

2007

## Bylaws UP 2007-2008

Student Government Association BBC, Florida International University

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**BYLAWS  
STUDENT GOVERNMENT COUNCIL  
UNIVERSITY PARK CAMPUS**

**SECTION I - BUDGET**

- A. A&S FUND** The State of Florida has established a separate Activity & Service 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 by the Student Government Association through the University Wide Council and the individual Student Government Councils. The SGA University Wide Council is responsible for allocating funds for "University Wide" expenses, and the University Park Student Government Council is responsible for the allocation and expenditure of A&S Fees for its campus.
- C. CHRONOLOGY** The process for pre-paring the annual fiscal budget shall begin in earnest no later than August 15 of the previous academic year. This process will include:
1. 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 only projections.
  2. The Finance 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 also distributed to any existing funded entities, as well as any groups that had received funding within the past three years.
  3. The Finance 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 Representatives. This hearing will also be advertised and open to the public; groups making requests should be expected to attend.
  4. University Wide Council will first prepare a budget draft to determine fixed expenses for University Wide expenses to include but be limited to the Student Media, Greek Councils and Honors Council.
  5. The Finance Committee will then prepare a budget draft for University Park, once the University Wide figures have been decided and the remainder of fees split according to FTE's on campuses.
  6. 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 Wide Council and Finance Committee to make any necessary adjustments due to any discrepancy between budgeted figures and projects to ensure a balanced budget.
  7. A budget hearing for the purpose of public opinion on the budget drafts will be held prior to the last week in January. This forum, as well as the drafts, will be advertised and publicized, and all beneficiaries of A&S fees should be present.
  8. After the start of the Spring semester, but prior to February 15, the University Wide Council will finalize its budget at one of its regular meetings. At the same time, the Finance Committee will submit its draft for approval by the full 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 Finance Committee for revision.
  9. 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 Statue. If no action is taken within fifteen (15) days following presentation, the budget shall be deemed approved.
- D. CLUBS & ORGANIZATIONS CASH CARRIED FORWARD**
1. On an annual basis, the Council will determine whether or not balances to individual accounts of clubs and organizations within SOC Honors Council and GSA will be carried forward.

2. These amounts will not be taken into consideration in future point systems and allocations.
3. This determination shall be made prior to April 15 of the calendar year taking into consideration the status of the overall A&S fee budget and any projected shortage of funds.
4. If a carry over is not approved from one fiscal year to the next, only those funds earned within the current calendar year may be surplused.

## **SECTION II - BUDGET AUTHORIZATION**

Once the budget has been finalized and the President has signed it into effect, the newly elected Council and Finance 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. SGA Accounting and/or the Finance Chairperson 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 Finance Chairperson and/or President.
- B. The Finance Committee and University Wide Council will then review individual budgets. University Wide Council will grant ultimate approval of University Wide allocations and the UP Finance Committee will submit recommended budgets to the full Council for approval.
- C. No disbursements will be allowed for any groups or entities that have not received proper authorization.

## **SECTION III - DISBURSEMENTS**

- A. All transactions will be facilitated, monitored and reviewed by the SGA Finance Committee, Finance Chairperson and SGA Accounting Office.
- B. All disbursements shall have the approval by signature of either the Finance Committee Chairperson or the SGA President, as well as either the SGA Accountant or the designee of the Vice President of Student Affairs.
- C. For disbursements of \$3,000 or more, three (3) signatures are required; that of the Finance Chairperson and the SGA President, as well as the SGA Accountant or designee of the Vice President of Student Affairs.
- D. Appropriations or transfers of any contingency reserves shall be approved by the SGA President and SGA Finance Chairperson, as well as the SGA Accountant or designee of the Vice President of Student Affairs.
- E. Monthly financial reports shall be made available to the SGA President, Finance Chairperson, as well as one copy for the Council to review, detailing any disbursements and money transfers.

## **SECTION IV - HOUSE OF REPRESENTATIVES**

- A. **Purpose/Duties**                      The purpose and duties of the House of Representatives, hereinafter referred to as the "House", shall be as follows:
  1. The House shall present and discuss legislation in the form of Resolutions and House Bills to the benefit of the student body.
  2. The House shall decide and set the calendar for which aforementioned legislation shall be presented to the SGC-UP.
  3. The House shall serve as a venue for the representatives to report progress to the House and discuss upcoming goals/ideas.
  4. The House shall monitor Representative activity, including misfeasance, malfeasance, and/or nonfeasance.

- B. Legislative Sessions** The House shall be deemed to be in session during all times at which the SGC-UP is in session including the following:
1. The Fall Legislative Session shall begin on the first day of the Fall semester and shall end on the last day of the Fall semester.
  2. The Spring Legislative Session shall begin on the first day of the Spring semester and shall end on the last day of the Spring semester.
  3. The Summer Legislative Session begin on the first day of the Summer semester and shall end on the last day of the Summer semester.
- C. Meetings** The House meetings shall be designated in accordance with the following specifications:
1. For the Purpose of regular meetings, the House will meet on Mondays at 4:00 PM in the SGA Conference Room. Representatives' schedules must be made around this time. Meetings will last a maximum of two (2) hours.
    - a. The House shall assemble no less than bi-weekly during active legislative sessions of the SGC-UP.
    - b. The House shall assemble no less than once a month during inactive sessions of the SGC-UP.
  2. For the purpose of scheduling committee meetings, official academic school schedules will be taken into consideration. These must be submitted to the Chief of Staff no later than two (2) weeks prior to the beginning of the semester to allow for adequate planning time.
  3. The Speaker of the House may at his/her discretion call additional meetings as necessary.
- D. Organizational Structure** The House shall be composed of all SGC-UP Representatives and the SGC-UP Vice-President. The SGC-UP President shall serve as chair of all House meetings until such time when the House shall elect The Speaker of the House. The House shall elect the following positions:
1. Speaker of the House
    - a. The Speaker of the House, hereinafter referred to as the "Speaker", shall chair all house meetings,
    - b. The SGC-UP Vice-President shall be deemed ineligible to run as the Speaker.
    - c. The Speaker may include in his/her office hours work done for the House, but shall not be compensated for additional hours.
    - d. The Speaker shall report all House business to the SGC-UP President. This shall take the form of presenting reports from representatives about their progress on accomplishing goals and ongoing projects, at least every two months during a semester. The report format is outlined in Section IV sub-section j.
    - e. The Speaker shall be the voice of the House and shall represent the House at all meetings designated by the SGC-UP President including, but not limited to, FSA.
    - f. The Speaker shall serve as the SGC-UP University Wide Representative.
    - g. The Speaker may, at his/her election recuse him/her self from SGC-UP committee responsibilities.
    - h. The Speaker shall assume other duties as designated by the SGC-UP President
    - i. The "Speaker" shall serve as one of the two SGC-UP representatives on the University Wide Budget Committee.

j. The Speaker, in agreement with the Pro-Tempore, shall report the degree to which each representative has fulfilled their duties as enumerated in the Student government Association Constitution, Article 6, Section B and the SGC-UP Bylaws Section VII to the SGC President and the Judicial Board. There will be weekly, monthly, and semester reports.

