

3-2007

Constitution 2007-2008 March 2007

Student Government Association BBC, Florida International University

Follow this and additional works at: <https://digitalcommons.fiu.edu/sgabbc-archive>

Recommended Citation

Student Government Association BBC, Florida International University, "Constitution 2007-2008 March 2007" (2007). *SGA BBC Document Archive*. 273.

<https://digitalcommons.fiu.edu/sgabbc-archive/273>

This work is brought to you for free and open access by FIU Digital Commons. It has been accepted for inclusion in SGA BBC Document Archive by an authorized administrator of FIU Digital Commons. For more information, please contact dcc@fiu.edu.

**FLORIDA INTERNATIONAL UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION
CONSTITUTION**

**ARTICLE I
Purpose**

- A. The name of this organization shall be the Student Government Association, hereafter referred to as the SGA.
- B. The purpose of the SGA is to serve as the governing body responsible for representing the student interests and addressing student needs on matters of university, community, state, federal or international concerns.
- C. The responsibilities of the SGA are to represent students' interests through:
 - 1. Serving on University and campus committees;
 - 2. Identifying and supporting student interests to the administration and faculty at each campus;
 - 3. Working with the administration, faculty and students to address issues at each campus;
 - 4. Allocating Activity and Service Fees.

**ARTICLE II
Authority**

- A. This SGA was established through the power of the President of the University under the direction of the Board of Regents, which established the first Student Government Senate in June 1973.
- B. The SGA is authorized to exist in accordance with the Florida Statutes, Title XVI, chapter 229 (0229.003 and 0229.008) and chapter 240 (0240.136, 0240.236 and 0240.5277); and under the provisions of the Florida Administrative Code, 1984, 6C-6.11 (1); 6C-6.12 (1) (a); 6C-6.12 (1) (b); and 6C-6.12 (1).
- C. Unless specifically addressed within the Constitution of the SGA or the SGC Bylaws, issues of parliamentary procedure will defer to the current edition of Robert's Rules of Order as the parliamentary authority.

**ARTICLE III
Composition**

The SGA is composed of two Student Government Councils (SGC), one to represent the interests of students at University Park (hereafter referred to as SGC-UP) and one to represent the interests of students at the Biscayne Bay Campus and Broward Pines Center (hereafter referred to as SGC-BBC).

- A. The SGC-UP shall be comprised of the following:
 - 1. The Executive Branch:
 - a. SGC President,
 - b. SGC Vice President,
 - c. SGC Comptroller,
 - d. Executive Cabinet,
 - e. Committee Chairs (as listed in the SGC-UP Bylaws).

2. **The Legislative Branch:**
 - a. **Representatives from the following Colleges/Schools:**
 - i) **Architecture and the Arts,**
 - ii) **Arts and Sciences,**
 - iii) **Business Administration,**
 - iv) **Education,**
 - v) **Engineering and Computing,**
 - vi) **Social Work, Justice & Public Affairs,**
 - vii) **Nursing & Health Services**
 - viii) **Public Health**
 - ix) **Honors College,**
 - x) **Law;**
 - b. **Two (2) Graduate Student representatives;**
 - c. **Two (2) Lower Divisions representatives;**
 - d. **One (1) Housing representative;**
 - e. **Three (3) Undergraduate At-Large representatives.**

3. **The Judicial Branch:**
 - a. **Chief Justice;**
 - b. **Four (4) Justices.**

B. The SGC-BBC shall be comprised of the following:

1. **The Executive Branch:**
 - a. **SGC President;**
 - b. **SGC Vice President;**
 - c. **SGC Comptroller**
 - d. **Executive Cabinet;**
 - e. **Committee Chairs (as listed in the SGC-BBC Bylaws).**
2. **The Legislative Branch:**
 - a. **Representatives from the following Colleges/Schools:**
 - i) **Arts and Sciences,**
 - ii) **Business Administration,**
 - iii) **Education,**
 - iv) **Honors College,**
 - v) **Hospitality and Tourism Management,**
 - vi) **Journalism and Mass Communication,**
 - vii) **Nursing & Health Services;**
 - b. **Two (2) Graduate Student representatives;**
 - c. **Two (2) Lower Divisions representatives;**
 - d. **One (1) Housing representative;**
 - e. **One (1) Broward Pines Center representative;**
 - f. **Three (3) Undergraduate At-Large representatives.**
3. **The Judicial Branch:**
 - a. **Chief Justice,**
 - b. **Four (4) Justices.**

C. If a new college/schools is created with its own dean or associate dean, a new representative seat will be added to the SGC on the campus where the college/schools is based at the next election period.

D. The SGA also will be comprised of a University-Wide Council (hereafter referred to as UWC) and a University-Wide Budget Committee that is further discussed in Article X.

ARTICLE IV
Executive Branch

The executive branch of each SGC will be composed of the following: President, Vice President, Comptroller, Executive Cabinet, and Committee Chairpersons.

A. President

1. Qualifications of the SGC President:

- a. Must be a student of Florida International University and attending at least fifty percent (50%) of classes at the campus he/she represents to run for and hold office;
- b. May not be under any academic or disciplinary sanction as detailed in the Student Code of Conduct to run for and hold office;
- c. Must maintain no less than a 2.5 cumulative undergraduate grade point average and 2.0 term grade point average or no less than a 3.0 cumulative graduate grade point average and 2.5 term grade point average to run for and hold office;
- d. Must have held at least one of the following positions with the SGA for at least two academic semesters, or 154 consecutive days, prior to the first day of official campaigning: President, Vice President, Representative, Committee Chairs, Comptroller and/or Cabinet Member. An exception to this section is a member succeeding to the office of President;
- e. Must be of at least sophomore standing, and having attended FIU for at least one year;
- f. Must maintain a minimum of nine (9) undergraduate or six (6) graduate credit hours for each semester in office, excluding summer semester;
- g. May run for or hold office on only one SGC at a time;
- h. May run for only one position on a Council during any general or special election;
- i. Must not exceed term limits as described in Article XII.

2. Duties of the SGC President shall be to:

- a. Preside over the SGC meetings and make all necessary arrangements for those meetings, including setting the agenda and conducting the business of the meeting in accordance with the current edition of Robert's Rules of Order and all provisions of the SGA Constitution and SGC Bylaws;
- b. Represent the interests of the SGC to the administration and faculty of his/her campus;
- c. He/She shall only vote to break a tie;
- d. Serve on and/or nominate and/or appoint individual students to campus governing bodies and to University committees;
- e. Have the power to convene special SGC meetings, provided there is at least forty-eight (48) hours notice of such meetings;
- f. Appoint assistants, as needed, subject to majority approval of the SGC members in attendance at a regular meeting;
- g. Authorize any disbursement of SGC funds in the absence of the Comptroller;
- h. Set and maintain a minimum of twenty (20) weekly office hours, ten (10) of which must be in the office itself;
- i. Fulfill all duties and responsibilities as detailed by the SGA Constitution and SGC Bylaws.

3. Presidential Veto Power

- a. SGC Presidents must act on legislation passed by the House by either signing to enact or signing to veto. The President will have four (4) business days to sign

passed legislation. Legislation not signed by the end of the fourth business day shall be approved by default.

- b. Signing to enact: The President may ratify legislation passed by the House by signing to enact within four (4) business days of the House's action.
- c. Signing to veto: The President may refuse legislation passed by the House by signing to veto within four (4) business days of the House's action.
- d. Vetoed legislation must be returned to the House that passed it.
- e. The House can override a Presidential veto by a two-thirds (2/3) vote of its total membership if it does so within ten (10) business days of the President's action.
- f. The President's power to enact or veto legislation is limited to the Council he/she serves.
- g. The President's power to enact or veto legislation is not extended to the UWC.
- h. Business days are defined as Mondays through Fridays during each semester. Semester breaks, weekends, and holidays in which classes are not held are excluded.

B. Vice-President

1. Qualifications of the SGC Vice President:

- a. Must be a student of Florida International University and attending at least fifty percent (50%) of 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 Student Code of Conduct to run for and hold office;
- c. Must maintain no less than a 2.5 cumulative undergraduate grade point average and 2.0 term grade point average or 3.0 cumulative graduate grade point average and 2.5 term grade point average to run for and hold office;
- d. Must be of at least sophomore standing to run for and hold office;
- e. Must maintain a minimum of nine (9) undergraduate or six (6) graduate credit hours for each semester in office, excluding summer semester;
- f. May run for or hold office on only one SGC at a time;
- g. May run for only one position on a Council during any general or special election.

2. Duties of the SGC Vice President shall be to:

- a. Fulfill all SGC presidential responsibilities for that campus in the absence of the President as detailed in the SGA Constitution and SGC Bylaws;
- b. Fulfill all duties and responsibilities of the SGC Vice President in regard to the UWC;
- c. Oversee all SGC committee chairs;
- d. Set and maintain a minimum of fifteen (15) weekly office hours, ten (10) of which must be in the office itself;
- e. Fulfill all duties and responsibilities of the SGC Vice President as detailed by the SGA Constitution and SGC Bylaws.

