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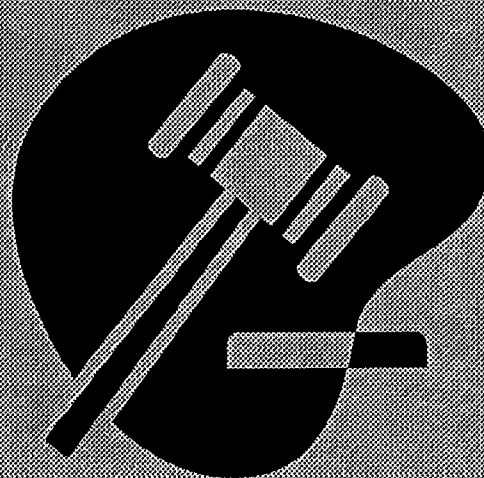
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SGA BY LAWS

Florida International University
Biscayne Bay Campus



Student Government Council
Biscayne Bay Campus
WUC 363
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Campus Life

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**BYLAWS OF THE STUDENT GOVERNMENT
ASSOCIATION
FLORIDA INTERNATIONAL UNIVERSITY
STUDENT GOVERNMENT COUNCIL**

SECTION I

Qualifications and Registration of Candidates

- A. Any individual who wishes to qualify as a candidate for Student Government Council (hereafter referred to as SGC) offices must comply with the provisions of the Student Elections Board.
- B. In determining eligibility to run for or hold office in SGC, cumulative grade point average will be computed from courses attempted at FIU from the date of current acceptance. Transfer students and graduate students who have not completed any courses at FIU will have their cumulative grade point average computed from the transcript(s) used to gain admission to FIU.
- C. Candidates seeking office for a specific school/college representative position must be accepted in the school/ college they wish to represent, or present a signed letter of eligibility from the appropriate Dean with his/her Petition of Candidacy.
- D. All candidates may qualify to run for office under the name by which they are registered at Florida International University or under a variation of that name, subject to the approval of the Student Elections Board. A nickname may appear in quotation marks with the approved name of the candidate. No person shall appear on the ballot under an assumed name. Any attempt to qualify as a candidate under an assumed name shall be a violation of the Elections Code, and shall be cause for immediate disqualification.
- E. It shall be the responsibility of the candidate to determine that all information regarding his/her eligibility to run for or hold office is correct prior to qualifying for candidacy. It is a further responsibility of the candidate to certify the accuracy of this information with the Registrar, and in all related University records and Petition for Candidacy documents, and to have any deficiencies corrected as provided for by the Student Elections Board.
- F. Each candidate must sign a waiver allowing the SGA to ascertain that each elected person continues to fulfill eligibility requirements for such office during his/her term of office.
- G. A candidate must file all Petition for Candidacy documents with the Commissioner of Elections on or before the deadline date and time designated by the Student Elections Board. No candidate shall be placed on the official ballot who has not fulfilled these requirements.

- H. A candidate may withdraw his/her Petition for Candidacy prior to the election by submitting a written notice to the Commissioner of Elections. The notice to withdraw candidacy must be filed two (2) weeks prior to the first election date to assure the candidate's name will not appear on the ballot. Otherwise, it is the responsibility of the Commissioner of Elections to insure that a candidate's name is struck from all ballots.
- I. Candidates for the offices of President and Vice President may choose to associate their campaign with one another, although the elections for these offices shall remain separate. Any Presidential candidate and any Vice Presidential candidate intending to campaign as a ticket must indicate their intention to do so when they register to run for office.
- J. Each Presidential candidate may only associate his/her campaign with one Vice Presidential candidate, and each Vice Presidential candidate may only associate his/her campaign with one Presidential candidate. If either candidate on such a ticket withdraws, is disqualified, or becomes unable to run after the deadline to file a petition for candidacy, the other candidate on that ticket may not associate his/her campaign with any with any other candidate for the complimentary office.
- K. At no time during the registration process or campaign may any candidate **for any office other than President or Vice President** associate himself/herself with any other candidate with the intent of running and being elected as a group.
- L. Any student of Florida International University has the right to bring a complaint before the Student Elections Board alleging a violation of the requirements of the Petition for Candidacy.
- M. No Representative can hold more than one voting seat.
- N. Representatives who have run for more than one seat shall chose one within twenty-four (24) hours of being notified by the Student Elections Board of the election results.
- O. The candidate with the next highest number of votes will fill the position made vacant by the representative who ran for more than one year.

SECTION II

Student Elections Board

- A. The Student Elections Board shall consist of seven students. The Representatives for the School of Hospitality Management, School of Journalism and Mass Communication, School of Nursing, College of Urban and Public Affairs, and the Broward Campus shall each appoint one student from their respective school or campus. The remaining two seats shall be appointed one by the SGC President and one by the SGC Vice-President, and all appointments to the Student Elections Board shall require approval by a vote of two-third of the Student Government Council members present at a meeting where

there is a quorum.

- B. The Student Elections Board shall be in charge of all SGC general and special elections and is established for that purpose by the SGA Constitution and Bylaws. The Commissioner of Elections shall be chosen from among the members of the Student Elections Board by the members of the Board, and shall serve as the chairperson of the Board. The Commissioner of Elections shall faithfully execute those duties and responsibilities designated by law, or deemed necessary to the proper conduct of an election by the Board.
- C. No member of the Student Elections Board may hold or be a candidate for an officer or representative position in the SGC during his/her time of service on the Board.
- D. Members of the Student Elections Board shall not be actively identified with any candidate or campaign for an elective position in SGC, nor shall they act in any partisan manner while they are serving as members on the Board.
- E. A vacancy in the position of Commissioner of Elections shall be immediately filled for the duration of the term by appointment by the SGC President, subject to approval by two-thirds of the SGC present and voting.
- F. The Student Elections Board is responsible for preparing candidate packets which will include a Petition for Candidacy form, elections schedule and deadlines, SGA Constitution and Bylaws, the Election Code, posting rules, candidate fund raising and expenditure report form, and other relevant information.
- G. The Commissioner of Elections shall be responsible for distributing all necessary information and forms to the candidates and for receiving the Petitions of Candidacy and other required forms from the candidates. The Commissioner is responsible for giving written notification to all qualified candidates of their right to be present at election related events.
- H. The Commissioner of Elections may disallow any Petition for Candidacy that does not meet all requirements of the Election Procedures as established by the Student Elections Board. A candidate whose petition is disallowed may ask for a review of his/her petition by the Student Elections Board, where a majority vote of the Board will confirm or overturn the ruling of the Commissioner. The names of candidates whose Petitions of Candidacy have been disallowed shall be a matter of public record.
- I. The Commissioner of Elections shall conduct a meeting for all candidates following the deadline for registration and prior to the beginning of the campaigning period. This meeting will notify candidates of the requirements of the Election Code and other required election information. All candidates shall be responsible for all information presented at this meeting.

