

2007

Bylaws 2007

Student Government Association BBC, Florida International University

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**Florida International University
Student Government Association
Biscayne Bay Campus By-laws**

Section I – Budget

- A. **A&S Fund** The State of Florida has established a separate Activity & Services 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. **Authority** The allocation and expenditure of these funds shall be determined through the University Wide Council and the individual Student Government Councils. The SGC University Wide Council is responsible for allocating funds for “University Wide” expenses, and the Biscayne Bay Campus Student Government Council (SGC BBC) is responsible for the allocation and expenditure of the A&S Fee for its Campus.
- C. **Fiscal Year** The fiscal year for the SGA will be July 1 to June 30.
- D. **Chronology** The process for preparing the annual fiscal budget shall begin in earnest no later than August 15 of the previous academic year. This process will include:
 - a. The Office of Budget Planning and Analysis submits to the Student Government preliminary projected figures of enrollment as well as fee revenue for the next year. It will be understood that these figures are projections.
 - b. The BBC Budget Committee will make available budget request forms for any interested parties wishing to request funds of the A&S Fund. These forms along with a set deadline will be advertised and made available to any existing funded entities, as well as any groups that have received funding within the past three years.
 - c. The BBC Budget Committee will schedule a budget hearing no later than one week following the deadline for Request Forms. The purpose of this hearing is to give an opportunity for requesters to make presentations and to be able to respond to questions from BBC Budget Committee Representatives. This hearing will also be advertised and open to the public; groups making requests are required to attend.
 - d. University Council will first prepare a budget draft to determine fixed expenses for University Wide expenses to include but not be limited to the Student Media, Greek Councils and Honors Council.
 - e. The BBC Budget Committee will then prepare a budget draft for the Biscayne Bay Campus, once the University Wide figures have been decided and the remainder of the fees split according to the Full Time Enrollment (FTE’s) on campuses.
 - f. The Office of Budget Planning will update FTE projects as necessary during the course of the year. It is the responsibility of both the University Council and BBC Budget Committee to make any necessary adjustments due to any discrepancy between budgeted figures and projects to ensure a balanced budget.
 - g. A budget hearing for the purpose of public opinion on the budget drafts will be held prior to the last week in March. This forum, as well as the drafts, will be advertised and publicized, and all beneficiaries of A&S fees should be present.
 - h. After the start of the Spring semester but prior to February 15, the University Council will finalize its budget at one of its regular meetings. At the same time the BBC Budget Committee will submit its draft for approval by the Council at a regularly scheduled meeting, by a two-thirds vote and amended by a two-thirds

vote. A rejected budget shall be returned to the BBC Budget Committee for revision.

- i. The Finalized budget will be submitted to the University President for his approval or veto via the Vice President of Student Affairs in accordance with State Statutes. If no action is taken within fifteen (15) days following presentation, the budget shall be deemed approved.
- j. The Responsibility of the BBC Budget Committee to review and make recommendations to SGC for the expenditure of all reserve and unallocated funds of the SGC budget.

Section II – Budget Authorization

Once the budget has been finalized and the SGC President has signed it into effect, the newly elected Council and BBC Budget Committee will have the duty to authorize individual budgets. This should be done by July 1, whereas after that date no disbursements will be allowed if a budget has not been authorized.

- A. SGC Accounting and/or the Comptroller will inform all funded entities of approved allocations by June 1 and thus request a categorized budget from each entity by a certain deadline to be established by the Comptroller and/or President.
- B. Any entity requesting funds from the BBC SGC shall first go to the Finance Committee for its recommendations. Such requests must be in writing.
- C. The BBC Budget Committee and University Council will then review individual budgets. University Council will then grant ultimate approval of University Wide allocations and the BBC Budget Committee will submit recommended budgets to the full Council for approval.

Section III – Disbursements

- A. All transactions will be facilitated, monitored and reviewed by the SGC Finance Committee, Comptroller and SGC Accounting Office.
- B. All disbursements shall have the approval by signature of the Comptroller or SGC President, as well as either the SGC Accountant or the designee of the Vice President of Student Affairs.
- C. The SGC President and the SGC Comptroller, as well as the SGC Accountant or designee of the Vice President of Student shall approve appropriations or transfers of contingency reserves.
- D. Monthly financial reports shall be made available to the SGC President, Comptroller, as well as one copy for the Council to review, detailing any disbursements and money transfers.