C. SGC Comptroller

1. Qualifications for the SGC Comptroller:

- a. Must be a student of Florida International University and attending at least 50 percent (50%) of 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 Student Code of Conduct to run for and hold office;
- c. Must maintain no less than a 2.5 cumulative undergraduate grade point average and 2.0 term grade point average and 3.0 cumulative graduate grade point average and 2.5 term grade point average to run for and hold office;

- d. Must be of at least sophomore standing to run for and hold office;
 - e. Must maintain a minimum of nine (9) undergraduate or six (6) graduate credit hours for each semester in office, excluding summer semester;
 - f. May run for or hold office on only one SGC at a time.
2. Duties of the Comptroller:
- a. Shall assist the Vice President for Student Affairs or his/her designee(s) in the management and disbursement of SGC Funds;
 - b. Shall perform other duties as outlined in the Student Government Finance Code;
 - c. The Comptroller will set and maintain a minimum of fifteen (15) weekly office hours, ten (10) of which must be in the office itself.
- D. Executive Cabinet Members
- 1. Selection of Executive Cabinet/Staff
 - a. The members of the executive cabinet will be selected by the President and Vice President and approved by the SGC.
 - b. The Makeup of the cabinet and exact positions are at the discretion of the President and Vice President, yet shall include but are not limited to: Chief of Staff, Clerk of Council, Director of Legislative Affairs, Intern Coordinator, and Special Events Coordinator.
 - 2. An Executive cabinet member may be removed from his/her position with no less than a two-thirds vote of the SGC representatives. The SGC President, if deemed necessary after consultation with the Executive Board and Chief of Staff, may also remove an executive cabinet member.
 - 3. Executive Cabinet members will set and maintain a minimum of five (5) weekly office hours, three (3) of which must be in the office itself.
- E. Standing Committee Chairpersons
- 1. Each SGC shall have the following Standing Committees:
 - a. Academic Affairs
 - b. Elections
 - c. Finance
 - d. International Students
 - e. Student Services
 - f. Student Union
 - 2. The Chairpersons of each of the above committees must meet the qualifications of Student Government Representatives outlined in ARTICLE V excluding Finance Committee Chairperson.
 - 3. The Chairperson of the International Student Committee must be an international student.
 - 4. Each SGC can establish additional standing committees it deems necessary to carry out the business of its campus. Structure and powers of standing committees shall be delineated in the SGC Bylaws of each SGC.
 - 5. Selection of Committee Chairpersons
 - a. Standing Committee Chairpersons will be chosen through an application process and elected by a simple majority vote by the SGC at a regular meeting of the new term prior to June 15th, any vacancies can be filled at any subsequent general meetings.
 - b. To be eligible, all candidates will submit proper applications and platforms for review by the Council.
 - c. A chairperson may be removed from office by a two-thirds, vote of the SGC.
 - 6. Each Standing Committee Chair will set and maintain a minimum of ten (10) weekly office hours, five (5) of which must be in the office itself;

- F. No SGC member, appointed or elected, shall have any authority not specified in this document, the SGC Bylaws, or as may be granted to him/her by majority vote of the SGC;
- G. SGC members in their semester of graduation are exempt from the nine (9) credit hour requirement, but must maintain at least three (3) credit hours.

ARTICLE V
Legislative Branch

A. Qualifications for Representative:

- 1. Must be a student of Florida International University and attending no less than fifty percent (50%) of his/her classes at the campus he/she represents to run for and hold office;
- 2. Representatives of specific schools, colleges, or class levels must be accepted students of that school, college, or class level as defined in the SGC Bylaws;
- 3. May run for or hold office on only one SGC at a time;
- 4. May run for only one position on a SGC during any general or special election;
- 5. May not be under any academic or disciplinary sanctions as detailed in the Student Code of Conduct to run for or hold office;
- 6. Must maintain no less than a 2.5 cumulative undergraduate grade point average and a 2.0 term grade point average to run for and hold their position on SGC;
- 7. Must maintain a minimum of nine (9) undergraduate credit hours;
- 8. Representatives in their semester of graduation are exempt from the nine (9) undergraduate credit hour requirements, but must maintain a minimum of three (3) credit hours;
- 9. The Housing representatives must reside in University housing on the campus where they are running, in order to be eligible to run for and hold office;
- 10. Graduate students shall be eligible to run for Housing representative, Broward representative and Graduate representative seats. Graduate students:
 - a. May not be under any academic or disciplinary sanctions as detailed in the Student Code of Conduct to run for and hold office;
 - b. Must maintain a 3.0 cumulative graduate grade point average and 2.5 term grade point average to run for and hold their position on SGC;
 - c. Must maintain a minimum of six (6) graduate credit hours;
 - d. In their semester of graduation, are exempt from the six (6) graduate credit hour requirement, but must maintain at least three (3) credit hours.
- 11. Law students are only eligible to run for and hold Housing representative and Law representative seats. Law students:
 - a. May not be under any academic or disciplinary sanctions as detailed in the College of Law Student Handbook;
 - b. Must maintain a 2.5 cumulative law school grade point average and a 2.0 term grade point average to run for and hold their position on SGC;
 - c. Must maintain seven (7) law school credit hours;
 - d. In their semester of graduation, are exempt from the seven (7) law school credit hour requirement, but must maintain at least three (3) credit hours.

B. Duties of the SGC Representatives shall be to:

- 1. Attend regularly scheduled and special meetings of the SGC;
- 2. Serve on two (2) committees, be they SGC committees, campus or University committees, community committees, ad-hoc committees or special projects;
- 3. Faithfully and diligently represent the needs and interests of the students they represent to the SGC;
- 4. Fulfill all special assignments as delegated by the SGC and its Bylaws;

5. Set and maintain a minimum of five (5) weekly office hours, three (3) of which must be in the office itself;
6. Elect the Speaker of the House one month from the time that the majority of the representative positions are filled;
7. The Speaker of the House shall set and maintain a minimum of ten (10) weekly office hours, five (5) of which must be in the office itself.

ARTICLE VI

Judicial Branch

- A. The Student Judiciary shall be composed of four (4) Justices and one (1) Chief Justice. The Chief Justice will recommend nominees for these positions to the SGC for approval. The members' terms shall end on the last day of the Spring Semester.
- B. The Judicial Branch will attend and successfully complete training through the department of Student Conduct and Conflict Resolution.
- C. The Student Judiciary will serve as the internal standards board for the SGC. This board will be assigned responsibilities and duties as necessary to maintain proper division of powers, while being the chief agent for interpretation of the SGA Constitution.
- D. **Qualifications and Duties for Chief Justice:**
 1. Justices who have served on the Student Judiciary for a minimum of one (1) full semester, elected representatives and officers, or standing committee chairpersons are eligible to serve as Chief Justice. Elected officials and committee chairpersons must have served a minimum of 154 consecutive days in office to become eligible;
 2. Shall serve as chief administrator of the Student Judicial Branch and will not have a vote on the Student Judiciary except to break a tie.**Qualifications and Duties for the Student Judiciary:**
 1. Must be a currently enrolled student of Florida International University. Additionally, at least fifty percent (50%) of his/her current classes must be at the campus he/she represents;
 2. May not be under any academic or disciplinary sanctions as detailed in the Student Code of Conduct to run for or hold office;
 3. Must maintain no less than a 2.5 cumulative undergraduate grade point average or 2.0 term grade point average or 3.0 cumulative graduate grade point average and 2.5 term graduate grade point average to run for or hold office;
 4. Must maintain a minimum of nine (9) undergraduate or six (6) graduate credit hours for each semester in office, excluding summer semester;
 5. The Student Judiciary will meet at least monthly or when deemed necessary by the Chief Justice;
 6. No Justice may hold or be a candidate for any SGC office until after the passage of at least one full semester after he/she has ceased to serve on the Student Judiciary;
 7. Each year, during the week of September 17th the Student Judiciary shall review the SGA Constitution and make recommendations to the UWC for its update; this day will be called "FIU Constitution Day."
- F. **Powers and Limitations**
 1. The Student Judiciary shall be empowered to determine if actions by the SGC are within their Constitutional bounds and whether suggested SGC Bylaws conflict with the Constitution;
 2. The Student Judiciary cannot take action by itself. An outside party must file a complaint for a case to be heard. The outside party eligible to file a complaint can be any FIU student, including members of the SGC;
 3. A member may recuse him/herself from taking part in hearing or deciding on a complaint if he/she is an active member of the club or organization in this complaint;

4. The Judicial Board shall serve as the legal aide to SGC in regards to interpretation of the SGA Constitution.
- G. A justice may be removed from the Student Judiciary by a two-thirds (2/3) vote of the SGC.
- H. The Chief Justice shall receive annually an amount up to thirty-five percent (35%) of the President's pay, distributed bi-weekly.
- I. The Chief Justice shall set and maintain a minimum of ten (10) weekly office hours, seven (7) of which must be in the office itself;

ARTICLE VII Censure and Removal

- A. The basis for removal of a SGC member shall be malfeasance, misfeasance, nonfeasance, incompetence, permanent inability to perform official duties, conviction of a felony, and/or any violations of the SGA Constitution and Bylaws.
- B. SGC members may also be removed based on the guidelines established in the Florida Statutes.
- C. The SGA recognizes the need for due process in the censure of or removal from office, by the SGC, of any SGC Member.
- D. Violations of the Student Code of Conduct, including violations of the law, will be referred to Student Conduct and Conflict Resolution for review, which include being intoxicated and exhibiting disruptive behavior at any university event, on or off campus.
- E. For the censure or removal of any SGC member, to take place, the member must first be accused in the form of a written complaint submitted to the Student Judiciary. The Student Judiciary must then evaluate the validity of the complaint. If validity is confirmed, the Student Judiciary moves to immediate trial and the member's pay is - suspended until the outcome of the trial. Any discussion resulting from a recommendation for removal or censure of the accused from office, by the Student Judiciary, will be open solely to the voting members of the SGC and the Student Judiciary.
- F. If a trial is deemed necessary, the Chief Justice, in consultation with the SGC Advisor will schedule an information session with the charged student to inform him/her of the allegations, charges, student rights, and explain the judicial process.
- G. The charged student has the right to challenge the inclusion of any Justice 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.
- H. The Process for Appeal is outlined in the SGC Bylaws.

