802.1 The A&S Fee Guidelines were promulgated jointly by the Student Government Association and Florida State University. The allocation and expenditure policies and procedures contained in the A&S Fee Guidelines are obligatory upon Student Government Association.

802.2 Activities funded must not conflict with the purpose or regulations of the Florida State University, Board of Trustees policies, or state and federal laws.

802.3 No A&S monies shall be dispersed to pay for previous expenditures without prior approval. SGA shall only be obligated to pay where a legitimate purchase order has been properly issued, or other paperwork as designated by the SGA Accounting Office. This clause may be waived by an appeal in the form of a resolution to the Senate Finance Committee. The appeal must include a letter of explanation as to why the expense did not receive pre-approval as well as the financial statement and expense reports from the event. A representative for the organization requesting the appeal must be present. The appeal must pass the Finance Committee by three-fourths (3/4) and receive a three-fourths (3/4) vote of the Student Senate. Should either vote fail, SGA shall not be liable for the expense.
A. SGA shall not fund any item pertaining to an event or travel in the past including, but not limited to: clothing, awards, and promotional items. The selection process for any awards paid for by A&S monies must occur after the initial request presentation, and the recipient must be notified that their award was paid for by SGA.

802.4 Accessibility of Meetings & Events

Exempting SGA-sponsored concerts, no FSU student shall be charged admission for any event funded in whole or in part by A&S monies, unless the student is unable or unwilling to provide proof of studentship that shall include, but not be limited to, their valid FSU ID. All SGA-funded events and meetings must also be well publicized and conducted in an environment that is generally accessible to the public.

A. No event or meeting at which A&S Fees are utilized may be conducted in a private residence. This includes, but is not limited to, apartments, homes, and condominiums. This does not apply to community clubhouses. Exceptions to this rule shall require a two-thirds (2/3) vote of the Student Senate.

B. Evidence of an adequate advertisement plan of A&S Fee utilizing meetings and events must be presented at the time the expenditure is initially presented to the Student Body Treasurer. Failure to properly promote an event is grounds for rejection of all expenditures associated with the event.

C. SGA-sponsored concerts shall include Headliners concerts, Homecoming Live, and any other concerts that attain the sponsorship of SGA via Senate resolution. Such concerts must have their ticket prices approved by Senate through resolution.

D. Events should be held on campus if appropriate accommodations on campus are available. Agencies, bureaus, affiliated projects, and SGA offices must have off-campus events approved via a resolution of the Student Senate. For Undergraduate RSOs to host events off campus, must have a majority vote of approval by the Programming Allocation Committee (PAC), or in the event that PAC does not meet, the Student Senate Finance Committee may approve the event. If PAC does not approve an event by majority vote, the Student Senate or the Student Senate Finance Committee may, by majority vote, override the PAC decision. Graduate RSOs must have approval as outlined in the COGS Code.

802.5 Limitation on Outside (non-FSU) Benefits

A. Funds may not be expended to support a candidate for political office, nor for contribution to political activity directly seeking to affect the passage, defeat, or status of any legislation except as provided by Florida Law. This statute shall by no means be interpreted as restricting the lobbying efforts of the Student Body President, Student Senate, or the Office of Governmental Affairs.

B. Items/services purchased with A&S money may not be used for the primary benefit of community programs outside of FSU, or for donations to such programs. This provision shall not be construed so as to prevent organizations from receiving funding as outlined in Chapter 811 of the Student Body Statutes.

C. All events funded in whole or in part with A&S money must provide priority admissions to current Florida State University students.

D. Student Groups affiliated with national political parties or supporting/advocating a national, state, city, and county political agenda may request money from Student Government Association for awareness of their RSO on campus. RSO events, spreading messages and ideologies of their RSO on campus, and for travel to
advance their RSO’s mission at Florida State University. A&S Fees shall not be used to: endorse a political candidate on or off campus or advance political messages and ideologies off-campus.

E. Religious based student groups may receive funding for awareness/advertising of their RSO on campus, RSO events, and travel that advances their mission at Florida State University. Funding for proselytizing is prohibited. Religious based organizations providing service are exempt from being registered as a service organization. Religious groups can request money for service projects or service travel, but must not proselytize their religion. Religious topics or lectures may be offered during travel or events; however, if requested by a participant, an alternate activity must be arranged.

802.6 Acknowledgment of SGA Funding

A. All online and printed materials purchased or manufactured with A&S Fees must include the FSU SGA logo. On printed materials, the SGA logo shall be no less than 1/30 of the size of the area in which the logo is placed on materials not advertising a specific event, the logo may be substituted with the words “Paid for by SGA” or Student Government Association in clearly visible font. One of the following areas on printed materials must be used to meet the logo requirement:

1. On the front of posters and flyers
2. On the front or back cover of pamphlets and other publications
3. Inside the front cover of publications
4. On either the front or the back of t-shirts or tank tops.

B. All audio and video advertising funded in whole or in part with A&S Fees shall publicly acknowledge SGA funding by including the statement “Paid for by FSU SGA” or “Funded in part by FSU SGA”. Classified advertisements must either include the FSU Student Government logo or the words “Paid for by FSU SGA.”

C. Any printed materials sponsored by an A&S recipient must include the name of recipient.

D. All printed materials and broadcasts expressing a political message must also include, with the SGA logo: “The views expressed herein do not necessarily reflect those of the FSU Student Government Association.”

802.7 No personal gifts may be purchased with A&S money. Items given for recognition may only be funded from the Clothing & Awards Category.

802.8 Alcohol may not be purchased with A&S monies, either specifically or as part of a facility rental agreement or any other package.

802.9 Disposable plastic water bottles and disposable plastic straws may not be purchased with A&S monies. In lieu of disposable plastic water bottles, RSO may not purchase other environmentally harmful materials such as Styrofoam.

A. In the case of a natural disaster or any other unforeseen emergency in which sustainable methods of water distribution are hindered, plastic water bottles may be purchased.

B. This may be waived by a 2/3 vote of the committee.

802.10 No weapons may be purchased with A&S monies. This includes firearms, destructive devices, or other dangerous articles or substances, including but not limited to, pellet guns,
bb guns, paintball markers, slingshots, crossbows, stun guns, Tasers, metallic knuckles, archery equipment, or any dangerous chemical or biological agents. This section shall not apply to the funding of organizations that utilize these items for the purpose of sport under the purview of Campus Recreation, however Campus Recreation must have policies in place around the purchase and use of their firearms and weapons.

802.11 Any organization that has property stolen must file a report with the FSU Police Department or Tallahassee Police Department. No transfer or allocation for the purpose of replacing said goods may be passed without such a report.

802.12 The Executive Projects Account and the Student Government Association Golden Torch Lecture Series Account may use the lump sum of funds in the expense account for any purpose.

802.13 All receipts must be turned in within ten (10) business days to the SGA Accounting Office or the organization’s future requisitions will not be approved until past receipts are turned in.

Chapter 803 SGA Budgetary Categories & Categorical Restrictions

History: Revised by the 62nd Senate Bill 93. Revised by the 62nd Senate Bill 94. Revised by the 71st Senate Bill 66, Bill 67. Revised by the 72nd Student Senate Bill 13. Revised by the 73rd Senate Bill 48. Revised by the 74th Senate Bills 12, 75, 76, 78, and 80. Revised by the 75th Senate Bills 39 and 64.

803.1 All SGA-funded entities shall be funded in seven (7) budgetary categories. The seven (7) categories shall be:

Salary, OPS Wages, Contractual Services, Expense, Food, Clothing & Awards, and Other Capital Outlay

803.2 Transfer Requirements

A. SGA branches, offices, agencies, bureaus, affiliated projects, and recognized student organizations which are allocated A&S monies may only transfer A&S money between budgetary categories through the passage of a legislative bill. Such transfers shall also require the consent of the Director or chief executive of the entity within which the funds are being transferred.

803.3 Fund Distribution Committee Procedures with Regard to Categories

The Student Senate shall appropriate the entirety of all allocations to fund distribution committees in block in the Expense category, from which each fund distribution committee will have the authority to distribute those funds to its constituent RSOs among the Contractual Services, Expense, Food, and Clothing & Awards categories.

A. These allocations from block Expense to other categories shall not be considered transfers.

B. No allocation may be made to or by fund distribution committee in the Other Capital Outlay category.

803.4 The Salary Category

The Salary category shall be used to fund wages and benefits for staff positions. This category does not cover elected or appointed student positions.

A. The creation of new Salary positions must be done through the annual budget process.

B. Salaried positions may only be removed, or decreased in wages/benefits in a manner consistent with federal and state law and university policy.
803.5 The OPS Wages Category

The OPS Wages category shall be used to fund wages for elected and appointed student positions. All OPS paid positions shall be held by persons currently enrolled at FSU, unless otherwise specified in these Statutes.

A. Wages may only be drawn from this account in the manner explicitly stated by the Student Senate in the proviso language of the annual budget (or the Sweepings proviso). Money may not be redistributed within the category except as stipulated in 803.5 B.

B. Changes in the manner in which an SGA-funded entity distributes its wages (i.e., creating or removing an OPS paid position, increasing or decreasing the hours/week of a current OPS paid position, or increasing/decreasing the hourly wage of an OPS paid position) must be approved by the Student Senate through resolution. This resolution must first be referred to, and passed by majority vote, the Senate Budget committee.

1. Cases in which raises in the state or federally mandated minimum wage necessitate the increase of hourly wages may be handled immediately by the SGA Accounting Office, and are not held to the provisions of 803.5 B.

2. No currently filled OPS paid position may be decreased in paid hours/week or hourly wages without the approval of the individual whose wages are being lowered. This is to protect OPS paid officials from circumvention of the impeachment and executive removal proceedings.

C. All OPS paid positions must be advertised for a minimum of two (2) weeks prior to being filled. A job description must be put on file with the SGA Administrative Assistant prior to any position drawing OPS wages.

D. RSOs shall not receive or distribute OPS Wages.

803.6 The Contractual Services Category

The Contractual Services category shall be used to pay for services rendered by contractually bound speakers, entertainers, or bands.

A. Any transfer within an SGA branch, office, agency, bureau, or affiliated project from Contractual Services to any other category requires a three-fourth (3/4) vote of Student Senate to pass.

B. All contractual expenditures in excess of $3,000 require the approval of Senate by resolution. If the contractual expenditure is $10,000 or more, a two-thirds (2/3) vote of the Student Senate is required for approval of the resolution. If the planned price-per-capita for students is to be one hundred ($100) or more, the Finance Committee must approve the resolution by a three-fourths (3/4) vote prior to Senate approval, where two-thirds (2/3) is needed.

803.7 The Food Category

The Food Category shall be used to pay for food for general meetings, presentations, banquets, and other public, publicized, free-admission events sponsored by SGA-funded entities. Such expenditures may include, but are not limited to: groceries, delivered food, and catered buffets.

A. No SGA branch, office, agency, bureau, or affiliated project shall be allocated more than fifteen percent (15%) of its annual budget in the Food category.
B. No more than fifteen percent (15%) total of the annual Sweepings bill may be allocated to the Food category.

C. No Allocation Committee shall allocate more than twenty-five percent (25%) of its budget to the Food category.

D. Any transfer within an SGA branch, office, agency, bureau, or affiliated project to the Food category from any other category shall require a 3/4 vote of Senate to pass.

E. Any allocation from Senate Projects to the Food category of any entity shall require a 3/4 vote of Senate.

F. Food may not be purchased for Executive Board meetings, or any meeting or event with an expected attendance of fewer than 15 FSU students.

G. No A&S monies shall be spent on plated dinners. This rule may be waived by a two third (2/3) vote of the Student Senate.

803.8 The Clothing & Awards Category

The Clothing & Awards Category shall be used to pay for clothing (t-shirts and polo shirts) for the purpose of promoting an SGA-funded entity or event, and awards (trophy, plaques, and certificates) for the purpose of recognizing an individual or group.

A. Clothing shall be restricted to T-shirts, tank tops, hoodies, sweatshirts, hats, and polo shirts, unless otherwise approved by a three-fourth (3/4) vote of the Senate Finance Committee.

1. Clothing must be made available free of charge to all FSU members of the entity purchasing them. There shall be no separate Executive Board clothing. Executive Board clothing can be waived in the form of a resolution with approval by a three-fourths (3/4) vote of the Senate Finance Committee and a two-thirds (2/3) vote of the Senate.

2. A proof of the clothing item clearly depicting the front and back of the item and including the acknowledgement of SGA funding (as per 802.6), must be submitted to the Student Body Treasurer at the same time as the expenditure.

3. No obscene, inappropriate, or offensive images or text may be displayed on any clothing purchased in whole or in part with A&S funds.

4. Allocation Committees shall not fund more than $10 per clothing item in sizes small through extra-large and $12 per clothing item for sizes extra-extra-large and above. Senate may waive this clause with a two-thirds (2/3) vote on the floor.

B. Awards shall be restricted to trophies, plaques, and certificates.

1. The way the recipient of any award was (or will be) decided must be submitted to the Student Body Treasurer at the same time as the expenditure. Under no circumstances may this category be used to purchase personal gifts.

2. Any single award costing in excess of $75 shall require the approval of the Senate Finance Committee by majority vote.

C. No more than five percent (5%) of the annual Sweepings or Central Reserves bills may be allocated to the Clothing & Awards category.
803.9 The Other Capital Outlay (OCO) Category

The OCO Category shall be used to pay for items costing in excess of $5,000 and with a life expectancy of at least a year.

A. All money budgeted to the OCO category in the annual Budget and Sweepings bills must have attached proviso language explicitly stating the purpose of the funds. All appropriations from Senate Projects into this category must be preceded by a resolution explicitly stating the purpose of the funds.

B. Inventory of all items purchased from this category must be maintained by both the organization and the SGA Administrative Office.

803.10 The Expense Category

The Expense Category shall be used to pay for items, such as office supplies, nametags, printing, postage fees, telephone charges, and facility rentals, which do not fall under any other category. This account also covers all costs associated with student travel. SGA will fund, either directly or through reimbursement, airfare, rental car(s), gas mileage, and lodging. Student organizations shall not be funded for meals or limited incidental expenses.

A. Guidelines on Items & Purchases

1. No gift cards, gift certificates, phone cards, or other transferable purchases may be made with A&S money.

2. Office supplies purchased from this category must be limited to those with a clear purpose furthering that entity’s operation and function. Decorative or unnecessary office items may not be purchased with A&S money.

3. No obscene, inappropriate, or offensive images or text may be displayed on any printed material purchased in whole or in part with A&S funds.

4. Postage must be budgeted by the account needing postal service. Metered mail service may be obtained from the FSU Post Office with an FSU Postal Charge Form. Postage stamps shall not be purchased.

B. SGA Travel Guidelines

1. Travel expenses may only be incurred in the performance of official duties of the Florida State University Student Body.

2. Only current FSU students and approved organizational advisors may be remitted money for travel.

3. Travel expenses must be requested and approved via the Travel Authorization Request (TAR) form. All foreseeable expenses must be requested in advance, as any deviation from the initial requests is subject to review and possible rejection by the Student Body Treasurer.

4. The Student Body Treasurer shall have the authority to only partially fund travel expenses that the Student Body Treasurer deems unreasonable, provided such expenses were not approved prior to the travel. If the Student Body Treasurer is a beneficiary of any travel expense, the Senate Finance Committee shall review the expense before the trip and approve by majority vote the expenditures. By majority vote, the Finance Committee can partially fund as well as reject the travel expenditures in which the Treasurer benefits. An appeal of the Finance Committee’s decision shall be heard by
the Student Senate under “New Business” with a majority vote required to overturn the Finance Committee’s decision.

5. A roster with the names and emergency contact information of all individuals travelling must be provided to the SGA Accounting Office prior to departure.

6. SGA will fund, either directly or through reimbursement, airfare, rental car(s), gas mileage, lodging, meals, conference fees, and limited incidental expenses.
   a. Airfare must be purchased at the lowest possible price, and must be coach/tourist class seating. The Student Body Treasurer may reject large expenditures for airfare if the tickets were purchased less than two (2) weeks in advance, even if the purchased tickets were the cheapest available at the time of purchase.
   b. Rental cars must be purchased through the University’s contracted rental company. Students may also choose to use their private vehicles and be reimbursed for gas mileage. Mileage will be reimbursed in a manner consistent with federal, state, and university standards. If mileage is to be incurred above the initially requested and approved figure (on the TAR), then all fuel expenses must be documented with receipts.
   c. Lodging accommodations must be made at the lowest possible cost. Groups shall stay four (4) to a room unless prevented from doing so by fire code and/or co-ed issues. Hotel charges shall not exceed $300 per room per night (excluding tax).
   d. Travelers have the option of being reimbursed at the government per diem rate of $80 per day in lieu of claiming lodging and meal expenses. This shall only apply in cases where SGA did not fund any lodging for the organization.
   e. Incidental expenses shall be limited to those absolutely necessary for travel, such as road tolls, parking fees, and other associated costs.

7. All groups and individuals traveling must retain (until reimbursement) original receipts of all expenses for which they intend to be reimbursed. Travelers will only be reimbursed for expenses incurred and justified with receipts, with the exception of gas (803.10 B6 b) and per diem (803.10 B6 e).

Chapter 804 Self-Generated Funds

804.1 Delineation of Self-Generated vs. A&S Generated Funds

Money accrued by SGA-funded entities through such activities as fundraising, the collection of dues, the receipt of outside donations, and profit-generating ventures (e.g., charging event admission to non-FSU students) shall be considered Self-Generated provided that (1) The money is not Activities & Services Fees and (2) The money was not earned at an event or in a manner that utilized any A&S fees.

