

7-26-2017

# Senate Bill 2017.0005 - Bill Remove Cabinet from Statutes

Student Government Association BBC, Florida International University

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# SENATE BILL

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Florida International University ◇ Student Government Council ◇ Biscayne Bay Campus

**Agenda Item:** To amend Section 404.06, and remove all other sections in Chapter 404 that describe a Cabinet position and its duties in Article IV of SGC-BBC Statutes

**Author(s):** Leonardo Cosio, President  
Jamie Adelson, Chief of Staff

**Sponsors:** Jonathan Espino, Housing Senator  
Ronan Kelly, Lower Division Senator

**Committee:** Of the Whole

**Date:** July 26, 2017

**To amend Section 404.06, and remove all other following sections in Chapter 404 of the SGC-BBC Statutes**

**Section 1:** Article IV, Chapter 404 of the SGC-BBC Statutes will be amended to change Section 404.06 and remove sections 404.08, 404.09, 404.10, 404.11, 404.12, 404.13, 404.14, 404.15, 404.16, 404.17, thereby removing specific Cabinet position names and their descriptions to allow for the SGC-BBC President to present their new list of positions to the Senate for first reading no later than the second Senate meeting of the Summer semester.

**Section 2:** ~~404.06~~ The Cabinet members of the President shall be comprised of:  
The Cabinet positions of the President shall be created yearly after election and presented to the Senate no later than the second meeting of the Summer semester.

- ~~(i) Director of Public Relations~~
- ~~(ii) Director of Events~~
- ~~(iii) Director of Campus Services~~
- ~~(iv) Director of Lectures~~
- ~~(v) Director of International Student Affairs~~
- ~~(vi) Director of Marketing & Social Media~~
- ~~(vii) Director of Governmental & Community Relations~~
- ~~(viii) Director of Governing Councils~~

~~(ix) Director of Campus Sustainability~~

~~(x) Director of Elections~~

(i) Any student the President appoints to serve any function in SGC-BBC may not be compensated until the Senate approves the new administration's Cabinet positions.

(ii) All Cabinet positions will be required to perform a minimum of five (5) hours per week of work pertinent to the duties of each position and any duties assigned by the President, Vice President, and/or Chief of Staff.

(iii) The President will be required to create at least the position of Public Relations Manager and Elections Commissioner in their Cabinet.

**404.07** Whenever a Cabinet position is created, the President must notify the Senate in writing of its creation and its duties.

**404.08** ~~Director of Public Relations shall:~~

~~(i) Maintain a minimum of five (5) hours per week in office.~~

~~(ii) Be responsible for notifying the student body and FIU community of SGC-BBC activities and programs.~~

~~(iii) Conduct all candidate searches for any open position, ensuring proper and timely notification of open positions to the student body.~~

~~(iv) Be responsible for ensuring that the SGC-BBC website remains updated.~~

~~(v) Be responsible for collecting all minutes and agendas from all SGC-BBC meetings.~~

~~(vi) Serve as liaison to Student Media (i.e., the Beacon, FIUSM.com, Radiate, etc.) in relating SGC-BBC information.~~

~~(vii) Create all press releases, memorandums, and position statements as required.~~

~~(viii) Publish the monthly SGC-BBC newsletter to inform the student body of SGC-BBC activities.~~

~~(ix) Shall assist in the posting of SGC-BBC events calendar in the SGC-BBC website, and ensure that they are made within the allotted time.~~

~~(x) Any other duties assigned by the President, Vice President, and/or Chief of Staff.~~

**404.09** ~~Director of Events shall:~~

~~(i) Maintain a minimum of five (5) hours per week in office.~~

~~(ii) Coordinate events including, but not limited to, those arranged by Cabinet members, Executive Office Directors, Senators and the Executive Committee.~~

~~(iii) Represent the SGC-BBC on any event planning committees, as sanctioned by the SGC-BBC President &~~