ARTICLE VIII Elections and Referenda

- A. SGA annual elections will be held for two (2) days of the second week following Spring Break, this date may be changed with the two-thirds majority approval of the UWC and the consent of the Vice President of Student Affairs.
- B. Campaigning for election to SGC will begin on each campus the week prior to elections.
- C. The annual elections will be held for the offices of SGC President, Vice President, and all SGC representatives on each campus. The President and Vice President will be elected campus-wide. Positions for specific schools, colleges, divisions, and graduate seats, and the Broward Campus will be elected by the student membership of that school, college, division or campus. The Housing Representatives shall be elected by the students living in the Housing facilities of their respective campuses.
- D. Unless otherwise specified, all elections shall be decided by plurality of those voting.

- E. All SGC positions are elected for one year, with the terms beginning the first day of Summer semester and ending the last day prior to the following Summer semester.
- F. A vote on Constitutional amendments and referenda may also be conducted during the annual election or any special elections. Campus-specific amendments and referenda on any issue may be called with approval by two-thirds (2/3) vote of SGC representatives present at a meeting at which there is a quorum. Amendments and referenda pertaining to university-wide issues may be called by either SGC and require approval by two-thirds (2/3) vote of the UWC at a meeting at which there is a quorum or may be called through petition of five (5) percent of the total student population of the University.

**ARTICLE IX
Powers**

Each SGC shall have the power to conduct the following business during official meetings at which there is a quorum:

- A. Determine positions and elect individuals as necessary to conduct the business of the SGC;
- B. Arrange its meetings provided there are regular meetings with fixed time and place at least twice monthly;
- C. Call for a special election or referendum with two-thirds (2/3) vote of the House in attendance at the meeting;
- D. By two-thirds (2/3) vote of those voting members present, the SGC may recommend that the establishment or dissolution of Standing Committees be submitted to a vote of the student body at the next campus wide election;
- E. Establish ad hoc committees with a simple majority vote of the House at the meeting;
- F. Allocate Activity and Service Fees that have been designated for the campus and monitor the use of those funds through the campus specific budget committee;
- G. Pass motions and resolutions to conduct the business of the SGC with the required vote of the House;
- H. In the event that the Chair of the meeting is the subject of the removal proceedings, the SGC will elect an acting chair that will preside over the meeting;
- I. Carry out other such responsibilities and duties as are consistent with the purposes of SGA and conform to state laws and University policies.

**ARTICLE X
University-Wide Council**

- A. The University Wide Council
 - 1. It is the responsibility of the UWC to represent student interests and address student needs on matters of university-wide, local, state, federal and international concerns. The UWC also serves to aid in the coordination and support of the activities of each SGC. Issues may be brought before the Council by recommendation of the SGC of either campus or the UWC itself.
 - 2. The function of the UWC shall be to coordinate the activities of the SGCs and to represent the interests of all Florida International University (FIU) students on matters of University-Wide, local, state, federal, and international concerns.
 - 3. The UWC will be comprised of:
 - a. Each SGC President,
 - b. Each SGC Vice President,
 - c. Each SGC Comptroller,
 - d. Each SGC Speaker of the House.
 - 4. Powers and Duties of the University-Wide Council:

- a. The UWC shall meet at least monthly, alternating between University Park and Biscayne Bay Campus. The SGC President hosting the meeting shall set the agenda and chair the meeting. The other SGC President shall be the Vice Chair of the meeting;
 - b. Quorum for the UWC shall be fifty percent (50%) plus one, provided that at least two members representing each SGC is present;
 - c. The UWC, through majority vote of the members in attendance at a meeting at which there is quorum, can conduct the business of the UWC. The UWC does not have the power to override any vote, recommendation, or decision made by either SGC on matters that pertain to that respective campus. The UWC may make recommendations to the administration and faculty on behalf of the entire student body, and when necessary, call for and conduct a university-wide referendum;
 - d. The UWC shall make necessary appointments or create ad hoc committees it deems necessary to carry out the business of the UWC;
 - e. The UWC shall not create any standing committees;
 - f. The UWC shall choose the official representatives involving both SGC to lobby on behalf of student needs and interests with local, state, federal and international government organizations;
 - g. The UWC may propose Constitutional amendments by a three-fourths (3/4) vote of the Council to become ratified in a student body election;
 - h. UWC may propose legislation and university-wide statutes or SGC Bylaws consistent with this Constitution, which are necessary and proper for the general welfare of the entire student body.
5. Vacancies in the UWC
- a. In the event that a seat becomes vacant on the UWC, the seat shall be filled by an alternate selected by the SGC that produced the vacancy. All appointments require simple majority vote of the members at an SGC meeting. The selected alternate shall retain his/her position on the UWC until the position that produced the vacancy is filled;
 - b. Vacant seats on the UWC may also be filled by an alternate selected by the UWC. All appointments require simple majority vote of the UWC. The selected alternate shall retain his/her position on the UWC until the position that produced the vacancy is filled.
- B. The function of the University-Wide Budget Committee shall be to draft the annual budget of the SGA;
1. All votes of the University-Wide Budget Committee will require a two-thirds (2/3) vote of the committee;
 2. The BBC and Pines Center shall be allocated annually a percentage not greater than 2.25 times of the percentage of revenue collected by the combination of the BBC and Pines Center remaining after the allocation of:
 - a. fixed expenses;
 - b. the SGA university-wide accounts.
 3. The Pines Center shall be funded from the total amount allocated to the BBC and Pines Center and shall be at the sole discretion of the SGC-BBC;
 4. The University-Wide Budget Committee will be comprised of:
 - a. Each SGC President,
 - b. Each SGC Vice President,
 - c. Each SGC Comptroller,
 - d. Each SGC Speaker of the House,
 - e. The Speaker Pro-Tempore of the SGC-UP.

ARTICLE XI
Vacancies and Succession

- A. Should the President-Elect become ineligible to take office after an election and before the start of the term, the Vice President-elect shall succeed the candidate.
If the office of the SGC President becomes vacant, the order of succession shall be as follows:
1. The SGC Vice President;
 2. A person elected by a temporary election by a vote of two-thirds (2/3) of the SGC members present at a meeting at which there is quorum, until a pre-scheduled midyear special election or regular annual election, whichever comes first. Nominees must meet the qualifications of the office of the President;
 - a. The Speaker of the House, or his/her designee shall serve as the chair for this meeting.
- C. When a vacancy occurs in the SGC Vice President position or SGC representative seat, the position shall be temporarily filled through a process of nominations and selection through a majority vote of the SGC representatives present and voting at a meeting at which there is a quorum, until a pre-scheduled mid-year special election or regular annual election, whichever comes first. Nominees must be qualified for the vacancy that they intend to fill.

ARTICLE XII

Term Limits

No person shall hold the office of Student Government Council President for more than two (2) terms. Persons who are appointed or succeed to the Presidency who serve more than half (1/2) a term may only hold the office of the President for exactly one (1) additional term.

ARTICLE XIII

Budget

The Student Government Association budget will be completed by the SGA currently in office for the succeeding SGA. The budget is to be completed and submitted to the University President no later than the first Monday following Spring Break of each year.

ARTICLE XIV

Amendments

Unforeseen circumstances allow for the two-thirds (2/3) approval by the UWC and the consent of the Vice President of Student Affairs to grant a waiver, lasting no more than a semester, of any provision of the SGA Constitution. Such provisions may be added, deleted or altered through the following amendment process:

- A. Amendments to this Constitution may be proposed by either a petition of five (5) percent of the total student population or by a two-thirds (2/3) vote of the UWC members present at a meeting at which there is a quorum;
- B. A simple majority of the student body voting in a university-wide general or special election is sufficient for ratification of an amendment to the SGA Constitution.
- C. For final ratification the Vice President of Student Affairs must give his/her consent.