- During the Fall and Spring Semester, weekly reports shall evaluate attendance at House meeting, regularly scheduled and special meetings of the SGC general meetings, and weekly office hours. These reports will be due every Tuesday before 5:00 PM. During the Summer Semester, these reports shall be made bi-weekly.
- Monthly reports shall evaluate attendance at Committee meetings, Governing Council meetings, and meetings with the dean. These reports shall be due the last Tuesday of every month before 5:00 PM.
- Semester reports shall comprehensively evaluate all duties and performance of representatives, including, but not limited to surveys, and reports from representatives, including, but not limited to surveys, and reports from representatives, in a pass/fail manner. The Spring Semester report should include the assembly of a transition binder. These shall be due the second to last Tuesday of the semester before 5 PM.

k. The speaker and the Pro Temp shall automatically be referred for Judicial Review for failure to complete reports as outlined with respect to content and time restrictions in subsection d and j. They do not have to be formally referred to the Judicial Branch by any member of SGA.

## 2. Speaker Pro-Tempore

a. The Speaker Pro-Tempore, hereinafter referred to as the "Pro-Temp", shall be a representative elected by a simple majority of the House.

b. The SGC-UP Vice-President shall be deemed ineligible to run as the Pro-Temp.

c. The Pro-Temp may include in his/ her office hours work done for the House, but shall not be compensated for additional hours.

d. In the absence of the Speaker, the Pro-Temp shall chair all House Meetings and shall report all House business to the SGC-UP President.

e. In the absence of the Speaker, the Pro-Temp shall be the voice of the House and shall represent the House at all meetings designated by the SGC-UP President including, but not limited to, FSA.

f. In the absence of the Speaker, the Pro-Temp shall serve as the SGC-UP University Wide Representative.

g. The Pro-Temp shall assist the Speaker in his/her duties and shall assume the role of the Speaker in the event of the Speaker's absence or dismissal.

h. The Pro-Temp shall assume other duties as designated by the SGC-UP President.

i. The "Pro-Temp" shall serve as the second SGC-UP representative on the University Wide Budget Committee.

## 3. House Secretary

a. The House Secretary, hereinafter referred to as the "Secretary", shall be a representative elected by a simple majority of the House.

b. The SGC-UP Vice-President shall be deemed ineligible to run as the Secretary.

c. The Secretary may included in his/her office hours work done for the House, but shall not be compensated for additional hours.

d. The Secretary shall be the official custodian and recorder of all House proceedings, including all minutes and legislation.

e. After each House session, the Secretary shall make available to the general public all House proceedings before the general meeting of the SGC-UP.

#### 4. Representatives

a. The Representatives shall compose the body of House of Representatives.

b. The Representatives may include in his/her office compensated for additional hours.

c. Attendance at all House meetings is required during Fall and Spring legislative session; while Representative shall not be required to attend House meetings during Summer legislative sessions, attendance during Summer legislative sessions, attendance during these session is strongly recommended.

d. In the absence of the Speaker and the Pro-Temp, the SGC-UP President shall designate a representative to fulfill House duties as defined by this section, or as otherwise designated by the SGC-UP President.

### **E. House Officers Selection Process**

#### 1. Speaker of the House

a. The "Speaker" nominations will take place during the second council meeting of the summer legislative session.

b. The nominee must accept or decline the nomination, after which, the nominee will be allowed to speak for sixty seconds, while all other nominees wait outside the council chambers.

c. After all nominees leave chambers the council will be allowed to hold a discussion before the House vote.

d. The House vote will be conducted by secret ballot.

e. The "Speaker" shall be a representative elected by a simple majority vote of the House.

#### 2. Speaker Pro-Tempore

a. The "Pro-Temp" nominations must take place during the second council meeting of the summer legislative session.

b. The nominee must accept or decline the nomination, after which, the nominee will be allowed to speak for sixty seconds, while all other nominees wait outside the council chambers.

c. After all nominees leave chambers the council will be allowed to hold a discussion before the House vote.

d. The House vote will be conducted by secret ballot.

e. The "Pro-Temp" shall be a representative elected by a simple majority vote of the House.

#### 3. House Secretary

a. The "Secretary" nominations must take place during the second council meeting of the summer legislative session.

- b. The nominee must accept or decline the nomination, after which, the nominee will be allowed to speak for sixty seconds, while all other nominees wait outside the council chambers.
- c. After all nominees leave chambers the council will be allowed to hold a discussion before the House vote.
- d. The House vote will be conducted by secret ballot.
- e. The "Secretary" shall be a representative elected by a simple majority vote of the House.

## **SECTION V - COMMITTEES**

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

- A. All SGA 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 entire SGA. A Chairperson may be removed from office by a majority vote of the entire vote of the SGA.
- C. Committees will meet at least twice a month to conduct business. Attendance and minutes will be recorded, distributed and filed in the SGA office within 48 hours of the meeting.
- D. Committee size, excluding the Finance Committee, will be determined by the SGA 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 SGA office.
- E. 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.
- F. 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.

## **SECTION VI - SELECTION OF CHAIRPERSONS**

- A. The Chairpersons of each of the Standing Committees will be elected by simple majority vote of the Council at a regular meeting of the new term prior to July 1.
- B. To be eligible, all candidates will submit proper applications and platform for review of Council.
- C. Vote will be by secret ballot.

## **SECTION VII - CONSTITUENCY RESPONSIBILITY**

- A. One hundred (100) surveys must be filled out and collected by each Representative and Chairperson every fall and spring semester. Each survey must contain the student's name and social security number. The surveys must also be comprised of the students who those specific Representatives were elected to serve; for example, the Business Representative must collect surveys from those of his or her college. Failure to meet criteria will result in automatic removal from office, with an opportunity to appeal to the University Park Council.
- B. Representatives will be responsible for typing and presenting a *minimum* of two reports per semester (fall and spring) to the University Park Council. These reports should contain all goals accomplished and ongoing projects. Failure to meet criteria will result in automatic removal from office, with an opportunity to appeal to the University Park Council.

- C. All Representatives (excluding Lower Division and At-Large Representatives) are required to meet with their college's dean at least once a month. Failure to meet criteria will result in automatic removal from office, with an opportunity to appeal to the University Park Council.
- D. All SGA officials including staff will be required to complete a binder containing their accomplishments and contacts made throughout the year. This binder is to be completed one week before spring break. Failure to meet criteria will result in automatic removal from office, with an opportunity to appeal to the University Park Council.
- E. The University Park Housing Representative is required to attend all Executive Board meetings held by the Residence hall Association (RHA). This shall count towards their SGA attendance requirement unless the absence is excused by RHA.
- F. University Park Graduate Representatives are required to attend Graduate Student Association (GSA) executive board meetings at least once per month. Absences can be excused upon approval by the President of GSA and SGC-UP Speaker of the House. Failure to perform these duties will result in a referral for Judicial Review.
- G. Representatives shall automatically be referred for Judicial Review for failure to complete duties as stated in Student Government Association Constitution, Article 6, Section b and the SGC-UP Bylaws Section VII. This evaluation will be based on reports by the Speaker that have been confirmed by the Pro-Temp. The Representatives do not have to be formally referred to the Judicial Branch by any member of SGA.