~~Vice President.~~

- ~~(iv) Oversee the SGC-BBC Events Calendar.~~
- ~~(v) Plan the Town Hall Meeting at least once per Semester.~~
- ~~(vi) Plan the High Achiever's Award.~~
- ~~(vii) Aid in the planning of 'Day on the Bay' in conjunction with the Office of Environmental Affairs.~~
- ~~(viii) Help other Directors conduct events relevant to their positions~~
- ~~(ix) Plan SGA signature events including but not limited to; "SGA Kick-off", "SGA Week", "SGA Wrap Up event".~~
- ~~(x) Plan and execute further events as specified in the SGC-BBC Statutes and as sanctioned by the SGC-BBC President & Vice President.~~
- ~~(xi) Any other duties assigned by the President, Vice President, and/or Chief of Staff.~~

**404.10** ~~Director of Campus Services shall:~~

- ~~(i) Maintain a minimum of five (5) hours per week in office.~~
- ~~(ii) Develop a relationship with residence hall life, business services, facilities management, and campus bookstore, WUC, parking, CAPS, Healthy Promotions, Rec & Wellness and other auxiliary services.~~
- ~~(iii) Serve as a member of the Wolfe Day committee.~~
- ~~(iv) Plan and execute the Safety Walk with administrators.~~
- ~~(v) Serve as a liaison between FIU Police Department and SGA.~~
- ~~(vi) Aid the Executive Committee members with clerical duties and internal communication material.~~
- ~~(vii) Serve as the record keeper of minutes and agendas for SGC-BBC Cabinet meetings.~~
- ~~(viii) Any other duties assigned by the President, Vice President, and/or Chief of Staff.~~

**404.11** ~~Director of Lectures shall:~~

- ~~(i) Maintain a minimum of five (5) office hours per week in office.~~
- ~~(ii) Oversee a Lectures Committee consisting of students that are nonmembers of SGC-BBC.~~
- ~~(iii) Set committee meeting times bi-weekly at a time decided on by a majority of the members of the Lectures Committee.~~
- ~~(iv) Have recorded minutes and agendas to be turned in to the SGC-BBC Clerk for documentation.~~
- ~~(v) Act as the student liaison between SGC-BBC and Lectures Committee speakers.~~
- ~~(vi) Assist SGC-BBC and WUC staff in programming and organizing a Lectures Committee event.~~
- ~~(vii) Any other duties assigned by the President, Vice~~

President, and/or Chief of Staff.

**404.12** Director of International Student Affairs shall:

- (i) Maintain a minimum of five (5) hours per week in office.
- (ii) Attend general meetings of all student organization whose focus is on engaging international students.
- (iii) Facilitate town hall meetings at least once per semester for International Students.
- (iv) Meet with University Administrators in the Office International Student and Scholar Services at least once a month.
- (v) Meet with the International Students and Scholar Services (ISSS) Office at least once a month.
- (vi) Any other duties assigned by the President, Vice President, and/or Chief of Staff.

**404.13** Director of Marketing & Social Media shall:

- (i) Maintain a minimum of five (5) hours per week in office.
- (ii) Develop and execute a yearlong marketing strategy designed to promote SGC-BBC.
- (iii) Create the social media strategy; Create budgets for social media activities; and Plan social media campaigns.
- (iv) Development of SGC-BBC brand and online reputation; Create and maintain a social media editorial calendar and posting schedule.
- (v) Continuously improve by capturing and analyzing the appropriate social media data/metrics, insights and best practices, and then acting on the information.
- (vi) Engage in conversations and answer questions in a timely manner on SGC-BBC social media accounts that creates a relationship with the audience.
- (vii) Generate, edit, publish and share daily content (original text, images, graphics, and video) on social media sites that builds meaningful connections and encourages community members to take action.
- (viii) Work with SGC-BBC Graphic artist, or appropriate party (SGC-BBC front Desk, Campus Life BBC Marketing), to meet the requirements for FIU External Relations guidelines.
- (ix) Any other duties assigned by the President, Vice President, and/or Chief of Staff.