- J. The Student Elections Board shall investigate the constitutional qualifications of all candidates. The Commissioner of Elections shall submit the preliminary list of qualified candidates to the Office of the Registrar, who shall certify to the Commissioner the names of candidates who meet all requirements for their chosen office as listed in the SGA Constitution and Bylaws. The Commissioner of Elections shall strike from the list of certified candidates the names of all persons who have failed to qualify for their intended office and shall notify said candidates in writing.
- K. The Student Elections Board may declare any candidate ineligible to run for or hold office, or may declare void any winning candidate's office if a substantive error is found in the candidate's qualifications, even if that error was not caused by the candidate.
- L. The Student Elections Board shall make all necessary arrangements for polling places and provide the ballots, ballot boxes and/or voting machines, and all other items required for the proper, efficient, and legal completion of the election.
- M. The Commissioner of Elections shall be responsible for the preparation of the ballot with the majority approval of the Student Elections Board.
- N. The Commissioner of Elections shall be responsible for instructing all election officials in the proper elections procedures.
- O. The Student Elections Board and SGA faculty or staff advisor(s) shall be responsible for supervising the tabulation and for certifying the results of any campus wide election or referendum.
- P. It shall be the responsibility of the Student Elections Board to hear and act upon complaints and charges of violations of the Elections Code.

SECTION III Election Rules

- A. The election rules for all general and Special Elections, including referendums and Constitutional Amendments, are set forth in the Elections Code, which may be amended by the Student Elections Board **at least two weeks before the start of campaigning**. The Commissioner of Elections shall submit amendments to the Elections Code to the SGC for approval by a two-thirds vote of SGC representatives present and voting at a meeting at which there is a quorum.
- B. The Election Code policies for campaigning on campus may not violate the University Posting Policy or the posting policies for specific facilities.
- C. The Elections Code policies for campaigning on campus may not violate the University Posting Policy or the posting policies for specific facilities.

- D. The Elections Code policies for campaign expenses shall require a fund raising and expenditure report that must be completed, signed, and submitted to the Commissioner of Elections no less than 48 hours prior to the election.
- E. The Elections Code policies for balloting shall require the names of all qualified candidates to be listed on the ballot in alphabetical order, by last name, and shall clearly indicate which office the candidates are seeking.
- F. With the unanimous vote of its membership, the Student Elections Board shall have the power to establish temporary, supplemental guidelines for the duration of the current election only. These guidelines will be effective within forty-eight (48) hours of the official notification to candidates, but cannot contradict existing regulations of the Elections Code or SGA Constitution and Bylaws.

SECTION IV
General, Special, and Referendum Elections

- A. General elections are the annual elections held in order to elect SGC officers and representatives.
- B. The Commissioner of Elections, with a majority approval of the Elections Board, shall have the right to postpone or change the date of a scheduled election as they believe necessary in the case of a natural disaster, threats of natural disaster, acts of God, or other such threats to the safety and security of FIU students.
- C. No elections of any kind shall be held during Final Examinations Week(s).
- D. Each student is eligible to vote for the positions of SGC President, Vice President, and all Senators for the appropriate campus SGC. Each student may also vote for all position(s) in one of the following SGC representative categories: lower division, a specific school/college, Broward, or graduate; in accordance with the students' registration status.
- E. The Student Elections Board will make provisions for run-off elections to occur when necessary to decide the outcome of general elections. Run-off election provisions will be stipulated in the Elections Code and dates for run-off elections will be included in the elections schedule.
- F. Special elections are elections called by two-thirds (2/3) of the SGC representatives present and voting at a meeting at which there is a quorum, or **by ten (10) percent of students taking at least 50% of their classes on the North Campus** signing petitions and filing said petitions with the SGC President. Such petitions must state the purpose of the special election. The Student Elections Board shall be responsible for conducting all special elections.

- G. A Referendum is the submission of a proposed public measure or actual statute to a direct popular vote of the student body.
- H. Referenda will be held during general elections or special elections and can be the cause for holding a special election.

SECTION V
Voting Procedures

- A. The Student Elections Board shall select election poll locations and times and specify same in the Elections Code.
- B. Each student desiring to vote shall present to the poll workers his/her current validated student identification card or valid Photo Identification as an alternative.
- C. Students shall be eligible to vote only on the campus where they are currently enrolled in a majority of their classes. Campus voting lists will be produced through the Office of Registration and Records to be used at the polling locations. Students with equal course loads on different campuses shall be listed on a separate voting list and may vote only once at their choice of campuses.
- D. When a student votes, his/her name shall be clearly marked on the campus voting list as having voted, and his/her identification card shall be so marked.
- E. All eligible students waiting to vote at the time the polls close shall be permitted to vote.
- F. No voting records or ballots shall be destroyed until the time for contesting an election has expired, all complaints are resolved, and the election is certified by the Student Elections Board.

SECTION VI
Election Violations and Procedures for
Contesting Elections

- A. Any Florida International University student, including the Student Elections Board itself, shall have the right to contest an election or bring a complaint before the Student Elections Board alleging a violation of the Election Code. Any complaints brought before the Elections Board should be made in writing no later than two (2) working days after the election, and shall include: (a) the name(s) of the individual(s) against whom the complaint is brought, and (b) the specific section(s) of the Election Code which is

(are) alleged to have been violated, (c) the specific nature of the alleged violation(s), and (d) the name and signature of the person(s) bringing the complaint.

- B. Violations of federal, state, and municipal laws are to be regarded as violations of election rules.
- C. If the number of ballots cast differs from the number of voters registered as having voted on the campus voting lists, the Student Elections Board shall investigate the discrepancy and determine appropriate action. If said difference exceeds five percent (5%) of the total vote, the election shall be declared invalid.
- D. Upon receipt of a complaint, the Student Elections Board shall make a determination as to whether a hearing is necessary based upon whether there has been shown probable cause that a violation has occurred. Both complainant(s) and defendant(s) must receive written notice from the Commissioner of Elections no less than twenty-four (24) hours before a hearing is conducted.
- E. The complainant(s) may withdraw the complaint prior to the Student Elections Board taking final action, however, the Student Elections Board may proceed with its investigation of the complaint(s).
- F. The Student Elections Board, upon finding a candidate guilty of committing an election violation(s), will decide the just penalty for the violation(s). Penalties for violations will be in the form of monetary fines, reprimands, and/or disqualification.
- G. Members of the Student Elections Board may not, at any time prior to the final determination of any matter before the Board, make comments or statements of any kind outside of Board meetings, concerning matters before the Board.
- H. Disputes involving members, actions of members, or decisions of the Student Elections Board shall be referred to the Student Concerns Committee.

SECTION VII STUDENT COURT

- A. The Judicial powers of the North Campus Student Government Council shall be vested in a Student Court. This court will be assigned responsibilities and duties as are necessary to maintain a proper division of powers, while being the chief agent of interpretation of the SGC Constitution.
- B. The Student Court shall be comprised of five (5) Justices, including one Chief Justice. Candidates for the Student Court shall be nominated by the SGC President and affirmed

by a two thirds majority of the SGC. Once appointed, a justice may remain on the Court as long as that individual chooses to do so, as long as the person continues to meet all qualifications.

C. Qualifications and Duties

1. Student Court Justices will have the same qualifications as an SGC Senator, while the Chief Justice will have the same qualifications as the SGC Vice President.
2. A Justice serving on the Student Court for a minimum of one full semester will become eligible to serve as the Chief Justice.
3. The Student Court will meet at a set time each month, to be determined by that specific Court.
4. No Justice of the Court may receive any funds from any source that may include A & S fees.
5. No Justice of the Court may hold or be a candidate for any SGC office until after the passage of at least one full semester after he/she has ceased to serve on the court.

D. Powers and Limitations

1. The Student Court shall be empowered to determine if actions by the SGC are within their Constitutional bounds, and whether suggested bylaws conflict with that Constitution.
2. The Court cannot take action by itself. An outside party must file a complaint for a case to be heard. The outside party eligible to file a complaint can be any FIU student, including members of the SGC.
3. A Justice must excuse themselves from taking part in a hearing or deciding on a complaint if they are an active member of the club or organization involved in this complaint.
4. The SGC will work to bring additional authority (i.e. hearing student grievances and arbitrating disputes) to the Student Court.