#### **SECTION VIII - FINANCE COMMITTEE**

- A. The Finance Committee will be comprised of the Finance Chairperson and five additional students appointed through a majority vote of the SGA.
- B. The Finance Committee is charged with the responsibility of preparing and submitting a complete budget draft to the SGA based on the projected budget from the SGA University Council.
- C. It is the responsibility of the Finance committee to review and make recommendations to the SGA for the expenditure of all reserve and unallocated funds of the SGA budget, as well as any line item transfers in the completed budget.
  1. All appropriations must first be approved by the Finance Committee.
  2. Once of the Finance Committee approves any appropriation; the proposal is brought before the SGA. With a majority vote, the appropriation may be approved.
  3. If not approved by the Finance Committee, this will be reported to the Council at the next regularly scheduled meeting.
  4. If a Representative wishes the appropriation to be reconsidered, he/she must gain a majority vote of the SGA.
  5. If the Finance Committee does not approve an appropriation after reviewing it for the second time, the SGA may overturn the committee's decision with a two-thirds vote of the SGA.
- D. Any matter being presented to the SGA by the Finance Committee must have two sponsoring Representatives.
- E. The Finance Committee's procedure for accountability of the SGA budget expenditures and reserve appropriations is justified through making requirements deemed necessary to assure that budget expenditures and reserve appropriations have been disbursed and spent per the SGA's original allocation intent.
- F. The Finance Committee requirements may be specified as the following: not exclusive of future procedures, that of type, timing, stipulated format, levels of accountability and standard and of sound request.

### **SECTION IX - ACADEMIC AFFAIRS COMMITTEE**

- A. The purpose of this committee is to review and evaluate academic issues and made necessary recommendations that will represent students' views on issues.
- B. Should the SGA undertake a program of faculty evaluations, the committee will oversee this project.
- C. This committee shall also oversee the operations and services of the Library.

### **SECTION X- STUDENTSERVICES COMMITTEE**

- A. The purpose of this committee shall be to investigate 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 student needs.

### **SECTION XI - STUDENT UNION BOARD**

- A. The purpose of the Student Union Board is to facilitate a working relationship between the SGA and the Graham University Center.
- B. The Board shall serve in assisting in the allocation of the Graham 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 SGA's voice in the decision-making process of room and space allocation and operating hours, as well as discerning and addressing student's 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 GC 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 GC funds.

### **SECTION XII - CAMPUS LIFE COMMITTEE**

- A. This committee will facilitate a working relationship between the Student Government Council and the department of Campus Life as well as the Student Programming Council, Student Organizations Council, the Honors Council, Panther Rage and any other A&S funded activity entities.
- B. The purpose of this committee will be to serve as a research and recommending body. By studying and proposing ideas, the goal of this group will be to enhance Campus Life at the University and within the resources of the aforementioned groups and departments as well as other entities within the University.
- C. This committee shall serve in analyzing any allocations to the Student Organizations Council, Student Programming Council, Honors Council, Department of Campus Life, Panther Rage, Homecoming, and any other entities deemed to fall within the definition of Campus Life. Prior to the Council approving any budget requests or allocation, this committee shall make its own recommendations.

### **SECTION XIII - STANDING COUNCILS**

The Standing Councils of the Student Government Council shall be Panther Rage, the Student Programming Council (SPC), and Homecoming. Each will maintain a separate set of guidelines for operations known as a constitution, which will be approved by the Student Government Council.

- A. 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.

- B. Each Council reserves the right to elect its own Chairperson, yet Student Government Council may remove the Chairperson for malfeasance and/or nonfeasance.
- C. Each Chairperson will be required to present a brief report at least twice a month to the Student Government Council and in addition, attend all meetings of the Board of Council Presidents. The meeting of the Board of Council Presidents will be chaired by the Vice-President of the Student Government Council.
- D. Within the structure of Student Government Council, the Councils shall have all the rights and privileges of that of a Standing Council as stipulated in the Constitution and passes by Student Referendum.
- E. Each Council will be assisting in the facilitation of the SGA delegate program.
- F. Chairpersons will be required to put in up to 10 hours a week as office hours and be paid through the emolument account.
- G. Representatives who become appointed to Standing Council Chairpersons during their term will be required to work no more than 10 hours weekly, which accommodates the requirements for the highest salary paying position.

#### **SECTION XIV - GOVERNING COUNCILS**

The Governing Councils of the Student Government Council, shall be Honors Council, the Graduate Student Association (GSA), the Residence Hall Association (RHA), and the Student Organizations Council (SOC).

- A. The Governing Councils will oversee the operations of the organizations that are under their particular jurisdiction.
- B. The Governing Councils will be responsible for allocating funds to the organizations that are under their particular jurisdiction.
- C. Each Council must maintain some form of meeting (Executive Board or general membership) at least twice a month with the exception of Homecoming when applicable. Minutes and attendance will be recorded, distributed and filed in the Student Government Council office within 48 hours of the meeting.
- D. Each council reserves the right to elect its own Chairperson, yet Student Government Council may remove the Chairperson for malfeasance and/or nonfeasance upon a 2/3majority vote of the Student Government Council.
- E. Each Chairperson will be required to present a brief report at least twice a month to the Student Government Council and in addition, attend a meeting of the Board of Council President at least once a month. The meeting of the Board of Council Presidents will be chaired by the Vice-President of the Student Government Council.
- F. Within the structure of Student Government Council, the Councils shall have all the rights and privileges of that of a Governing Council as stipulated in the Constitution and passes by Student Referendum.
- G. Each Council will be assisting in the facilitation of the SGA delegate program.
- H. Chairpersons will be required to put in up to 10 hours a week as office hours and be paid through the emolument account.
- I. Representatives who become appointed Governing Council Chairpersons during their term will be required to work up to 10 hours weekly, which accommodates the requirements for the highest salary paying position.

#### **SECTION XV - STUDENT ELECTIONS BOARD**

- A. The Student Elections Board shall be in charge of all SGC general and special elections and its thereby established for that purpose. Any and all regulations pertaining to Elections and Referrals not contained herein or in the SGA Constitution are specified in the University Park 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 UP SGC Constitution and Bylaws.
- C. The SGC-UP Elections Code may be amended by a 2/3 vote of the council in a general meeting, at which quorum is present.

#### **SECTION XVI – RESIDENCE HALL ASSOCIATION (RHA)**

- A. The purpose of RHA shall be to serve as the governing and representative body of the students living in housing facilities on campus under the Department of housing and Residential Life.
- B. Among RHA'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. RHA will also provide for and manage any programming planned for the facilities through funding the separate groups of Village Council, Panther Hall Council University Park Towers Council, Everglades hall Council, Lakeview North Council, and Lakeview South Council.

#### **SECTION XVII - QUALIFICATIONS OF STANDING COMMITTEE AND COUNCIL CHAIRPERSONS**

- A. Must be a student of Florida International University and attending no less than 50 percent of his/her classes at the campus he/she represents to run for and hold office.
- B. May not be under any academic or disciplinary sanctions as detailed in the Students' Rights and Responsibilities document to run for or hold office.
- C. Must maintain no less than a 2.0 cumulative grade point average to run for and hold his/her position on Student Government Council.
- D. Must maintain a minimum of nine (9) undergraduate credit hours or three (3) graduate credit hours for each semester in office, excluding the summer semester.
- E. Chairpersons in their semester of graduation are exempt from the nine (9) undergraduate credit hour requirement, but must maintain at least three (3) credit hours.
- F. Must be a fully admitted student to Florida International University.
- G. Representatives who become appointed to Standing Council Chairpersons during their term will be required to work no more than 10 hours weekly, which accommodates the requirements for the highest salary paying position.

#### **SECTION XVIII - MEETINGS**

- A. For the purpose of regular meetings, the Council will meet on Wednesdays at 4:00 PM in GC 150. All Representatives must schedule around this. Meetings will only last a maximum of two (2) hours.
- B. For the purpose of scheduling committee meetings, official academic school schedules will be taken into consideration. These must be submitted to the Chief of Staff no later than two (2) weeks prior to the beginning of the semester to allow for adequate planning time.
- C. Committee and Council Chairpersons are also required to be present at regular Student Government Council meetings to give a report and to be present for purpose of discussing business.