A. In the case of non-A&S money generated at an event (or in a manner) utilizing A&S fees, all money yielded, up to the amount of the initial A&S expenditure, must be placed back into the appropriate category (or categories) from which the A&S money was initially expended. These funds shall not be considered self-generated, and shall be held to all the applicable restrictions (both general and category-specific) of A&S fees, including those outlined in this Finance Code.

B. If funds are generated in excess of the amount of the initial expenditure of A&S money, the excess shall be considered Self-Generated money. In this case, such funds must be kept in the entity’s on-campus account with the SGA Accounting
C. Decisions over what constitutes money generated “at an event (or in a manner) utilizing A&S fees” shall be made by the SGA Director of Student Affairs, who is encouraged to consult the Senate Finance Committee in ambiguous situations.

1. Money shall not be considered to have been generated by utilizing A&S funds simply by virtue of being collected in A&S funded reservable space.

2. Membership dues shall never be considered to have been generated through investment of A&S money, except under exceptional circumstances which must be approved by a two-thirds (2/3) vote of the Senate Finance Committee.

804.2 Self-Generated money may be kept in the entity’s on-campus account with SGA Accounting Office or off-campus at a private bank or other institution (except as specified in 804.1 B).

804.3 Self-Generated money is not subject to the provisions of the Finance Code, and expenditures from the (on-campus account) Self-Generated category shall not require the approval of the Student Body Treasurer or any other SGA official. While such spending need not be publicly advertised, neither shall there be any guarantee of confidentiality.

804.4 Under no circumstances may FSU students be charged admission to any event funded with any A&S money (excluding SGA-sponsored concerts, which are held to the provisions of 804.1 A). No FSU student may be denied membership to any SGA-funded organization purely because of their inability to pay dues.

Chapter 805 Penalties for Misspent Funds & Violations of the Finance Code

805.1 Purview

All SGA funded entities, excluding the Union, Campus Recreation, the Student Senate, the Executive Branch (excepting all financially distinct offices), the Elections Office, and the Judicial Branch are subject to the provisions and penalties of Chapter 805 of the Finance Code. The aforementioned exempted entities may not be directly sanctioned, but violations and other irresponsible spending may be taken into account in subsequent allocations proceedings, and also may be grounds for impeachment. The Senate Finance Committee shall take the lead for all investigations as well as all mid-year reviews of any A&S Fee recipient (with the Budget Committee assisting for the mid-year reviews).

805.2 Causes for Sanction

Entities may be subjected to the sanctions outlined in 805.3 for any of the following reasons, with severe and/or repeated incidents being taken into particular consideration:

A. Violating any condition(s) of the Finance Code.

B. Expending A&S money in a manner inconsistent with the request presented to and approved by the Student Body Treasurer (or, if initially rejected by the Treasurer, the Student Body President, the Senate, or the Senate Finance Committee).

C. Expending A&S money on items or services that are irresponsible and/or do not serve the entity’s mission or the Student Body.

D. Exhibiting a pattern of reckless or irresponsible spending, even if expenditures are deemed suitable on an individual basis, that places the entity in either a deficit or such a precarious budgetary situation that the future fiscal welfare of the entity is placed in jeopardy.

E. Entering into a preemptive or unauthorized contractual agreement.
F. Any situation where there is serious and justified concern that the President/Director and/or Treasurer/Financial Officer may be removed from office in the immediate future.

805.3 Sanctions

A. Freezing of Funds

An entity whose funds are frozen may make no expenditures for the (pre-specified) duration of the freeze, which may not exceed ten (10) business days. Previously approved expenditures will be voided unless (1) the purchase order has already been conferred or (2) the Student Body Treasurer consents to the processing of the expenditure.

B. Restriction of Funds

An entity may have its future expenditures restricted to only those pre-specified expenses deemed essential to the entity’s operation. This sanction may only take place after an organization’s funds have been frozen, and shall apply for an indefinite period of time (until the sanction is explicitly lifted). Such restrictions must be explicitly stated at the time of restriction, and must be limited to one, or a combination of, the following:

1. The prohibition of expenditures from a particular category or categories (including, if desired, all categories).

2. The specific enumeration of allowable expenditures, including ranges for dates of purchase, cost, and descriptions of the items/services to be purchased.

3. The requirement that the Senate Finance Committee approve all expenditures not specified in subsection 2 (directly above).

C. Any entity whose funds are frozen or restricted must have its Treasurer/Financial Officer (or designee) make presentations to the Student Body Treasurer (or designee) and the Senate Finance Committee. These presentations shall be scheduled at the behest of the Treasurer and the Senate Finance Chair, respectively, and neither individual shall mandate more than two presentations per any 30-day period (unless consented to by the entity’s Treasurer/Financial Officer).

805.4 Authority to Instate, Appeal, and Repeal Sanctions

A. Freezing Funds

Any entity’s funds may be frozen by the Student Senate, the Senate Finance Committee, the Student Body President, or the Student Body Treasurer.

1. The decision of the Student Body President or Treasurer to freeze funds may be overturned by a two-thirds (2/3) vote of the Student Senate.

2. The Senate Finance Committee’s decision, which is made by majority vote, may be overturned by a mutual agreement of the Student Body President and Treasurer or two-thirds (2/3) vote of the Student Senate.

3. The Senate’s decision, which is made by majority vote, may be overturned by mutual agreement of the Student Body President and Treasurer. It may then be reinstated by a two-thirds (2/3) vote of the Student Senate.

4. The party initiating the freeze may rescind it at any time.
B. Restricting Funds
At the end of the freeze period, if the problems inciting the initial freeze have not been rectified, another freeze period may be initiated by any of the procedures outlined in 805.4 A. Provided the initial freeze period was for at least three (3) business days, SGA may alternatively choose to restrict the entity’s funds indefinitely in the following manner:

1. A resolution, initiating in the Senate Finance Committee (and passing by majority vote), is passed by the Student Senate, explicitly outlining the terms of the restriction as per 805.3 B. This resolution must pass the Senate with a two-thirds (2/3) vote.

2. These restrictions may be subsequently amended or repealed by resolution, which must also initiate in the Senate Finance Committee (and pass with majority vote) and pass the Senate with a two-thirds (2/3) vote. This process notwithstanding restrictions of funds shall only expire at the end of the fiscal year when accounts are swept.

Chapter 806 Funding Boards

History: Amended by the 56th Senate Bill 72. Revised by the 59th Senate Bills 16, 44, 54, 71, 94 and 103. Revised by the 60th Senate Bill 65. Revised by the 61st Senate Bill 21. Revised by the 62nd Senate Bills 39, 40 and 41. Revised by the 62nd Senate Bill 94. Revised by the 64th Senate Bill 7. Revised by the 66th Senate Bill 5. Revised by the 71st Student Senate Bill 78. Revised by the 72nd Student Senate Bill 53.

806.1 Title and Purpose

A. Title
This act shall be known as the Allocation Committee Act.

B. Purpose

1. An Allocation Committee shall be defined as any Funding Board or Fund Distribution Committee outlined in 806.1 B (2) and/or (3).

2. This Act shall apply to the following Funding Boards: Law School Appropriations Council, Sports Club Distribution Council, and Medical School Council. Hereinafter, these Funding Board shall individually be referred to as LSAC, SCDC, and MSC, respectively.

3. This Act shall also apply to the following Fund Distribution Committees: Programming Allocations Committee and Resource for Travel Allocations Committee. Hereinafter, these Funding Boards shall individually be referred to as PAC and RTAC, respectively.

806.2 Compliance with the A&S Guidelines

A. The Student Body Treasurer and the SGA Advisor shall have the responsibility and oversight of the Allocation Committee for purposes of enforcing the Finance Code and Student Body Statutes.

806.3 Procedures and Requirements to Receive Funds

A. To receive funds an organization must officially be recognized with the Florida State University Student Activities Center.

B. Organizations must become re-recognized each academic year to continue eligibility requirements.

C. The President/Director and Treasurer/Financial Officer of each organization shall be required to be financially certified.
D. Any recognized organization must first approach the appropriate Fund Distribution Committee or Funding Board for each and every funding request.

806.4 Use of Funds

A. Recognized Student Organizations that charge membership fees may not exclude any students from membership solely because of their inability to pay dues.

B. Recognized Student Organizations may not charge admission fees to FSU students for any event subsidized or paid for by student A&S Fees allocated to them.

C. All monies shall be spent in accordance with the Finance Code and A&S Fee Guidelines.

806.5 Allocation Procedures

The following guidelines shall apply to all Allocation Committees:

A. The recognized student organizations requesting funds must submit a request to the Chair of the particular Allocation Committee.

B. The approval of funds shall be approved by not less than a majority of the Allocation Committee’s membership, where quorum is present.

C. For any group to apply for funding in front of an Allocation Committee, the student organization must have completed the recognition process as outlined by the Student Activities Center for each academic year.

Chapter 807 Recognized Student Organizations Fund Distribution Committees

History: Created by the 61st Senate Bills 21 and 45. Revised by the 62nd Senate Bill 39. Revised by the 62nd Senate Bill 93. Revised by the 63rd Senate Bill 94. Revised by the 63rd Senate Bill 77. Revised by the 64th Senate Bills 6 and 7. Revised by the 65th Senate Bill 95. Revised by the 66th Senate Bill 5. Revised by the 69th Senate Bill 18. Revised by the 70th Senate Bill 34. Revised by the 70th Senate. Revised by the 71st Senate Bill 39, Bill 69, 101. Revised by the 72nd Senate Bill 8, 27, 53. Revised by the 73rd Senate Bill 48, 64. Revised by the 74th Senate Bill 7. Revised by the 75th Senate Bills 10, 13, 15, 40, and 68.

807.1 Title and Purpose

A. Title

This act shall be known as the RSO Fund Distribution Committees Act.

B. Purpose

The purpose of this act is to explicitly outline the process by which Recognized Student Organizations can receive funds on an expenditure-by-expenditure basis.

807.2 The Resource for Travel Allocations Committee

The Resource for Travel Allocations Committee will be responsible for hearing requests placed by Recognized Student Organizations that deal with expenditures in the following categories:

1. Travel/Expense

2. Mileage Reimbursement

3. Lodging

4. Registration
807.3 The Programming Allocations Committee

The Programming Allocations Committee will be responsible for hearing requests placed by Recognized Student Organizations that deal with expenditures in the following categories:

1. Contractual Services
2. Food
3. Any Expense or Clothing expenditures that are in direct association with the RSO.

807.4 Construction of the Fund Distribution Committees

A. Each Fund Distribution Committee will be made up of ten (10) students registered for six (6) or more credit hours in the Fall/Spring Semesters.

1. Senators may be allowed to count toward quorum as acting members for RTAC and PAC at the discretion of the Chair.
2. There must be a minimum of three (3) members or acting members of the respective committee present for any official business to occur. The Chair shall not count for this quorum.
3. Members of the Senate Finance Committee shall be excluded to count towards quorum on funding boards.
4. All students serving on Funding Distribution Committees, even if in an acting capacity, must be financially certified by the SGA Accounting Office prior to participating in any committee business.

B. Student Engagement Ambassadors must forward two (2) members to be on each committee. The Chair of the Union Board must select two (2) members to be on each committee. The remaining four (4) individuals will be members at large. Students wishing to serve as members at large shall apply through the online SGA application. The respective funding board chairs shall conduct interview processes for at-large members and forward candidates to the Student Body President for confirmation pursuant to Section 304.3(D). The selected candidates shall then be forwarded to the Finance Committee and then to the Senate as a whole for confirmation. If the forwarded candidates of the Student Engagement Ambassadors are not selected, the new candidates must be forwarded. Members selected from the Union Board need not be confirmed and will take their seats at the committee once the Student Senate President and Committee chair receive their nominations.

1. Committee member’s terms shall expire upon the end of each Spring semester.
2. No committee member may vote on funds for an organization of which they are a member.
3. Committee members will be allowed three (3) excused absences (as defined by Florida State University policy) and two (2) unexcused absences, at which point the Chair may remove that member. If the member is from Union Board or Student Engagement Ambassadors, the respective Board must forward another candidate.

a. For an absence to be excused, the committee member must notify the Chair before the start of the meeting, providing information as to
why they will not be present. Such decision shall be subject to the discretion of the Chair.

b. A lack of notification prior to the meeting shall be determined excused or unexcused at the discretion of the Chair.

c. Two (2) tardies shall count as an unexcused absence.

C. The Chairs and Vice Chairs of the Program Allocations Committee (PAC) and the Resource for Travel Allocations Committee (RTAC) will be Senators elected by the Senate as a whole. The elections shall be conducted in the same manner as that of the Student Senate President. The Chairs and Vice Chairs shall not sit on any other Senate Standing Committee.

1. The Chair and Vice Chair of each committee shall be elected during Senate, the first week following the Spring Inauguration.

2. In the event that a Chair or Vice Chair is removed from office, resigns their position as chair or discontinues their role as a Student Senator, an election shall be held in the same manner described in 807.4 C to fill the position. The newly elected Senator shall serve out the remainder of the time in office.

3. The Chair shall:

   a. Preside over all meetings of the Fund Distribution Committee.
   
   b. Collect all Funding Request Forms from the Accounting Office or online.
   
   c. Represent the Fund Distribution Committee on all official business, including as the primary sponsor on all consent resolution originating from the committee.
   
   d. Be responsible for all official correspondence.
   
   e. Call special meetings.
   
   f. Act as a non-voting member, except in the case of a tie.
   
   g. Shall not serve as the Chair of any other Fund Distribution Committee.

4. The Vice Chair shall:

   a. Attend all committee hearings and keep accurate minutes of all meetings, hearings and deliberations.
   
   b. Keep all records that pertain to official Fund Distribution Committee business.
   
   c. Act as presiding officer of the committee in the absence of the Chair.
   
   d. Serve as co-sponsor for each consent resolution, and present them to the Finance Committee and the Senate in the absence of the Chair.
   
   e. Perform any other duties deemed necessary by the Chair.

5. Removal from Office

   a. The Student Senate may remove from office the Chair or Vice Chair of either committee by a two-thirds (2/3) vote of Senate at any time, with no less than three-fourths (3/4) of the members of the Student Senate being present.

807.5 Recognized Student Organization Funding Process

A. Recognized Student Organizations (RSOs) cannot request or receive funds in the areas of contractual services, expense, events, clothing, awards, travel, organization materials, lodging or registration from the College Leadership Council.
RTAC and PAC Guidelines

A. Organizations which received funds in Student Academic Programs or any other A&S Funding Board, Committee, or line item in the annual budget except for PAC, RTAC, or Senate Projects shall be ineligible to receive funding from PAC or RTAC the same fiscal year in which they receive other funding. This does not apply to RSOs that received money from the organizational fund.

B. Fund Distribution Committees shall not meet during any summer semesters.
   1. RSOs requesting funds to be used in May or June may request before the end of the Spring semester.
   2. RSOs requesting funds to be used after July 1 shall go directly to the Student Senate to ask for money out of Senate Projects. At the conclusion of the summer semester, the funds distributed to the RSOs out of Senate Projects shall be reimbursed from the respective fund distribution committee via a transfer bill up to $2,000 per Committee.

C. All organizations requesting funding must be financially certified prior to making request. At least one financially certified officer must be present at the funding hearing.

D. Committees will meet on Monday or Tuesday of each week, pending requests from RSOs.
   1. The Chair shall send out a notice of meeting time and location to RSOs via email. The notification must be sent out by the chair at least twenty-four (24) hours prior to the meeting time.

E. All submissions must be made prior to 12:00 p.m. on the Friday before the hearing. Submissions must include three (3) supporting/competitive quotes from approved vendors for each category the RSO is requesting funds or, or must include sufficient evidence, at the discretion of the Chair, of a satisfactory attempt to find three (3) or more quotes. Requests in the category of contractual services may be exempted from this rule if deemed necessary by the committee.

   1. All requests must be submitted at least twenty-one (21) business days prior to event or activity to receive funding from PAC and at least thirty (30) business days prior to travel date to receive funding from RTAC. Any request submitted after the aforementioned dates may still be considered for funding at the discretion of the chair with the approval of the SGA Business Manager.

   2. All requests must be of a line item nature with quotes (clothing costs, performer costs, reservation costs, equipment rental, facility rental, airline ticket quotes, rental car quotes, hotel quotes, etc.), and a letter of explanation of need attached to the request packet, along with an explanation of the benefits to the student body in general.

   3. Any amount requested by a single organization over $2,000 requires a two-thirds (2/3) vote of the Fund Distribution Committee, a two-thirds (2/3) vote the Senate Finance Committee, and a two-thirds vote of the Student Senate.

   4. RSOs can only request for funds that will be used within ninety (90) business days. A two-thirds (2/3) vote of the Committee can override this rule.
F. There are limitations to multiple requests made by the same RSO in the same fiscal year.

1. An organization may not be allocated funds from PAC more than twice per fiscal year. This rule may be waived by a two-thirds (2/3) vote of the committee.

2. An organization may not be allocated funds from RTAC more than twice per fiscal year. This rule may be waived by a two third (2/3) vote of the committee.

3. Organizations may only request clothing from PAC once per fiscal year. The clothing must be used to promote the organization which is requesting them.

G. All events must be publicly advertised via either a flyer, social media, chalking on campus, etc. RSOs must submit an estimate of the number of FSU students that are likely to attend the event.

1. The Committee shall not fund for events which are likely to only have group members attend and have no general benefit to the student body.

2. The Committee shall not fund for events which are exclusive to a club or organization’s executive board. This rule may be waived by a three-fourth (3/4) vote of the committee.