Section IV – Committees

The Standing Committees of the SGC shall be the Finance Committee, Student Services Committee, Academic Affairs Committee, Student Union Board Committee and International Student Services Committee. It will be the duty of these committees to present items for discussion and solutions to the Student Government Council.

- A. All SGC Representatives must serve on at least one Standing Committee.

- B. Committee Chairpersons will be chosen through an application process and appointed by a simple majority of the voting members of the SGC. A Chairperson may be removed from office by a majority vote of the entire SGC.
- C. Committees will meet at least twice a month to conduct business. Attendance and minutes will be recorded, distributed and filed in the SGC office within 48 hours of the meeting by a designated committee member.
- D. Each Standing Committee shall have the power to form sub-committees 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.
- E. For all committees, excluding the Finance Committee, the committee size shall not be determined by the SGC and are not limited to Representatives serving as members. Any additional members must be included on a roster and have personal information on file in the SGC office.
- F. Committee Chairpersons will be expected to present a report to the Council following each meeting. In their absence a Vice-Chairperson or member should present a report.
- G. Committees are only a working group of the Student Government Council. Any official decisions and/or projects, initiatives and measures must be brought before the Council for approval, by way of a resolution or an appropriations bill.
- H. Any matter being presented to the SGC in the form of a resolution or appropriations bill by a standing committee must be sponsored by two representatives.
- I. Each Standing Committee shall have such authority as necessary to conduct research and make recommendations concerning areas under the authority of that Committee.
- J. All standing committees, excluding the Finance Committee, will be allocated a budget.
- K. 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 quorum.
- L. All Standing Committees, excluding the Finance Committee, shall allocate their budget by way of an appropriations bill sponsored by two representatives.
 - a. Only approved appropriations of more than three-hundred dollars (\$300) will be brought before the SGC. With a majority vote, of the voting members of the SGC, the appropriation shall be approved.
- M. The SGC President and Vice President are ex-officio non-voting members of all Standing Committees.
- N. Standing Committee Chairpersons will be required to put in ten (10) hours a week as office hours, five (5) of which must be in the office itself.

Section V – Selection of Standing Committee Officials

- A. The Chairpersons of each Standing Committee will be elected by simple majority vote of the voting members of the Council at a regular meeting.
- B. To be eligible, all candidates will submit proper applications and platforms for review of Council.
- C. Vote will be by secret ballot.
- D. Each Standing Committee shall appoint a vice chair and a secretary
 - a. In the absence of the chair, the vice chair shall assume the duties of the chair.
 - b. The secretary shall be the official record keeper of the Standing Committee and will file the minutes of each meeting within 48-hours.

- c. The vice chair and secretary may not hold such a position on another standing committee, and is limited to only being a member.
- E. Standing Committee Vice-Chairs and Secretaries may be removed from office by a majority vote of the Committee, or by a majority vote of the SGC.

Section VI – Finance Committee

- A. The Finance Committee will be comprised of the Comptroller and four SGC Representatives, the first two who are appointed through a majority vote of the SGC voting members.
- B. It is the responsibility of the Finance Committee to review and make recommendations to the SGC for the expenditure of all reserve and unallocated funds of the SGC budget, as well as any line item transfers in the completed budget.
 - a. All appropriations must first be approved by the Finance Committee.
 - b. The guidelines for all appropriations shall be found in the SGC BBC Finance Code.
- C. Any appropriations bill being presented to the SGC by the Finance Committee must have two sponsoring Representatives.
- D. The Finance Committee's procedure for accountability of the SGC budget expenditures and reserve appropriations is justified through making requirements deemed necessary to assure that the budget expenditures and reserve appropriations have been disbursed and spent per the SGC's original allocation intent.
- E. The Finance Committee may specify criteria's associated with the allocation of funds, including but not limited to timing, standards, levels of accountability and specific instructions as stated in the Finance Code and By-laws.

Section VII – Academic Affairs Committee

- A. The purpose of this committee is to review and evaluate academic issues and make necessary recommendations that will represent students' views on issues.
- B. Should the SGC undertake a program of faculty evaluations, the committee will oversee this project.
- C. This committee shall also oversee the operation and services of the Library and Learning Center.
- D. This committee shall host an annual scholarship fair.