ARTICLE XV

SGC Bylaws

- A. Each SGC shall maintain a set of campus-specific SGC Bylaws that may be amended only by a majority vote of that SGC.
- B. No provision of the SGC Bylaws may be waived. Such provisions may only be added, deleted, or altered through the amendment process.

ARTICLE XVI
Employment and Remuneration

All members of each SGC shall be entitled to compensation as follows:

- A. SGC Presidents shall receive annually an amount up to \$10,000.00, distributed bi-weekly;
- B. SGC Vice Presidents and Comptrollers shall receive annually an amount up to seventy-five percent (75%) of the President's pay, distributed bi-weekly;
- C. Other SGC Standing Committee Chairpersons shall receive annually an amount up to thirty-five percent (35%) of the President's pay, distributed bi-weekly.
- D. SGC Speakers of the House and Chiefs of Staffs shall receive annually an amount up to thirty-two percent (32%) of the President's pay, distributed bi-weekly.
- E. SGC Representatives, excluding the Speaker, shall receive annually an amount up to twenty-five percent (25%) of the President's pay, distributed bi-weekly;
- F. Salaries for other appointed or elected positions of each SGC, including such positions as Director of Student Legislative Affairs, Chief Justice, Elections Chairperson, and Clerk of Council; shall be left to the discretion of the individual executive council of each campus, but cannot exceed the annual salary of a standing committee chairperson.
- G. Members or appointed individuals of each SGC holding more than one (1) position shall receive remuneration for only one (1) position, whichever is highest.
- H. Remuneration will be through a payroll method;
- I. Hours and wages for appointed elected positions will be distributed according to the allocation of funds to each SGC's emolument account;
- J. Each SGC shall assist in the selection, appointment, evaluation, and termination of personnel who perform professional and/or administrative functions in the SGC office. When appropriate, the SGC President and the SGC Advisor(s) will confer in the determination of job descriptions and compensation.

ARTICLE XVII
Eligibility

Seven (7) calendar days will be given following the posting of grades for each semester to correct any deficiencies in order to meet eligibility requirements.

ARTICLE XVIII
Ratification

Ratification of this Constitution or any other Constitution replacing this document shall be achieved through a two-thirds (2/3) affirmative vote of the UWC members present and voting at a meeting at which there is a quorum, a simple majority vote of the student body voting in a University-wide election, and the approval of the Florida International University Board of Trustees or their designee.

ARTICLE XIX

Dissolution

This Constitution will be dissolved upon the full ratification of a new Student Government Constitution.

**FLORIDA INTERNATIONAL UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION
CONSTITUTION**

**ARTICLE I
Purpose**

- A. The name of this organization shall be the Student Government Association, hereafter referred to as the SGA.
- B. The purpose of the SGA is to serve as the governing body responsible for representing the student interests and addressing student needs on matters of university, community, state, federal or international concerns.
- C. The responsibilities of the SGA are to represent students' interests through:
 - 1. Serving on University and campus committees;
 - 2. Identifying and supporting student interests to the administration and faculty at each campus;
 - 3. Working with the administration, faculty and students to address issues at each campus;
 - 4. Allocating Activity and Service Fees.

**ARTICLE II
Authority**

- A. This SGA was established through the power of the President of the University under the direction of the Board of Regents, which established the first Student Government Senate in June 1973.
- B. The SGA is authorized to exist in accordance with the Florida Statutes, Title XVI, chapter 229 (0229.003 and 0229.008) and chapter 240 (0240.136, 0240.236 and 0240.5277); and under the provisions of the Florida Administrative Code, 1984, 6C-6.11 (1); 6C-6.12 (1) (a); 6C-6.12 (1) (b); and 6C-6.12 (1).
- C. Unless specifically addressed within the Constitution of the SGA or the SGC Bylaws, issues of parliamentary procedure will defer to the current edition of Robert's Rules of Order as the parliamentary authority.

**ARTICLE III
Composition**

The SGA is composed of two Student Government Councils (SGC), one to represent the interests of students at University Park (hereafter referred to as SGC-UP) and one to represent the interests of students at the Biscayne Bay Campus and Broward Pines Center (hereafter referred to as SGC-BBC).

- A. The SGC-UP shall be comprised of the following:
 - 1. The Executive Branch:
 - a. SGC President,
 - b. SGC Vice President,
 - c. SGC Comptroller,
 - d. Executive Cabinet,
 - e. Committee Chairs (as listed in the SGC-UP Bylaws).

passed legislation. Legislation not signed by the end of the fourth business day shall be approved by default.

- b. Signing to enact: The President may ratify legislation passed by the House by signing to enact within four (4) business days of the House's action.
- c. Signing to veto: The President may refuse legislation passed by the House by signing to veto within four (4) business days of the House's action.
- d. Vetoed legislation must be returned to the House that passed it.
- e. The House can override a Presidential veto by a two-thirds (2/3) vote of its total membership if it does so within ten (10) business days of the President's action.
- f. The President's power to enact or veto legislation is limited to the Council he/she serves.
- g. The President's power to enact or veto legislation is not extended to the UWC.
- h. Business days are defined as Mondays through Fridays during each semester. Semester breaks, weekends, and holidays in which classes are not held are excluded.

B. Vice-President

1. Qualifications of the SGC Vice President:

- a. Must be a student of Florida International University and attending at least fifty percent (50%) of 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 Student Code of Conduct to run for and hold office;
- c. Must maintain no less than a 2.5 cumulative undergraduate grade point average and 2.0 term grade point average or 3.0 cumulative graduate grade point average and 2.5 term grade point average to run for and hold office;
- d. Must be of at least sophomore standing to run for and hold office;
- e. Must maintain a minimum of nine (9) undergraduate or six (6) graduate credit hours for each semester in office, excluding summer semester;
- f. May run for or hold office on only one SGC at a time;
- g. May run for only one position on a Council during any general or special election.

2. Duties of the SGC Vice President shall be to:

- a. Fulfill all SGC presidential responsibilities for that campus in the absence of the President as detailed in the SGA Constitution and SGC Bylaws;
- b. Fulfill all duties and responsibilities of the SGC Vice President in regard to the UWC;
- c. Oversee all SGC committee chairs;
- d. Set and maintain a minimum of fifteen (15) weekly office hours, ten (10) of which must be in the office itself;
- e. Fulfill all duties and responsibilities of the SGC Vice President as detailed by the SGA Constitution and SGC Bylaws.

C. SGC Comptroller

1. Qualifications for the SGC Comptroller:

- a. Must be a student of Florida International University and attending at least 50 percent (50%) of 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 Student Code of Conduct to run for and hold office;
- c. Must maintain no less than a 2.5 cumulative undergraduate grade point average and 2.0 term grade point average and 3.0 cumulative graduate grade point average and 2.5 term grade point average to run for and hold office;

- d. Must be of at least sophomore standing to run for and hold office;
 - e. Must maintain a minimum of nine (9) undergraduate or six (6) graduate credit hours for each semester in office, excluding summer semester;
 - f. May run for or hold office on only one SGC at a time.
2. Duties of the Comptroller:
- a. Shall assist the Vice President for Student Affairs or his/her designee(s) in the management and disbursement of SGC Funds;
 - b. Shall perform other duties as outlined in the Student Government Finance Code;
 - c. The Comptroller will set and maintain a minimum of fifteen (15) weekly office hours, ten (10) of which must be in the office itself.
- D. Executive Cabinet Members
- 1. Selection of Executive Cabinet/Staff
 - a. The members of the executive cabinet will be selected by the President and Vice President and approved by the SGC.
 - b. The Makeup of the cabinet and exact positions are at the discretion of the President and Vice President, yet shall include but are not limited to: Chief of Staff, Clerk of Council, Director of Legislative Affairs, Intern Coordinator, and Special Events Coordinator.
 - 2. An Executive cabinet member may be removed from his/her position with no less than a two-thirds vote of the SGC representatives. The SGC President, if deemed necessary after consultation with the Executive Board and Chief of Staff, may also remove an executive cabinet member.
 - 3. Executive Cabinet members will set and maintain a minimum of five (5) weekly office hours, three (3) of which must be in the office itself.
- E. Standing Committee Chairpersons
- 1. Each SGC shall have the following Standing Committees:
 - a. Academic Affairs
 - b. Elections
 - c. Finance
 - d. International Students
 - e. Student Services
 - f. Student Union
 - 2. The Chairpersons of each of the above committees must meet the qualifications of Student Government Representatives outlined in ARTICLE V excluding Finance Committee Chairperson.
 - 3. The Chairperson of the International Student Committee must be an international student.
 - 4. Each SGC can establish additional standing committees it deems necessary to carry out the business of its campus. Structure and powers of standing committees shall be delineated in the SGC Bylaws of each SGC.
 - 5. Selection of Committee Chairpersons
 - a. Standing Committee Chairpersons will be chosen through an application process and elected by a simple majority vote by the SGC at a regular meeting of the new term prior to June 15th, any vacancies can be filled at any subsequent general meetings.
 - b. To be eligible, all candidates will submit proper applications and platforms for review by the Council.
 - c. A chairperson may be removed from office by a two-thirds, vote of the SGC.
 - 6. Each Standing Committee Chair will set and maintain a minimum of ten (10) weekly office hours, five (5) of which must be in the office itself;

- A. Each SGC shall maintain a set of campus-specific SGC Bylaws that may be amended only by a majority vote of that SGC.
- B. No provision of the SGC Bylaws may be waived. Such provisions may only be added, deleted, or altered through the amendment process.