#### **SECTION XIX - ABSENCES**

- A. Representatives or officers are not allowed to miss more than two (2) meetings in any semester (summer semester excluded).

- B. Officers who have missed three (3) meetings will be placed in an inactive status with voting rights and pay revoked. Appeals submitted within two (2) weeks of inactive status will be accepted and will require a majority vote of the Student Government Council's remaining members (inactive individual excluded) to override the final dismissal. If, at the two-week deadline, no appeal is submitted, or the appeal is denied, final removal shall then be expedited.
- C. To be counted as present, Student Government Council members must be present for a majority of the meeting.

#### **SECTION XX - VOTING**

- A. All votes, unless otherwise stipulated in these Bylaws of the Constitution, will be a 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.

#### **SECTION XXI - EXECUTIVE CABINET/STAFF**

- A. The members of the Executive Cabinet will be selected by the President and Vice-President and approved by the Council.
- B. The makeup of the Executive Cabinet and exact positions are the regard of the President and Vice-President, yet shall include but not be limited to: Chief of Staff, Executive Assistant, Director of Student Lobbying, Athletics Coordinator, Student Advocate, Special Events Coordinator, Communications Director.
- C. There will be a permanent Director of Student Lobbying included within the Cabinet.
- D. An Executive Cabinet member may be removed from his/her position with no less than a two-thirds vote by the Student Government Council Representatives. The basis for removal of an Executive Cabinet member shall be malfeasance, misfeasance, and/or nonfeasance. An Executive Cabinet member may also be removed by the Student Government Council President if deemed necessary.

#### **SECTION XXII - PROCEDURES**

- A. Any matter 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.
- B. Any such issue to be voted on must be classified as appropriations, resolutions, or a bill, and drafted on the appropriate forms to allow for proper archival record.

#### **SECTION XXIII - CENSURE AND REMOVAL**

- A. The Student Government Association recognizes the need for due process in the censure of or removal from office, by the SGC, of any SGC Member, Standing Committee Chair, Commissioner of Elections, Executive Staff Member, and any other appointed or elected SGA officials.
- B. The basis for the censure of removal of any SGC Member, Standing Committee Chair, Commissioner of Elections, Executive Staff Member, and any other appointed or elected SGA official, shall be malfeasance, misfeasance, nonfeasance, and/or any violations of the SGA Constitution and By-laws. Violations of the Student Code of Conduct, including violations of the law, will be referred to Judicial and Mediation Services for review.
- C. For the censure or removal of a/an SGC Member, Standing Committee Chair, Commissioner of Elections, Executive Staff Member, and any other appointed or elected SGA official to take place, the member must first be accused in the form of a motion or binding resolution passed by a majority (50% +1) vote of the SGC. The motion or binding resolution must detail whether censure or removal is sought. Any discussion resulting from a motion or binding resolution to accuse a party of malfeasance, misfeasance, and/or nonfeasance will be open solely to the voting members of the SGC.

D. If such binding resolution or motion is passed, the chair will refer the matter to the SGA Judicial Board Chairperson in consultation with the SGA Advisor. The Judicial Board Chairperson and the SGA Advisor will schedule an information session with the charged student to inform him/her of the allegation, charges, student rights, and explain the judicial process.

E. Once the SGA Judicial Board Hearing is scheduled, the charged student will be notified by the SGA Judicial Board Chairperson of the time, date, and location of the SGA Judicial Board hearing; and notice of witnesses who will be called to testify against him/her within five (5) business days. The charged student will receive written notice of the decision within 14 business days of the hearing. Should the charged student not present him/herself at the hearing, the hearing will take place and a decision will be rendered in absentia.

F. The hearing will be recorded for documentation purposes and will be chaired by the SGA Judicial Board Chairperson and will follow the following format:

1. Opening statement by the SGA Judicial Board Chairperson.
2. Opening statement by the charged student.
3. Questions to the charged student from the SGA Judicial Board Members.
4. Witnesses on behalf of the SGC will be questioned by the SGA Judicial Board members and then by the charged student.
5. Witnesses on behalf of the charged student will be questioned by the charged student and then by the SGA Judicial Board members.
6. Follow up questions to the charged student from the SGA Judicial Board Members
7. Closing statements from the charged student.
8. SGA Judicial Board Chairperson brings hearing to closure.

G. Upon conclusion of the hearing, the SGA Judicial Board moves into deliberation (decision and determination). The hearing body's determination of "responsible" or "not responsible" is based solely on the information presented at the hearing using the standard of "preponderance of evidence". Determination may be made by a 50%+1 vote of the SGA Judicial Board

H. The charged student will receive written notice within ten 10 business days regarding the outcome of the hearing.

I. The charged student has the right to challenge the inclusion of any Judicial Board member, at least three (3) business days prior to the scheduled hearing. The challenge must be in writing, and be based on cause, which clearly provides evidence of a conflict of interest, bias, pressure, or influence that could preclude a fair and impartial hearing. The Vice President for Student Affairs or designee will rule on all such challenges, and his/her decision is final.

J. The Appeals Process is as follows:

1. A written request must be submitted to the Vice-President for Student Affairs or designee within five (5) business days of the receipt of the hearing decision. If a disciplinary action is not appealed, that decision becomes final. The written request must state the reason(s) for appeal, the supporting facts, and the recommended solution. Failure to describe the nature of the evidence in full detail in the appeal letter will result in the denial of an appeal. Appeal considerations are limited to:
  - a. Due process errors involving violations of a charged student's rights that substantially affected the outcome of the initial hearing. Appeals based on this consideration will be limited solely to a review of the record of the hearing.
  - b. New evidence that was not available at the time of the original hearing and may have substantially affected the outcome. The nature of the evidence must be described in full detail in the appeal letter.

2. The Vice-President for Student Affairs or designee will review the written appeal, tape recording, and documentation from the original hearing, and determine if there is a basis for appeal. If the Vice-President for Student Affairs or designee determines there is no basis for appeal and upholds the original Judicial Board Decision, a written decision will be sent to the student stating appeal denial and basis for the denial.

3. If an appeal is granted, The Vice-President for Student Affairs or designee may remand the decision to the original hearing body for review of the specific information in question or may order a new hearing to be held by a different hearing body composed of students trained as hearing body members by the office of Judicial and Mediation Services. Decisions of the appellate body will reflect final agency action.

**SECTION XXIV - OFFICE HOURS**

- A. Office hours as required by the Constitution will be logged in the SGA office on a sign-in sheet and will be conducted within the hours of 8:30 AM and 7:00 PM.
- B. The SGA Secretary will be the custodian of all records regarding office hours and will prepare time cards for verification by SGA officials on a bi-weekly basis.
- C. Only hours logged in will be reflected in the official time card. Officials will receive pay only for hours worked. Once prepared and verified by the SGA official, they will be approved by the Associate Dean of Campus Life to be sent to Payroll.
- D. If hours are completed outside of the office, as allowed by the Constitution, substantial proof must be provided to the Chief of Staff and documentation placed on file.
- E. Officials will only be paid up to the maximum hours allowed according to the Constitution and within the course of a bi-weekly basis only.

**SECTION XXV - BYLAW CHANGES**

- A. Bylaws may be amended, deleted and added by a two-thirds vote of the Student Government Council.
- B. All Bylaw changes passed by the Student Government Council shall become effective immediately, unless otherwise stated in the resolution.