5. Any decision of the Student Court can be overturned by a unanimous vote of the entire SGC.
- E. A Justice may be removed from the Student Court by a two-thirds vote of the SGC, or by a no-confidence vote by the other four justices followed by a majority vote of the SGC.

SECTION VIII Budget and Finance

- A. The University has established a separate Activity and Service (A&S) fee. This fee shall be collected as part of the student tuition as a dollar amount per credit hour and shall be retained by the University and paid into a separate A&S fund.
- B. The allocation and expenditure of these funds shall be determined by the Student Government Association, through the SGA University Council and the SGC. The SGA University Council is responsible for determining the fixed expenses within the SGA budget, as well as the operating budget of the SGA University Council. The SGC is responsible for the allocation and expenditure of A&S fees for its campus.
- C. The SGA University Council determines the initial allocation of the SGA budget based on A&S fees from the annual projected enrollment. The office of Planning and Analysis submits to the SGA University Council the projected figures of enrollment, upon request.
- D. The Finance Committee will prepare a budget proposal for the SGC, as outlined in Section IX.
- E. The fiscal year for the SGA will be July 1 to June 30.
- F. No funds shall be disbursed without the approval by signature of either the Finance Committee Chair or the SGC President; as well as either the SGC Accountant or the Director of Student Activities.
- G. Any entity requesting funds from the Student Government Council shall first go to the Finance Committee for its recommendations. Such requests must be in writing.
- H. In regards to the disbursement of Un-allocated Funds to entities not already funded by the Student Government Council.

1. All expenditures over five hundred dollars (\$500.00) must be reviewed by the Finance Committee and shall be approved by a simple majority of the SGC.
2. Expenditures over one hundred dollars (\$100.00) and up to five hundred (\$500.00) must be approved by a regular meeting of the Finance Committee.
3. Minor expenditures up to one hundred dollars (\$100.00) must be authorized by the Finance Chair and the SGC President or Vice President in the President's absence.

SECTION IX Committees

A. Standing Committees

1. The Standing Committees of the SGC shall be the Finance Committee, the Academic Affairs Committee, and the Student Services Committee.
2. All SGC representatives must serve on at least one Standing Committee.
3. Committee chairs will be chosen through an application process to the SGC and appointed by a simple majority of the SGC. A chair may be removed from office by a majority vote of the entire SGC.
4. Committee size, excluding the Finance Committee, will be determined by the SGC. Members will be chosen by an application and/or appointment process.
5. Minutes shall be taken at each committee meeting and submitted to the SGC office within forty-eight (48) hours of the meeting.

B. Finance Committee

1. The Finance Committee will be comprised of the Finance Committee Chair and four additional students appointed through a majority vote of the SGC.
2. The Finance Committee is charged with the responsibility to prepare and submit a complete budget proposal to the SGC, based on the projected budget from the SGA University Council.
3. The SGC may approve, reject, amend or refer back to the committee the proposed budget. A rejected budget shall be returned to the Finance Committee for revision.
4. The SGC may amend the proposed budget by a two-thirds vote.

5. When approved by the SGC, the budget will be submitted to the newly elected SGC President and Vice President for review, and then submitted to the SGA University Council to be combined with the SGC budget request of the other campus and the proposed SGA University Council Budget.
6. The total SGA budget shall be submitted by the SGA University Council to the Vice-President for Student Affairs, who will present it to the University President for his/her approval or veto. If no action is taken within fifteen (15) days following presentation to the President, the budget shall be deemed approved.
7. The SGA University Council shall be responsible for determining all necessary adjustments to the SGA budget resulting from incorrect projections of A&S fees, based on fixed expenses and FTE enrollment figures.
8. It is the responsibility of the Finance Committee to review and make recommendations to SGC for the expenditure of all reserve and unallocated funds of the SGC budget.
- C. The purpose of the Academic Affairs committee shall be to investigate and evaluate student concerns related to academic issues, and make recommendations as deemed appropriate. Any program of faculty or course evaluations undertaken by the SGC shall be conducted through the AAC.
- D. The purpose of the Student Services Committee shall be to investigate student concerns and make recommendations as deemed appropriate. The SSC shall also recommend services to be provided and evaluate current services being offered to ensure that they are serving student needs.
- E. The SSC and the AAC shall each have a Chair, Vice-Chair, and Secretary appointed through procedures described in Section V and Section VI. The SSC and the AAC shall also each be composed of a general membership appointed or approved through procedures described in Section VII.
- F. Qualifications of Standing Committee Officers
 1. No person shall hold an office in any Standing Committee who is already serving as an officer in another Standing Committee, or who is serving as President or Vice President of the SGC, or as the Chair or Vice-Chair of any Standing Council or Committee under the authority of the SGC. Nor shall any person be a member of any Standing Committee who is on any kind of academic or disciplinary probation.
 2. Standing Committee Chairs must meet the same GPA requirement as the SGC President, and all requirements of an SGC Representative, as described in Article V, Section A, of the SGC Constitution.

3. Standing Committee Vice-Chairs and Secretaries shall be appointed by the Chair of that Standing Committee, and approved by a majority vote of the Committee.
4. Standing Committee Vice-Chairs, and Secretaries, must meet the same requirements as an SGC Representative, as described in Article V, Section A, of the SGC Constitution.

G. Duties of the Standing Committee Chairs:

1. Preside over Committee meetings and make necessary arrangements for those meetings, including determining the agenda, and conducting the business of the meeting.
2. Prepare and present a report of the activities and progress of the Committee at all regular SGC meetings.
3. Create and assign sub-committees as necessary to fulfill the purpose of the Committee.
4. Meet individually with the SGC President at least once per month to discuss the progress of the Committee.
5. Set and maintain a minimum of five weekly office hours, three of which must be in the office itself.

H. Duties of a Standing Committee Vice-Chair:

1. Fulfill all duties of the Standing Committee Chair when the Standing Committee Chair is unable to.
2. Perform special tasks assigned by the Chair.

I. Duties of a Standing Committee Secretary:

1. Accurately record minutes at Committee meetings.
2. Assist as needed in preparing reports to the SGC.
3. Maintain current records of membership and attendance, and of sub-committee membership.

J. Standing Committee Membership:

1. Each Student Government Council member is required to serve as a member of at least one Standing Committee. Any Council member may become a member of either Committee upon informing both the Standing Committee Chair and the SGC President of their intent to join that Standing Committee.
2. Each Standing Committee shall develop for itself a process by which any FIU North Campus student may become a voting member of that Committee. This process must require approval by the Chair, or by the Committee, or by the SGC, or some combination of these entities.
3. The SGC President and Vice President are ex officio (non-voting) members of all Standing Committees.

K. Standing Committee Powers:

1. Each Standing Committee shall have such authority as necessary to conduct research and make recommendations concerning areas under the authority of that Committee.
2. Each Standing Committee shall hereby be empowered to allocate any funds budgeted to that Committee by a simple majority vote in any meeting where there is a quorum.
3. Each Standing Committee shall hereby be empowered to maintain a committee-specific set of by-laws which may be amended only by a two-thirds vote of that Committee.
4. No provisions of any Standing Committee by-laws shall be waived. Such provisions shall only be added, deleted, or altered through the amendment process.
5. Standing Committee Vice-Chairs and Secretaries may be removed from office by a two thirds vote of the Committee, or by a two thirds vote of the SGC.