ARTICLE XVI
Employment and Remuneration

All members of each SGC shall be entitled to compensation as follows:

- A. SGC Presidents shall receive annually an amount up to \$10,000.00, distributed bi-weekly;
- B. SGC Vice Presidents and Comptrollers shall receive annually an amount up to seventy-five percent (75%) of the President's pay, distributed bi-weekly;
- C. Other SGC Standing Committee Chairpersons shall receive annually an amount up to thirty-five percent (35%) of the President's pay, distributed bi-weekly.
- D. SGC Speakers of the House and Chiefs of Staffs shall receive annually an amount up to thirty-two percent (32%) of the President's pay, distributed bi-weekly.
- E. SGC Representatives, excluding the Speaker, shall receive annually an amount up to twenty-five percent (25%) of the President's pay, distributed bi-weekly;
- F. Salaries for other appointed or elected positions of each SGC, including such positions as Director of Student Legislative Affairs, Chief Justice, Elections Chairperson, and Clerk of Council; shall be left to the discretion of the individual executive council of each campus, but cannot exceed the annual salary of a standing committee chairperson.
- G. Members or appointed individuals of each SGC holding more than one (1) position shall receive remuneration for only one (1) position, whichever is highest.
- H. Remuneration will be through a payroll method;
- I. Hours and wages for appointed elected positions will be distributed according to the allocation of funds to each SGC's emolument account;
- J. Each SGC shall assist in the selection, appointment, evaluation, and termination of personnel who perform professional and/or administrative functions in the SGC office. When appropriate, the SGC President and the SGC Advisor(s) will confer in the determination of job descriptions and compensation.

ARTICLE XVII
Eligibility

Seven (7) calendar days will be given following the posting of grades for each semester to correct any deficiencies in order to meet eligibility requirements.

ARTICLE XVIII
Ratification

Ratification of this Constitution or any other Constitution replacing this document shall be achieved through a two-thirds (2/3) affirmative vote of the UWC members present and voting at a meeting at which there is a quorum, a simple majority vote of the student body voting in a University-wide election, and the approval of the Florida International University Board of Trustees or their designee.

ARTICLE XIX

Dissolution

This Constitution will be dissolved upon the full ratification of a new Student Government Constitution.

Florida International University. Student Government Council. Biscayne Bay Campus
ByLaws 2006. Florida International University. Student Government Council. Biscayne Bay
Campus. By-Laws 2006. Florida International University. Student Government Council
Biscayne Bay Campus. By-Laws 2006. Florida International University. Student Government
Council. Biscayne Bay Campus. By-Laws 2006. Florida International University. Student
Government Council. Biscayne Bay Campus. By-Laws. 2006. Florida International

University. Stu
International U
2006. Florida I
By-Laws 2006.
Campus. By-L
Biscayne Bay C
Council. Biscay
Government C
University. Stu
International U
2006. Florida I
By-Laws 2006.
Campus. By-L
Biscayne Bay C
Council. Biscay
Government C
University. Stu
International U
2006. Florida I
By-Laws 2006.
Campus. By-L
Biscayne Bay C
Council. Biscay
Government C
University. Stu
International U
2006. Florida I
By-Laws 2006.

FLORIDA INTERNATIONAL UNIVERSITY

**Student Government Council
Biscayne Bay Campus**

BYLAWS



**3000 NE 151 Street, WUC 141
North Miami, Florida 33181
Telephone: (305) 919-5680
Fax: (305) 919-5771**

Division of Student Affairs & Campus Life 2006

Campus. By-Laws 2006. Florida International University. Student Government Council
Biscayne Bay Campus. By-Laws 2006. Florida International University. Student Government
Council. Biscayne Bay Campus. By-Laws 2006. Florida International University. Student
Government Council. Biscayne Bay Campus. By-Laws 2006. Florida International
University. Student Government Council. Biscayne Bay Campus. By-Laws 2006. Florida
International University. Student Government Council. Biscayne Bay Campus. By-Laws. Flo

2006. Florida
us. By-Laws
Bay Campus
Biscayne Bay
ment Council
t Government
rsity. Student
International
2006. Florida
us. By-Laws
Bay Campus
Biscayne Bay
ment Council
t Government
rsity. Student
International
2006. Florida
us. By-Laws
Bay Campus
Biscayne Bay
ment Council
t Government
rsity. Student
International
2006. Florida
us. By-Laws
Bay Campus
Biscayne Bay
ment Council
t Government
rsity. Student
International
2006. Florida
us. By-Laws
Bay Campus
Biscayne Bay

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 SGC University Wide Council is responsible for allocating funds for "University Wide" expenses, and the Biscayne Bay Campus Student Government Council (BBC SGC) is responsible for the allocation and expenditure of A&S Fee for its campus.

C. FISCAL YEAR The fiscal year for the SGA will be by 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:

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 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 made available to any existing funded entities, as well as any groups that have 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 Finance committee Representatives. This hearing will also be advertised and open to the public; groups making requests are required to attend.

4. University Council will first prepare a budget draft to determine fixed expense for University Wide expenses to include but not be limited to the Student Media, Greek Councils and Honors Council.

5. The Finance Committee will then prepare a budget draft for the Biscayne Bay Campus, once the University Wide figures have been decided and the remainder of fees split according to the Full Time Enrollment (FTE's) of 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 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 March. 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 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 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 Statutes. If no action is taken within fifteen (15) days following presentation, the budget shall be deemed approved.

10. It is the responsibility of the Finance Committee to review and make recommendations to SGC for the expenditure of all reserve and unallocated funds of the SGC budget.

SECTION II- BUDGET AUTHORIZATION

Once the budget has been finalized and the SGC 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. SGC 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 Finance Chairperson and/or President.

B. Any entity requesting funds from the SGC BBC shall first go to the Finance Committee for its recommendations. Such requests must be in writing.

C. The Finance Committee and University Council will then review individual budgets. University Council will grant ultimate approval of University Wide allocations and the BBC Finance 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, Finance Chairperson and SGC Accounting Office.

B. All disbursements shall have the approval by signature of the Finance Committee Chairperson or the 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 Finance Chairperson, as well as the SGC Accountant or designee of the Vice President of Student Affairs shall approve appropriations or transfers of contingency reserves.

D. Monthly financial reports shall be made available to the SGC President, Finance Chairperson, 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, International Student Services Committee and Campus Life 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 entire SGC. A Chairperson may be removed from office by a two-third vote of the 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 will 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 appropriation 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 a quorum.

L. All Standing Committees, excluding the Finance Committee, shall allocate their budget by way of an appropriations bill sponsored by two representatives.

1. Only approved appropriations of more than three-hundred dollars (\$300) will be brought before the SGC. With a majority vote, 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

O. The Chairpersons of each of the Standing Committees will be elected by simple majority vote of the Council at a regular meeting.

B. To be eligible, all candidates will submit proper applications and platform for review of Council.

C. Vote will be by secret ballot.

D. Each Standing Committee shall appoint a vice chair and secretary by way of a majority of the standing committee members.

1. In the absence of the chair, the vice chair shall assume the duties of the chair.

2. The secretary shall be the official record keeper of the Standing Committee and will file the minutes of each meeting within 48-hours.

3. The vice chair and secretary may not hold such a position on another standing committee, but 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 Finance Chairperson and four SGC Representatives appointed through a majority vote of the SGC.

B. The Finance 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.

C. 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.

1. All appropriations must first be approved by the Finance Committee.

2. Only approved appropriations by the Finance Committee of more than five-hundred dollars (\$500) will be brought before the SGC. With a majority vote, the appropriation shall 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 wished for the Finance Committee to reconsider an appropriation, he/she must gain a majority vote of all voting members.

D. In regards to the disbursement of unallocated funds to entities not already funded by the Student Government Council.

1. Expenditures over one hundred dollars (\$100) and up to five hundred dollars (\$500) must be approved by a regular meeting of the Finance Committee.

2. Minor expenditures up to one hundred dollars (\$100) must be authorized by the Finance Chair and the SGC President or Vice President in the President's absence.

E. Any appropriations bill being presented to the SGC by the Finance Committee must have two sponsoring Representatives.

F. 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 budget expenditures and reserve appropriations have been disbursed and spent per the SGC's original allocation intent.

G. 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 Finance Code and Bylaws.

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.

D. This committee shall host an annual scholarship fair.

SECTION VIII- STUDENT SERVICES COMMITTEE

A. This committee shall also recommend services to be provided and evaluate current services being offered to ensure that they are serving 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 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 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 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- 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, Bay Vista Hall Council, the Honors Council, Panther Power 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.