H. Every organization must submit a post event evaluation form, along with their receipts from the event, to the SGA Accounting Office, within ten (10) business days following the event.

I. The information obtained at the committee meeting will be complied into a consent resolution by the committee Chair. This consent resolution will be presented at the next possible Senate Finance Committee meeting, and shall be discussed, debated, and voted on in compliance with the committee’s rules of procedure. An amendment to the resolution must be debated if objected to or found unfriendly with a period of questions and pro/con debate subject to the committee’s rule of procedures. If found unfriendly, an amendment would require a two-thirds (2/3) vote of the Senate Finance Committee to pass. Thereafter, the consent resolution shall be forwarded to the Student Senate, and placed on the Consent Calendar.

1. It shall be the job of the Senate Finance Committee, RTAC, and PAC to keep a working knowledge of their budgets and they shall not pass any Resolutions exceeding the possible allottable amounts as determined by the publicly accessible SGA website.

J. Once on the Consent Calendar, the consent resolution shall be presented to the Student Senate. The Student Senate President must read aloud the RSO name, and amount to be allocated, as approved by the Senate Finance Committee. A motion to confirm the decision of the Senate Finance Committee must be made and seconded for the Resolution to pass. If objected to, the consent resolution shall be treated as any other piece of legislation, and shall require a majority vote for passage.

1. Amendments to a Consent Resolution shall require a two-thirds (2/3) vote to pass.

K. PAC and RTAC shall allocate up to 50% of their originally allocated budgets during the Fall semester. All unspent funds in the Fall can be spent in the Spring semester.
Chapter 808 Operation Procedures

History: Revised by the 56th Senate Bills 30 and 106. Revised by the 59th Senate Bills 16 and 94. Revised by the 61st Senate Bill 21 (and moved to Chapter 808 from 807). Revised by the 62nd Student Senate Bills 39 and 41. Revised by the 65th Senate Bill 28.

808.1 Allocation Procedures for Funding Boards

A. Purpose

The following statutes shall serve as the minimum standard for all Funding Boards to receive allocations in the annual budget. Failure to comply with the guidelines will result in actions in accordance with Chapter 805 of the Finance Code. Chapter 806 will take precedence in the event of any contradiction or discrepancy between Chapter 806 and Chapter 808.

B. Powers and Duties

1. All funding boards shall prepare an annual budget for its respective recognized student organizations (RSOs).

   (a) These budgets shall be sent to the Student Body Treasurer, the Senate Finance Committee, and the Senate Budget Committee. RTAC and PAC are exempt from this requirement.

2. Shall act as the official representative for all member RSOs at all Senate or COGS allocation hearings.

3. Public allocation hearings shall occur at least once per fiscal year. Hearings shall follow the procedures in 808.1 C of the Student Body Statutes.

4. Shall adhere to or exceed all statutory regulations as specified by Chapter 800 of the Student Body Statutes.

5. Shall be responsible to ensure compliance of all its respective RSOs with Chapter 800 of the Student Body Statutes.

6. Sports Club Distribution Council shall have the powers to create an “unallocated” account for the purpose of emergency funding hearings. If a Board holds allocations annually, this account may not exceed ten percent (10%) of the total allocated monies each fiscal year. If a Board holds allocation hearings more frequently, the amount unallocated may be no greater than an even distribution between standard allocation periods. This provision may be overridden via resolution of the Student Senate.

7. Sports Club Distribution Council shall be authorized to create an Administration Expense Account not to exceed 1.5% of the aggregate funding board budget, which is to be used only for expense items and shall not be subject to transfer from the unallocated account authorized in 808.1 B (6).

8. No funding board shall allocate or fund any amount in the OCO category, absent Senate or COGS approval by resolution. This provision shall not be construed so as to prevent the Senate from doing so at any time.

C. Hearing and Deliberation Procedures

1. Hearings shall be conducted to inform the committee of the respective RSOs’ budget requests.

2. The hearings and deliberations shall be public and advertised to the
respective RSOs, the general student body, the Student Senate President, the Student Body Treasurer, and COGS.

3. The respective RSOs shall request money in the categories as outlined in Chapter 803.1.

4. Funding Boards shall design funding guidelines that must be approved by a majority vote of the Funding Board, a majority vote of the Budget Committee, and by resolution of the Student Senate.
   a. LSAC and MSC guidelines shall be approved by a majority vote of COGS.
   b. SCDC funding guidelines must be approved by a majority vote of the Budget Committee, and by resolution of Senate.
      i. The Chair of the Budget Committee shall submit a resolution for the approval of the guidelines to the Student Senate no more than two (2) weeks after the approval in Committee.
      ii. The resolution shall be referred to the Finance Committee.
      iii. The Finance Committee shall ensure the guidelines’ compliance with Chapter 800 of the Student Body Statutes.
      iv. A simple majority is required to amend either the resolution or the guidelines in both committee and Senate.

5. Allocations requests shall be submitted before the beginning of hearings. Late allocation requests shall not be accepted without a two-thirds (2/3) vote of the committee. This shall not preclude emergency funding requests.

6. Deliberations shall consist of the allocation of A&S Fees to RSOs that requested money.

7. Hearings and deliberations may be conducted as often as any Funding Board sees fit; however, hearings and deliberations must occur at least once per fiscal year to receive any funding.

8. Each funding board shall report periodically to the Senate Finance Committee and the Senate Budget Committee as to its current fiscal state.

808.2 Law School Council and Medical School Council

   History: Revised by the 62nd Student Senate Bill 39.

These two funding boards shall adhere to the COGS Guidelines and follow COGS fund allocation process.

808.3 Sport Club Distribution Council

   History: Amended by the 46th Senate Bill 107. Revised by the 49th Senate Bill 14. Revised by 54th Senate Bills 125 and 126. Revised by the 59th Senate Bill 16. Revised by the 70th Senate Bill 34. Revised by the 71st Senate Bill 78. Revised by the 75th Senate Bill 39.

D. Purpose

The Sport Club Distribution Council (SCDC) shall represent the registered organizations under Campus Recreation, that are designated as "sports" before all budgetary committees of the Student Government Association and shall serve in sub-appropriating funds to the above mentioned registered organizations within SCDC.
E. Selection
Selection of the SCDC shall be each spring semester as stated below:

1. The Director of Campus Recreation shall serve as an advisor to the registered organizations within SCDC and shall be an ex-officio non-voting member of SCDC.

2. Each SCDC member shall serve for one year beginning in the spring semester.

3. Each registered organization within SCDC shall be entitled to one representative to the Council. The representative shall be the President or the President's designee of the respective sports club and sports organization.

4. A recreational organization confirming more than one hundred (100) members may exercise the option of electing a second voting representative to serve on SCDC.

5. The Student Senate President shall appoint an ex-officio member to the SCDC in accordance with Chapter 806.6 E of the Student Body Statutes.

F. The Executive Officers

1. The SCDC shall nominate from its membership executive officers to include a Chair and Vice Chair.

2. Should a vacancy occur in an executive office, the SCDC shall nominate a replacement for the remainder of the term.

3. Duties of the Executive Officer
   a. Chair
      i. Preside over all meetings of the funding board.
      ii. Represent the funding board in all official business.
      iii. Be responsible for compiling and presenting the budget of that funding board.
      iv. Be responsible for all official correspondence.
      v. Be responsible to inform the Senate President, Student Body Treasurer, and Chair of the Senate Budget Committee of the time and place of allocation hearings and deliberations no less than forty-eight (48) hours earlier.
      vi. Call special meetings.
      vii. Act as a non-voting member, unless in the event of a tie.
      viii. Be elected in accordance with the approved guidelines of the funding board.
      ix. Be forwarded and confirmed by the Student Senate in accordance with Senate Rules of Procedures, unless they are members of the SGA Union Board. Any Funding Board Chair who is not subject to Senate confirmation shall make a report to the Student Senate no less than once per semester.
      x. Be responsible for timely advertisement of allocation hearings for all respective RSOs.
      xi. Shall not serve as a Chair of any other Funding Board or Allocation committee.
   b. Vice Chair
      i. Assume all duties of the Chair in chair's absence, as designated by the Chair.
      ii. Keep accurate minutes of all meetings, deliberations, and
hearings.

iii. Keep records of the fall and spring allocations process.

iv. Ensure all recipients of A&S Fees from their funding board are familiar with the Florida State University SGA Finance Code. Reference Chapter 800-806.

v. Perform any other duties as designated by the Chair or in the approved guidelines of the funding board.

vi. Be elected in accordance with the approved guidelines of the funding board.

G. Specific Guidelines

1. No allocations shall transpire without the approval of the specific allocations via resolution of the Student Senate.

2. The Budget Committee shall hear each allocation as presented by the funding board chair. The Budget Committee shall then draft a resolution to recommend approval or disapproval in whole or part.

3. Each resolution must be drafted in a timely manner, relying upon the funding board.

4. Each line of a proposed sub-allocation of A&S Fees shall be approved separately. Approval of allocations requires a simple majority vote of the Budget committee. Disapproval of allocations requires a four-fifths (4/5) vote of the committee. Organizations that are not officially recognized by the Student Activities Center cannot be approved.

5. The resolution may only be open to amendment on the Senate floor following a majority vote of the Student Senate. The motion to amend the resolution must specify which part of the resolution to amend. Each amendment to the resolution shall require a separate majority vote to hear the amendment. Following a majority vote, normal rules and procedures for passing amendments shall apply.

6. The makeup shall include a Senator appointed by the Student Senate President. This member shall be considered an ex-officio voting member of the committee. The appointed Senator is not required to be a member of the Budget Committee, nor shall their appointment be construed as to consider them a member of the Budget Committee.

H. Special Budget Requests

1. There shall be a separate procedure included in the guidelines specified in Chapter 806.6 and 808.1 C for special budgetary requests to be used for new organizations that recently met the requirements of Chapter 806.3 D after the annual allocation.

2. An organization may not request or receive funding from SCDC other than the semi-annual and emergency allocation (not more than once per fiscal year) during the fiscal year, unless otherwise specified in its approved guidelines.

3. Within five (5) business days from the date an organization budget is finally approved, the Chair of SCDC shall deliver the budget to the SGA Advisor, Student Senate President, Senate Finance Committee and the Student Body Treasurer.

4. The Recognized Student Organizations shall use the online budget request form to request funds from SCDC. No Sports Club RSO may request
funding from a funding board or fund distribution committee other than via a resolution of Student Senate.

5. Each Board shall submit its budget request on forms prescribed by the Senate. The Student Senate shall allocate funds to the SCDC as part of its annual budgets. The SCDC shall re-appropriate as necessary, notify their organizations accordingly, and forward the individual organization request to the SGA Director of Student Affairs for processing to the Vice President for Student Affairs.

6. SCDC shall have a faculty/staff advisor appointed to advise the members of the Board on precedent and the administration’s opinion. The advisor shall also assist in the organization of the meetings, hearings, and deliberation. A faculty/staff advisor shall be considered an ex-officio member of the committee.

7. For any expenditure by an RSO in excess of one thousand ($1,000) the signature of the organization advisor shall be required. This signature shall not be construed as an approval or disapproval by the advisor. It shall only serve as confirmation that the advisor has been consulted.

I. Meetings

1. The SCDC shall hold meetings on a monthly basis for all registered recreational organizations and/or such other times as are appropriate.

2. A special meeting of the SCDC may be called by petition of a majority of the SCDC.

3. Quorum shall be a majority of the total membership.

Chapter 809 Replacement & Renovation Accounts

History: Added by the 47th Senate Bill 161. Revised by the 49th Senate Bill 149. Revision by the 51st Senate Bill 62. Revised by the 54th Senate Bill 64. Revised by 58th Senate Bill 13. Revised by the 61st Student Senate. Revised by the 62nd Student Senate Bill 80. Revised by the 65th Senate Bill 28. Revised by the 71st Senate Bill 78. Revised by the 75th Senate Bill 39.

809.1 The Oglesby Union and Campus Recreation will set aside 25 percent (a quarter of one percent) of the cost of the facilities (based on the Markell Chart as provided by the FSU Office of Environmental Health and Safety) for a replacement and renovation (R&R) account to be transferred no later than June 1 of each fiscal year. These funds will be used for depreciation of their respective facilities and budgetary emergencies as well as for repair and replacement of furniture and equipment. There will be two categories of R&R:

A. Physical Plant (anything with a useful life over five (5) years as defined by the FSU University Controller’s Office).

B. Furniture and Equipment Replacement (anything with a useful life less than or equal to five (5) years as defined by the FSU Controller’s Office).

809.2 Any expenditure from the R&R account up to $10,000.00 must be approved by the Facility Director and Facility Board with notification given to the Senate President, Student Body President and the Vice President for Student Affairs.

809.3 Any expenditures from the R&R account over $10,000.00 must be approved by a majority of the group consisting of the Facility Director, Facility Board, Senate President, Student Body President, and Vice President for Student Affairs. The Facility Board shall have only one (1) vote.
809.4 In an emergency, and the absence of other individuals mentioned in 809.2 and 809.3, the Directors of Campus Recreation, and Oglesby Union may expend funds with the approval of the Vice President for Student Affairs.

809.5 The required contribution for R&R will have first priority on the self-generated funds for the Oglesby Union and Campus Recreation.

809.6 Once a five percent (5%) level of the replacement cost of the facilities (as determined by Markell Charts) has been achieved, the Senate President will create a committee to review these funds. No funds shall be allocated to these accounts beyond the five percent (5) level without Student Senate's permission.

Chapter 810 Activity & Service (A&S) Fee Management and Reserve Account

*History: Revised by the 75th Senate Bill 39.*

810.1 The Office of the Vice President for Student Affairs (OVPSA), shall maintain an A&S Reserve account that shall be maintained at fifteen (15) percent of the annual A&S budget passed by Student Senate.

A. All A&S Fees held in excess of the mandatory level at the end of each fiscal year, shall be allocated in the annual A&S budget for the following fiscal year pursuant to Chapter 416.

B. The OVPSA must receive Senate approval to hold more than than mandatory level.

1. The Chair of the Budget committee shall present the request in the form of a resolution and shall require a two-thirds (2/3) vote of the Senate.

810.2 The A&S Reserve account will be utilized for cash flow needs, enrollment shortfalls, and budgetary emergencies. Funds released for these purposes shall require authorization via a Senate bill.

810.3 The required contribution into the A&S Reserve account to maintain its mandatory level will be the first priority of A&S dollars.

Chapter 811 Headliner Account Restrictions

*History: Added by the 51st Senate Bill 117. Revised by the 65th Senate Bill 26. Revised by the 66th Senate Bill 1. Revised by the 73rd Senate Bill 25.*

811.1 The Headliner Account shall not be swept at the end of the fiscal year.

811.2 No more than thirty-three (33) percent of the Headliners account may be used to perform or support activities related to Homecoming or Homecoming Live. The amount available for such people shall be based on the total amount in the Headliners account at the time of the first such expenditure.

Chapter 812 The Service Funding Act of 2009

812.1 Title and Purpose

A. Title

This act shall be known as the Service Funding Act of 2009.

B. Purpose

The purpose of this act is to explicitly outline the process, rules, and regulations by
which organizations whose primary mission is service will receive funds from the Student Government Association.

812.2 Service Travel

A. Service organizations will only be granted funds for transportation and lodging as it relates to travel. A&S Fees may not be spent for any other purpose related to a service trip.

B. International travel must be approved by a two-thirds (2/3) vote of any Fund Distribution Committee or Funding Board.

C. Service organizations may apply for funding to attend relevant service, advocacy conferences.

812.3 Equipment, Supplies and Resources

A. Any equipment used for service may be purchased by an individual organization, but equipment is the property of the Florida State University Student Government Association.

B. Any equipment purchased must be reusable and long-lasting.

C. Equipment purchased with funds granted by the Student Government Association and used for hard labor by service organizations must be permanently stored at the Center for Leadership and Social Change.

D. Service organizations will be eligible for funds for business and office supplies to be used within the university. Office materials and supplies purchased with A&S monies may not be used to fundraise.

E. Service organizations will be eligible for funds for registration fees and training workshops costs.

Chapter 813 iClicker Equipment

Revised by the 69th Senate Bill 12. Revised by the 70th Senate Bill 34. Moved by the 71st Student Senate Bill 78.

A. Each Senate seat or Student Senator shall be assigned an iClicker for voting by the Senate President or Senate Pro Tempore. It shall be the responsibility of each Senator to check-out and check-in their iClicker at each Student Senate meeting. Failure to return or report a lost/stolen iClicker within one (1) week of check-out will violate the Finance Code and be considered theft, unless other arrangements are made in writing via email to the Student Senate President, Senate Pro Tempore and the Student Senate Program Assistant. Damaged/malfunctioning iClickers shall be returned to the Student Senate President or Pro Tempore or the following rule will apply.

1. The Senate President and Senate Pro Tempore may choose to permanently assign iClickers for the duration of a Student Senate (for example, by seat or by individual Senator) or temporarily assign iClickers for each meeting of the Student Senate.

2. If iClickers are permanently assigned, these iClicker assignments shall be listed on the Student Government Association website.

3. If iClickers are temporarily assigned, these iClicker assignments shall be posted alongside voting results within ten (10) business days of each
Senate meeting.

B. If the iClicker assigned to a Senator is inoperable or unavailable, the Senate President or Senate Pro Tempore shall assign the Senator an available iClicker for the duration of a Student Senate meeting. All changes of iClickers must be publicly listed alongside voting results. Senators remain responsible for the iClicker that is assigned to them. Under no circumstances should a Senator use an iClicker that is not assigned to them.