L. Sub-committees:

1. A sub-committee is created to address a specific idea, issue, or concern. Sub-committees may conduct research and make recommendations, and shall report their progress at regular Standing Committee meetings.

2. Standing Committee Chairs shall create and appoint sub-committees as necessary to fulfill the purpose of the Standing Committee. Each sub-committee must have a mission statement in **writing** defining the idea, issue, or concern to be addressed by that sub-committee.
- M. The operation of Standing Committees shall be conducted according to procedures established in the SGC Constitution, the By-laws of the North Campus Student Government Council, the By-laws of that Standing Committee, and the most current edition of Robert's Rules of Order, in that precedence.

SECTION X PROXY AND ABSENTEE BALLOTS

- A. Proxies shall not be allowed by the Student Government Council for either quorum or voting purposes.
- B. Any voting member of the Student Government Council shall be allowed to submit a specific yes or no vote on a specific issue by absentee ballot, provided that they were present at a previous meeting at which this issue was discussed. Votes for which absentee ballot can be accepted will include approval or disapproval of:
1. Allocation of a specified amount or range of funds;
 2. Appointment of an individual to a specific position;
 3. Passage of proposed amendments to the by-laws.

No absentee ballot shall be allowed for any vote for impeachment, or for a referendum to amend the Constitution, as discussion of such matters should require the presence of all Council members intending to vote.

- C. All absentee ballots must be presented in writing to the SGC President and to the Associate Director of Student Affairs, and copies must be made available to all members of the Student Government Council prior to any actual vote being taken on the issue.
- D. No absentee ballot shall be allowed to count towards quorum or against an absence by any member of the Student Government Council. If an absentee ballot is provided for an issue which is then tabled, that ballot can not be counted in the next meeting, but a new absentee ballot must be written. No Student

Government Council member, having missed two consecutive meetings, shall be allowed to submit an absentee ballot for the next meeting.

SECTION XI ABSENCES

- A. A record shall be posted in public view in the Student Government offices displaying the attendance at all SGC meetings of the current term of office of all members of the SGC, including Standing Committee Chairs. This record shall clearly note the dates of all meetings held, whether the meeting was a regular meeting, a special meeting, or an emergency meeting, and whether each member of the SGC was present, or absent. If a Council member was absent for a given meeting, the record shall note whether that absence was excused or unexcused.
- B. Any member of the SGC who has been unable to attend any meeting of the SGC must submit a written notice, officially stamped and dated by a Student Activities Staff member, to the SGC President within three working days after the meeting in order to be excused for his/her absence from that meeting. All such notices shall be placed in the public record. Reasons for which a member of the SGC shall be excused for an absence shall include attending class, work, or a personal or family emergency.
- C. No member of the SGC shall be listed as "unexcused" for a special meeting or an emergency meeting, but attendance at such meetings shall be counted in favor of the SGC member when determining overall attendance.
- D. There will be a limit of three (3) absences per semester. Officers or members of the SGC who breach this for any reason, shall automatically be removed from the SGC, unless there is a vote by two-thirds of the SGC members present at the next regular meeting to retain that Council member.
- E. Officers or members of the SGC who have two consecutive, unexcused absences, **for any reason** from regular meetings of the SGC, shall automatically be removed from the SGC, unless there is a vote by two-thirds of the SGC members present at the next regular meeting to retain that Council member.
- F. Any member of the Student Government Council may ask to be taken off quorum for a specified length of time, not to exceed four weeks during the Fall or Spring

semesters, and without limit during the Summer semester, if that Council member is going to be unable to fulfill his or her requirements during that time due to work, travel, or personal problems. A Council member who has been taken off quorum shall receive no remuneration for that period, nor shall they be required to attend any SGC meeting(s) or penalized for failing to attend SGC meetings, nor shall they count towards the quorum or have a vote at any SGC meeting nor shall they be required to keep office hours during that period.

- G. In order to be taken off quorum for any length of time, a Council member must submit a written notice, officially stamped and dated by a Student Activities staff member, to the SGC President at least six working days before he or she is removed from the roll.

SECTION XII BY-LAW CHANGES

- A. By-laws may be amended, deleted and added by a two-thirds vote of the SGC.
- B. All By-law changes passed by the SGC shall become effective immediately unless otherwise stated in the resolution.
- C. Proposals to change the SGC By-laws will first be presented at a regularly scheduled meeting of the SGC, and then put to vote at the next regularly scheduled SGC meeting.

SECTION XIII REGULAR AND SPECIAL MEETINGS

- A. A regular meeting shall be any meeting of the SGC held to discuss the ongoing business of the SGA, to hear the reports of the Standing Committees, and to hear the report of Council members concerning the progress of their special projects; and which is called according to a schedule set either at the beginning of the semester, or at the previous regular meeting of the SGC, with at least ten working days notice. Times, locations, and days of regular meetings shall be adjusted to allow for the largest number of Council members to attend, according to the individual schedules of those Council members.
- B. A special meeting is a meeting of the SGC held to address a specific issue or set of issues, and at which no other business may be placed on the table; and which is called with at least one week's notice. Notice of such a meeting must be in writing

one week prior to the meeting.

- C. No business may be conducted at any meeting of the SAC unless every council member has received notice of that meeting through his or her office mailbox at least forty eight (48) hours in advance of the meeting.
- D. The times and dates of all regular meetings of the SAC shall be posted in public view in the Student Government offices at least one week in advance of the meeting.
- E. If a special or emergency meeting is called, but fails to reach a quorum, then the failure to attend such meetings will not be counted against any member of the SAC, but attendance at such meetings shall be counted in favor of the SAC member when determining overall attendance.

SECTION XIV MEMBERSHIP AND OFFICE HOURS

- A. A record shall be posted in public view in the Student Government Offices displaying the full name, position, Standing Committee membership; campus, University, or community committee membership(s); and special project assignment(s) of each member of the SGC,
- B. All persons holding positions from which they receive remuneration coming from Activities and Service Fees shall be required to maintain weekly office hours.
- C. All weekly office hours which are required to be held "in the office itself" must be held in the Student Activities office at FIU North Campus, during regular business hours (9:00 a.m. to 7:00 p.m.), unless other arrangements are made, and are approved by the SAC President.
- D. Office hours mandated by the SGA Constitution beyond those which are required to be held "in the office itself" must be held on campus, in a time and place in which the person holding these hours shall either be available to their constituents or otherwise able to carry out work on behalf of the Student Government.
- E. No weekly office hours may be held outside of the North Campus except by the Broward Representative, who may keep his or her office hours at either of the Broward Centers, and by the Director of Student Lobbying, who may count time spent representing FIU North Campus outside of Dade County or Broward County towards his or her office hours.

- F. No weekly office hours may be counted before 7:15 a.m. (fifteen minutes before the starting time of the earliest class), or after 10:45 p.m. (fifteen minutes after the finishing of the latest class), nor shall any office hours be counted on Sunday.
- G. The time and locations of all weekly office hours to be held by all Student Government Council members and appointees shall be posted in public view in the Student Government offices at the beginning of each week. Each Council member or appointee shall be responsible for the posting of their own office hours, **and a copy shall be sent to the SGC President.**
- H. An "appointee" shall be any student who is nominated to serve in a specific position by the SGC President and approved by a majority vote of the Council, including Standing Committee Chairs and all other paid support staff, but excluding Council members appointed to fill vacant seats on the SGC. An "appointed position" shall be any position which is held by an appointee.
- I. Any appointed position for which the appointee receives remuneration shall include a job description detailing the responsibilities and duties of that position. This job description shall also specify the number of office hours which the appointee is required to hold. This job description may not be amended during the term of office of any appointee, unless that appointee consents to the change.