**BYLAWS  
STUDENT GOVERNMENT COUNCIL  
UNIVERSITY PARK CAMPUS**

**SECTION I - BUDGET**

- A. A&S FUND** The State of Florida has established a separate Activity & Service 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 by the Student Government Association through the University Wide Council and the individual Student Government Councils. The SGA University Wide Council is responsible for allocating funds for "University Wide" expenses, and the University Park Student Government Council is responsible for the allocation and expenditure of A&S Fees for its campus.
- C. CHRONOLOGY** The process for pre-paring the annual fiscal budget shall begin in earnest no later than August 15 of the previous academic year. This process will include:
1. 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 only projections.
  2. The Finance 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 also distributed to any existing funded entities, as well as any groups that had received funding within the past three years.
  3. The Finance 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 Representatives. This hearing will also be advertised and open to the public; groups making requests should be expected to attend.
  4. University Wide Council will first prepare a budget draft to determine fixed expenses for University Wide expenses to include but be limited to the Student Media, Greek Councils and Honors Council.
  5. The Finance Committee will then prepare a budget draft for University Park, once the University Wide figures have been decided and the remainder of fees split according to FTE's on campuses.
  6. 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 Wide Council and Finance Committee to make any necessary adjustments due to any discrepancy between budgeted figures and projects to ensure a balanced budget.
  7. A budget hearing for the purpose of public opinion on the budget drafts will be held prior to the last week in January. This forum, as well as the drafts, will be advertised and publicized, and all beneficiaries of A&S fees should be present.
  8. After the start of the Spring semester, but prior to February 15, the University Wide Council will finalize its budget at one of its regular meetings. At the same time, the Finance Committee will submit its draft for approval by the full 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 Finance Committee for revision.
  9. 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 Statute. If no action is taken within fifteen (15) days following presentation, the budget shall be deemed approved.
- D. CLUBS & ORGANIZATIONS CASH CARRIED FORWARD**
1. On an annual basis, the Council will determine whether or not balances to individual accounts of clubs and organizations within SOC Honors Council and GSA will be carried forward.

2. These amounts will not be taken into consideration in future point systems and allocations.
3. This determination shall be made prior to April 15 of the calendar year taking into consideration the status of the overall A&S fee budget and any projected shortage of funds.
4. If a carry over is not approved from one fiscal year to the next, only those funds earned within the current calendar year may be surplused.

## **SECTION II - BUDGET AUTHORIZATION**

Once the budget has been finalized and the President has signed it into effect, the newly elected Council and Finance 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. SGA Accounting and/or the Finance Chairperson 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 Finance Chairperson and/or President.
- B. The Finance Committee and University Wide Council will then review individual budgets. University Wide Council will grant ultimate approval of University Wide allocations and the UP Finance Committee will submit recommended budgets to the full Council for approval.
- C. No disbursements will be allowed for any groups or entities that have not received proper authorization.

## **SECTION III - DISBURSEMENTS**

- A. All transactions will be facilitated, monitored and reviewed by the SGA Finance Committee, Finance Chairperson and SGA Accounting Office.
- B. All disbursements shall have the approval by signature of either the Finance Committee Chairperson or the SGA President, as well as either the SGA Accountant or the designee of the Vice President of Student Affairs.
- C. For disbursements of \$3,000 or more, three (3) signatures are required; that of the Finance Chairperson and the SGA President, as well as the SGA Accountant or designee of the Vice President of Student Affairs.
- D. Appropriations or transfers of any contingency reserves shall be approved by the SGA President and SGA Finance Chairperson, as well as the SGA Accountant or designee of the Vice President of Student Affairs.
- E. Monthly financial reports shall be made available to the SGA President, Finance Chairperson, as well as one copy for the Council to review, detailing any disbursements and money transfers.

## **SECTION IV - HOUSE OF REPRESENTATIVES**

- A. **Purpose/Duties**                    The purpose and duties of the House of Representatives, hereinafter referred to as the "House", shall be as follows:
  1. The House shall present and discuss legislation in the form of Resolutions and House Bills to the benefit of the student body.
  2. The House shall decide and set the calendar for which aforementioned legislation shall be presented to the SGC-UP.
  3. The House shall serve as a venue for the representatives to report progress to the House and discuss upcoming goals/ideas.
  4. The House shall monitor Representative activity, including misfeasance, malfeasance, and/or nonfeasance.

- B. Legislative Sessions** The House shall be deemed to be in session during all times at which the SGC-UP is in session including the following:
1. The Fall Legislative Session shall begin on the first day of the Fall semester and shall end on the last day of the Fall semester.
  2. The Spring Legislative Session shall begin on the first day of the Spring semester and shall end on the last day of the Spring semester.
  3. The Summer Legislative Session begin on the first day of the Summer semester and shall end on the last day of the Summer semester.
- C. Meetings** The House meetings shall be designated in accordance with the following specifications:
1. For the Purpose of regular meetings, the House will meet on Mondays at 4:00 PM in the SGA Conference Room. Representatives' schedules must be made around this time. Meetings will last a maximum of two (2) hours.
    - a. The House shall assemble no less than bi-weekly during active legislative sessions of the SGC-UP.
    - b. The House shall assemble no less than once a month during inactive sessions of the SGC-UP.
  2. For the purpose of scheduling committee meetings, official academic school schedules will be taken into consideration. These must be submitted to the Chief of Staff no later than two (2) weeks prior to the beginning of the semester to allow for adequate planning time.
  3. The Speaker of the House may at his/her discretion call additional meetings as necessary.
- D. Organizational Structure** The House shall be composed of all SGC-UP Representatives and the SGC-UP Vice-President. The SGC-UP President shall serve as chair of all House meetings until such time when the House shall elect The Speaker of the House. The House shall elect the following positions:
1. Speaker of the House
    - a. The Speaker of the House, hereinafter referred to as the "Speaker", shall chair all house meetings,
    - b. The SGC-UP Vice-President shall be deemed ineligible to run as the Speaker.
    - c. The Speaker may include in his/her office hours work done for the House, but shall not be compensated for additional hours.
    - d. The Speaker shall report all House business to the SGC-UP President. This shall take the form of presenting reports from representatives about their progress on accomplishing goals and ongoing projects, at least every two months during a semester. The report format is outlined in Section IV subsection j.
    - e. The Speaker shall be the voice of the House and shall represent the House at all meetings designated by the SGC-UP President including, but not limited to, FSA.
    - f. The Speaker shall serve as the SGC-UP University Wide Representative.
    - g. The Speaker may, at his/her election recuse him/her self from SGC-UP committee responsibilities.
    - h. The Speaker shall assume other duties as designated by the SGC-UP President
    - i. The "Speaker" shall serve as one of the two SGC-UP representatives on the University Wide Budget Committee.

j. The Speaker, in agreement with the Pro-Tempore, shall report the degree to which each representative has fulfilled their duties as enumerated in the Student government Association Constitution, Article 6, Section B and the SGC-UP Bylaws Section VII to the SGC President and the Judicial Board. There will be weekly, monthly, and semester reports.