C. Penalties

1. If a Senator is found to be voting with an iClicker that is not assigned to them, it shall be considered a violation of the Ethics Code 205.3 E.

2. It shall be the responsibility of the Senator to reimburse SGA for the cost of the iClicker or replace the iClicker with a comparable and compatible device.

3. Failure to report a lost device or return a device and compensate SGA will result in a FSU police report being filed against the Senator. Student Rights and Responsibilities will be alerted. Grades/transcripts will be held, and immediate suspension pending impeachment proceedings.

Chapter 814 The RSO Organizational Fund Act of 2023

History: Created by 75th Student Senate Bill 68.

814.1 There shall be an account known as the “Organizational Fund,” which shall be administered by the Student Body Treasurer and be available for newly formed, returning, or otherwise revitalized RSOs to apply for start-up funds as they are established.

814.2 The Student Body Treasurer shall maintain an application on the SGA website where RSOs may apply for organizational funds and shall determine whether an RSO shall receive funding

A. The application shall open at the start of the new fiscal year and shall remain open until all of its funds are depleted.

B. Upon receipt of an application for organizational funds, the Student Body Treasurer must, within one (1) week, schedule a hearing with representatives from the RSO to determine the fiscal responsibility of the request.

1. In the event that the Student Body Treasurer has a conflict of interests with the applicant, pursuant to SBS 205.3, or is otherwise unable to schedule a hearing, the Deputy Treasurer shall hear the request. In the event that the Deputy Treasurer also has a conflict of interest or is unavailable to schedule the hearing, the Student Senate Finance committee shall hear the request.

C. At the organizational fund request hearing, applicants must present a plan detailing how they intend to use the requested funding.

D. The Student Body Treasurer must report their recommendation of funds to be allocated to the Chair of the Student Senate Finance Committee to draft a consent resolution detailing the disbursement of funds in alignment with the Student Body Treasurer’s recommendation. This resolution shall be sent to the Student Senate Finance Committee placed on the Consent Calendar within twenty-four (24) hours of the receipt of said recommendation by the Finance Chair.

1. If the Deputy Treasurer hears the request, then they will forward their recommendation to the Chair of the Student Senate Finance
Committee in accordance with this section.

2. If the Student Senate Finance Committee hears the request, they shall determine their recommendation and the Chair of the Student Senate Finance Committee shall draft a consent resolution to be placed on the Consent Calendar without first being heard in the Finance Committee.

3. Amendments to this consent resolution shall require a two-thirds (2/3) vote to pass.

814.3 Guidelines on Use of Organizational Funds

A. The Organizational Fund shall be intended to finance materials integral to the success of a new, returning, or otherwise revitalized RSOs, including but not limited to: flyers, tablecloths, printing, name tags, or any items necessary for the RSOs mission.

B. A single RSO may receive up to $300 from the Organizational Fund each fiscal year.

C. RSOs that received A&S fees in the previous fiscal year shall not be eligible to receive money from the Organizational Fund.

TITLE IX  STUDENT GOVERNMENT ASSOCIATION EXECUTIVE BUREAUS

Chapter 900 Executive Bureau Act

History: Revised by the 45th Senate Bill 50. Revised by the 47th Senate Bill 50. Revised by the 48th Senate Bills 7 and 187. Revised by the 49th Senate Bill 14. Revised by the 51st Senate Bill 28. Revised by the 55th Senate Bill 94. Revised by the 56th Senate Bill 107. Revised by the 58th Senate Bill 65. Revised by the 59th Senate Bills 61 and 65. Revised by the 64th Senate Bill 73. Revised by the 74th Senate Bills 48, 49, and 67. Revised by the 75th Senate Bill 14.

900.1 Creation and Purpose

A. This act shall be called the "Student Government Association Executive Bureau Act of 1991," hereinafter referred to as the "Executive Bureau Act". The amendments to this act, as it relates to the creation of bureaus requiring tangible outcomes, be called the "Taking Ownership for Restoring Concrete and Hard-working Bureaus Act of 2022", hereinafter referred to as the "TORCH Act of 2022".

B. Purpose

To clearly define and delineate the nature of the student body support services known as bureaus and to distinguish them from other administrative units within the Student Government Association.

C. Scope

This act shall become, upon its enactment, fully binding. All entities discussed shall be subject to the provisions contained herein as well as all relevant legislation.

900.2 Definitions

A. Bureau: A bureau is an administrative division of the Executive Branch created as a direct support service for the student body as a whole and is responsible for educating, facilitating programming, and providing tangible outcomes in areas deemed of exceptional importance to the Student Body.

B. Tangible: Any outcome that provides real resources, opportunities, and value for members of the Student Body, as a whole. General advocacy on behalf of a specific interest group, in the absence of providing real outcomes or opportunities to the
Student Body, in not tangible, as it relates to the contents of this Title.

900.3 Creation

A. Student Government Association bureaus are created in bill form, as additions to the Student Body Statutes, Title IX Student Government Association Executive Bureaus. Each bureau shall have its own chapter within Title IX.

B. The bill shall contain information of the Bureau's title, purpose, internal organizational structure, and a clear outline of what the Bureau's service or function is for the student body.

C. Upon introduction, the bill shall be referred to the Internal Affairs Committee for analysis as to the function, purpose, and future needs of the proposed bureau, as well as whether the proposed bureau can provide tangible outcomes to the Student Body. This analysis shall be completed by the Chair and Vice Chair of the Committee, with consultation from their members, in the form of a report issued no later than ten (10) school days after the bill is given a first reading. Only upon publication of the report, or the expiration of the ten (10) school days, may the Internal Affairs Committee consider the bill. Should the report not find there to be any tangible outcomes, the bill shall only pass the Internal Affairs Committee with a two-thirds (2/3) vote. The bill shall also be referred to the Student Senate Finance Committee to determine financial feasibility, the Student Senate Judiciary Committee to review statutory compliance, and any other Senate standing committee pursuant to Senate Rules of Procedure.

D. Upon creation, SGA bureaus shall be incorporated into the organizational structure of the Student Government Association Executive Branch and shall be immediately subject to all privileges and responsibilities inherent with bureau status.

E. At the first election following the creation of a bureau, a binding referendum shall be placed on the ballot. The question shall be “Do you support the creation of the following Bureau: (NAME OF THE BUREAU)?” and the only voting options shall be “yes” or “no”. The purpose of the bureau, as given in the bill creating this bureau, shall also be included on the ballot. Should there be a majority for “no”, the bureau’s statute shall be deemed as repealed and is void upon certification of the election.

900.4 Operation

A. Student Government Association Bureaus are required to be in compliance with the Student Body Constitution and Statutes, Florida State University policies and regulations, the State of Florida Statutes, the State of Florida Constitution, the United States Statutes and the United States Constitution at all times while in operation. Noncompliance with these provisions shall call for remedial action. The Student Body President shall be authorized to take whatever action is deemed necessary and proper as defined by Student Body Constitution and Statutes.

B. All bureaus shall have a Director who is appointed by the Student Body President subject to confirmation by the Student Senate.

C. The bureau Director shall act within the restrictions stated in 900.4(A) to execute the statutory responsibilities of the Bureau.

D. The Bureau Director shall be responsible for the appointment and supervision of all Bureau personnel except as otherwise stated in 900.4 E.

E. All bureaus shall have an Assistant Director who shall be appointed by the Student Body President upon the recommendation of the appropriate bureau Director.
F. The guidance, administration, and regulation of the bureaus are the responsibility of the Student Body Vice President. The bureau Director shall report directly to the Student Body Vice President, but any action taken by a bureau Director may be countermanded by the Student Body President if the Student Body President feels that it is in the best interest of the student body.

G. Pursuant to the Activities and Service Fee Guidelines, the Student Senate shall be the allocation and revisionary authority in all budgetary matters pertaining to bureaus.

H. All bureau Directors and Assistant Directors may be dismissed at the discretion of the Student Body President or be impeached by the Senate pursuant to the Student Body Constitution.

I. The Student Body Treasurer shall be responsible for the financial responsibility of bureaus. All expenditures of Bureaus must be approved and have the signature of the Bureau Director and the Bureau Financial Officer, before they are submitted to the SGA Accounting Office. After the SGA Accounting Office approves the expenditures, expenditures must be sent to the Student Body Treasurer for approval or rejection.

J. In the event that a Director or Assistant Director of an bureau should take temporary leave of two (2) weeks (14 days) or more from the FSU environment, and thus be unable to directly contribute to, or oversee the bureau, it shall be their responsibility to notify in writing the Chief of Staff and the Director of Student Affairs no less than two weeks (14 days) prior to such leave.

1. Said letter must include an officer of the bureau appointed by the Director who will serve as chief contact, liaison, and administrator of the bureau, and who is duly authorized to serve in such capacity during such time as the Director/Assistant Director may be absent.

2. Failure to submit said letter will result in mandatory audit or management and fiscal controls of the agency consistent with Chapter 407 of the Student Body Statutes. Status and/or outcome of audit shall not constitute a waiver of other corrective actions consistent with statutes.

3. An extension of up to ten (10) school days can be permitted for good cause by proof of extenuating circumstances received by the Chief of Staff, including, but not limited to, death of an immediate family member, medical reasons, or religious observance.

a. Leaves of absences do not include university recognized holidays including, but not limited to Spring Break or other regularly scheduled campus-wide holidays.

900.5 Student Senate Oversight

A. Bureaus shall be annually reviewed by the Internal Affairs Committee, which shall provide recommendations to the bureaus as to how to improve their efficiency, and shall reserve the right to recommend the abolition of specific bureaus to the Student Senate and Executive Branch. The committee’s recommendations shall be expressed in the form of individual resolutions for each bureau.

B. Bureau Review shall be conducted each Spring semester and be completed by Spring Inauguration. The Internal Affairs Committee shall deliberate on and consider the following in its recommendations for each bureau:

1. Compliance with Student Body Statutes
2. Executive Board composition and forwarding process
3. Satisfaction with the bureau’s allocations and its requests for future funding
4. The bureau’s fulfillment of its mission statement and of tangible outcomes
5. Effective execution of past and future programming
6. Overall efficiency of the bureau’s operations

900.6 Monetary Allocations

A. Bureaus will be budgeted by category during the annual A&S fiscal budgeting process.
B. Bureaus must notify, in writing, the SGA Accounting Office and the Student Body Treasurer before requesting additional funds from the Senate.
C. Each year the budgets of the bureaus shall be zero based and reviewed by the Senate Funding Committee who shall make appropriate recommendation to the SGA Budget Committee.

900.7 The Bureaus

The following is a list of all SGA bureaus and corresponding chapter numbers that appear in Title IX.

A. Chapter 907 - Office of Inter-Residence Hall Councils
B. Chapter 908 - Office of Governmental Affairs
C. Chapter 910 - Office of Student Council for Undergraduate Research and Creativity
D. Chapter 914 – Student Council for Accessibility Advocacy
E. Chapter 915 - Office of the Mental Health Council

Chapter 901 Council of Executive Bureaus

History: Deleted by the 56th Senate Bill 104.

Chapter 902 The FSU Service Corps

History: Revised by the 47th Senate Bill 51. Revised by the 48th Senate Bill 140. Revised by the 50th Senate Bill 137. Revised by the 54th Senate Bill 70. Revised by the 61st Senate Bill 29. Deleted by the 62nd Student Senate Bill 83.

Chapter 904 Student Legal Services

History: Deleted by the 60th Senate Bill 33.

Chapter 906 Office of the Center for Participant Education

History: Revised by the 47th Senate Bill 30. Revised by the 49th Senate Bill 14. Revised by the 62nd Student Senate Bill 60. Revised by the 63rd Senate Bill 32. Revised by the 65th Senate Bill 4. Deleted by the 75th Senate Bill 14.

Chapter 907 Office of Inter-Residence Hall Councils

History: Revised by the 49th Senate Bills 12, 14, 65, 66 and 67. Revised by the 54th Senate Bill 21. Revised by the 62nd Student Senate Bill 60. Revised by the 65th Senate Bill 5. Revised by the 68th Senate Bill 66. Revised by the 71st Senate Bill 75.

907.1 Creation, Purpose and Mission

A. Creation

This act shall create a bureau of the Student Government Association known as the "Inter-Residence Hall Councils."
B. Purpose

The purpose of the Inter-Residence Hall Council is to coordinate programs and activities for the enhancement of student life in the residence halls, to represent the views of residents, and to enhance communication between residence halls. This is achieved through campus-wide programming and the creation and governance of Hall Councils, individual leadership boards of elected students with each residence hall complex.

C. The mission of the Inter-Residence Hall Council is to engage students in the on-campus living experience through leadership development, community involvement, and peer advocacy.

907.2 Membership

A. Any student of a Florida State University residence hall is eligible to be a member-at-large of IRHC.

B. Executive Officers - any member elected in the Spring by the individual Board of Director members and/or a designee.

C. Board of Directors - the vice presidents of each Hall Council that serve as representatives.

1. If there is no current hall government vice president available to represent their hall, the Hall Council President will serve as a temporary board member until the Vice President position is filled.

D. Hall Councils – any member elected in the fall by each individual residence hall complex population. Elections are run by the Executive Officers.

907.3 Board of Directors

A. Composition of the Board

1. The Vice President(s) of each Residence Hall shall serve on the Board.

   a. The President of the National Residence Hall Honorary will also be a non-voting member of the Board.

   b. The Sustainable Campus liaison for the Inter-Residence Hall Council will also be a non-voting member of the Board.

2. Any student who is an officer of the Florida Association of Residence Halls (FARH), the South Atlantic Affiliate of College and University Residence Halls (SAACURH), or the National Association of College and University Residence Halls (NACURH) shall be an ex-officio non-voting member of the Board.

3. The IRHC Advisor(s) or a designee shall be an ex-officio non-voting member of the Board. That individual shall be appointed by the Associate Director for Residence Life.

4. The following shall be the Executive Officers of IRHC:

   a. Director
   b. Associate Director
   c. National Communication Coordinator
   d. Assistant Director of Finance
   e. Assistant Director of Operations
   f. Assistant Director of Marketing and Outreach
5. During the summer semester, only the Executive officers will act as a voting members of IRHC.
   a. During the summer semester, in lieu of Board members’ absence, a majority vote of all Board members present is necessary to approve all expenditures provided the expenditures are also approved by the advisor.

B. Powers and Duties of the Board

1. Executive Officers shall:
   a. Chair standing committees in accordance with the IRHC By-Laws.
   b. By majority vote, call emergency meetings or cancel a scheduled meeting (with at least twenty-four (24) hours’ notice).
   c. Serve a one-year term. Any Executive Officers may be re-nominated at the end of office and may be re-elected for additional terms of office.
   d. Be responsible for all duties outlined in the Inter-Residence Hall Council bylaws.

2. Board members shall:
   a. Have the authority to pass any rules or regulations which is deemed necessary and proper for the efficient operation of the IRHC and which are in accordance with the SGA Constitution, IRHC By-Laws, and the Student Body Statutes.
   b. Have the power to amend the IRHC By-Laws by a majority vote.
   c. Have the power to remove any Board member(s) in accordance with the SGA Constitution and IRHC By-Laws.

3. All powers not explicitly enumerated to the executive officers shall be reserved by the Board of Directors as a whole.

4. Unless specifically mentioned otherwise, the executive officers will have the ability to vote as a member of the Board of Directors on all matters presented before the Board.

907.4 Meeting

A. The Board shall meet at least once a week except during the summer semester.

B. Meetings may be called by the Director or at the request of a majority of the Board.

C. Board members shall be notified of all meetings at least forty-eight (48) hours in advance of the designated meeting time.

D. No official action may be taken unless at least a quorum and the advisor are present.

E. The Assistant Director of Operations shall ensure that minutes are taken of all meetings. A file containing the minutes of all past meetings shall be maintained.

907.5 The Executive Board

A. Selection and Term of Office
   1. Voting on the Executive Board shall be done by the Board of Directors. All IRHC members are eligible and election of the Executive Board shall take place no later than the first week of April.
2. The Executive Board shall serve a one year term. Any Executive Board member may be re-nominated at the end of the term of office and may be re-elected for a second term of office.

3. The following Executive Board positions must be confirmed by the Student Body President and Senate.
   a. Director
   b. Associate Director
   c. Assistant Director of Finance

B. Powers and Duties

The Director shall:

1. Chair the Board and preside over all IRHC meetings and be entitled to vote only in the case of a tie.

2. Be responsible for the efficient organization of the office.

3. Make and execute decisions on policy, programs, and activities of IRHC with the advice of the Board.

4. Officially act for and represent IRHC.

5. Be responsible for requests and expenditures of Student Activity and Service Fee allocations.

6. Call meetings of IRHC at least forty-eight (48) hours in advance.

7. Have the authority to establish ad hoc committees and select a chair for said committees.

8. Be an ex-officio member for all standing committees.

9. Have the authority to appoint all staff members.

10. Adopt rules of procedure for IRHC meetings.

11. Be confirmed by the Student Body President and Senate.

907.6 Removal from Office

A. Board of Directors

All Board members and Executive Officers, with the exception of the Director are subject to impeachment at any time by the Board of Directors in accordance with the SGA Constitution and IRHC By-Laws.

B. Director

The Board may, by a two-thirds (2/3) vote of its members, recommend the removal of the Director.

C. Staff

The Director shall have the authority to dismiss staff members at their discretion.

907.7 Vacancies

A. Board of Directors
If a position of the Board is vacated less than four (4) weeks before elections of officers, the Director shall appoint a replacement to serve until the elections. The appointment is subject to the approval of the Board by a majority vote. If a position on the Board is vacated more than four (4) weeks before elections of officers, a new election shall be held.