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FLORIDA INTERNATIONAL UNIVERSITY SGC BISCAYNE CAMPUS **BY LAWS**



WUC 363
305-919-5680

**BYLAWS OF THE STUDENT GOVERNMENT
ASSOCIATION
FLORIDA INTERNATIONAL UNIVERSITY
STUDENT GOVERNMENT COUNCIL**

SECTION I

Qualifications and Registration of Candidates

- A. Any individual who wishes to qualify as a candidate for Student Government Council (hereafter referred to as SGC) offices must comply with the provisions of the Student Elections Board.
- B. In determining eligibility to run for or hold office in SGC, cumulative grade point average will be computed from courses attempted at FIU from the date of current acceptance. Transfer students and graduate students who have not completed any courses at FIU will have their cumulative grade point average computed from the transcript(s) used to gain admission to FIU.
- C. Candidates seeking office for a specific school/college representative position must be accepted in the school/ college they wish to represent, or present a signed letter of eligibility from the appropriate Dean with his/her Petition of Candidacy.
- D. All candidates may qualify to run for office under the name by which they are registered at Florida International University or under a variation of that name, subject to the approval of the Student Elections Board. A nickname may appear in quotation marks with the approved name of the candidate. No person shall appear on the ballot under an assumed name. Any attempt to qualify as a candidate under an assumed name shall be a violation of the Elections Code, and shall be cause for immediate disqualification.
- E. It shall be the responsibility of the candidate to determine that all information regarding his/her eligibility to run for or hold office is correct prior to qualifying for candidacy. It is a further responsibility of the candidate to certify the accuracy of this information with the Registrar, and in all related University records and Petition for Candidacy documents, and to have any deficiencies corrected as provided for by the Student Elections Board.
- F. Each candidate must sign a waiver allowing the SGA to ascertain that each elected person continues to fulfill eligibility requirements for such office during his/her term of office.
- G. A candidate must file all Petition for Candidacy documents with the Commissioner of Elections on or before the deadline date and time designated by the Student Elections Board. No candidate shall be placed on the official ballot who has not fulfilled these requirements.

- H. A candidate may withdraw his/her Petition for Candidacy prior to the election by submitting a written notice to the Commissioner of Elections. The notice to withdraw candidacy must be filed two (2) weeks prior to the first election date to assure the candidate's name will not appear on the ballot. Otherwise, it is the responsibility of the Commissioner of Elections to insure that a candidate's name is struck from all ballots.
- I. Candidates for the offices of President and Vice President may choose to associate their campaign with one another, although the elections for these offices shall remain separate. Any Presidential candidate and any Vice Presidential candidate intending to campaign as a ticket must indicate their intention to do so when they register to run for office.
- J. Each Presidential candidate may only associate his/her campaign with one Vice Presidential candidate, and each Vice Presidential candidate may only associate his/her campaign with one Presidential candidate. If either candidate on such a ticket withdraws, is disqualified, or becomes unable to run after the deadline to file a petition for candidacy, the other candidate on that ticket may not associate his/her campaign with any with any other candidate for the complimentary office.
- K. At no time during the registration process or campaign may any candidate for any office **other than President or Vice President** associate himself/herself with any other candidate with the intent of running and being elected as a group.
- L. Any student of Florida International University has the right to bring a complaint before the Student Elections Board alleging a violation of the requirements of the Petition for Candidacy.
- M. No Representative can hold more than one voting seat.
- N. Representatives who have run for more than one seat shall chose one within twenty-four (24) hours of being notified by the Student Elections Board of the election results.
- O. The candidate with the next highest number of votes will fill the position made vacant by the representative who ran for more than one year.

SECTION II Student Elections Board

- A. The Student Elections Board shall consist of seven students. The Representatives for the School of Hospitality Management, School of Journalism and Mass Communication, School of Nursing, College of Urban and Public Affairs, and the Broward Campus shall each appoint one student from their respective school or campus. The remaining two seats shall be appointed one by the SGC President and one by the SGC Vice-President, and all appointments to the Student Elections Board shall require approval by a vote of two-third of the Student Government Council members present at a meeting where

there is a quorum.

- B. The Student Elections Board shall be in charge of all SGC general and special elections and is established for that purpose by the SGA Constitution and Bylaws. The Commissioner of Elections shall be chosen from among the members of the Student Elections Board by the members of the Board, and shall serve as the chairperson of the Board. The Commissioner of Elections shall faithfully execute those duties and responsibilities designated by law, or deemed necessary to the proper conduct of an election by the Board.
- C. No member of the Student Elections Board may hold or be a candidate for an officer or representative position in the SGC during his/her time of service on the Board.
- D. Members of the Student Elections Board shall not be actively identified with any candidate or campaign for an elective position in SGC, nor shall they act in any partisan manner while they are serving as members on the Board.
- E. A vacancy in the position of Commissioner of Elections shall be immediately filled for the duration of the term by appointment by the SGC President, subject to approval by two-thirds of the SGC present and voting.
- F. The Student Elections Board is responsible for preparing candidate packets which will include a Petition for Candidacy form, elections schedule and deadlines, SGA Constitution and Bylaws, the Election Code, posting rules, candidate fund raising and expenditure report form, and other relevant information.
- G. The Commissioner of Elections shall be responsible for distributing all necessary information and forms to the candidates and for receiving the Petitions of Candidacy and other required forms from the candidates. The Commissioner is responsible for giving written notification to all qualified candidates of their right to be present at election related events.
- H. The Commissioner of Elections may disallow any Petition for Candidacy that does not meet all requirements of the Election Procedures as established by the Student Elections Board. A candidate whose petition is disallowed may ask for a review of his/her petition by the Student Elections Board, where a majority vote of the Board will confirm or overturn the ruling of the Commissioner. The names of candidates whose Petitions of Candidacy have been disallowed shall be a matter of public record.
- I. The Commissioner of Elections shall conduct a meeting for all candidates following the deadline for registration and prior to the beginning of the campaigning period. This meeting will notify candidates of the requirements of the Election Code and other required election information. All candidates shall be responsible for all information presented at this meeting.

- J. The Student Elections Board shall investigate the constitutional qualifications of all candidates. The Commissioner of Elections shall submit the preliminary list of qualified candidates to the Office of the Registrar, who shall certify to the Commissioner the names of candidates who meet all requirements for their chosen office as listed in the SGA Constitution and Bylaws. The Commissioner of Elections shall strike from the list of certified candidates the names of all persons who have failed to qualify for their intended office and shall notify said candidates in writing.
- K. The Student Elections Board may declare any candidate ineligible to run for or hold office, or may declare void any winning candidate's office if a substantive error is found in the candidate's qualifications, even if that error was not caused by the candidate.
- L. The Student Elections Board shall make all necessary arrangements for polling places and provide the ballots, ballot boxes and/or voting machines, and all other items required for the proper, efficient, and legal completion of the election.
- M. The Commissioner of Elections shall be responsible for the preparation of the ballot with the majority approval of the Student Elections Board.
- N. The Commissioner of Elections shall be responsible for instructing all election officials in the proper elections procedures.
- O. The Student Elections Board and SGA faculty or staff advisor(s) shall be responsible for supervising the tabulation and for certifying the results of any campus wide election or referendum.
- P. It shall be the responsibility of the Student Elections Board to hear and act upon complaints and charges of violations of the Elections Code.