Section VIII – Student Services Committee

- A. This committee shall recommend services to be provided and evaluate current services being offered to ensure that they are serving the student needs.
- B. This committee shall also have representation on the Student Health Advisory university wide committee.

Section IX – Student Union Board

- A. The purpose of the Student Union Board is to facilitate a working relationship between the SGC and the Wolfe University Center.
- B. The Board shall serve in assisting in the allocation of the Wolfe University Center's Fiscal Budget. Prior to a budget request being submitted to the Finance Committee, the SUB will recommend a draft to the Finance Committee.

- C. The SUB shall serve as the SGC's voice in the decision-making process of room and space allocation and operating hours, as well as discerning and addressing students' concerns in order to improve services.
- D. In the event that the Student Center is granted a CITF Allocation, the SUB will analyze the needs of the building and, working with the WUC staff, prepare a request to present to the Vice President of Student Affairs.
- E. Throughout the year, the SUB will also be charged with the responsibility of supervising the expenditures of WUC funds.

Section X – International Student Services Committee

- A. The purpose of this committee shall be to investigate international student concerns and make recommendations as deemed appropriate.
- B. This committee shall also recommend services to be provided and evaluate current services being offered to ensure that they are serving the international student needs.

Section XI – Executive Cabinet

- A. The purpose of the Executive Cabinet is to advise the SGC Executive Board and carry out policies and activities as directed by the SGC President or Vice President.
- B. The Executive Cabinet must include, but is not limited to, the following members:
 - a. Chief of Staff
 - i. The Chief of Staff shall act as the chief advisor to the SGC President and will supervise the execution of office policies set forth by the SGC President.
 - ii. The Chief of Staff shall oversee the duties of all the executive cabinet, and shall arrange and chair monthly cabinet meetings.
 - iii. The Chief of Staff shall manage all SGC travel, as sanctioned by the SGC President.
 - b. Clerk of Council
 - i. The Clerk of Council is the official record keeper of Student Government.
 - ii. The Clerk of Council shall record the minutes of all SGC meetings, and shall be responsible for making these minutes available to both the general public and to the SGC membership.
 - iii. The Clerk of Council shall be responsible for preparing the agenda for all SGC Meetings.
 - c. Legislative Affairs Director
 - i. The Legislative Affairs Director shall act as the official liaison between SGC and the Florida Student Association (FSA), the United States Student Association (USSA), and the FIU Office of Governmental Relations.
 - ii. The Legislative Affairs Director shall ensure the implementation of FSA and USSA initiatives, as sanctioned by the SGC President.
 - iii. The Legislative Affairs Director shall coordinate all SGC voter registration initiatives.
 - d. Special Events Director
 - i. The Special Events Director shall coordinate events including, but not limited to, those arranged by Cabinet members, Standing Committee chairs, Representatives and Executive Board Members.
 - ii. The Special Events Director shall represent the SGC on any event-planning committees, as sanctioned by the SGC President.

- e. Intern Coordinator
 - i. The Intern Coordinator shall maintain and oversee the SGC Internship Program.
- f. Public Relations Director
 - i. The Public Relations Director shall be responsible for notifying the student body of all SGC events, campaigns, programs and initiatives.
 - ii. The Public Relations Director shall be responsible for the development of all SGC marketing and promotional materials.
 - iii. The Public Relations Director shall serve as the liaison between the SGC and the student media.
- g. Panther Power Director
 - i. The Panther Power Director shall serve as the president of Panther Power, shall fulfill all duties and responsibilities as set forth in the Panther Power constitution.
 - ii. The Panther Power Director shall be responsible for regularly reporting to the SGC on the progress of Panther Power.
- h. Campus Life Director
 - i. The director will facilitate a working relationship between the SGC and the department of Campus Life as well as the Student Programming Council, Student Organizations Council, Bay Vista Hall Council, the Honors Council, Panther Power and any other A&S funded activity entities.
 - ii. The Campus Life Director shall be responsible for regularly reporting to the SGC on the progress of these entities.
- i. Executive Assistant
 - i. The Executive Assistant shall assist the Executive Board Members in the fulfillment of their duties, and carry out any tasks assigned at the discretion of the SGC President.