**404.14** Director of Governmental & Community Relations shall:

- (i) Maintain a minimum of five (5) hours per week in office.
- (ii) Attend and facilitate FIU Day in Tallahassee.
- (iii) Meet with University Administrators in the Office of Governmental Relations at least once monthly.
- (iv) Work with the Press Secretary to create position statements with regard to pressing local, state and national

articles of legislation that affect FIU students.

~~(v) Create registration drives for students.~~

~~(vi) Collaborate with on-campus and external organizations for community service project partnerships. External partners include the City of North Miami, Miami Dade County, State of Florida, and local area independent school districts.~~

~~(vii) Any other duties assigned by the President, Vice President, and/or Chief of Staff.~~

**404.15** Director of Governing Councils shall:

~~(i) Maintain a minimum of five (5) hours per week in office.~~

~~(ii) Ensure that departments and councils are following proviso languages and giving both the President and Comptroller updates on those findings.~~

~~(iii) Inform the cabinet of issues that students are facing and what SGC-BBC can do to help as well as bridge the gap between students and SGC-BBC.~~

~~(iv) Serve as the liaison between SGC-BBC and SPC, SOC, Panther Power, BVH, and all other councils it oversees.~~

~~(v) Ensure that there is proper communication between student groups on campus and SGC-BBC.~~

~~(vi) Assist the Graduate Assistant in the recruitment of membership into the SGC-BBC Internship Program.~~

~~(vii) Ensure that the Interns receive leadership training.~~

~~(viii) Report to the executive team and cabinet about the status of the Internship program.~~

~~(ix) Any other duties assigned by the President, Vice President, and/or Chief of Staff.~~

**404.16** Director of Campus Sustainability shall:

~~(i) Work with the Director of Governmental and Community Affairs to proactively address environmental and Sustainability concerns and policy issues.~~

~~(ii) Develop relationships with and meet regularly with leaders from all the environmental and sustainability related student organizations.~~

~~(iii) Develop a working relationship with the Office of University Sustainability, and other related environmental and sustainability offices.~~

~~(iv) Outreach to and recruit students to participate in environmental and sustainability issues.~~

~~(v) Attend, as often as possible, environmental and sustainability student organization's events, meetings, and programs.~~

~~(vi) Coordinate planning, logistics, and execution of monthly and annual community service projects for all SGA officers.~~

~~(vii) Plan Day on the Bay at least once a semester in the Fall and Spring.~~

~~(viii) Work with Director of Campus Services to oversee sanitary services pertinent to the Facilities and Maintenance Department and advocate to use best environmental practices.~~

~~(ix) Advocate for the creation of a BBC Sustainability Committee to bring students, faculty, staff, and administrators together to promote the importance of sustainability on our campus.~~

~~(x) Any other duties assigned by the President, Vice President, and/or Chief of Staff.~~

**404.17** Director of Elections shall:

~~(i) Maintain a minimum of five (5) hours per week in office.~~

~~(ii) Oversee SGC BBC elections.~~

~~(iii) Chair the Meet the Candidates' forums and debates.~~

~~(iv) Be responsible for faithfully upholding and enforcing the Election Codes as outlined in Article VII of the SGC-BBC Statutes.~~

~~(v) Oversee the Student Elections Board, which shall be in charge of SGC BBC general and special elections.~~

~~(vi) Work with the Director of Governmental & Community Relations to manage year-round voter registration drives.~~

~~(vii) Any other duties assigned by the President, Vice President, and/or Chief of Staff.~~

**Section 3:**

**This section of the bill shall be implemented immediately during the Fall semester of 2017 contingent upon a Majority vote of the SGC BBC Senate.**

<input type="checkbox"/> Enact	Senate Bill:  <b>2017.0005</b>	<u>In Favor Of:</u>	<u>Opposed:</u>	<u>Abstained:</u>
<input type="checkbox"/> Veto		<u>Date Signed:</u>		
<b>X</b> <hr/> <b>Leonardo Cosio, SGC President</b>				