SECTION III Election Rules

- A. The election rules for all general and Special Elections, including referendums and Constitutional Amendments, are set forth in the Elections Code, which may be amended by the Student Elections Board **at least two weeks before the start of campaigning**. The Commissioner of Elections shall submit amendments to the Elections Code to the SGC for approval by a two-thirds vote of SGC representatives present and voting at a meeting at which there is a quorum.
- B. The Election Code policies for campaigning on campus may not violate the University Posting Policy or the posting policies for specific facilities.
- C. The Elections Code policies for campaigning on campus may not violate the University Posting Policy or the posting policies for specific facilities.

- D. The Elections Code policies for campaign expenses shall require a fund raising and expenditure report that must be completed, signed, and submitted to the Commissioner of Elections no less than 48 hours prior to the election.
- E. The Elections Code policies for balloting shall require the names of all qualified candidates to be listed on the ballot in alphabetical order, by last name, and shall clearly indicate which office the candidates are seeking.
- F. With the unanimous vote of its membership, the Student Elections Board shall have the power to establish temporary, supplemental guidelines for the duration of the current election only. These guidelines will be effective within forty-eight (48) hours of the official notification to candidates, but cannot contradict existing regulations of the Elections Code or SGA Constitution and Bylaws.

SECTION IV
General, Special, and Referendum Elections

- A. General elections are the annual elections held in order to elect SGC officers and representatives.
- B. The Commissioner of Elections, with a majority approval of the Elections Board, shall have the right to postpone or change the date of a scheduled election as they believe necessary in the case of a natural disaster, threats of natural disaster, acts of God, or other such threats to the safety and security of FIU students.
- C. No elections of any kind shall be held during Final Examinations Week(s).
- D. Each student is eligible to vote for the positions of SGC President, Vice President, and all Senators for the appropriate campus SGC. Each student may also vote or all position(s) in one of the following SGC representative categories: lower division, a specific school/college, Broward, or graduate; in accordance with the students' registration status.
- E. The Student Elections Board will make provisions for run-off elections to occur when necessary to decide the outcome of general elections. Run-off election provisions will be stipulated in the Elections Code and dates for run-off elections will be included in the elections schedule.
- F. Special elections are elections called by two-thirds (2/3) of the SGC representatives present and voting at a meeting at which there is a quorum, or by **ten (10) percent of students taking at least 50% of their classes on the North Campus** signing petitions and filing said petitions with the SGC President. Such petitions must state the purpose of the special election. The Student Elections Board shall be responsible for conducting all special elections.

- G. A Referendum is the submission of a proposed public measure or actual statute to a direct popular vote of the student body.
- H. Referenda will be held during general elections or special elections and can be the cause for holding a special election.

SECTION V
Voting Procedures

- A. The Student Elections Board shall select election poll locations and times and specify same in the Elections Code.
- B. Each student desiring to vote shall present to the poll workers his/her current validated student identification card or valid Photo Identification as an alternative.
- C. Students shall be eligible to vote only on the campus where they are currently enrolled in a majority of their classes. Campus voting lists will be produced through the Office of Registration and Records to be used at the polling locations. Students with equal course loads on different campuses shall be listed on a separate voting list and may vote only once at their choice of campuses.
- D. When a student votes, his/her name shall be clearly marked on the campus voting list as having voted, and his/her identification card shall be so marked.
- E. All eligible students waiting to vote at the time the polls close shall be permitted to vote.
- F. No voting records or ballots shall be destroyed until the time for contesting an election has expired, all complaints are resolved, and the election is certified by the Student Elections Board.

SECTION VI
Election Violations and Procedures for
Contesting Elections

- A. Any Florida International University student, including the Student Elections Board itself, shall have the right to contest an election or bring a complaint before the Student Elections Board alleging a violation of the Election Code. Any complaints brought before the Elections Board should be made in writing no later than two (2) working days after the election, and shall include: (a) the name(s) of the individual(s) against whom the complaint is brought, and (b) the specific section(s) of the Election Code which is

(are) alleged to have been violated, (c) the specific nature of the alleged violation(s), and (d) the name and signature of the person(s) bringing the complaint.

- B. Violations of federal, state, and municipal laws are to be regarded as violations of election rules.
- C. If the number of ballots cast differs from the number of voters registered as having voted on the campus voting lists, the Student Elections Board shall investigate the discrepancy and determine appropriate action. If said difference exceeds five percent (5%) of the total vote, the election shall be declared invalid.
- D. Upon receipt of a complaint, the Student Elections Board shall make a determination as to whether a hearing is necessary based upon whether there has been shown probable cause that a violation has occurred. Both complainant(s) and defendant(s) must receive written notice from the Commissioner of Elections no less than twenty-four (24) hours before a hearing is conducted.
- E. The complainant(s) may withdraw the complaint prior to the Student Elections Board taking final action, however, the Student Elections Board may proceed with its investigation of the complaint(s).
- F. The Student Elections Board, upon finding a candidate guilty of committing an election violation(s), will decide the just penalty for the violation(s). Penalties for violations will be in the form of monetary fines, reprimands, and/or disqualification.
- G. Members of the Student Elections Board may not, at any time prior to the final determination of any matter before the Board, make comments or statements of any kind outside of Board meetings, concerning matters before the Board.
- H. Disputes involving members, actions of members, or decisions of the Student Elections Board shall be referred to the Student Concerns Committee.

SECTION VII STUDENT COURT

- A. The Judicial powers of the North Campus Student Government Council shall be vested in a Student Court. This court will be assigned responsibilities and duties as are necessary to maintain a proper division of powers, while being the chief agent of interpretation of the SGC Constitution.
- B. The Student Court shall be comprised of five (5) Justices, including one Chief Justice. Candidates for the Student Court shall be nominated by the SGC President and affirmed

by a two thirds majority of the SGC. Once appointed, a justice may remain on the Court as long as that individual chooses to do so, as long as the person continues to meet all qualifications.

C. Qualifications and Duties

1. Student Court Justices will have the same qualifications as an SGC Senator, while the Chief Justice will have the same qualifications as the SGC Vice President.
2. A Justice serving on the Student Court for a minimum of one full semester will become eligible to serve as the Chief Justice.
3. The Student Court will meet at a set time each month, to be determined by that specific Court.
4. No Justice of the Court may receive any funds from any source that may include A & S fees.
5. No Justice of the Court may hold or be a candidate for any SGC office until after the passage of at least one full semester after he/she has ceased to serve on the court.

D. Powers and Limitations

1. The Student Court shall be empowered to determine if actions by the SGC are within their Constitutional bounds, and whether suggested bylaws conflict with that Constitution.
2. The Court cannot take action by itself. An outside party must file a complaint for a case to be heard. The outside party eligible to file a complaint can be any FIU student, including members of the SGC.
3. A Justice must excuse themselves from taking part in a hearing or deciding on a complaint if they are an active member of the club or organization involved in this complaint.
4. The SGC will work to bring additional authority (i.e. hearing student grievances and arbitrating disputes) to the Student Court.

5. Any decision of the Student Court can be overturned by a unanimous vote of the entire SGC.
- E. A Justice may be removed from the Student Court by a two-thirds vote of the SGC, or by a no-confidence vote by the other four justices followed by a majority vote of the SGC.