- During the Fall and Spring Semester, weekly reports shall evaluate attendance at House meeting, regularly scheduled and special meetings of the SGC general meetings, and weekly office hours. These reports will be due every Tuesday before 5:00 PM. During the Summer Semester, these reports shall be made bi-weekly.
- Monthly reports shall evaluate attendance at Committee meetings, Governing Council meetings, and meetings with the dean. These reports shall be due the last Tuesday of every month before 5:00 PM.
- Semester reports shall comprehensively evaluate all duties and performance of representatives, including, but not limited to surveys, and reports from representatives, including, but not limited to surveys, and reports from representatives, in a pass/fail manner. The Spring Semester report should include the assembly of a transition binder. These shall be due the second to last Tuesday of the semester before 5 PM.

k. The speaker and the Pro Temp shall automatically be referred for Judicial Review for failure to complete reports as outlined with respect to content and time restrictions in subsection d and j. They do not have to be formally referred to the Judicial Branch by any member of SGA.

## 2. Speaker Pro-Tempore

a. The Speaker Pro-Tempore, hereinafter referred to as the "Pro-Temp", shall be a representative elected by a simple majority of the House.

b. The SGC-UP Vice-President shall be deemed ineligible to run as the Pro-Temp.

c. The Pro-Temp may include in his/ her office hours work done for the House, but shall not be compensated for additional hours.

d. In the absence of the Speaker, the Pro-Temp shall chair all House Meetings and shall report all House business to the SGC-UP President.

e. In the absence of the Speaker, the Pro-Temp shall be the voice of the House and shall represent the House at all meetings designated by the SGC-UP President including, but not limited to, FSA.

f. In the absence of the Speaker, the Pro-Temp shall serve as the SGC-UP University Wide Representative.

g. The Pro-Temp shall assist the Speaker in his/her duties and shall assume the role of the Speaker in the event of the Speaker's absence or dismissal.

h. The Pro-Temp shall assume other duties as designated by the SGC-UP President.

i. The "Pro-Temp" shall serve as the second SGC-UP representative on the University Wide Budget Committee.

## 3. House Secretary

a. The House Secretary, hereinafter referred to as the "Secretary", shall be a representative elected by a simple majority of the House.

b. The SGC-UP Vice-President shall be deemed ineligible to run as the Secretary.

c. The Secretary may included in his/her office hours work done for the House, but shall not be compensated for additional hours.

d. The Secretary shall be the official custodian and recorder of all House proceedings, including all minutes and legislation.

e. After each House session, the Secretary shall make available to the general public all House proceedings before the general meeting of the SGC-UP.

**4. Representatives**

a. The Representatives shall compose the body of House of Representatives.

b. The Representatives may include in his/her office compensated for additional hours.

c. Attendance at all House meetings is required during Fall and Spring legislative session; while Representative shall not be required to attend House meetings during Summer legislative sessions, attendance during Summer legislative sessions, attendance during these session is strongly recommended.

d. In the absence of the Speaker and the Pro-Temp, the SGC-UP President shall designate a representative to fulfill House duties as defined by this section, or as otherwise designated by the SGC-UP President.

**E. House Officers Selection Process**

**1. Speaker of the House**

a. The "Speaker" nominations will take place during the second council meeting of the summer legislative session.

b. The nominee must accept or decline the nomination, after which, the nominee will be allowed to speak for sixty seconds, while all other nominees wait outside the council chambers.

c. After all nominees leave chambers the council will be allowed to hold a discussion before the House vote.

d. The House vote will be conducted by secret ballot.

e. The "Speaker" shall be a representative elected by a simple majority vote of the House.

**2. Speaker Pro-Tempore**

a. The "Pro-Temp" nominations must take place during the second council meeting of the summer legislative session.

b. The nominee must accept or decline the nomination, after which, the nominee will be allowed to speak for sixty seconds, while all other nominees wait outside the council chambers.

c. After all nominees leave chambers the council will be allowed to hold a discussion before the House vote.

d. The House vote will be conducted by secret ballot.

e. The "Pro-Temp" shall be a representative elected by a simple majority vote of the House.

**3. House Secretary**

a. The "Secretary" nominations must take place during the second council meeting of the summer legislative session.

- b. The nominee must accept or decline the nomination, after which, the nominee will be allowed to speak for sixty seconds, while all other nominees wait outside the council chambers.
- c. After all nominees leave chambers the council will be allowed to hold a discussion before the House vote.
- d. The House vote will be conducted by secret ballot.
- e. The "Secretary" shall be a representative elected by a simple majority vote of the House.

## **SECTION V - COMMITTEES**

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

- A. All SGA 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 entire SGA. A Chairperson may be removed from office by a majority vote of the entire vote of the SGA.
- C. Committees will meet at least twice a month to conduct business. Attendance and minutes will be recorded, distributed and filed in the SGA office within 48 hours of the meeting.
- D. Committee size, excluding the Finance Committee, will be determined by the SGA 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 SGA office.
- E. 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.
- F. 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.

## **SECTION VI - SELECTION OF CHAIRPERSONS**

- A. The Chairpersons of each of the Standing Committees will be elected by simple majority vote of the Council at a regular meeting of the new term prior to July 1.
- B. To be eligible, all candidates will submit proper applications and platform for review of Council.
- C. Vote will be by secret ballot.

## **SECTION VII - CONSTITUENCY RESPONSIBILITY**

- A. One hundred (100) surveys must be filled out and collected by each Representative and Chairperson every fall and spring semester. Each survey must contain the student's name and social security number. The surveys must also be comprised of the students who those specific Representatives were elected to serve; for example, the Business Representative must collect surveys from those of his or her college. Failure to meet criteria will result in automatic removal from office, with an opportunity to appeal to the University Park Council.
- B. Representatives will be responsible for typing and presenting a *minimum* of two reports per semester (fall and spring) to the University Park Council. These reports should contain all goals accomplished and ongoing projects. Failure to meet criteria will result in automatic removal from office, with an opportunity to appeal to the University Park Council.

- C. All Representatives (excluding Lower Division and At-Large Representatives) are required to meet with their college's dean at least once a month. Failure to meet criteria will result in automatic removal from office, with an opportunity to appeal to the University Park Council.
- D. All SGA officials including staff will be required to complete a binder containing their accomplishments and contacts made throughout the year. This binder is to be completed one week before spring break. Failure to meet criteria will result in automatic removal from office, with an opportunity to appeal to the University Park Council.
- E. The University Park Housing Representative is required to attend all Executive Board meetings held by the Residence hall Association (RHA). This shall count towards their SGA attendance requirement unless the absence is excused by RHA.
- F. University Park Graduate Representatives are required to attend Graduate Student Association (GSA) executive board meetings at least once per month. Absences can be excused upon approval by the President of GSA and SGC-UP Speaker of the House. Failure to perform these duties will result in a referral for Judicial Review.
- G. Representatives shall automatically be referred for Judicial Review for failure to complete duties as stated in Student Government Association Constitution, Article 6, Section b and the SGC-UP Bylaws Section VII. This evaluation will be based on reports by the Speaker that have been confirmed by the Pro-Temp. The Representatives do not have to be formally referred to the Judicial Branch by any member of SGA.