B. Director

If the Office of Director is vacated, the Associate Director shall assume the office.

1. If the Associate Director is unable to permanently assume the position of the Director, the vacancy can be held, subject to the provisions in 907.7 A.

Chapter 908 The Office of Governmental Affairs

908.1 Creation, Purpose, and Mission Statement

A. Creation

This act shall be called the Student Government Association Office of Governmental Affairs. (OGA)

B. Purpose

1. The purpose of OGA is to ensure the fair and appropriate representation, participation, and advocacy for and of the student body within the university and in local, state, and federal government.

2. OGA will offer an opportunity for interested students to participate in legislative and other governmental processes. Furthermore, the OGA will promote civic engagement through mediums such as voter participation, testimony before governmental entities, communication with policy makers, the training of students in areas such as lobbying and organizing and other forms of governmental relations.

3. OGA shall work closely with the FSU Office of Governmental Relations to ensure appropriate representation of the student body as it relates to the focus of the University, to assist students with information and placement in governmental internship opportunities and to coordinate FSU Day at the Capitol.

4. OGA will assist with the creation and oversight of student activist components in major campus entities such as SGA agencies, RSOs, and other student initiatives, for the purpose of organizing and informing students about legislative agenda and governmental endorsements of SGA.

C. Mission Statement

The mission of the Student Government Association’s Office of Governmental Affairs is to provide Florida State University students with representation and advocacy within the university community and at all levels of government. Special emphasis is placed on monitoring the Florida Governmental process from which the University receives a majority of its funding. In addition, the Office of Governmental Affairs Board of Directors is committed to informing the student body of key
Governmental issues of interest and impact.

908.2 Board of Directors

There shall be a Board of Directors, hereinafter referred to as the Board, which shall be responsible for determining policies dealing with the programming and activities of the Office of Governmental Affairs.

A. Membership of the Board

1. The Board shall consist of fifteen (15) voting members.

2. The voting members will consist of the Student Body President or a designee, the Student Senate President or a designee, the Speaker of the Congress of Graduate Students or a designee, nine (9) members-at-large, the Executive Director, the Deputy Director, and the Internal Assistant Director. The OGA Senate Liaison shall act as an ex-officio non-voting member.

3. Selection

   a. The Executive Director, Deputy Director, Internal Assistant Director, along with any other board members or individuals deemed fit, will select the nine (9) members-at-large, to then be nominated for appointment by the Student Body President and confirmed by the Student Senate in accordance with Chapter 202.1 A.

B. Powers and Duties of the Board

1. The Board shall set the legislative agenda for the student body for each legislative session.

2. The Board shall execute effective means of educating the Student Body concerning voter turnout and voter registration.

3. The Board shall determine all of its rules and bylaws. The Board may recommend removal of the Executive Director by a two-thirds (2/3) vote of the voting members. The Executive Director shall not have a vote. Removal of any bureau officer shall occur only in accordance with Chapter 405 of the Student Body Statutes or by impeachment by the Student Senate.

4. Should the student body contract a private lobbyist service, the Board will produce any documents or proposals related to the procurement of such services.

5. The Board will plan and hold trainings and programs to educate and engage students about specific governmental/legislative issues, which are endorsed by student body legislative agenda or resolution passed by the Student Senate relating to governmental relations and opportunities to get involved.

6. The Board will work to survey a diverse population of students to gain insight on concerns and opinions relevant to the mission of the office.

908.3 Meetings

A. The Board shall meet at least once per month. A report of this meeting shall be issued to the Executive and Legislative branches of the SGA. This report shall be given during the messages portion of the Senate Calendar.
B. All Board members shall be notified 48 hours in advance of any meeting. All meetings shall be noticed per the requirements of SGA in the Sunshine Statute. (Chapter 231.1)

C. The Director shall be in attendance at all meetings of the Board.

908.4 Executive Director

A. Selection

1. Forwarding of candidates for the Executive Director position shall be in compliance with Student Body Statutes 202.1, 304.2, and 304.3.

2. Preference is to be given to a student with legislative knowledge and experience. This person shall be a student registered for at least six (6) credit hours in the Fall and Spring and three (3) credit hours in the Summer.

B. Powers and Duties

1. The Executive Director of OGA shall be responsible for conducting a formal interview process for a Deputy Director and an Assistant Director, and forward one candidate per position to the Student Body President for appointment.

2. The Executive Director shall be responsible for the effective operations of OGA. This shall include the supervision of the Board, planning of legislative strategy for further student involvement, and providing direct service at the Legislature.

3. The Executive Director shall have the authority to form committees in support of the completion of specific tasks related to the operations of the OGA.

4. The Executive Director shall be the student body representative to any private lobbying firm or interest group that is contracted by SGA.

5. The Executive Director shall serve on the Florida Student Association Governmental Relations Council as long as the Florida State University remains a member of the Florida Student Association.

6. Should the student body contract a private lobbyist service, the Executive Director shall serve on the Lobbyist Selection Commission.

7. The Executive Director shall be responsible for the management of the bureau’s budget with a majority vote of approval of the OGA Board of Directors.

8. The Executive Director shall be responsible for seeing that the bureau is in compliance with all guidelines outlined in Title VIII (Finance Code).

908.5 Deputy Director

A. Selection

1. Forwarding of candidates for the Deputy Director position shall be in compliance with Student Body Statutes 202.1, 304.2, and 304.3.

2. In the absence or resignation of the Executive Director, the Deputy Director shall assume all duties and responsibilities of the Executive Director. In such cases, the Deputy Director shall be given priority in filling the Director’s position. During the absence or removal of the Executive Director, the Deputy Director shall serve as Acting Executive Director until a new director is appointed by the Student Body President and confirmed by the Student Senate in accordance with Chapter 202.1 A.

3. The Deputy Director will focus on the off-campus initiatives of OGA, including the act of providing representation of the student body in national and local government. The Deputy Director will also serve as the liaison to the
Governmental initiatives of other universities around the state. The Deputy Director shall also be the primary assistant of the Executive Director.

908.6 Internal Assistant Director (IAD)

A. Selection

1. Forwarding of candidates for the Internal Assistant Director (IAD) position shall be in compliance with Student Body Statutes 202.1, 304.2, and 304.3.

2. The Internal Assistant Director will serve as a direct liaison between the Executive Branch and the Legislative Branch of SGA. The Assistant Director will recommend legislation on behalf of the Executive Branch and work with Student Senators to give Executive insight to legislative initiatives.

3. The Internal Assistant Director will focus on the on campus initiatives of OGA, as well as the training and placement of students interested in governmental affairs.

B. Powers and Duties

The Internal Assistant Director and the Deputy Director shall assist the Executive Director in the effective operation of OGA.

908.7 The Student Body Legislative Agenda

A. Creation of the Legislative Agenda

The Office of Governmental Affairs shall have the authority to create a legislative agenda for any session in the Florida Legislature. This agenda shall include policy proposals intended for submission in the Florida Legislature and any other necessary efforts to accomplish the stated purpose of the Office of Governmental Affairs and the current administration’s legislative goals.

B. Policy Proposal

The Office of Governmental Affairs may, where deemed appropriate, create a policy proposal to be submitted to the Florida Legislature. The process for the creation of this policy proposal shall occur in the following order:

1. The Executive Director of OGA shall work with FSU Administration and any additional relevant stakeholders to survey the Student Body in order to identify priorities from the students of FSU. This survey shall have an effort to be advertised to all FSU students, with no prejudice to lived experience, ideology, age, and any further factors, in order to be all-inclusive of the FSU Student Body.
   a. The execution of this survey shall be at the discretion of the Executive Director, so long as the survey has the proper precautions to be inclusive of all FSU Students (which includes advertisement and time the survey is active, among other variables), and gives room for students to freely express their thoughts and concerns.

2. Following the closure of the survey, the OGA Board of Directors shall have a meeting properly advertised and open to the Student Body, in which they shall discuss the results from the survey and identify their specific legislative priorities for the incoming session.
   a. While legislative efforts do not have to be solely based on the survey, they
should take genuine consideration of student concerns and address them as best they are able, given other criteria laid out within statutes and the legislative ability of the OGA.

3. After legislative priorities are identified and chosen, the OGA Board of Directors shall meet in an official meeting and design an initial (Pre-Senate) draft of their policy proposal for the upcoming session. This can be contained in as few as a singular meeting to as many as the Board of Directors deems necessary.

4. The OGA Executive Director, Deputy Director, Assistant Director, and any interested members of the Board of Directors shall bring and present their Pre-Senate draft(s) of their policy proposal to the Student Senate, who shall enter legislative roundtable with the present members of the OGA Board of Directors.
   a. The Student Senate shall have the opportunity to suggest amendments to the OGA Board of Directors, who shall consider all suggested amendments in a later meeting, as detailed in part five (5) of this process.
   b. The policy proposal and subsequent legislative roundtable shall be heard in Special Introductions.

5. The OGA Board of Directors shall formally meet again, taking into consideration all recommendations given by the Student Senate. The Board of Directors shall make any changes deemed necessary, and shall take a vote on the finalized version of the policy proposal.

6. The OGA Executive Director, Deputy Director, Assistant Director, and any interested members of the Board of Directors shall bring the finalized draft of the policy proposal to the Student Senate, where the Senate will take a vote to approve or disapprove of the policy proposal.
   a. If the Senate chooses to approve the policy proposal, it shall serve as an indication that OGA can begin lobbying on the proposal as soon as possible, as well as any other necessary actions.
   b. If the Senate chooses to disapprove the policy proposal, it shall be sent back to OGA to make amendments (step five of this process).
   c. To be approved, a majority of the present Senate must vote in favor of approval. In the event of a tie, the presiding officer of the Senate shall serve as the tiebreaker.
   d. This vote shall occur during Special Introductions, where the Executive Director (or, in their absence, the Deputy Director) shall present each piece of the policy proposal in the same manner that a bill would, except that no amendments shall be heard.

7. If approved, OGA shall work to submit and lobby on behalf of all applicable pieces of the policy proposal, including any necessary actions therein.

C. Legislative Stances

In addition to a policy proposal, OGA shall form a list of stances on legislation that it feels concerns the Student Body. It shall adhere to the following processes:

1. Following the close of the survey created for the OGA policy proposal, the OGA Board of Directors shall compile legislative stances (support or opposition to policies, specific bills, etc.) that it feels concerns the Student Body, especially in areas where a policy proposal was not created.
a. In the event that the OGA Board of Directors chooses, for whatever reason, to not create a policy proposal, they shall create a survey to the specifications detailed for the policy proposal, in order to facilitate this point.

b. Additional considerations beyond the survey may be taken into account, where deemed appropriate.

2. The Senate Liaison for the Office of Governmental Affairs shall compile these legislative stances into a resolution to be introduced to the Student Senate.

3. The resolution containing the legislative stances shall go through the proper processes as with any other legislation.

4. Upon the final vote for the resolution, legislative stances shall be finalized.

a. Should the resolution be adopted, the OGA may lobby for the items thereof at the discretion of the Board of Directors. The OGA shall not be bound to advocate for any of the stances laid out, but they have the official authority to do so if they wish to.

b. Should the resolution not be adopted, the resolution may be reintroduced at a later date, at the discretion of the OGA Executive Director and the OGA Senate Liaison.

5. Additional stances may be added to this resolution through submission of an additional resolution by the Student Senate, which shall go through the same process as the original resolution.

D. Time Sensitivity

1. The OGA Board of Directors shall take the utmost caution to perform all duties as it relates to the legislative agenda with enough time to achieve all necessary goals prior to any relevant deadlines.

a. Should any immediate actions concerning lobbying efforts need to be taken by the Student Senate, the OGA Executive Director shall inform the Student Senate of these actions.

2. In the event that the OGA Board of Directors has failed to maintain adequate time before any relevant deadlines, the following alterations to the processes may be taken, if agreed to by both the Student Senate President and the OGA Executive Director:

a. For policy proposals, the initial Pre-Senate draft may be immediately voted upon without additional time for consideration of Senate suggestions. In other words, steps four (4) and five (5) may be skipped.

b. For legislative stances, the resolution may be immediately brought to the floor to be voted upon.

3. Negligence leading to failure to host proper lobbying efforts by the OGA should be properly investigation in order to prevent future nonfeasance.

E. Post-Lobbying Report

1. Following the conclusion of OGA lobbying efforts, the OGA Executive Director (or, if necessary, the OGA Deputy Director) shall present a report detailing relevant
statistics and details of their lobbying efforts for the session and/or year. This shall be heard during the relevant time for OGA Members to speak.

2. Following the passage of any policy proposals written by OGA and submitted, the Student Senate shall be notified by the OGA Board of Directors.

908.8 Policy on SGA Communication with State & Elected Officials

This section shall contain Florida State University Student Government Association procedures, and guidelines pertaining to SGA entities and affiliates contacting current & former; local, state, and federal government officials and agencies in order to enhance the effectiveness of governmental communication, and to facilitate coordination and communication within SGA.

A. Legislative Agenda & SGA Policy Endorsements

1. All Recognized Student Organizations and SGA entities & affiliates must gain permission to lobby on behalf of the Legislative Agenda and the official policy preferences endorsed by the student body through the OGA. The Student Body President & the Executive Director of the Office of Governmental Affairs may aid SGA affiliates and entities in communication with state, local, and federal government officials and agencies to ensure success and inclusivity.

2. Only individuals authorized by the Executive Director of Governmental Affairs or the Student Body President are authorized to represent the Student body’s or Student Government’s interests.

B. Invitations of Government Officials to Visit Campuses

1. Invitations by SGA to local, state, & federal elected or appointed officials in their official capacity are to be conducted by the Office of Governmental Affairs in conjunction with the SGA entity soliciting the invitation.

908.9 Agency Advisory Committee

There shall be an advisory committee within OGA comprised of SGA Agencies called the OGA Agency Advisory Committee.

A. Membership of the Committee

1. The Committee shall consist of one representative from each SGA Agency (1000.7 The Agencies)

2. Each representative shall be chosen from the internal procedures of each Agency

B. Purpose of the Committee

1. This committee will serve to increase the amount and level of cooperation and interdependency between OGA and SGA Agencies and aide in organizing and informing students about the legislative agenda and governmental endorsements of SGA, in order to aid the purpose and mission of OGA.

2. The Committee shall aid the Board of Directors in fulfilling the Powers and Duties of the Board of Directors and aid each SGA Agency as the Chair and Advisory Committee see fit.
C. Meetings:

1. The committee shall meet at least once a month. Minutes shall be recorded and kept on file by the Executive Director of the Office of Governmental Affairs.

2. All Board members shall be notified 48 hours in advance of any meeting. All meetings shall be noticed per the requirements of SGA in the Sunshine Statute. (Chapter 231.1)

Chapter 909 The Office of Servant Leadership

History: Added by the 62nd Student Senate Bill 83. Revised by the 63rd Senate Bill 32. Revised by the 64th Senate Bill 32. Revised by the 65th Senate Bill 7. Revised by the 67th Senate Bill 12. Deleted by the 71st Senate Bill 56.

Chapter 910 Office of the Student Council for Undergraduate Research and Creativity

History: Revised by the 65th Senate Bill 8 and 87. Revised by the 66th Senate Bill 37. Revised by the 68th Senate Bill 55. Revised by the 70th Senate Bill 41.

910.1 Creation and Purpose

A. Creation

   This act shall create a bureau of the Student Government Association known as the Student Council for Undergraduate Research and Creativity (SCURC).

B. Purpose

   1. SCURC shall implement and oversee the Florida State University Undergraduate Research Journal, The Owl, as a means to engage the student body and highlight student research.

   2. SCURC shall strive to increase the number of students engaged in research projects at Florida State University.

   3. SCURC shall serve as a resource for undergraduate students to request funding to attend or present at academic conferences related to their intended research area or creative pursuit.

910.2 Membership

Participation is open to students at the Florida State University.

910.3 Board of Directors

A. Purpose

   There shall be an executive board of SCURC to advise the Director on ways to enhance the operation and effectiveness of the Bureau.

B. Membership

   1. The Board of Directors shall consist of nine (9) members all of whom shall be students at the Florida State University.

   2. The voting members will consist of the Director, two (2) Assistant Directors, the Treasurer, and five (5) members-at-large.

C. Composition

   The Board of Directors shall meet no less than once a month. The Board of Directors shall be composed of five (5) members-at-large in addition to the following
members:

1. Director of SCURC
2. Assistant Director of SCURC (Editor-in-Chief of OWL).
3. Assistant Director of SCURC (Chair of Undergraduate Research Ambassadors).
4. Treasurer

D. Selection
The Director will select five (5) members-at-large. Positions for members-at-large must be advertised for at least one (1) week before filled.

E. Powers and Duties
The Board shall:

1. Advertise the funding opportunity for presentations and attendance at academic conferences.
2. Serve as the decision making board for SCURC.
3. Plan and execute general body meetings for SCURC members.
4. Ensure the success of the Undergraduate Research Ambassador Program and the OWL.

910.4 Meetings

A. The Board of Directors members shall hold a minimum of one (1) meeting per month during the academic year.

1. Additional meetings shall be scheduled as needed.

B. Those Board members directly responsible for outreach shall hold a minimum of one (1) meeting at the start of the Fall and Spring semesters.

1. Direct and frequent communications with the directors shall be maintained by these Board members throughout the semester to ensure efficiency and accountability.

910.5 Directors

A. Selection and Term of Office

1. The Director’s position shall be advertised for at least two (2) weeks before interviews may be conducted. The applicants shall be interviewed and then appointed by the Student Body President and confirmed by the Student Senate in accordance with Chapter 202.1 A.