SECTION XI- 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 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 (hereafter referred to as the House) is to assemble at least once a month to be presented and discuss legislations in the form of a resolution or an appropriations bill.

B. The House shall comprise of all Representatives. The SGC Vice President shall serve as chair of the

House meetings until the appointment of the Speaker of the House.

1. The Speaker of the House shall be representative appointed through majority vote. The Speaker of the House shall chair the House meetings.

2. The House shall appoint a Vice Chair through a majority vote. In the absence of the Speaker of the House, the Vice Chair of the House shall chair the meetings.

3. The House of Representatives shall appoint a Secretary by way of a majority vote. The Secretary shall be the official custodian and recorder of all House proceedings, including the minutes which should be made available within 48 hours of the meeting.

C. The House shall have a set of bylaws in place for governance that may include additional roles and responsibilities for all members.

D. No provisions by the House bylaws shall be waived. Such provisions shall only be added, deleted, or altered through the amendment process.

SECTION XIV- CONSTITUENCY**RESPONSIBILITY**

A. One hundred (100) surveys must be filled out and collected by each Representative and Chairperson, excluding the Finance Committee, every fall and spring semester. 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.

B. Representatives will be responsible for typing and presenting a minimum of two reports per semester (fall and spring) to the Biscayne Bay Council. These reports should contain all goals accomplished and ongoing projects.

C. All Representatives (excluding Lower Division and At-Large Representatives) are required to meet with their college's dean at least once a month.

D. All SGC members including the cabinet 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.

E. Failure to meet the above criteria will result in automatic removal from office, with an opportunity to appeal to the Biscayne Bay Campus Student Government Council.

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.

1. 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.

2. 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.

SECTION XV- 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. Each Standing Council Chair shall meet the academic requirements of a Standing Committee Chair.

A. The SOC, SPC and BVHC shall hold its elections the week following the SGC elections. Failure to hold elections during the stated time period will affect the annual budget allocation of the council no in compliance.

B. 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.

C. Each Council reserves the right to elect its own Chairperson, yet Student Government Council may remove the Chairperson for malfeasance, misfeasance and/or nonfeasance.

D. Each Chairperson will be required to present a brief report at least twice a semester to the Student Government Council and in addition, attend a Standing Council Round-table/ meeting twice a semester with the Vice President and President of the Student Government Council.

E. Within the structure of the Student Government Council, the Councils shall have all the rights and privileges of that of a Standing Council as stipulated in the Constitution.

F. Chairpersons will be required to put in 10 hours a week as office hours, five (5) of which must be in the office itself, and be paid through the emolument account.

SECTION XVI- STUDENT ORGANIZATIONS COUNCIL

A. The purpose of the SOC shall be to serve as the governing and representative body of the registered under its name.

B. Among the SOC's responsibilities shall be to provide funding for its clubs, host activities and manage the operations of its clubs.

SECTION XVII- STUDENT PROGRAMMING COUNCIL

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

SECTION XVIII- 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.

D. The Housing Representative can serve as the BVHC Chair.

SECTION XIX- STUDENT ELECTIONS BOARD

A. The Student Elections Board shall be in charge of all SGC general and special elections and it's 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 ByLaws.

SECTION XX- 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 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 a quorum, then the failure to attend 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 XXI- PROXY 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 XXII- ABSENCES

A. SGC members may not miss more than three (3) regular meetings or two (2) consecutive regular meetings in any semester.

B. SGC members who have missed a total of three (3) regular meetings or two (2) consecutive regular meetings shall automatically be removed from office. The removed SGC member may appeal before the SGC at the next regular meeting, and with a two-thirds (2/3) vote of the present members the removed member may be placed back on the SGC.

C. To be counted as present, Student Government Council 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. Reasons for which an SGC member shall be excused for an absence include attending class, work, personal or family emergency.

E. The letter submitted by the absent member shall be 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(s) or penalized for failing to attend any SGC meetings, nor shall they count towards the quorum or have a vote at any SGC meeting nor shall they be required to keep office hours during that period.

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

SECTION XXIII- VOTING

A. All votes, unless otherwise stipulate in these Bylaws or the Constitution, will 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.

SECTION XXIV- PROCEDURES

A. Any resolution or appropriations bill 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 resolution proposed by the SGC President and/or Vice President.

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 XXV- DUE PROCESS

A. The Student Government Council recognizes the need for due process in the removal, by the SGC, of any SGC Member Representatives, Standing Committee Chairs, Commissioner of Elections, Executive Cabinet Members, and any other appointed

or elected SGC officials shall all be considered SGC Members.

B. The basis for the removal of any SGC Member shall be malfeasance, misfeasance, and/or nonfeasance. All other violations will automatically default to the Student Code of Conduct.

C. For the removal of an SGC Member, 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. Any discussion resulting from a motion of binding resolution to accuse a party of malfeasance, misfeasance, and/or nonfeasance will be open solely to the members of the SGC.

D. If such binding resolution or motion is passed, the chair will set a date for a special meeting to immediately follow a regular Council meeting no later than two (2) weeks from the meeting at which such binding resolution or motion was passed.

E. The accused party will then be given written notice by the SGC clerk of the accusations made against him/her, the time and place of the special meeting, notice of witnesses who will be called to testify against him/her, and a copy of the meeting minutes within one (1) week of the meeting's adjournment. Should the accused party not present him/herself at the special meetings, the accused party can and will be tried in absentia.

F. The special meeting will be chaired by the SGC President and will follow the following format:

1. Opening statements by the accusing Council member(s).
2. Opening statement by the accused party.
3. Questions to the accused party from the SGC members.
4. Witnesses on behalf of the SGC will be questioned by the SGC and then by the accused party.
5. Witnesses on behalf of the accused party will be questioned by the SGC and then by the accused party.
6. Follow up questions to the accused party.
7. Closing statements from the SGC and then the accused party.

G. If the SGC President is the accused party, the Vice President shall serve as chair.

H. Immediately following the cessation of discussion, a Council member may choose to motion to remove the accused from office or the Council may choose to take no action. The SGC member(s) who originally brought about the allegations of misconduct cannot move, nor vote, on a motion to remove a member from office.

I. All accused parties will be given written notice of a decision by the clerk in the event that the Council votes to remove him/her from office.

J. The SGC President, Vice President, SGC representatives, Standing Committee Chair, Commissioner of Elections, Executive Cabinet Member, and any other appointed SGC official may be remove from office with no less than a two-thirds (2/3) vote of the SGC voting members present.

K. The SGC President may also remove Executive Cabinet Members from office if he/she deems it necessary and proper. The SGC President should keep a well-documented history of the Executive Cabinet member's malfeasance, misfeasance, and/or nonfeasance in order to justify his/her removal. In such case, there will be no need for the process as outlined in the preceding sections.

L. 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 XXVI- 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 7:00 PM.

B. The SGC Clerk of Council or 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. 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 SGC official, they will be approved by the Associate Director 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.

F. The office hours of the SGC Cabinet members shall be decided by the SGC President and Vice President, but are not to exceed ten (10) hours.

G. Failure to fulfill the required amount of office hours will result in automatic removal from office, with an opportunity to appeal to the BBC SGC.

H. General meetings shall not count as office hours.

I. A record shall be posted in public view in the Student Government Offices displaying the full name, position, Standing Committee membership, campus, university or community committee membership(s), and special project assignment(s) of each member of the SGC.

J. All weekly office hours which are required to be held "in the office itself" must be held in the office at FIU Biscayne Bay Campus, during regular business hours (8:30 AM to 7:00 PM), unless other arrangements are made, and are approved by the SGC President.

K. Office hours mandated by the SGA Constitution beyond those that are required to be held "in the office itself" must be held on campus, in a time and place in which the person holding these hours shall either be available to their constituents or otherwise able to carry out work on behalf of the Student Government.

No weekly office hours may be held outside of the Biscayne Bay Campus except by the Broward Representative, who may keep his/her office hours at either of the Broward Centers, and by the Director of Student Lobbying, who may count time spent representing FIU Biscayne Bay Campus outside of Dade County or Broward County toward his/her office hours.

M. 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 PM (fifteen minutes after the finishing of the latest class), nor shall any office hours be counted on Sunday.

SECTION XXVII BYLAW CHANGES

A. Bylaws may be amended, deleted and added by a majority vote of the entire Student Government Council.

B. All Bylaw changes passed by the Student Government Council shall become effective immediately, unless otherwise stated in the resolution.

...the Student Government Council shall have the authority to amend, delete, or add to the bylaws of the Student Government Council...

...the Student Government Council shall have the authority to amend, delete, or add to the bylaws of the Student Government Council...

...the Student Government Council shall have the authority to amend, delete, or add to the bylaws of the Student Government Council...

...the Student Government Council shall have the authority to amend, delete, or add to the bylaws of the Student Government Council...

...the Student Government Council shall have the authority to amend, delete, or add to the bylaws of the Student Government Council...