#### **SECTION VIII - FINANCE COMMITTEE**

- A. The Finance Committee will be comprised of the Finance Chairperson and five additional students appointed through a majority vote of the SGA.
- B. The Finance Committee is charged with the responsibility of preparing and submitting a complete budget draft to the SGA based on the projected budget from the SGA University Council.
- C. It is the responsibility of the Finance committee to review and make recommendations to the SGA for the expenditure of all reserve and unallocated funds of the SGA budget, as well as any line item transfers in the completed budget.
  - 1. All appropriations must first be approved by the Finance Committee.
  - 2. Once of the Finance Committee approves any appropriation; the proposal is brought before the SGA. With a majority vote, the appropriation may be approved.
  - 3. If not approved by the Finance Committee, this will be reported to the Council at the next regularly scheduled meeting.
  - 4. If a Representative wishes the appropriation to be reconsidered, he/she must gain a majority vote of the SGA.
  - 5. If the Finance Committee does not approve an appropriation after reviewing it for the second time, the SGA may overturn the committee's decision with a two-thirds vote of the SGA.
- D. Any matter being presented to the SGA by the Finance Committee must have two sponsoring Representatives.
- E. The Finance Committee's procedure for accountability of the SGA budget expenditures and reserve appropriations is justified through making requirements deemed necessary to assure that budget expenditures and reserve appropriations have been disbursed and spent per the SGA's original allocation intent.
- F. The Finance Committee requirements may be specified as the following: not exclusive of future procedures, that of type, timing, stipulated format, levels of accountability and standard and of sound request.

### **SECTION IX - ACADEMIC AFFAIRS COMMITTEE**

- A. The purpose of this committee is to review and evaluate academic issues and made necessary recommendations that will represent students' views on issues.
- B. Should the SGA undertake a program of faculty evaluations, the committee will oversee this project.
- C. This committee shall also oversee the operations and services of the Library.

### **SECTION X- STUDENTSERVICES COMMITTEE**

- A. The purpose of this committee shall be to investigate 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 student needs.

### **SECTION XI - STUDENT UNION BOARD**

- A. The purpose of the Student Union Board is to facilitate a working relationship between the SGA and the Graham University Center.
- B. The Board shall serve in assisting in the allocation of the Graham 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 SGA's voice in the decision-making process of room and space allocation and operating hours, as well as discerning and addressing student's 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 GC 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 GC funds.

### **SECTION XII - CAMPUS LIFE COMMITTEE**

- A. This committee will facilitate a working relationship between the Student Government Council and the department of Campus Life as well as the Student Programming Council, Student Organizations Council, the Honors Council, Panther Rage and any other A&S funded activity entities.
- B. The purpose of this committee will be to serve as a research and recommending body. By studying and proposing ideas, the goal of this group will be to enhance Campus Life at the University and within the resources of the aforementioned groups and departments as well as other entities within the University.
- C. This committee shall serve in analyzing any allocations to the Student Organizations Council, Student Programming Council, Honors Council, Department of Campus Life, Panther Rage, Homecoming, and any other entities deemed to fall within the definition of Campus Life. Prior to the Council approving any budget requests or allocation, this committee shall make its own recommendations.

### **SECTION XIII - STANDING COUNCILS**

The Standing Councils of the Student Government Council shall be Panther Rage, the Student Programming Council (SPC), and Homecoming. Each will maintain a separate set of guidelines for operations known as a constitution, which will be approved by the Student Government Council.

- A. 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.

- B. Each Council reserves the right to elect its own Chairperson, yet Student Government Council may remove the Chairperson for malfeasance and/or nonfeasance.
- C. Each Chairperson will be required to present a brief report at least twice a month to the Student Government Council and in addition, attend all meetings of the Board of Council Presidents. The meeting of the Board of Council Presidents will be chaired by the Vice-President of the Student Government Council.
- D. Within the structure of Student Government Council, the Councils shall have all the rights and privileges of that of a Standing Council as stipulated in the Constitution and passes by Student Referendum.
- E. Each Council will be assisting in the facilitation of the SGA delegate program.
- F. Chairpersons will be required to put in up to 10 hours a week as office hours and be paid through the emolument account.
- G. Representatives who become appointed to Standing Council Chairpersons during their term will be required to work no more than 10 hours weekly, which accommodates the requirements for the highest salary paying position.

#### **SECTION XIV - GOVERNING COUNCILS**

The Governing Councils of the Student Government Council, shall be Honors Council, the Graduate Student Association (GSA), the Residence Hall Association (RHA), and the Student Organizations Council (SOC).

- A. The Governing Councils will oversee the operations of the organizations that are under their particular jurisdiction.
- B. The Governing Councils will be responsible for allocating funds to the organizations that are under their particular jurisdiction.
- C. Each Council must maintain some form of meeting (Executive Board or general membership) at least twice a month with the exception of Homecoming when applicable. Minutes and attendance will be recorded, distributed and filed in the Student Government Council office within 48 hours of the meeting.
- D. Each council reserves the right to elect its own Chairperson, yet Student Government Council may remove the Chairperson for malfeasance and/or nonfeasance upon a 2/3majority vote of the Student Government Council.
- E. Each Chairperson will be required to present a brief report at least twice a month to the Student Government Council and in addition, attend a meeting of the Board of Council President at least once a month. The meeting of the Board of Council Presidents will be chaired by the Vice-President of the Student Government Council.
- F. Within the structure of Student Government Council, the Councils shall have all the rights and privileges of that of a Governing Council as stipulated in the Constitution and passes by Student Referendum.
- G. Each Council will be assisting in the facilitation of the SGA delegate program.
- H. Chairpersons will be required to put in up to 10 hours a week as office hours and be paid through the emolument account.
- I. Representatives who become appointed Governing Council Chairpersons during their term will be required to work up to 10 hours weekly, which accommodates the requirements for the highest salary paying position.

#### **SECTION XV - STUDENT ELECTIONS BOARD**

- A. The Student Elections Board shall be in charge of all SGC general and special elections and its thereby established for that purpose. Any and all regulations pertaining to Elections and Referrals not contained herein or in the SGA Constitution are specified in the University Park 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 UP SGC Constitution and Bylaws.
- C. The SGC-UP Elections Code may be amended by a 2/3 vote of the council in a general meeting, at which quorum is present.

#### **SECTION XVI – RESIDENCE HALL ASSOCIATION (RHA)**

- A. The purpose of RHA shall be to serve as the governing and representative body of the students living in housing facilities on campus under the Department of housing and Residential Life.
- B. Among RHA'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. RHA will also provide for and manage any programming planned for the facilities through funding the separate groups of Village Council, Panther Hall Council University Park Towers Council, Everglades hall Council, Lakeview North Council, and Lakeview South Council.

#### **SECTION XVII - QUALIFICATIONS OF STANDING COMMITTEE AND COUNCIL CHAIRPERSONS**

- A. Must be a student of Florida International University and attending no less than 50 percent of his/her classes at the campus he/she represents to run for and hold office.
- B. May not be under any academic or disciplinary sanctions as detailed in the Students' Rights and Responsibilities document to run for or hold office.
- C. Must maintain no less than a 2.0 cumulative grade point average to run for and hold his/her position on Student Government Council.
- D. Must maintain a minimum of nine (9) undergraduate credit hours or three (3) graduate credit hours for each semester in office, excluding the summer semester.
- E. Chairpersons in their semester of graduation are exempt from the nine (9) undergraduate credit hour requirement, but must maintain at least three (3) credit hours.
- F. Must be a fully admitted student to Florida International University.
- G. Representatives who become appointed to Standing Council Chairpersons during their term will be required to work no more than 10 hours weekly, which accommodates the requirements for the highest salary paying position.

#### **SECTION XVIII - MEETINGS**

- A. For the purpose of regular meetings, the Council will meet on Wednesdays at 4:00 PM in GC 150. All Representatives must schedule around this. Meetings will only last a maximum of two (2) hours.
- B. For the purpose of scheduling committee meetings, official academic school schedules will be taken into consideration. These must be submitted to the Chief of Staff no later than two (2) weeks prior to the beginning of the semester to allow for adequate planning time.
- C. Committee and Council Chairpersons are also required to be present at regular Student Government Council meetings to give a report and to be present for purpose of discussing business.