2. The Director’s term shall end at the close of the Spring semester.

B. Powers and Duties

1. The Director shall conduct Board of Directors meetings on a regular basis.

2. The Director shall serve as a liaison between SGA and SCURC.
3. The Director shall oversee the application process for the members-at-large on the Board of Directors and delegate their tasks and duties.

4. The Director shall be responsible for the overall efficiency, effectiveness, and operations of SCURC.

910.6 Assistant Director (Editor-in-Chief of The OWL)

A. Selection and Term of Office

1. The position of Editor-in-Chief of the Owl shall be advertised for at least two (2) weeks before interviews may be conducted. The applicants shall be interviewed and then appointed by the Student Body President and confirmed by the Student Senate in accordance with Chapter 202.1 A.

2. The Editor-in-Chief of The OWL term shall end at the close of the Spring semester.

B. Powers and Duties

1. The Editor-in-Chief of The OWL shall:
   a. Appoint a Co-editor-in-Chief of The OWL, if desired, at the individual's discretion.
   b. Plan and maintain procedural bylaw operations.
   c. Be responsible for the final approval of all The Owl manuscripts.
   d. Ensure that SCURC complies with all relevant provisions of Chapter 304 and Chapter 900 as well as Title VIII (The Finance Code).
   e. Serve as the Chair of the Editorial Board of The OWL, which shall be formed at the Chair's discretion. The OWL shall maintain editorial independence.
   f. Carry out decisions assigned by the majority of the editorial board.
   g. Assist the Director in the effective operation of SCURC.

910.7 Assistant Director (Chair of Undergraduate Research Ambassadors)

A. Selection and Term of Office

1. The position of Chair of Undergraduate Research Ambassadors shall be advertised for at least two (2) weeks before interviews may be conducted. The applicants shall be interviewed and then appointed by the Student Body President and confirmed by the Senate in accordance with Chapter 202.1 A.

2. The Chair of Undergraduate Research Ambassadors’ term shall end at the close of the Spring semester.

B. Powers and Duties

1. The Chair of the Undergraduate Research Ambassadors shall:
   a. Oversee outreach conducted by SCURC.
   b. Oversee the Undergraduate Research Ambassadors Program.
   c. Be responsible for the applications process selection, retention and organization of the Undergraduate Research Ambassadors program.
   d. Assist the Director in the effective operation of SCURC.

910.8 Treasurer
A. Selection

1. The treasurer’s position shall be advertised for at least two (2) weeks before interviews may be conducted. The applicants shall be interviewed and then appointed by the Student Body President and confirmed by the Student Senate in accordance with Chapter 202.1 A.

2. The treasurer’s term shall end at the end of the Spring semester.

B. Power and Duties

1. The treasurer shall:
   a. Be financially certified with the Student Government Association Accounting Office.
   b. Formulate, organize and effectively communicate a budget for SCURC through the Student Government Association.
   c. Review all undergraduate funding applications for conferences and grant approval upon qualification and availability of funds.
   d. Work with the advisor to approve or deny applications based on the qualification requirements, available funds, and adhere to the Finance Code.
   e. Be responsible for turning in all receipts and documentation to the SGA Accounting Offices within the time restraints.
   f. Work with the advisor to ensure fiscal responsibility with granting funds.
   g. Grant funds based on a first come, first serve basis.
   h. Make sure all funding adheres to the Finance Code.

2. The Undergraduate Academic Conference funding applications shall adhere to the following qualifications and guidelines:
   a. Completed applications must be turned in at least thirty (30) business days before the conference; must include FSUID and be registered as a FSU undergraduate student at the time of the conference; provide verification of any additional financial support and a breakdown of anticipated expenses.
   b. For a conference presentation grant, the student must be a primary presenter and provide proof of acceptance to the conference and a faculty signature endorsing attendance at the conference.
   c. For a conference attendance grant, the student must provide a faculty signature endorsing attendance at the conference.
   b. Funding applications shall be distributed by reimbursement processes; all receipts must be turned in within thirty (30) days of the conference; and failure to do so will cause your grant to be cancelled.
   c. Funding applications shall be available online. Applications shall adhere to the applications instructions for guidance on submission.
   d. Academic conference funding shall be divided into two (2) periods per fiscal year.
   e. Applicants shall be notified in a timely manner of their status of funding and will be recorded for the University’s records, in order to promote Florida State University’s academic accomplishments.
Vacancies shall be filled by the original process, and the person filling the vacancy shall serve the remainder of the term of office.

CHAPTER 911 Office of Student Sustainability

History: Added by the 63rd Student Senate Bill 71. Revised by the 64th Student Senate Bill 32. Revised by the 65th Student Senate Bill 9. Revised by the 67th Student Senate Bill 5. Revised by the 69th Student Senate Bill 76. Deleted by the 74th Student Senate Bill 48.

Chapter 913 Office of Entrepreneurship and Innovation

History: Revised by the 66th Senate Bill 83. Revised by the 69th Student Senate Bill 79. Deleted by the 71st Student Senate Bill 100 – effective June 2020.

Chapter 914 Student Council for Accessibility Advocacy

History: Created by 72nd Student Senate Bill 29. Deleted by 75th Student Senate Bill 71.

Chapter 915 The Office of the Mental Health Council

History: Created by 72nd Student Senate Bill 55.

915.1 Creation and Purpose

A. Creation

This act shall be called the Student Government Association Mental Health Council (MHC).

B. Purpose

1. The purpose of the MHC is to increase dialogue about mental health issues through education and awareness initiatives.

2. The vision of the MHC is to advocate for the Florida State University’s student body access to mental health resources.

3. The MHC will work with Florida State University’s Counseling Center to create programming and provide resources that prioritize mental health issues and promote open positive dialogue in an effort to encourage outlets of support.

C. Mission

The mission of the mental health council is to empower students with mental health resources through de-stigmatization, community involvement, and advocacy.

915.2 Membership

A. Participation is open to all students, faculty, and staff at Florida State University.

915.3 Board of Directors

A. Purpose

There shall be a Board of Directors, hereinafter referred to as the Board, which shall be responsible for determining policies dealing with the programming and activities of the Mental Health Council in conjunction with the MHC advisor.

1. The MHC will work with the University Counseling Center and will not provide medical advice or portray themselves as licensed clinical
professionals.

B. Membership of the Board

The members will consist of the seven (7) Executive Board members, limited to: the Executive Director, the Deputy Executive Director, the Director of Outreach, the Director of Programming, the Secretary, the Director of Finance, and the Director of Marketing.

C. Powers and Duties of the Board

1. The Board will work to survey a diverse population of students to gain insight on concerns and opinions relevant to the mission of the office.

2. The Board will plan, coordinate, and execute programs and campaigns that provide education, resources, and a comfortable environment for students in conjunction with Florida State University’s Counseling Center.

3. The Board will work with other members of the Student Government Association in ways to advocate for the mental health of students within Florida State’s Student Body.

915.4 Meetings

A. The Board shall meet at least twice a month. A report of this meeting shall be issued to the Executive and Legislative branches of the SGA. This report shall be given during the messages portion of the Senate Calendar.

B. All Board members shall be notified 48 hours in advance of any meeting.

C. The Director or Deputy Executive Director shall be in attendance at all meetings of the Board.

915.5 Executive Director

A. Selection and term of office

1. The Director will select seven (7) Board of Directors. Positions for the Board of Directors must be advertised for at least two (2) weeks before filled.

2. The Executive Director term shall end at the close of the Spring semester.

B. Powers and Duties

1. The Executive Director of the MHC shall be responsible for conducting a formal interview process for a Deputy Executive Director, and a Director of Outreach, and Director of Finance and forwarding candidates to the Student Body President for appointment.

2. The Executive Director shall be responsible for the effective operations of the MHC. This shall include the supervision of the Board, planning of annual campaign strategies for further student involvement, and providing direct service to the student body in conjunction with the University Counseling Center/Department of Health and Wellness.

3. The Executive Director shall have the authority to form committees in support of the completion of specific tasks related to the operations of the
4. The Executive Director shall be responsible for the management of the bureau’s budget with approval of the MHC Board of Directors.

5. The Executive Director shall be responsible for seeing that the bureau is in compliance with all guidelines outlined in Title VIII (Finance Code).

6. The Executive Director shall meet twice a month with the MHC Advisor to coordinate future programming for the MHC.

915.6 Deputy Executive Director

A. Selection and Term of Office

1. The position of Deputy Executive Director shall be advertised for at least two (2) weeks before interviews may be conducted. The applicants shall be interviewed and then appointed by the Student Body President and confirmed by the Student Senate in accordance with Chapter 202.1 A.

2. The Deputy Executive Director term shall end at the close of the Spring semester.

B. Powers and Duties

1. The Deputy Executive Director shall be responsible for aiding the Director and shall fulfill the duties of the Director in the Director’s absence.

2. Deputy Executive Director should oversee internal operations of MHC such as supervising the board of directors.

915.7 Director of Outreach

1. Selection

A. Forwarding of candidates for the Director of Outreach (DO) position shall be in compliance with Student Body Statutes 202.1, 304.2, and 304.3.

B. The Director of Outreach will serve as a direct liaison between the Executive Branch and the Legislative Branch of SGA. The Director of Outreach will recommend legislation on behalf of the Executive Branch and work with Student Senators to give Executive insight to mental health initiatives.

C. The Director of Outreach will focus on the on-campus initiatives of the MHC, as well as the training and placement of students interested in mental health advocacy.

D. The Director of Outreach term shall end at the close of the Spring semester.

2. Powers and Duties

The Director of Outreach and the Deputy Executive Director shall assist the Executive Director in the effective operation of the MHC.

915.8 Director of Finance
A. Selection and term of office

1. The Director of Finance position shall be advertised for at least two (2) weeks before interviews may be conducted. The applicants shall be interviewed and then appointed by the Student Body President and confirmed by the Student Senate in accordance with Chapter 202.1

2. The Director of Finance term shall end at the end of the Spring semester.

B. Power and Duties

1. The Director of Finance shall:

a. Be financially certified with the Student Government Association Accounting Office.

b. Formulate, organize and effectively communicate a budget for MHC through the Student Government Association.

c. Work with the advisor to approve or deny applications based on the qualification requirements, available funds, and adhere to the Finance Code.

d. Be responsible for turning in all receipts and documentation to the SGA Accounting Offices within the time restraints.

e. Work with the advisor to ensure fiscal responsibility with granting funds.

f. Grant funds based on a first come, first serve basis.

915.9 Advisor

The Director of the Florida State University’s Counseling Center will serve as the advisor for the bureau.

915.10 Removal from Office

The Board may recommend removal of any of its members or the Executive Director by a two-thirds (2/3) vote. Removal of any bureau officer shall occur only in accordance with Chapter 405 of the Student Body Statutes or by impeachment from the Student Senate.

915.11 Vacancies

Vacancies shall be filled by the original process, and the person filling the vacancy shall serve the remainder of the term of office.

TITLE X STUDENT GOVERNMENT ASSOCIATION EXECUTIVE AGENCIES

Chapter 1000 The Uniform Agency Act of 2023

History: Revised by the 47th Senate Bills 27 and 30. Revised by the 48th Senate Bill 7. Revised by the 49th Senate Bill 14. Revised by the 51st Senate Bills 28, 31 and 69. Revised by the 54th Senate Bill 10. Revised by the 58th Senate Bill 61. Revised by the 59th Senate Bill 64. Revised by the 59th Senate Bills 81 and 102. Revised by the 64th Senate Bill 73. Revised by the 75th Student Senate Bill 72.

1000.1 Purpose
A. Title

This act shall be called the “Student Government Association Executive Agency Act of 2023, hereinafter referred to as the “Executive Agency Act.”

B. Purpose

This chapter shall create uniform guidelines and operating procedures for Student Government Association sponsored entities known as “Agencies.” The purpose of the Executive Agency Act is to establish a common set of rules for all agencies under the Student Government Association, ensuring a unified approach to serving the diverse student body. Each agency, while maintaining its unique identity and focus, will adhere to these general rules, promoting consistency, fairness, and transparency across all agencies.

C. Membership

Membership in each agency is open to all members of the Florida State University Student Body. No university student may be denied membership on the basis of race, creed, color, religion, national origin, age, ability, veteran’s or marital status, sexual orientation, gender identity, gender expression, or any other protected group status as established in Chapter 206. Each agency is committed to fostering an inclusive environment that respects and celebrates diversity. All students, regardless of their background or identity, are encouraged to participate in the activities of the agencies, contribute to their objectives, and benefit from their resources.

D. Scope

The act shall become, upon its enactment, fully binding on all entities defined herein as “Agencies.”

1000.2 Definitions

A. AGENCY: An “Agency” is defined as a programmatic division of the Executive Branch created to provide support for and education on a particular identity group of the Florida State University Student Body.

B. RECOGNIZED STUDENT ORGANIZATION (RSO): Each Recognized Student Organization is an entity separate and distinct from, but under the authority of the Student Government Association as recognized by The Office of Student Organizations and Involvement. An organization, as distinguished from an Agency, is a group of students organized primarily to advance social, athletic, fraternal, and philanthropic needs.

C. RULES OF PROCEDURE: Each Agency shall adopt its own internal “Rules of Procedure” in compliance with the Student Body Constitution and Statutes to further enumerate its organization, administration, and general operating procedures.

1000.3 Creation

A. In addition to a bill to create an agency by Senate, or by referendum, the Student Body President may request the creation of an Agency upon identifying a need, pursuant to Title III, Chapter 300, Section 300.3, paragraphs C and D, of the Florida State University Student Body Statutes. This request must be submitted in writing to the Student Senate President, and must include the stated purpose of the proposed agency. Upon receipt of this request, the Senate President shall introduce a bill onto the Calendar, within three (3) weeks, which shall propose the creation of the requested Agency.

B. The proposed Agency will be created upon the enactment of the Bill. The new Agency will be incorporated into the organizational structure of the Student Government Association.
Executive Branch and shall be immediately subject to all privileges and responsibilities intrinsic to agency status.

C. If a Recognized Student Organization is converted to an Agency, the Recognized Student Organization will cease to exist, and the Agency shall have no identity separate from the Student Government Association.

1000.4 Operation

A. The supervision and regulation of the agencies is the responsibility of the Student Body Vice President.

B. Agencies are required to be in compliance with their individual Rules of Procedure, Student Body Statutes, Student Body Constitution, Florida State University regulations and policies, the State of Florida Constitution and Statutes, and the United States Constitution at all times while in operation. Non-compliance with these provisions shall call for remedial action. The Student Body President and Student Senate President shall be authorized to take whatever action is deemed necessary and proper as defined in the Student Body Statutes.

C. Amendments to an Agency’s Rules of Procedure must be submitted in writing to the Agency Director and voted on at the next Executive Board meeting.

1. Amendments to an Agency’s Rules of Procedure require a two-thirds (⅔) vote of the Executive Board to become formally adopted.

1000.5 Agency Executive Boards

All agencies shall be governed by an Executive Board composed of a majority of student members to oversee their activities. There shall be no fewer than five (5) student members on an agency Executive Board.

Each Agency shall, at minimum, have the following Executive Board members who shall be appointed in the manner specified in Chapter 304.6, unless otherwise delineated by the Agency’s Rules of Procedure.

A. The Director shall:

1. Serve as Chair of their Agency’s Executive Board.

2. Execute decisions on policy, procedure, and activities voted on by the Executive Board.

3. Establish ad hoc committees as necessary for the express purpose of managing specialized initiatives.

4. Delegate responsibilities to other Executive Board members within their respective positions that are necessary for the growth of their agency.

5. Supervise and assist the Agency Treasurer in managing the financial needs of the agency.

6. Preside over and have the authority to call Executive Board, General Body, and ad hoc committee meetings.

7. Hold overarching responsibility and maintain accountability for all actions undertaken by the Agency and its board members within the organization.

a. Nothing in this section shall be construed as to hold the Director
personally responsible for any actions taken by the Agency and its board members outside the course and scope of their duties outlined in the Student Body Constitution, Student Body Statutes, & the Agency’s individual Rules of Procedure.

8. Serve as an ex-officio member of the Office of Governmental Affairs Agency Committee or appoint a designee.

9. Create additional Executive Board positions deemed necessary and proper that are not otherwise delineated within Statutes in line with the Agency’s respective Rules of Procedure.

10. Communicate regularly with the Executive Branch and Legislative Branch of the Student Government Association.

B. The Assistant Director shall:

1. Support the Director in overseeing the daily operations of the agency.

2. Exercise the authority and duties of the Director in their absence.

3. Cosign official documents along with the Director as required in their respective capacity.

4. Manage affiliate organizations as laid out in 1000.10 and the Agency’s individual Rules of Procedure.

5. Perform additional duties related to the administrative aspects of the Agency as assigned by the Director.

C. The Treasurer shall:

1. Record fiscal spending, uphold the integrity of financial records, and oversee the deposit of Agency funds.

2. Submit all budget requests in a timely manner and promote fiscal accountability.

3. Properly maintain all records and documentation regarding the financial affairs of the agency.

4. Develop a report on the financial status of the Agency to the Executive Board upon request.

5. Communicate regularly with the Student Body Treasurer on the financial needs of the agency.

6. Perform additional duties related to the administrative aspects of the Agency as assigned by the Director.

D. The Secretary shall:

1. Record minutes for all of their respective Agency’s meetings and ensure their Agency maintains compliance with all state regulations regarding public meetings and documents, and Student Body Statutes requirements as laid out in Chapter 203 and 204.

2. Maintain a contact list of active members and record of the attendance at Agency meetings.
3. Maintain a membership roster of each affiliate organization.