FLORIDA INTERNATIONAL UNIVERSITY STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

ARTICLE I Purpose

- A. **Name.** The name of this organization shall be the Student Government Association, hereafter referred to as the SGA.
- B. The purpose of the Student Government Association is to serve as the governing body responsible for representing student interests and addressing student needs on matters of University, county, or state concern.
- C. The responsibilities of the SGA are to represent students' interests through:
1. Serving on University and campus committees.
 2. Identifying and supporting student interests to the administration and faculty at each campus.
 3. Working in with the administration and faculty to address student issues at each campus.
 4. Allocating Activity and Service Fees.

ARTICLE II Composition

The SGA is composed of two Student Government Councils, one to represent the interests of students at University Park (hereafter referred to as SGC, University Park) and one to represent the interests of students at the Biscayne Bay Campus and Broward Centers (hereafter referred to as SGC, Biscayne Bay Campus).

- A. The SGC, University Park shall be composed of the following:
1. SGC President
 2. SGC Vice President
 3. Representatives from the following Colleges/Schools:
 - a. Architecture & the Arts
 - b. Arts & Sciences
 - c. Business Administration
 - d. Education
 - e. Engineering & Computing
 - f. Social Work, Justice & Public Affairs
 - g. Nursing & Health Services
 - h. Public Health
 - i. Honors College
 4. Two (2) graduate student representatives
 5. Two (2) lower division representatives
 6. One (1) housing representative
 7. Three (3) at-large representatives
 8. One (1) College of Law representative
- B. The SGC, Biscayne Bay Campus shall be composed of the following:
1. SGC President
 2. SGC Vice President
 3. Representatives from the following Colleges/Schools:
 - a. Arts and Sciences
 - b. Business Administration
 - c. Education
 - d. Honors College
 - e. Hospitality & Tourism Management
 - f. Journalism and Mass Communication
 4. Two (2) graduate student representatives
 5. Two (2) lower division representatives
 6. One (1) housing representative
 7. Three (3) at-large representatives
 7. One (1) Broward representative, who must be a student taking a majority of credits at Broward
- C. If a new college/school is created with its own dean, a new representative seat will be added to the SGC on the campus where the college/school is based.

- D. The SGA also will be comprised of a *University Wide Council* and a *University Wide Budget Committee*.
- E. 1. The function of the University Wide Council shall be to coordinate the activities of the SGC's and to represent the interests of all FIU students on matters of University-wide, county, state, and federal concern.
2. The University Council will be comprised of:
- a. Each SGC President.
 - b. Each SGC Vice President.
 - c. Each SGC Finance Chairperson.
 - d. One representative of the SGC-UP (the Speaker of the House) who is selected by the SGC-UP council.
 - e. One representative of the SGC-BBC (the Speaker of the House) who is selected by the SGC-BBC council.
- F. 1. The function of the University-Wide Budget Committee shall be to:
- a. Draft the annual budget of the Student Government Association.
 - i. *All votes of the University Wide Budget Committee will be required a 2/3 vote of the committee.*
 - ii. The BBC and Pines Center shall be allocated annually a percentage not greater than 2.25 times of the percentage of revenue collected by the combination of the BBC and Pines Center remaining after the allocation of (1) fixed expenses and (2) the SGA university wide accounts.
 - iii. The Pines Center shall be funded from the total amount allocated to the BBC and the Pines Center and shall be at the sole discretion of the SGC-BBC.
2. The University Wide Budget Committee will be comprised of:
- a. Each SGC President.
 - b. Each SGC Vice President.
 - c. Each SGC Finance Chair.
 - d. Two (2) representatives of the SGC-UP: the Speaker of the House and the Speaker Pro-Tempore, who are elected by the SGC-UP council.
 - e. One representative of the SGC-BBC: the Speaker of the House who is elected by the SGC-BBC council.

ARTICLE III Authority

- A. This SGA was established through the power of the President of the University by direction of the Board of Regents, which established the first Student Government Senate in June 1973.
- B. The SGA is authorized to exist in accordance with the Florida Administrative Code, 1984, 6C-6.11 (1); 6C-6.12 (1) (a); 6C-6.12 (1) (b); and 6C-6.12 (1) (c).
- C. Unless specifically addressed within the Constitution of the Student Government Association or the Bylaws of the Councils, issues of parliamentary procedure will defer to the current edition of Robert's Rules of Order as the parliamentary authority.

ARTICLE IV
Officers of the SGC

- A. The officers of each SGC will be the President and Vice President.
- B. Qualifications of the SGC President:
1. Must be a student of Florida International University and attending at least 50 percent (50%) of classes at the campus he/she represents to run for and hold office.
 2. May not be under any academic or disciplinary sanction as detailed in the Student Rights and Responsibilities document to run for and hold office.
 3. Must maintain no less than a 2.50 cumulative undergraduate grade point average and 2.0 term grade point average or no less than a 3.00 cumulative graduate grade point average and 2.5 term grade point average to run for and hold office.
 4. Must have held at least one of the following positions with the SGA for at least two academic semesters, or 154 days prior to the first day of official campaigning: President, Vice President, Representative, Academic Services Chair, Student Services Chair, Student Union Chair, Elections Commissioner, and/or Finance Chair. An exception to this section is a Vice President succeeding to the office of President.
 5. Must be of at least sophomore standing to run for and hold office.
 6. Must maintain a minimum of nine (9) undergraduate or six (6) graduate credit hours for each semester in office, excluding summer semester.
 7. May run for or hold office on only one SGC at a time.
 8. May run for only one position on a Council during any general or special election.
 9. Must not exceed term limits as described in Article XIII (Term Limits).
- C. Duties of the SGC President shall be to:
1. Preside over the SGC meetings and make all necessary arrangements for those meetings, including setting the agenda and conducting the business of the meeting in accordance with the current edition of Robert's Rules of Order and all provisions of the SGA Constitution and Bylaws. He/she will vote only in case of a tie.
 2. Represent the interests of the SGC to the administration and faculty of his/her campus.
 3. Fulfill all duties and responsibilities of the SGC President in regard to the SGA University Council.
 4. Serve on and/or nominate and/or appoint individual students to campus governing bodies and recommend names for appointment to University committees.
 5. Have the power to convene special campus SGC meetings, provided there is at least 48 hours notice of such meetings.
 6. Appoint assistants as needed, subject to majority approval of the SGC members in attendance at a regular meeting.
 7. Authorize any disbursement of SGC funds in the absence of the Finance Committee Chairperson.
 8. Set and maintain a minimum of twenty (20) weekly office hours, ten (10) of which must be in the office itself.
 10. Fulfill all duties and responsibilities as detailed by the SGA Constitution and Bylaws or as delegated by the SGC.
- D. Presidential Approval/Veto Power
1. SGC Presidents must act on legislation passed by the Representatives by either **signing to enact** or **signing to veto**. The President will have four (4) business days to sign passed legislation. Legislation not signed by the end of the fourth business day shall be approved by default.
 2. **Signing to enact:** The President may ratify legislation passed by the Representatives by signing to enact within four (4) business days of the Representatives' action.
 3. **Signing to veto:** The President may refuse legislation passed by the Representatives by

SGA Constitution

Revised & Ratified October 2006, Effective January 2007

- signing to veto within four (4) business days of the Representatives' action.
- 4. Vetoed legislation must be returned to the Representatives that passed it.
- 5. The Representatives can override a Presidential veto by a 2/3 vote of its total membership.
- 6. The President's power to enact or veto legislation is limited to the Council he/she serves.
- 7. The President's power to enact or veto legislation is not extended to the University Council.
- 8. Business days are defined as Mondays through Fridays during each semester. Semester breaks, weekends, and holidays in which classes are not held are excluded.

E. Qualifications of the SGC Vice President:

- 1. Must be a student of Florida International University and attending at least 50 percent (50 %) of classes at the campus he/she represents to run for and hold office.
- 2. May not be under any academic or disciplinary sanctions as detailed in the Student Rights and Responsibility document to run for and hold office.
- 3. Must maintain no less than a 2.50 cumulative undergraduate grade point average and 2.0 term grade point average or 3.0 cumulative graduate grade point average and 2.5 term grade point average to run for and hold office.
- 4. Must be of at least sophomore standing to run for and hold office.
- 5. Must maintain a minimum of nine (9) undergraduate or six (6) graduate credit hours for each semester in office, excluding summer semester.
- 6. May run for or hold office on only one SGC at a time.
- 7. May run for only one position on a Council during any general or special election.

F. Duties of the SGC Vice President shall be to:

- 1. Fulfill all SGC presidential responsibilities for that campus in the absence of the President as detailed in the SGA Constitution and Bylaws.
- 2. Fulfill all duties and responsibilities of the SGC Vice President in regard to the SGA University Council.
- 3. Set and maintain a minimum of fifteen (15) weekly office hours, ten (10) of which must be in the office itself.
- 4. Fulfill all duties and responsibilities of the SGC Vice President as detailed by the SGA Constitution and Bylaws or as delegated by the SGC.