Section XII – Executive Committee

- A. The purpose of the executive committee is to assemble all Standing Committee Chairs and Cabinet Members to discuss analyze and suggest methods of action and strategies toward the end of forwarding the agenda of the Student Government Council.
- B. The SGC President or Chief of Staff will chair this meeting.

Section XIII – House of Representatives

- A. The purpose of the House of Representatives (House) is to assemble at least once a month to be presented and discuss legislation in the form of a resolution or council bills.
- B. The House shall have a set of bylaws in place for governance and shall define the roles and responsibilities for all members.

Section XIV – Student Judiciary

- A. The purpose of the Student Judiciary is to be the judicial branch of the Student Government.
- B. The Student Judiciary shall have its own set of bylaws in place for governance and may include additional roles and responsibilities for its members not included in the SGC Constitution.

Section XV – BBC Budget Committee

- A. The BBC Budget Committee is charged with the responsibility of preparing and submitting a complete budget draft to the SGC based on the projected budget from the SGA University Council
- B. The membership of the BBC Budget Committee shall be the SGC President, Vice President, Comptroller, Speaker of the House and Chief of Staff.

Section XVI – Constituency Responsibility

- A. One hundred (100) surveys must be filled out and collected by each Representative and Chairperson, excluding the Comptroller and Speaker of the House, every fall and spring semester. The surveys must be comprised of the students who those specific representatives were elected to serve.
- B. Representatives, Committee Chairs and Cabinet members will be responsible for typing and presenting a fall and spring report to the Council setting their goals for the semester.
- C. Representatives, Committee Chairs and Cabinet members; excluding the Speaker of the House, Comptroller and Chief of Staff; are required to type and turn in a bi-weekly report, containing all goals accomplished and ongoing projects, to their immediate supervisor and the President. Representative to the Speaker, Committee Chairs to the Vice President and Cabinet Members to the Chief of Staff.
- D. All Representatives, excluding Lower Division, At-Large and Graduate Representatives, are required to meet with their college's dean at least once a month and report to the council the outcome of the meeting.
- E. All SGC members will be required to complete a binder containing their accomplishments and contacts made throughout the year. This binder is to be completed one week prior to elections.
- F. The BBC Student Government Council shall hold an annual program to be called the SGC Inaugural Address and Town Hall Meeting within one month of the start of each fall semester, unless unforeseeable circumstances prevent it.
 - a. The Purpose of the program is first, for the SGC President to give his/her inaugural speech to the student body. And second, for the student body to engage in dialogue by addressing issues of concern to the SGC and University administration.
 - b. The program shall run under the direction of the SGC President, hosted by the Chief of Staff, and coordinated by the Director of Special Events.
- G. The Biscayne Bay Student Government council shall hold an annual program to be called the High Achievers Award.
 - a. The purpose of the High Achievers Awards program is to honor and congratulate our dedicated and committed students, faculty, staff, or FIU organization for their outstanding achievement in academics and/or their faithful contribution to the community.
 - b. The High Achievers Award program shall be held annually at the Tri-Council Awards. There shall be six (6) High Achievers Awards to be presented to the best candidates that are selected by the High Achievers Award committee.
 - c. The High Achievers Award committee shall be comprised of three (3) BBC students, appointed by the SGC President, and two (2) faculty and/or staff members, of which one (1) must be a part of the Division of Student Affairs at BBC.