4. Execute and be responsible for submitting in a timely manner, forms, documents and reports as required for the operation of the office.

5. Perform additional duties related to the administrative aspects of the Agency as assigned by the Director.

1000.6 Agency Meetings

A. All meetings of Executive Agencies, and events held thereof, shall be open to all members of the Florida State University Student Body and remain compliant with Chapter 203 of the Florida State University Student Body Statutes.

B. Executive Board Meetings

1. The Executive Board of each Agency shall meet at least once per month. The meetings must be publicized, a quorum must be present to conduct business, and minutes must be taken.

   a. A majority of the Executive Board shall constitute quorum for Agency meetings unless otherwise specified by the Agency's individual Rules of Procedure.

2. Executive Board meetings shall be called upon by the Agency’s Director or by written request of a majority of the Agency’s Executive Board.

3. Notification of all board meetings shall be made at least forty-eight (48) hours in advance of the designated meeting time.

4. No official acts may take place unless a quorum is present.

C. General Body Meetings

1. General body meetings shall be held at least once per semester, with the date and time of each meeting advertised to the public at least forty-eight (48) hours in advance of the designated meeting time.

1000.7 Removal from Office

A. All Agency Directors, Assistant Directors and Board members are subject to impeachment by the Student Senate.

B. Each Agency’s Board may, by two-thirds (2/3) vote of a quorum of Board members, recommend their Director, Assistant Director, Treasurer, or Secretary for removal to the Student Body President in accordance with Chapter 304.6.

C. All Executive Board members not confirmed by the Student Senate are subject to removal at any time by a two-thirds (2/3) vote of the Agency’s Executive Board.

1000.8 Vacancies

A. In the event that a Director or Assistant Director of an agency should take temporary leave of two weeks (14 days) or more from the FSU environment, and thus be unable to directly contribute to, or oversee the agency, it shall be their responsibility to notify in writing the Chief of Staff and the Director of Student Affairs no less than two weeks (14 days) prior to such leave.

1. Said letter must include an officer of the agency appointed by the Director who will
serve as chief contact, liaison, and administrator of the Agency, and who is duly authorized to serve in such capacity during such time as the Director/Assistant Director may be absent.

2. Failure to submit said letter will result in mandatory audit or management and fiscal controls of the agency consistent with Chapter 407 of the Student Body Statutes. Status and/or outcome of audit shall not constitute a waiver of other corrective actions consistent with statutes.

3. An extension of up to ten (10) school days can be permitted for good cause by proof of extenuating circumstances received by the Chief of Staff including, but not limited to, death of an immediate family member, medical reasons, religious observance, and any other excused absences as provided by the University.

   a. Leaves of absences do not include university recognized holidays including, but not limited to Spring Break or other regularly scheduled campus-wide holidays.

B. Any Executive Board Members other than the Director who no longer wish to serve on the Executive Board must submit a resignation to the Director at least two (2) weeks in advance, along with any relevant information in the form of a letter.

   1. In the event an Agency Director resigns from office, refer to the procedure described in Chapter 304.6 of the Student Body Statutes.

C. The resigning officer shall submit all documents pertaining to their position and shall facilitate a proper transition for the new officer at least one (1) week prior to the officer’s final day in their position.

1000.9 Termination

A. Agencies will be eligible for termination when it is determined through Student Senate review, that the agency is no longer providing the services for which it was created.

B. Student Government Association Agencies shall be terminated upon enactment of a bill to delete the agency from the Student Body Statutes, Title X, and Student Government Association Executive Agencies. If an Agency is terminated, its budget shall be allocated via the Sweepings process the following fiscal year.

1000.10 Affiliate Organizations

A. Affiliate Membership is available to all Recognized Student Organizations (RSOs) that have an interest in contributing to an Agency’s mission statement.

B. Qualifications

   RSOs seeking Affiliate Membership must submit the following to the Agency Director to initiate the Affiliate Membership process:

   1. Letter of Intent
   2. Copy of organization’s Constitution
   3. Copy of RSO re-recognition process approval

C. Each Agency’s Rules of Procedure shall govern all additional aspects regarding their Affiliate Membership process including, but not limited to, additional membership qualifications, approval, denial, general meetings, as well as their Affiliate’s roles and responsibilities.
1000.11 Monetary Allocations

A. Pursuant to the A&S Fee Guidelines, the Student Senate shall be the allocation and revisionary authority in all budgetary matters pertaining to agencies.

B. The Student Body Treasurer shall be responsible for the financial responsibility of Executive Agencies. All expenditures of agencies must be approved and have the signature of Agency’s Director and Treasurer before all purchase requests are submitted to the SGA Accounting Office. After the SGA Accounting Office approves the expenditures, it must be sent to the Student Body Treasurer for approval or rejection.

C. The Director, Assistant Director, and Treasurer of each Agency must be financially certified through the Student Government Association.

D. Agencies must notify the SGA Accounting Office and the Student Body Treasurer in writing to request additional funds at any point during the fiscal year from the Student Senate.

E. Each year the budgets of the agencies shall be zero based and reviewed by the Senate Funding Committees who shall make appropriate recommendations to the Senate Budget Committee.

1000.12 Publications

A. Compliance

All advertisements must comply with the University Posting Policy (http://posting.fsu.edu).

B. Approval

The Agency Director must approve all publications, shirts, flyers, etc. prior to duplication and distribution.

1000.13 The Agencies

Presented below is a comprehensive list of all Student Government Association Executive Agencies, each accompanied by its respective mission statement.

A. Asian American Student Union (AASU)

1. The AASU shall represent the Asian American community at the Florida State University and promote the spread of awareness pertaining to Asian American heritage and culture. AASU will serve to encourage and promote for the civic engagement of the Asian and Asian American community, as well as the student body at the Florida State University. It shall function as an educational and cultural learning instrument for the FSU community, by providing cultural programs and materials, which promote awareness of and appreciation for the various and distinct Asian cultures. AASU shall serve as the nucleus of a network to improve the opportunities and living conditions of the Asian community. To this end, AASU shall represent all registered Asian and Asian American student organizations on campus, coordinate available resources, and serve as a catalyst in protecting the rights and representation of the Asian and Asian American student body.

B. Black Student Union (BSU)

1. The BSU shall serve primarily to promote and provide for the social welfare of the Black Student Body at the Florida State University. The BSU shall be limited neither to the aforementioned objectives nor to the Florida State University in
scope. The BSU shall also strive to provide and promote economic, political and academic enrichment through its activities, and it shall serve as a catalyst to the enlightenment of the Florida State University community to the distinct and proud cultural heritage of Black people in America as well as on the African continent. Finally, it shall be a source of edification of the Black experience at Florida State University.

C. Hispanic/Latinx Student Union (HLSU)

1. The HLSU shall serve as an institution dedicated to unifying, informing, and serving the Hispanic/Latinx community at the Florida State University (FSU) and Tallahassee community. The HLSU will function as an educational and cultural learning instrument for all students, faculty, and staff. It shall provide a centralized coordination of resources and service for Hispanic/Latinx community. The HLSU shall serve as a nucleus for a network with other national institutions and organizations to improve the opportunities and living conditions of the Hispanic/Latinx community. It shall be open and accessible to everyone thus providing a liaison between FSU and Tallahassee community.

D. Jewish Student Union (JSU)

1. The Jewish Student Union (JSU) is a Student Government Agency belonging to Florida State University. The Jewish Student Union at Florida State University is committed to creating an environment for students to learn, embrace, and celebrate Jewish culture. The Jewish Student Union shall serve the Jewish community as a unifying organization through its Advisory Council, which is made up of other Registered Student Organizations. The JSU will represent the Jewish community to the Student Government Association, Administration, and Tallahassee community. We aspire to foster an inclusive community to engage the student body in meaningful programming. Through educational initiatives, cultural celebrations, and social events, the JSU strives to cultivate a vibrant space that empowers individuals to deepen their understanding of Judaism.

E. Pride Student Union (PSU)

1. To provide services and programs to address the needs of lesbian, gay, bisexual, transgender, queer, questioning, asexual, and intersex students and to increase the awareness of issues pertinent to them within the Florida State University community. Further, the Pride Student Union shall endeavor to create a supportive and healthy environment for the welfare of all students regardless of their sexual orientation or gender identity.

F. Women Student Union (WSU)

1. The purpose of the Women Student Union (WSU) shall serve to develop a greater awareness in the Florida State University community of women’s rights and issues and their relationship to the economic, social, and political nature of society. The Women Student Union of the Florida State University values struggles of the past, asserts rights in the present, and celebrates aspirations for the future. The Women Student Union fosters the growth of women personally, professionally, and politically. The WSU will celebrate the power existing within every woman to promote self-autonomy, denounce all limitations, educate on systems of oppression and advocate inclusivity within a diverse community. WSU facilitates a network among organizations, departments, and services to embrace, engage and empower. The Women Student Union shall be limited neither to the aforementioned objectives nor to the Florida State University in scope. It shall serve to promote a positive approach towards women’s concerns in the Florida State University community. The Women Student Union will develop programs, services, and activities that will reach out to women and will connect students to
administration, faculty, and staff to create a feeling of strength and solidarity within the Florida State University community. It shall empower women in the Florida State University community by actively confronting sexual discrimination, teaching leadership skills, encouraging involvement and promoting advocacy. The agency will function as an educational and cultural learning instrument for students, administration, faculty and staff. It shall serve as a nucleus for a network with other women-centered organizations to improve the opportunities and conditions of women on campus and in the community. The agency shall provide a centralized coordination of resources and services for women. It shall be open and accessible to everyone, and will strengthen the connection between Florida State University and the Tallahassee community.

G. Veterans Student Union (VSU)

1. The VSU shall be committed to the collective interests of all student veterans of the armed forces and those who support them. The primary goal of the VSU is to ensure good academic standing and successful employment and/or postgraduate education acceptance for all VSU members. Inherent in this mission is our effort to promote and support the bonding of student veterans so that a spirit of academic and professional accountability is fostered within the ranks of VSU members. The VSU will aid the administration of the Florida State University in the achievement of the goal of becoming “the most veteran friendly public university in the nation.” The VSU shall be limited neither to the aforementioned objectives nor to the Florida State University in scope. The VSU shall also strive to provide and promote economic, political, and academic enrichment through its activities, and promote awareness of and appreciation for those who have served in the armed forces and the military culture.

TITLE XI STUDENT GOVERNMENT ASSOCIATION AFFILIATED PROJECTS

Chapter 1100 Affiliated Projects Act

1100.1 Title

History: Revised by the 47th Senate Bills 22 and 158. Revised by the 48th Senate Bills 47 and 129. Revised by the 49th Senate Bill 14. Revised by the 56th Senate Bill 83. Revised by the 65th Senate Bill 11. Revised by the 74th Senate Bill 60.

This act shall be called the “Student Government Association Affiliated Projects Act of 1994”, (Affiliated Projects Act).

1100.2 Creation, Purpose, and Definition

A. Purpose

The purpose of this act is to prescribe the policies governing the special projects jointly undertaken by the Executive and Legislative Branches of the Florida State University Student Government Association and other Florida State University departments.

B. Creation

1. In addition to a bill to create an affiliated project by the Student Senate, or by referendum, the Student Body President may request the creation of an affiliated project upon identifying a need, pursuant to Title III, Chapter 300, Section 300.3, paragraphs C and D, of the FSU Student Body Statutes. This request must be submitted in writing to the Senate President and must include the stated purpose of the proposed Affiliated Project. Upon receipt of this request, the Senate President shall introduce a bill onto the Calendar, within two (2) weeks, that shall propose the creation of the requested affiliated project.
2. The proposed affiliated project will be created upon the enactment of the bill. The new affiliated project will be incorporated into the organized structure of Student Government Association and shall be subject immediately to all privileges and responsibilities inherent with affiliated projects status.

C. Definition

An SGA Affiliated Project is an operation formally adopted by the Student Government Association as a special project; is characterized by its autonomous nature; generates funding when possible, may be housed outside of the Union, deals frequently with the community and provides information, services and unique opportunities for students.

1100.3 Monetary Allocations

1. An affiliated project shall receive a substantial amount of their funding from sources other than Student Government Association. Any money allocated to an affiliated project by Student Government Association shall be line itemized.

2. Affiliated projects shall be audited by the Auditor annually.

3. Should fiscal problems arise concerning an affiliated project, the Finance Committee of the Student Senate may place the Affiliated Project on a probationary period.

4. Affiliated projects are expected to generate funding for programming whenever possible. All funding raised must be marked as self-generated in the yearly budget.

5. During the budgeting process an affiliated project must prepare a proposal that fully explains any new line item that it is asking to be funded. Substantial increases in lines formerly budgeted must also be explained.

1100.4 Operations

Affiliated projects may be housed in areas outside of the Union.

1100.5 Evaluations

A. The Student Life Committee, each year, shall consider whether each affiliated project should continue in existence and receive funding, and make such recommendations in writing to the Student Senate President. This shall occur no later than the seventh week of the Spring semester.

B. Affiliated projects are to be overseen by the Student Body Treasurer.

1100.6 The following is a list of Student Government affiliated projects and their corresponding chapter number as they appear in Title XI.

A. Chapter 1101 - Alumni Village Child Development Center (No longer exists)

B. Chapter 1102 - Child Care Affiliated Projects *(Deleted by 61st Senate Bill 56)*

C. Chapter 1103 - Student Alert Force Escort Connection (SAFE Connection)

D. Chapter 1104 - Student Publications Office

E. Chapter 1105 - The Florida State University Environmental Service Program *(Deleted by the 63rd Student Senate Bill 37).*
Chapter 1101 Alumni Village Child Development Center

History: Revised by the 49th Senate Bill 14. Revised by the 65th Senate Bill 12.

1101.1 Parent Cooperative Board of Directors (Board)

A. Composition
   There shall be a Parent Cooperative Board of Directors composed of three (3) elected persons: the President, the Treasurer, and the Secretary.

B. Selection and Term of Office
   Members of the Board of Directors are elected by the parent body of Alumni Village Child Development by a majority vote and are required to serve for a minimum of two (2) semesters.

C. Members
   Members of the Board must be students or their spouses and currently have a child enrolled in the Child Development.

D. Duties and Powers
   1. The duties of the Board include hiring a Child Development Center Teacher/Director in conjunction cooperatively with the Director of Student Affairs Coordinator.

   2. Further duties of the Board of Directors include assisting in the following areas: (a) business and social correspondence and meetings; (b) preparation of the annual budget; school managements and policies; and (d) tuition collection.

E. Meetings
   The Board shall meet a minimum of once each semester, and the entire parent body shall meet once each semester. A voting quorum consists of two-thirds (2/3) of all parent members.

F. The Director shall ensure that minutes are taken at all meetings and that a copy of said minutes are sent to the Student Body President. A file containing the minutes of all past meetings shall be maintained.

Chapter 1102 FSU Child Care Affiliated Project

History: Added by 46th Senate Bill 139. Revised by the 47th Senate Bill 18. Revised by the 49th Senate Bill 14. Deleted by the 61st Senate Bill 56.

Chapter 1103 Student Alert Force Escort (S.A.F.E.) Connection

History: Revised by the 51st Senate Bill 107. Revised by the 54th Senate Bill 108. Revised by the 59th
1103.1 Creation and Purpose

A. Title
This act shall be called the "S.A.F.E" Act.

B. Creation
There shall be an Affiliated Project of the Student Government Association and FSU Police Department known as S.A.F.E. Connection.

C. Purpose
The purpose of S.A.F.E. Connection is to provide a safe mode of transportation for students on campus through an escort service. S.A.F.E. Connection is also to provide a mode of transportation for students under the influence of alcohol. S.A.F.E. Connection is to further promote awareness of the dangers of driving under the influence, and to promote education, activities and programs concerning crime prevention and safety to the students, faculty, staff and visitors of Florida State University.

1103.2 Services
S.A.F.E. Connection shall operate according to rules and procedures promulgated by the FSU Police Department. It shall serve the students, faculty, staff, and visitors to the university.

1103.3 Director

A. Selection and Term of Office

1. The Director shall be chosen in accordance with the S.A.F.E. rules and procedure

B. Duties

1. The Director shall be responsible for effectively executing all those duties granted them in the rules and procedure.

1103.4 Assistant Director

A. Selection of Term

1. The Assistant Director shall be chosen in accordance with S.A.F.E. rules and procedures.

B. Duties

1. There shall be one Assistant Director. The Assistant Director shall be responsible for effectively executing all those duties granted them by S.A.F.E. rules and procedures.

1103.5 Substantive Changes to the S.A.F.E. Program

A. The appropriate authority specified in the S.A.F.E. rules and procedures shall notify the Student Senate and the Student Body President in writing no less than five (5) business days prior to the implementation of substantive changes to the S.A.F.E. Program, which include:

1. Any purchase which exceeds thirty-thousand dollars ($30,000.00).
2. Any changes to the S.A.F.E. rules and procedures.
3. Any other action as may be required by the S.A.F.E. rules of procedure.

1103.6 Funding

A. S.A.F.E. may receive A&S Funds, although the majority of the funding of S.A.F.E. shall be derived from non-A&S Fees.

B. S.A.F.E. may receive supplemental funding through the process outlined in Chapter 412.

Chapter 1104 Student Publications Office

History: Amended by the 45th Senate Bill 56. Revised by the 49th Senate Bill 14. Revised by the 50th Senate Bill 24. Revised by the 65th Senate Bill 14.

1104.1 Creation and Purpose

A. Creation

There shall be an Affiliated Project of the Student Government Association known as the Student Publications Office.