SECTION VIII Budget and Finance

- A. The University has established a separate Activity and Service (A&S) fee. This fee shall be collected as part of the student tuition as a dollar amount per credit hour and shall be retained by the University and paid into a separate A&S fund.
- B. The allocation and expenditure of these funds shall be determined by the Student Government Association, through the SGA University Council and the SGC. The SGA University Council is responsible for determining the fixed expenses within the SGA budget, as well as the operating budget of the SGA University Council. The SGC is responsible for the allocation and expenditure of A&S fees for its campus.
- C. The SGA University Council determines the initial allocation of the SGA budget based on A&S fees from the annual projected enrollment. The office of Planning and Analysis submits to the SGA University Council the projected figures of enrollment, upon request.
- D. The Finance Committee will prepare a budget proposal for the SGC, as outlined in Section IX.
- E. The fiscal year for the SGA will be July 1 to June 30.
- F. No funds shall be disbursed without the approval by signature of either the Finance Committee Chair or the SGC President; as well as either the SGC Accountant or the Director of Student Activities.
- G. Any entity requesting funds from the Student Government Council shall first go to the Finance Committee for its recommendations. Such requests must be in writing.
- H. In regards to the disbursement of Un-allocated Funds to entities not already funded by the Student Government Council.

1. All expenditures over five hundred dollars (\$500.00) must be reviewed by the Finance Committee and shall be approved by a simple majority of the SGC.
2. Expenditures over one hundred dollars (\$100.00) and up to five hundred (\$500.00) must be approved by a regular meeting of the Finance Committee.
3. Minor expenditures up to one hundred dollars (\$100.00) must be authorized by the Finance Chair and the SGC President or Vice President in the President's absence.

SECTION IX Committees

A. Standing Committees

1. The Standing Committees of the SGC shall be the Finance Committee, the Academic Affairs Committee, and the Student Services Committee.
2. All SGC representatives must serve on at least one Standing Committee.
3. Committee chairs will be chosen through an application process to the SGC and appointed by a simple majority of the SGC. A chair may be removed from office by a majority vote of the entire SGC.
4. Committee size, excluding the Finance Committee, will be determined by the SGC. Members will be chosen by an application and/or appointment process.
5. Minutes shall be taken at each committee meeting and submitted to the SGC office within forty-eight (48) hours of the meeting.

B. Finance Committee

1. The Finance Committee will be comprised of the Finance Committee Chair and four additional students appointed through a majority vote of the SGC.
2. The Finance Committee is charged with the responsibility to prepare and submit a complete budget proposal to the SGC, based on the projected budget from the SGA University Council.
3. The SGC may approve, reject, amend or refer back to the committee the proposed budget. A rejected budget shall be returned to the Finance Committee for revision.
4. The SGC may amend the proposed budget by a two-thirds vote.

5. When approved by the SGC, the budget will be submitted to the newly elected SGC President and Vice President for review, and then submitted to the SGA University Council to be combined with the SGC budget request of the other campus and the proposed SGA University Council Budget.
6. The total SGA budget shall be submitted by the SGA University Council to the Vice-President for Student Affairs, who will present it to the University President for his/her approval or veto. If no action is taken within fifteen (15) days following presentation to the President, the budget shall be deemed approved.
7. The SGA University Council shall be responsible for determining all necessary adjustments to the SGA budget resulting from incorrect projections of A&S fees, based on fixed expenses and FTE enrollment figures.
8. It is the responsibility of the Finance Committee to review and make recommendations to SGC for the expenditure of all reserve and unallocated funds of the SGC budget.
- C. The purpose of the Academic Affairs committee shall be to investigate and evaluate student concerns related to academic issues, and make recommendations as deemed appropriate. Any program of faculty or course evaluations undertaken by the SGC shall be conducted through the AAC.
- D. The purpose of the Student Services Committee shall be to investigate student concerns and make recommendations as deemed appropriate. The SSC shall also recommend services to be provided and evaluate current services being offered to ensure that they are serving student needs.
- E. The SSC and the AAC shall each have a Chair, Vice-Chair, and Secretary appointed through procedures described in Section V and Section VI. The SSC and the AAC shall also each be composed of a general membership appointed or approved through procedures described in Section VII.
- F, Qualifications of Standing Committee Officers
 1. No person shall hold an office in any Standing Committee who is already serving as an officer in another Standing Committee, or who is serving as President or Vice President of the SGC, or as the Chair or Vice-Chair of any Standing Council or Committee under the authority of the SGC. Nor shall any person be a member of any Standing Committee who is on any kind of academic or disciplinary probation.
 2. Standing Committee Chairs must meet the same GPA requirement as the SGC President, and all requirements of an SGC Representative, as described in Article V, Section A, of the SGC Constitution.

3. Standing Committee Vice-Chairs and Secretaries shall be appointed by the Chair of that Standing Committee, and approved by a majority vote of the Committee.
4. Standing Committee Vice-Chairs, and Secretaries, must meet the same requirements as an SGC Representative, as described in Article V, Section A, of the SGC Constitution.

G. Duties of the Standing Committee Chairs:

1. Preside over Committee meetings and make necessary arrangements for those meetings, including determining the agenda, and conducting the business of the meeting.
2. Prepare and present a report of the activities and progress of the Committee at all regular SGC meetings.
3. Create and assign sub-committees as necessary to fulfill the purpose of the Committee.
4. Meet individually with the SGC President at least once per month to discuss the progress of the Committee.
5. Set and maintain a minimum of five weekly office hours, three of which must be in the office itself.

H. Duties of a Standing Committee Vice-Chair:

1. Fulfill all duties of the Standing Committee Chair when the Standing Committee Chair is unable to.
2. Perform special tasks assigned by the Chair.

I. Duties of a Standing Committee Secretary:

1. Accurately record minutes at Committee meetings.
2. Assist as needed in preparing reports to the SGC.
3. Maintain current records of membership and attendance, and of sub-committee membership.

J. Standing Committee Membership:

1. Each Student Government Council member is required to serve as a member of at least one Standing Committee. Any Council member may become a member of either Committee upon informing both the Standing Committee Chair and the SGC President of their intent to join that Standing Committee.
2. Each Standing Committee shall develop for itself a process by which any FIU North Campus student may become a voting member of that Committee. This process must require approval by the Chair, or by the Committee, or by the SGC, or some combination of these entities.
3. The SGC President and Vice President are ex officio (non-voting) members of all Standing Committees.

K. Standing Committee Powers:

1. Each Standing Committee shall have such authority as necessary to conduct research and make recommendations concerning areas under the authority of that Committee.
2. Each Standing Committee shall hereby be empowered to allocate any funds budgeted to that Committee by a simple majority vote in any meeting where there is a quorum.
3. Each Standing Committee shall hereby be empowered to maintain a committee-specific set of by-laws which may be amended only by a two-thirds vote of that Committee.
4. No provisions of any Standing Committee by-laws shall be waived. Such provisions shall only be added, deleted, or altered through the amendment process.
5. Standing Committee Vice-Chairs and Secretaries may be removed from office by a two thirds vote of the Committee, or by a two thirds vote of the SGC.

L. Sub-committees:

1. A sub-committee is created to address a specific idea, issue, or concern. Sub-committees may conduct research and make recommendations, and shall report their progress at regular Standing Committee meetings.