- d. At least three (3) students shall be nominated annually (preferably one graduate, one upper division, and one lower division). The required qualifications for students must meet the criteria as followed:
 - i. To be eligible for the High Achievers Awards, each candidate must meet the following qualifications. **Undergraduate students** must be enrolled at FIU in at least 12 credit hours, and must have a grade point average of 3.3 overall and a 2.8 semester GPA. **Graduate students** must be enrolled at FIU in at least 6 credit hours and have a cumulative grade point average of at least 3.5 overall and a 3.0 semester GPA. All students must have at least 50 % of their classes in the Biscayne Bay Campus and/or Pines Center.
 - ii. Each student must possess evidence of high achievement in academics. But most importantly, they must have contributed in their society by their committed effort and community service.
 - e. The other three (3) awards may be presented to a BBC Faculty, Staff, or BBC Community member that has excelled in high achievement by committing his/her efforts in excellence, perseverance, and community service. FIU BBC Professors should be recognized for the following criteria: creativity, approachability, teaching strategy, communication, and encouragement for vast learning towards students.
 - f. An SGA member shall be an eligible candidate, however only one (1) SGA member shall receive an award per year.
 - g. No changes or amendments of the High Achievers Awards procedures, guidelines or criteria shall be made without a two-thirds (2/3) affirmative vote of the SGC BBC.
- H. The Council shall also award at the Tri-Council Awards the Dr. Raul Moncarz Award of Excellence.
- a. The Dr. Raul Moncarz Award of Excellence shall be presented to a student and/or faculty staff member at the Biscayne Bay Campus for their outstanding dedication and commitment to FIU BBC in honor of Dr. Raul Moncarz, Vice Provost Emeritus FIUBBC.
 - b. The Dr. Raul Moncarz Award of Excellence recipient(s) shall be decided by a committee consisting of the Vice Provost of BBC, the Assistant Vice President of Student Affairs at BBC, the SGC BBC President and Vice President or their respective designees as well as a student selected by the SGC BBC President.

Section XVII – Standing Councils

The Standing Councils of the Student Government Council shall be the Student Organizations Council (SOC), Student Programming Council (SPC) and the Bay Vista Hall Council (BVHC). Each will maintain a separate set of guidelines for operations known as a constitution which will be approved by the Student Government Council.

- C. The SOC, SPC and BVHC shall hold its elections as specified in their Constitutions. Failure to hold elections in the proper manner will affect the annual budget allocation of the council not in compliance.
- D. Each Council must maintain some form of meeting (Executive Board or general membership) at least twice a month. Minutes and attendance will be recorded, distributed and filed in the Student Government Council office within 48 hours of the meeting.

- E. Each council reserves the right to elect a Chairperson, yet Student Government Council may remove the Chairperson for malfeasance, misfeasance, nonfeasance, incompetence, permanent inability to perform official duties, or conviction of a felony.
- F. Each Chairperson will be required to present a brief report at least twice a semester in writing to the Student Government Council. In addition to attending or sending a representatives to all Tri-council meetings.
- G. Chairpersons will be required to put in 10 hours a week as office hours and be paid through an emolument account.

Section XVIII – Student Organizations Council

- A. The purpose of the SOC shall be to serve as the governing and representative body of the clubs registered under its name.
- B. Among the SOC’s responsibilities shall be to provide funding for its clubs, host activities and manage operations of its clubs.

Section XIX – Student Programming Council

- A. The purpose of the SPC shall be to serve as the programming body of student activities.

Section XX – Bay Vista Hall Council

- A. The purpose of the BVHC shall be to serve as the governing and representative body of the students living in housing facilities on campus.
- B. Among the BVHC’s responsibilities will be to provide for representation to the administration on issues of facilities, services, fees, security and general climate in housing facilities.
- C. The BVHC will also provide for and manage any programming planned for the facilities through funding.

Section XXI – Student Elections Board

- A. The Student Elections Board shall be in charge of all SGC general and special elections and it is thereby established for that purpose. Any and all regulations pertaining to Elections and Referrals not contained herein or in the SGC Constitution are specified in the Biscayne Bay Campus SGC Elections Code.
- B. The Elections Board will be subject to the requirements specified in the SGC Elections Code and to all other applicable provisions in the SGA Constitution and BBC By-laws.

Section XXII – Meetings

A regular meeting shall be any meeting of the SGC held to discuss the ongoing business of the SGC, to hear the reports of the Standing Committees, and to hear the report of Council members concerning the progress of their special projects.

- A. For the purpose of regular meetings, the Council will meet on a Wednesday at 3:30 PM in a location to be determined by the President. All SGC Members must schedule around this. Meetings will only last a maximum of three (3) hours. The meeting time can be waived to accommodate the largest number of members with a majority vote of the voting members.

- B. An emergency meeting is a meeting of the SGC held to address a specific issue or set of issues at which no other business may be placed on the table. The emergency meeting must be called with at least two day's notice.
- C. Regular and Emergency meetings must meet quorum.
- D. If an emergency meeting is called, but fails to reach quorum, then the failure to attend such a meeting will not be counted against any member of the SGC, but attendance at such meetings shall be counted in favor of the SGC member when determining overall attendance.
- E. Regular meetings shall not count toward SGC members' office hours.