B. Purpose

This Affiliated Project shall be responsible for coordinating, producing and publishing the publications of the Student Government Association.

1104.2 Student Publications Supervisor

A. The Student Publications Supervisor shall be a salaried, full-time position

B. The Supervisor shall represent the staff of the Publications Office at all agency meetings, and other appropriate functions.

C. The Supervisor shall work with FSU staff, administration, faculty and students to guarantee the successful publication, distribution, and marketing of all office publications.

D. The Supervisor shall advise and assist the staff.

1104.3 Publications

A. Purpose

Student Publications shall assist the Student Government Agencies, Bureaus, Affiliated Projects, and recognized student organizations in the publications of flyers, pamphlets and other publications as needed on a first come, time available basis.

1104.4 Staff

In cases of disagreements between the Supervisor and staff on Student Publications decisions, the Supervisor’s decisions shall be final.

Chapter 1105 The Florida State University Environmental Service Program

History: Added by the 52nd Senate Bill 37. Revised by the 53rd Senate Bill 71. Revised by the 54th Senate Bill 61. Deleted by the 63rd Senate Bill 37.

Chapter 1106 The Florida State University Medical Response Unit
1106.1 Title, Creation and Purpose

A. Creation

There shall be an Affiliated Project of the Student Government Association, FSU Police Department, and University Health Services known as the Florida State University Medical Response Unit.

B. Purpose

The FSU Medical Response Unit is a service of the University Health Services, the Florida State University Police Department, and the Student Government Association that functions as a volunteer medical first responding agency at the Florida State University.

1106.2 Services

A. Operations

The FSU Medical Response Union shall operate according to rules of procedures promulgated by its Board of Directors. These rules of procedures shall be considered public and available for viewing inspection upon written request. It shall serve the students, faculty, staff and visitors to the university in the following manner.

1. The FSU Medical Response Unit shall provide basic medical care as outlined by medical protocol manual approved by the Medical Director and Clinical Supervisor to students at scheduled events or as dispatched by FSUPD, Leon County EMS or requested through the FSU Medical Response Unit Supervisors office. Medical care may be provided in the event that the members come upon a need during regular commutes on campus.

2. Regardless of personal qualifications and certifications, the Medical Response Unit shall perform only those actions and/or procedures approved by the Medical Director and Clinical Supervisor.

3. Members of the Medical Response Unit - at a minimum - shall be certified as specified by the United States Department of Transportation National Emergency Medical Service (EMS) Education Standards.

4. The Medical Response Unit shall be considered a Volunteer Medical Response Agency under the Florida State Statutes and shall be subject to appropriate regulation and protocol.

5. In the event of a major catastrophe the Medical Response Unit may act as directed by Emergency Management Administration protocols.

6. The Medical Response Unit shall serve as an emergency medical care education program for the FSU student volunteer members of the unit.

B. Use by Campus Organizations

1. Any recognized student organization, academic department, or administrative department of FSU can request the services of the Medical Response Unit.
2. Campus organizations, academic departments, or administrative departments of FSU may not be charged for the services of the Medical Response Unit during any fiscal year in which A&S Fees have been allocated to the Medical Response Unit. Should cost associated with services exceed A&S Fees, cost recovery may be instituted by fees to campus departments/organizations though not including registered students.

3. The use of these services will be on a first-come, first-serve basis.

4. The Board of Directors reserves the right to refuse participation at any campus event.

1106.2 Organization

The Medical Response Unit shall be governed by an Executive Director, a Director of Operations, an appointee from University Health Services, and a Board of Directors.

1106.3 Executive Director

A. Selection and Term of Office

1. The Executive Director shall be chosen by the First Responder Unit Board of Directors. The Executive Director shall also be approved by the Medical Director, the Director of University Health Services and/or a designee, and the FSU Chief of Police and/or a designee.

2. The Executive Director’s term is one year period ending at the confirmation of the next Executive Director. The Board of Directors is responsible for the evaluation of the Director’s performance.

3. The Executive Director shall be forwarded to and confirmed by the Student Senate in accordance with Title II of the Student Body Statutes before the spring inauguration.

B. Duties

1. The Executive Director shall be responsible for the efficient and effective operation of the Affiliated Project.

2. The Executive Director shall be responsible for the management of the Affiliated Project’s budget and overall fundraising.

3. The Executive Director shall be responsible for the hiring and dismissal of all staff members. The Executive Director shall also be responsible for the comprehensive training set forth by the Board of Directors.

4. The Executive Director shall be responsible for ensuring that the Affiliated Project is in compliance with all guidelines outlined in Chapter 319 and in Title VIII (Finance Code).

5. The Executive Director shall be responsible for executing all activities and programs of the Affiliated Project.

1106.4 Director of Operations

A. Selection of Term

1. The Director of Operations shall be chosen by the Medical Response Unit Board of Directors. The Director of Operations shall also be approved by the
Medical Director, the Director of University Health Services and/or a
designee, and the FSU Chief of Police and/or a designee.

2. The Director of Operations’ term shall end at the appointment of the next
Director of Operations.

B. Duties
1. There shall be one Director of Operations. The Director of Operations shall
be second in command of the Medical Response Unit.

2. The Director of Operations shall carry out the duties of the Executive
Director in their absence.

3. The Director of Operations shall be responsible for all policies, procedures,
and operations of the Medical Response Unit.

1106.5 University Health Services Designee

A. Duties

1. The Instructor/Clinical Supervisor shall be selected by the University Health
Services Director and shall ensure that the Medical Response Unit
maintains compliance with all applicable local, state, and federal statutes
and regulations.

2. The Instructor/Clinical Supervisor shall also maintain communication with all
supporting and parallel agencies to include, but not be limited to Leon
County EMS and any applicable state agencies.

3. The Instructor/Clinical Supervisor shall ensure all training and certification of
all Medical Response Unit volunteers is in compliance with all applicable
local, state, and federal statutes and regulations.

Chapter 1107 WVFS RADIO STATION

History: Revised by the 49th Senate Bill 14. Revised by the 51st Senate Bill 136. Revised by the 65th
Senate Bill 16.

1107.1 Purpose

A. To provide diverse entertainment and information to the students of Florida State
University and members of the surrounding community in a manner consistent with
the college radio format.

B. To provide experience and training opportunities for students and members of the
surrounding community in radio station operations.

C. To promote university and community activities in a manner consistent with station
programming goals and Federal Communication Commission rules and regulations.

1107.2 Campus Board of Directors

A. Purpose

There shall be a campus-wide Board of Directors, hereinafter referred to as the
Board of Directors, which shall serve as the liaison between station leadership and
the Office of Student Affairs, the Student Government Association, and the affiliated
school or college. The Board of Directors will establish its own criteria for meetings
and its own rules of procedure.
B. Powers and Duties

The Board of Directors shall have the responsibility of insuring that all station operating procedures meet Federal Communication Commission rules and regulations; shall handle appeals made by station personnel against decisions made by the state Executive Board consistent with the station bylaws; shall approve bylaws and amendments to bylaws recommended by the Executive Board, shall have final approval over paid/OPS recommendations from the Station Executive Board; and shall make suggestions for new projects and programming.

C. Composition

1. The Board of Directors shall consist of seven members (7), four (4) of whom will be students at Florida State University and three members of the FSU faculty/staff.

2. The student members shall consist of the Student Body President or a designee, the Student Senate President or a designee, the station Program Director and an elected member of the station Executive Board.

3. The three faculty/staff members shall include the Dean of the affiliated school or college and a designee, the Advisor appointed by the affiliated school or college, and the Vice President for Student Affairs or a designee.

D. Term of Office

1. The Student Body President and the Student Senate President or their designees shall serve on the board during their terms of elected office.

2. The Program Director shall serve on the Board during the program director’s tenure of office.

3. The elected member of the radio station Executive Board shall serve for a period of one (1) year from the time of the election. If the individual is unable to complete their term the Executive Board shall select a replacement no less than two (2) weeks from the announcement of the resignation or removal of the sitting member.

E. Minutes

All Board of Director meetings minutes shall be taken by an appointed member of the Board in accordance with the Board’s rules of procedure. Copies of the minutes will be provided to the membership no later than two (2) weeks after each meeting. A copy of each meeting’s minutes shall be submitted to the Student Senate Program Assistant for public inspection and shall be placed in the WVFS public file as mandated by the FCC.

1107.3 Advisor

A. Adoption

There shall be a faculty/staff advisor appointed by the affiliated school or college who shall serve at the discretion of the leadership of the college, school or department from which the advisor is appointed.

B. Powers and Duties

1. To ensure that all federal, state and local laws and guidelines are followed in
all station operations and to report on any and all FCC issues to the Vice President for Student Affairs.

2. To design and administer any and all academic programs associated with the station.

3. To represent the interests of the affiliated college or school to the station Executive Board.

4. To perform any additional functions, powers, and duties outlined in the station bylaws and policy manual.

5. To suggest and assist in implementing any new areas of programming that the Executive Board has approved.

1107.4 Station Executive Board

A. Purpose

There shall be a Station Executive Board, hereinafter referred to as the Executive Board, which shall be responsible for determining rules and policies to meet radio programming needs, daily operation requirements, staff management and making recommendation to the Board of Directors for the filling of all paid OPS positions. The Executive Board shall create all of the internal bylaws and policies for the station and make these recommendations to the Board of Directors for final approval. The Executive Board shall decide on and implement any changes or additions to radio station programming and shall work with the Advisor to implement the academic programs and ensure FCC compliance requirements.

B. Composition

1. The Executive Board shall consist of the following members: the station Program Director, the Advisor, and the heads of all the station departments established in the station bylaws.

2. The Student Body President or a designee and the Student Senate President or a designee shall serve as non-voting ex-officio members of the Executive Board.

1107.5 Operations

A. Station Policy

Station policy shall be established by the respective department heads of each station department and approved by the Executive Board. Station policy will be recorded in the station policy manual and station bylaws.

B. Operations

Station operations will be conducted by student and community volunteers trained in the proper procedures and supervised by the heads of each department, the Executive Board, the Advisor, and the Board of Directors.

C. Facilities

The station will operate in the space provided and maintained by the Florida State University.
Chapter 1109 Office of Undergraduate Research and Creative Endeavors

History: Revised by the 65th Senate Bill 8. (Moved to Bureau status Chapter 910).

Chapter 1110 The Student Broadcast Center

History: Revised by the 45th Senate Bill 50, Revised by the 47th, Revised by the 65th Senate Bill 17, Senate Bill 51, Revised by the 48th Senate Bill 140, Revised by the 55th Senate Bill 94, Revised by the 58th Senate Bill 47, Revised by the 61st Senate Bill 57.

1110.1 Purpose and Creation

A. Purpose

The purpose of SBC is to provide video services to aid students and organizations and to educate, inform, and entertain the students of Florida State University through video technology.

B. Creation

There shall be an affiliated project of the Student Government Association known as the Student Broadcast Center with sub-entity referred to as the Student Government Movie Channel (SGMC) to fulfill the aforementioned purpose. The Student Broadcast Center will operate student produced programming and other programming as chosen by the General Manager on Channel 16. In addition, the Student Broadcast Center will air movies over the Student Government Movie Channel 17.

1110.2 General Manager

A. Selection and Term of Office

1. The Student Government Association Webmaster shall be the General Manager by default, unless relinquishing that title, at which point, the Student Body President shall appoint a replacement to be confirmed by Student Senate.

B. Power and Duties

1. The General Manager shall be responsible for the efficient and effective operation of the Bureau.

2. The General Manager shall be responsible for the management of the Affiliated Project’s budget.

3. The General Manager shall be responsible for the hiring and dismissal of all staff members except as otherwise noted herein.

4. The General Manager shall be responsible for seeing that the Affiliated Project is in compliance with all guidelines outlined in Chapter 319 and in Title VIII (the Finance Code).

5. The General Manager shall establish policies for the Affiliated Projects with the advice of the Student Body President.

6. The General Manager shall be responsible for executing all activities and programs of the Bureau.
7. The General Manager has the final determination over all programming decisions, including but not limited to all student produced shows, network affiliate broadcasts, and movies purchased through an annual contract with a film company.

1110.3 Removal from Office

The General Manager may be removed from office by the Student Body President or by impeachment by the Student Senate, as outlined in Chapter 405.

1110.4 General Station Operations

The General Manager and all staff members shall serve, protect, and promote the mission statement of the Affiliated Project.

Chapter 1111 The Student Resource Center

History: Added by the 60th Senate Bill 33. Revised by the 61st Senate Bill 58. Revised by the 65th Senate Bill 18.

1111.1 Purpose and Creation

A. Purpose

The purpose of this act is to provide a student resource center that provides an electronic means for acquiring information on student legal services, off-campus housing, tax preparation, financial advisement, and any other programs deemed necessary by the Student Body President for the students of the Florida State University.

C. Creation

There shall be an Affiliated Project of the Student Government Association known as the Student Resource Center.

1111.2 Responsibilities of the Student Resource Center

The Student Government Webmaster shall be responsible for maintaining the website and all applicable information.

A. Student Legal Services

1. Student Legal Services shall ensure that legal advice and counsel is available for Florida State University students by providing an online listing of attorneys who are willing to assist students with legal troubles for a free or nominal fee consultation.

B. Off Campus Housing Resource Center

1. The mission of Off Campus Housing Resource Services is to support members of the FSU community in making well informed decisions that enable them to enjoy a positive off campus living experience.

2. The Student Resource Center website shall contain a detailed listing of all available off-campus housing accommodations, including: contact information, location, price, distance from main and engineering campuses, security, amenities, resident feedback, age or residence, listing dates and other pertinent information. Student sub-leases shall also be displayed for no charge.

C. Student Financial Resource Center
1. The Student Financial Resource Center shall ensure that tax advice and preparation is available for Florida State University students by providing an on-line listing of certified persons or business who are willing to assist students for free or a nominal fee.

Chapter 1112 Men Advocating Responsible Conduct at Florida State University

History: Added by the 59th Senate Bill 75. Amended by the 59th Senate Bill 91. Revised by the 65th Senate Bill 10. Revised by the 66th Senate Bill 72. (changed from Chapter 912 to Chapter 1112). Deleted by the 72nd Student Senate Bill 1.

Chapter 1113 Garnet & Gold Voting Commission

History: Added by the 75th Senate Bill 22.

1113.1 Purpose and Creation

The Garnet & Gold Voting Commission shall be an affiliated project of the Student Government Association that shall occur every other year, aligning with any school year that is an election year. The Garnet & Gold Voting Commission shall engage key stakeholders to strategically increase civic engagement and voter turnout among the FSU Student Body for each election year through programming, education, and action.

1113.2 Board of Directors

A. The Garnet & Gold Voting Commission shall have a Board of Directors responsible for the operation of the Commission. The Board of Directors shall be composed of the following members:

1. A designee of the SGA Executive Branch;
2. A designee of the Student Senate;
3. A designee of the Office of Governmental Affairs;
4. SGA Attorney General;
5. A designee from each SGA Agency;
6. A designee of the Interfraternity Council;
7. A designee of the Multicultural Greek Council;
8. A designee of the National Panhellenic Council;
9. A designee of the Panhellenic Association;
10. The Student Body President, as an ex officio member;
11. The Student Senate President, as an ex officio member;
12. The Supervisor of Elections, or a designee;
13. A designee from any other relevant Registered Student Organizations or Campus Entities that may prove beneficial to the mission of the Commission, which shall be chosen by the Student Body President, Student Senate President, and SGA Advisor prior to the opening of the Commission. Ideological organizations may be permitted, but they must be evenly divided between conservative and liberal organizations.

B. At the first meeting of the Garnet & Gold Voting Commission, the members shall take an anonymous vote to elect a Chair of the affiliated project, who shall preside over all meetings of the Commission. The Chair shall not vote on any matters except in the event of a tie, in which case their vote shall act
as the tiebreaking vote.

C. Following the opening of the Commission, all organizations shall send the Student Body President their designees no later than two weeks following the Commission’s opening. Designees shall not require Senate confirmation nor a forwarding letter.

1113.3 Opening of the Commission

A. The Student Body President, prior to the beginning of the Fall Semester of any school year which has an election, shall call a meeting with the Student Senate President and the SGA Advisor in order to organize the opening of the Garnet & Gold Voting Commission. During this meeting, the three shall decide any Registered Student Organizations or Campus Entities that shall have a designee on the Commission.

B. During the first week of the Fall semester that contains the election, the Student Body President shall issue an executive order that shall formalize the Opening of the Commission. This executive order shall detail the list of organizations which shall require a designee, as well as the timeline to submit them.

C. Upon the appointment of all designees, the Student Body President shall make it public the composition of the committee.

1113.4 Operations

A. The Commission shall work with campus and community partners to maximize the voter turnout of the FSU Student Body during the relevant election. These partnerships may include, but are not limited to, voter registration drives, voter education events, social media campaigns, and any other efforts that would increase civic engagement.

B. The Commission may make and publish recommendations to the Student Government Association on how to best further civic engagement on campus.

C. The Board of Directors shall meet no less than once every two weeks between the appointment of all designees and the end of the relevant election. These meetings shall be open to the public and subject to all requirements of SGA meetings. The Chair shall schedule these meetings, with consent of the Board of Directors.

D. Following the end of the election, the Garnet & Gold Voting Commission shall present a report of voter turnout and civic engagement to the Student Senate.

Chapter 1200 Senate Organizations

History: Added by the 48th Senate Bill 181. Deleted by the 56th Senate Bill 76.

Chapter 1201 FSU, FAMU and TCC Governance Council

History: Created by the 50th Senate Bill 119. Deleted by the 56th Senate Bill 76.