2. Standing Committee Chairs shall create and appoint sub-committees as necessary to fulfill the purpose of the Standing Committee. Each sub-committee must have a mission statement **in writing** defining the idea, issue, or concern to be addressed by that sub-committee.

- M. The operation of Standing Committees shall be conducted according to procedures established in the SGC Constitution, the By-laws of the North Campus Student Government Council, the By-laws of that Standing Committee, and the most current edition of Robert's Rules of Order, in that precedence.

SECTION X PROXY AND ABSENTEE BALLOTS

- A. Proxies shall not be allowed by the Student Government Council for either quorum or voting purposes.
- B. Any voting member of the Student Government Council shall be allowed to submit a specific yes or no vote on a specific issue by absentee ballot, provided that they were present at a previous meeting at which this issue was discussed. Votes for which absentee ballot can be accepted will include approval or disapproval of:
 1. Allocation of a specified amount or range of funds;
 2. Appointment of an individual to a specific position;
 3. Passage of proposed amendments to the by-laws.

No absentee ballot shall be allowed for any vote for impeachment, or for a referendum to amend the Constitution, as discussion of such matters should require the presence of all Council members intending to vote.

- C. All absentee ballots must be presented in writing to the SGC President and to the Associate Director of Student Affairs, and copies must be made available to all members of the Student Government Council prior to any actual vote being taken on the issue.
- D. No absentee ballot shall be allowed to count towards quorum or against an absence by any member of the Student Government Council. If an absentee ballot is provided for an issue which is then tabled, that ballot can not be counted in the next meeting, but a new absentee ballot must be written. No Student

Government Council member, having missed two consecutive meetings, shall be allowed to submit an absentee ballot for the next meeting.

SECTION XI ABSENCES

- A. A record shall be posted in public view in the Student Government offices displaying the attendance at all SGC meetings of the current term of office of all members of the SGC, including Standing Committee Chairs. This record shall clearly note the dates of all meetings held, whether the meeting was a regular meeting, a special meeting, or an emergency meeting, and whether each member of the SGC was present, or absent. If a Council member was absent for a given meeting, the record shall note whether that absence was excused or unexcused.
- B. Any member of the SGC who has been unable to attend any meeting of the SGC must submit a written notice, officially stamped and dated by a Student Activities Staff member, to the SGC President within three working days after the meeting in order to be excused for his/her absence from that meeting. All such notices shall be placed in the public record. Reasons for which a member of the SGC shall be excused for an absence shall include attending class, work, or a personal or family emergency.
- C. No member of the SGC shall be listed as "unexcused" for a special meeting or an emergency meeting, but attendance at such meetings shall be counted in favor of the SGC member when determining overall attendance.
- D. There will be a limit of three (3) absences per semester. Officers or members of the SGC who breach this for any reason, shall automatically be removed from the SGC, unless there is a vote by two-thirds of the SGC members present at the next regular meeting to retain that Council member.
- E. Officers or members of the SGC who have two consecutive, unexcused absences, **for any reason** from regular meetings of the SGC, shall automatically be removed from the SGC, unless there is a vote by two-thirds of the SGC members present at the next regular meeting to retain that Council member.
- F. Any member of the Student Government Council may ask to be taken off quorum for a specified length of time, not to exceed four weeks during the Fall or Spring

semesters, and without limit during the Summer semester, if that Council member is going to be unable to fulfill his or her requirements during that time due to work, travel, or personal problems. A Council member who has been taken off quorum shall receive no remuneration for that period, nor shall they be required to attend any SGC meeting(s) or penalized for failing to attend SGC meetings, nor shall they count towards the quorum or have a vote at any SGC meeting nor shall they be required to keep office hours during that period.

- G. In order to be taken off quorum for any length of time, a Council member must submit a written notice, officially stamped and dated by a Student Activities staff member, to the SGC President at least six working days before he or she is removed from the roll.

SECTION XII BY-LAW CHANGES

- A. By-laws may be amended, deleted and added by a two-thirds vote of the SGC.
- B. All By-law changes passed by the SGC shall become effective immediately unless otherwise stated in the resolution.
- C. Proposals to change the SGC By-laws will first be presented at a regularly scheduled meeting of the SGC, and then put to vote at the next regularly scheduled SGC meeting.

SECTION XIII REGULAR AND SPECIAL MEETINGS

- A. A regular meeting shall be any meeting of the SGC held to discuss the ongoing business of the SGA, to hear the reports of the Standing Committees, and to hear the report of Council members concerning the progress of their special projects; and which is called according to a schedule set either at the beginning of the semester, or at the previous regular meeting of the SGC, with at least ten working days notice. Times, locations, and days of regular meetings shall be adjusted to allow for the largest number of Council members to attend, according to the individual schedules of those Council members.
- B. A special meeting is a meeting of the SGC held to address a specific issue or set of issues, and at which no other business may be placed on the table; and which is called with at least one week's notice. Notice of such a meeting must be in writing

one week prior to the meeting.

- C. No business may be conducted at any meeting of the SAC unless every council member has received notice of that meeting through his or her office mailbox at least forty eight (48) hours in advance of the meeting.
- D. The times and dates of all regular meetings of the SAC shall be posted in public view in the Student Government offices at least one week in advance of the meeting.
- E. If a special or emergency meeting is called, but fails to reach a quorum, then the failure to attend such meetings will not be counted against any member of the SAC, but attendance at such meetings shall be counted in favor of the SAC member when determining overall attendance.

SECTION XIV MEMBERSHIP AND OFFICE HOURS

- .A A record shall be posted in public view in the Student Government Offices displaying the full name, position, Standing Committee membership; campus, University, or community committee membership(s); and special project assignment(s) of each member of the SGC,
- B. All persons holding positions from which they receive remuneration coming from Activities and Service Fees shall be required to maintain weekly office hours.
- C. All weekly office hours which are required to be held "in the office itself" must be held in the Student Activities office at FIU North Campus, during regular business hours (9:00 a.m. to 7:00 p.m.), unless other arrangements are made, and are approved by the SAC President.
- D. Office hours mandated by the SGA Constitution beyond those which are required to be held "in the office itself" must be held on campus, in a time and place in which the person holding these hours shall either be available to their constituents or otherwise able to carry out work on behalf of the Student Government.
- E. No weekly office hours may be held outside of the North Campus except by the Broward Representative, who may keep his or her office hours at either of the Broward Centers, and by the Director of Student Lobbying, who may count time spent representing FIU North Campus outside of Dade County or Broward County towards his or her office hours.

- F. No weekly office hours may be counted before 7:15 a.m. (fifteen minutes before the starting time of the earliest class), or after 10:45 p.m. (fifteen minutes after the finishing of the latest class), nor shall any office hours be counted on Sunday.
- G. The time and locations of all weekly office hours to be held by all Student Government Council members and appointees shall be posted in public view in the Student Government offices at the beginning of each week. Each Council member or appointee shall be responsible for the posting of their own office hours, **and a copy shall be sent to the SGC President.**
- H. An "appointee" shall be any student who is nominated to serve in a specific position by the SGC President and approved by a majority vote of the Council, including Standing Committee Chairs and all other paid support staff, but excluding Council members appointed to fill vacant seats on the SGC. An "appointed position" shall be any position which is held by an appointee.
- I. Any appointed position for which the appointee receives remuneration shall include a job description detailing the responsibilities and duties of that position. This job description shall also specify the number of office hours which the appointee is required to hold. This job description may not be amended during the term of office of any appointee, unless that appointee consents to the change.

Revised 3/24/97

A:sgcbylaw.97