Section XXIII – Proxy Ballots and Absentee Ballots

- A. The Student Government Council shall not count proxies for either quorum or voting purposes.
- B. The Student Government Council shall not count absentee ballots for either quorum or voting purposes.

Section XXIV – Absences

- A. SGC members may not miss more than three (3) regular meetings or two (2) consecutive regular meetings.
- B. SGC members who have violated Section XXIII Subsection A shall automatically be removed from office. The removed SGC member may appeal before the SGC at the next regular meeting and with a simple majority vote of those present and voting the removed member may be placed back on the SGC.
- C. To be counted as present, SGC members must be present for a majority of the meeting.
- D. Excused absences- An SGC member absent from a regular meeting shall submit a written notice officially stamped and dated by a Campus Life Staff member, to the SGC President within three (3) working days after the meeting in order to be excused. All such notices shall be placed in the public record.
- E. The letter submitted by the absent member is subject to approval by the SGC President.
- 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 and 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, nor shall they count towards quorum or have a vote at any SGC meeting nor shall they be required to keep office hours during that period.
 - a. In order to be taken off quorum for any period 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.
 - b. In cases of emergency where it is not possible to submit the written notice six working days before hand is acknowledge is up to the discretion of the SGC President to apply the leave of absence.

Section XXV – Voting and Quorum

- A. All votes unless otherwise stipulated in these By-laws or the Constitution shall be as simple majority of members present at a meeting at which there is quorum.
- B. Abstentions will not be taken into consideration for the purposes of voting. This is to say that they will not count in favor or against the vote in question.
- C. Quorum is defined as over fifty percent (50%) of the voting members present at any meeting.

Section XXVI – Procedures

- A. Any resolution, council bill or appropriations being presented to the Student Government Council for the purpose of a vote must first have two (2) Representatives as sponsors before being placed on the agenda of a meeting. This excludes a bill proposed by the President and/or Vice President in which case it must have one (1) Representative as a sponsor.
- B. Any such issue to be voted on must be classified as appropriations, resolutions or council bill and be drafted on the appropriate forms to allow for proper archival record.

Section XXVII – Due Process

- A. The Student Government Council recognizes the need for due process in the removal or censure, by the SGC, of any SGC Member, Representative, Standing Committee Chairs, Commissioner of Elections or any other appointed or elected SGC officials.
- B. The basis for removal and procedure for removal of any SGC Member shall be found in Article VII of the SGC Constitution.
- C. Any accused party may appeal a decision to the Student Judicial Board on the grounds that due process was not followed. The Judicial Board may overturn the actions of the SGC, if and only if it finds, after a thorough investigation, that the SGC violated the accused party's due process rights as established above.

Section XXVIII – Office Hours

- A. Office hours as required by the Constitution will be logged in the SGC office on a sign-in sheet and will be conducted within the hours of 8:30 AM and 7:00PM.
- B. The SGC Chief of Staff will be the custodian of all records regarding office hours and will prepare time cards for verification by SGC officials on a bi-weekly basis.
- C. If hours are completed outside the office as allowed by the Constitution, substantial proof must be provided to the Chief of Staff and documentation placed on file.
- D. The office hours of the SGC cabinet members will be decided by the SGC President and Vice-President, but are not to exceed ten (10) hours.
- E. Failure to fulfill the required amount of office hours will result in automatic removal from office with an opportunity to appeal to the SGC BBC.
- F. General Meetings shall not count as office hours.
- G. 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); special project assignment(s) and office hours of each member of the SGC.
- H. No weekly office hours may be counted before 7:15 AM (fifteen minutes before the starting time of the earliest class), or after 10:45 (fifteen minutes after the finishing of the latest class), nor shall any office hours be counted on Sunday.

Section XXIX – By-Law Changes

- A. By-laws may be amended, deleted, and added by a majority vote of all voting members of the SGC.
- B. All By-law changes passed by the Student Government Council shall become effective immediately unless otherwise stated in the resolution.

Section XXX – Ratification

- A. A new set of By-laws shall be ratified by a two-thirds (2/3) vote of all voting members of the Student Government Council.

Section XXXI – Dissolution

- A. These By-laws shall be dissolved upon the ratification of a new set of SGC BBC By-laws.