#### **SECTION XIX - ABSENCES**

- A. Representatives or officers are not allowed to miss more than two (2) meetings in any semester (summer semester excluded).

- B. Officers who have missed three (3) meetings will be placed in an inactive status with voting rights and pay revoked. Appeals submitted within two (2) weeks of inactive status will be accepted and will require a majority vote of the Student Government Council's remaining members (inactive individual excluded) to override the final dismissal. If, at the two-week deadline, no appeal is submitted, or the appeal is denied, final removal shall then be expedited.
- C. To be counted as present, Student Government Council members must be present for a majority of the meeting.

#### **SECTION XX - VOTING**

- A. All votes, unless otherwise stipulated in these Bylaws of the Constitution, will be a 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.

#### **SECTION XXI - EXECUTIVE CABINET/STAFF**

- A. The members of the Executive Cabinet will be selected by the President and Vice-President and approved by the Council.
- B. The makeup of the Executive Cabinet and exact positions are the regard of the President and Vice-President, yet shall include but not be limited to: Chief of Staff, Executive Assistant, Director of Student Lobbying, Athletics Coordinator, Student Advocate, Special Events Coordinator, Communications Director.
- C. There will be a permanent Director of Student Lobbying included within the Cabinet.
- D. An Executive Cabinet member may be removed from his/her position with no less than a two-thirds vote by the Student Government Council Representatives. The basis for removal of an Executive Cabinet member shall be malfeasance, misfeasance, and/or nonfeasance. An Executive Cabinet member may also be removed by the Student Government Council President if deemed necessary.

#### **SECTION XXII - PROCEDURES**

- A. Any matter 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.
- B. Any such issue to be voted on must be classified as appropriations, resolutions, or a bill, and drafted on the appropriate forms to allow for proper archival record.

#### **SECTION XXIII - CENSURE AND REMOVAL**

- A. The Student Government Association recognizes the need for due process in the censure of or removal from office, by the SGC, of any SGC Member, Standing Committee Chair, Commissioner of Elections, Executive Staff Member, and any other appointed or elected SGA officials.
- B. The basis for the censure or removal of any SGC Member, Standing Committee Chair, Commissioner of Elections, Executive Staff Member, and any other appointed or elected SGA official, shall be malfeasance, misfeasance, nonfeasance, and/or any violations of the SGA Constitution and By-laws. Violations of the Student Code of Conduct, including violations of the law, will be referred to Judicial and Mediation Services for review.
- C. For the censure or removal of a/an SGC Member, Standing Committee Chair, Commissioner of Elections, Executive Staff Member, and any other appointed or elected SGA official to take place, the member must first be accused in the form of a motion or binding resolution passed by a majority (50% +1) vote of the SGC. The motion or binding resolution must detail whether censure or removal is sought. Any discussion resulting from a motion or binding resolution to accuse a party of malfeasance, misfeasance, and/or nonfeasance will be open solely to the voting members of the SGC.

- D. If such binding resolution or motion is passed, the chair will refer the matter to the SGA Judicial Board Chairperson in consultation with the SGA Advisor. The Judicial Board Chairperson and the SGA Advisor will schedule an information session with the charged student to inform him/her of the allegation, charges, student rights, and explain the judicial process.
- E. Once the SGA Judicial Board Hearing is scheduled, the charged student will be notified by the SGA Judicial Board Chairperson of the time, date, and location of the SGA Judicial Board hearing; and notice of witnesses who will be called to testify against him/her within five (5) business days. The charged student will receive written notice of the decision within 14 business days of the hearing. Should the charged student not present him/herself at the hearing, the hearing will take place and a decision will be rendered in absentia.
- F. The hearing will be recorded for documentation purposes and will be chaired by the SGA Judicial Board Chairperson and will follow the following format:
1. Opening statement by the SGA Judicial Board Chairperson.
  2. Opening statement by the charged student.
  3. Questions to the charged student from the SGA Judicial Board Members.
  4. Witnesses on behalf of the SGC will be questioned by the SGA Judicial Board members and then by the charged student.
  5. Witnesses on behalf of the charged student will be questioned by the charged student and then by the SGA Judicial Board members.
  6. Follow up questions to the charged student from the SGA Judicial Board Members
  7. Closing statements from the charged student.
  8. SGA Judicial Board Chairperson brings hearing to closure.
- G. Upon conclusion of the hearing, the SGA Judicial Board moves into deliberation (decision and determination). The hearing body's determination of "responsible" or "not responsible" is based solely on the information presented at the hearing using the standard of "preponderance of evidence". Determination may be made by a 50%+1 vote of the SGA Judicial Board
- H. The charged student will receive written notice within ten 10 business days regarding the outcome of the hearing.
- I. The charged student has the right to challenge the inclusion of any Judicial Board member, at least three (3) business days prior to the scheduled hearing. The challenge must be in writing, and be based on cause, which clearly provides evidence of a conflict of interest, bias, pressure, or influence that could preclude a fair and impartial hearing. The Vice President for Student Affairs or designee will rule on all such challenges, and his/her decision is final.
- J. The Appeals Process is as follows:
1. A written request must be submitted to the Vice-President for Student Affairs or designee within five (5) business days of the receipt of the hearing decision. If a disciplinary action is not appealed, that decision becomes final. The written request must state the reason(s) for appeal, the supporting facts, and the recommended solution. Failure to describe the nature of the evidence in full detail in the appeal letter will result in the denial of an appeal. Appeal considerations are limited to:
    - a. Due process errors involving violations of a charged student's rights that substantially affected the outcome of the initial hearing. Appeals based on this consideration will be limited solely to a review of the record of the hearing.
    - b. New evidence that was not available at the time of the original hearing and may have substantially affected the outcome. The nature of the evidence must be described in full detail in the appeal letter.
  2. The Vice-President for Student Affairs or designee will review the written appeal, tape recording, and documentation from the original hearing, and determine if there is a basis for appeal. If the Vice-President for Student Affairs or designee determines there is no basis for appeal and upholds the original Judicial Board Decision, a written decision will be sent to the student stating appeal denial and basis for the denial.

3. If an appeal is granted, The Vice-President for Student Affair or designee may remand the decision to the original hearing body for review of the specific information in question or may order a new hearing to be held by a different hearing body composed of students trained as hearing body members by the office of Judicial and Mediation Services. Decisions of the appellate body will reflect final agency action.

**SECTION XXIV - OFFICE HOURS**

- A. Office hours as required by the Constitution will be logged in the SGA office on a sign-in sheet and will be conducted within the hours of 8:30 AM and 7:00 PM.
- B. The SGA Secretary will be the custodian of all records regarding office hours and will prepare time cards for verification by SGA officials on a bi-weekly basis.
- C. Only hours logged in will be reflected in the official time card. Officials will receive pay only for hours worked. Once prepared and verified by the SGA official, they will be approved by the Associate Dean of Campus Life to be sent to Payroll.
- D. If hours are completed outside of the office, as allowed by the Constitution, substantial proof must be provided to the Chief of Staff and documentation placed on file.
- E. Officials will only be paid up to the maximum hours allowed according to the Constitution and within the course of a bi-weekly basis only.

**SECTION XXV - BYLAW CHANGES**

- A. Bylaws may be amended, deleted and added by a two-thirds vote of the Student Government Council.
- B. All Bylaw changes passed by the Student Government Council shall become effective immediately, unless otherwise stated in the resolution.