**ARTICLE V
Committee Chairs & Appointees**

A. Qualifications for the SGC Finance Chair:

- 1. Must be a student of Florida International University and attending at least 50 percent (50%) of classes at the campus he/she represents to run for and hold office.
 - 2. May not be under any academic or disciplinary sanctions as detailed in the Students Rights and Responsibilities document to run for and hold office.
- 3. Must maintain no less than a 2.5 cumulative undergraduate grade point average and 2.0 term grade point average and 3.00 cumulative graduate grade point average and 2.5 term grade point average to run for and hold office.
- 4. Must be of at least sophomore standing to run for and hold office.
 - 5. Must maintain a minimum of nine (9) undergraduate or six (6) graduate credit hours for each semester in office, excluding summer semester.
- 6. May run for or hold office on only one SGC at a time.

B. Duties of the Finance Chair:

- 1. Shall assist the Vice President for Student Affairs or his/her designee(s) in the management and disbursement of SGC Funds.

2. Shall perform other duties as outlined in the Student Government Finance Code
 3. The Finance Chair will set and maintain a minimum of fifteen (15) weekly office hours, ten (10) of which must be in the office itself.
- C. Standing Committee or Council chairs (excluding Finance) will set and maintain a minimum of ten (10) weekly office hours, five (5) of which must be in the office itself.
- D. Paid Appointees will set and maintain a minimum of five (5) weekly office hours, three (3) of which must be in the office itself.
- E. No officer, appointed or elected, shall have any authority not specified in this document, the Bylaws of the SGC, or as may be granted to him or her by majority vote of the SGC.
- F. Officers in their semester of graduation are exempt from the nine (9) credit hour requirement, but must maintain at least three (3) credit hours.

ARTICLE VI Representatives

A. Qualifications of Representatives:

1. Must be a student of Florida International University and attending no less than 50 percent (50%) of his/her classes at the campus he/she represents to run for and hold office.
2. Representatives of specific schools, colleges, or class levels must be accepted students of that school, college, or class level as defined in the Bylaws. Graduate students shall be eligible to run only for President, Vice President, Finance Chair, Broward representative, graduate representative seats, or any chair position appointed by an SGC. Law students shall be eligible to run only for President, Vice President, Finance Chair, College of Law representative seats, or any chair position appointed by an SGC. College of Law students are ineligible to run for the graduate representative seat.
3. May not be under any academic or disciplinary sanctions as detailed in the Student Rights and Responsibilities document to run for or hold office. Law students may not be under any academic or disciplinary sanctions as detailed in the College of Law Student Handbook.
4. Must maintain no less than a 2.5 cumulative undergraduate grade point average and a 2.0 term grade point average, a 2.5 cumulative law school grade point average and a 2.0 term grade point average and 3.0 cumulative graduate grade point average and 2.5 term grade point average to run for and hold their position on SGC.
5. Must maintain a minimum of nine (9) undergraduate credit hours, three (3) graduate credit hours, or seven (7) law school credit hours.
6. Representatives in their semester of graduation are exempt from the nine (9) undergraduate credit hour requirements, and the seven (7) law school credit hour requirement, but must maintain at least three (3) credit hours.
7. The housing representatives must reside in University housing on the campus where they're running to be eligible to run for and hold office.
8. May run for or hold office on only one SGC at a time.
9. May run for only one position on a Council during any general or special election.

- B. Duties of SGC Representatives shall be to:
1. Attend regularly scheduled and special meetings of the SGC.
 2. Serve on one (1) SGC committee.
 3. Serve on one (1) campus or University committee, community committee, or special project.
 4. Faithfully represent the needs and interests of the students they represent to the SGC.
 5. Fulfill all special assignments as delegated by the SGC.
 6. Set and maintain a minimum of five (5) weekly office hours, three (3) of which must be in the office itself.

ARTICLE VII Elections and Referenda

- A. SGA annual elections will be held for two (2) days of the second week following Spring Break (usually the third week of March).
- B. Campaigning for election to SGC will begin on each campus the week following Spring break (usually the second week of March).
- C. Position for specific schools, colleges, lower division and graduate seats, and the Broward campus will be elected by the student membership of that school, college, division or campus. College of Law students are ineligible to vote for the graduate seats.
- D. The annual elections will be held for the offices of SGC President, Vice President, and all SGC representatives on each campus. The President, Vice President, and all at-large positions will be elected campus-wide. Positions for specific schools, colleges, lower division and graduate seats, and the Broward campus will be elected by the student membership of that school, college, division or campus. The housing representative on the University Park campus shall be elected by those students currently living in the housing facilities at University Park. The housing representative on the Biscayne Bay Campus shall be elected by those students currently living in the housing facilities at Biscayne Bay Campus.
- E. Unless otherwise specified, all elections shall be decided by simple majority of those voting.
- F. All SGC positions are elected for one year, with the terms beginning the first day of Summer semester and ending the last day prior to the following summer semester.
- G. A vote on Constitutional amendments and referenda may also be conducted during the annual election. Campus-specific amendments and referenda on any issue may be called with approval by two-thirds vote of SGC representatives present at a meeting at which there is a quorum. Amendments and referenda pertaining to University-wide issues may be called by either SGC and require approval by two-thirds vote of the University Council at a meeting at which there is a quorum or may be called through petition of five (5) percent of the total student population of the University.
- H. All provisions of this article will commence with the 1993 general election.

ARTICLE VIII Powers

Each SGC of the Student Government Association shall have the power to conduct the following business during official meetings at which there is a quorum:

- A. Determine positions and elect individuals as necessary to conduct the business of the SGC, and arrange its meetings provided there is a regular meeting with fixed time and place at least twice monthly.
- B. Call for a special election or referendum with two-thirds vote of the SGC representatives in attendance at the meeting.
- C. By two-thirds vote of those voting members present, the SGC may recommend the establishment or dissolution of Standing Committees be submitted to a vote of the student body at the next campus wide election.
- D. Establish ad hoc committees with a simple majority vote of the SGC representatives at the meeting.
- E. Allocate Activity and Service Fees that have been designated for the campus and monitor the use of those funds through the Finance Committee.
- F. Pass motions and resolutions to conduct the business of the SGC with the required vote of the SGC representatives.
- G. May remove any member of the SGC from office by a two-thirds vote of the entire SGC. In the event that the Chair of the meeting is the subject of the removal proceedings, the SGC will elect an acting chair that will preside over the meeting
- H. Carry out other such responsibilities and duties as are consistent with the purposes of SGA and conform to state laws and University policies.

ARTICLE IX University Council

A. Purpose

It is the responsibility of the University Council to represent student interests and address student needs on matters of University-wide, county, or state concern. The University Council also serves to aid in the coordination and support of the activities of each SGC. Issues may be brought before the Council by recommendation of the SGC of either campus or the University Council itself.

B. Powers and Duties of the University Council

1. The University Council shall meet at least monthly, alternating between University Park and Biscayne Bay Campus. The SGC President hosting the meeting shall set the agenda and chair the meeting. The other SGC President shall be the Vice Chair of the meeting.
2. Quorum for the University Council shall be fifty percent (50%) plus one, provided that at least one member representing each SGC is present.
3. The University Council, through majority vote of the members in attendance at a meeting at which there is quorum, can conduct the business of the University Council. The University Council does not have the power to override any vote, recommendation, or decision made by either SGC on matters that pertain to that respective campus. The University Council may make recommendations to the administration and faculty on behalf of the entire student body, and when necessary, call for and conduct a University-wide referendum.
4. The University Council shall make necessary appointments or create ad hoc committees it deems necessary to carry out the business of the University Council.

5. The university council shall not create any standing committees.
6. The University Council shall choose the official representatives involving both GCS to lobby on behalf of student needs and interests with state and local government organizations.
7. The University Council may propose Constitutional amendments by a 3/4 vote of the University Council to become ratified in a student body election.
6. University Council may propose legislation and University-wide statutes or Bylaws consistent with this Constitution, which are necessary and proper for the general welfare of the entire student body.

C. Vacancies in the University Council

1. In the event that a seat becomes vacant on the University Council, the seat shall be filled by an alternate selected by the SGC that produced the vacancy. All appointments require simple majority vote of the members at an SGC meeting. The selected alternate shall retain his/her position on the UC until the position that produced the vacancy is filled.
2. Vacant seats on the University Council may also be filled by an alternate selected by the University Council. All appointments require simple majority vote of the UC. The selected alternate shall retain his/her position on the University Council until the position that produced the vacancy is filled.

ARTICLE X
Standing Committees and Cabinets

A. Standing Committees

1. Each SGC shall have the following Standing Committees:
 - Academic Affairs
 - Student Services
 - Student Union Board
 - Finance Committee
 - International Students Committee
2. The Chairpersons of each of the above committees must meet the qualifications of Student Government Representatives
3. The Chairperson of the International Students Committee must be an international student.
4. Each SGC can establish additional standing committees it deems necessary to carry out the business of its campus. Structure and powers of standing committees shall be delineated in the Bylaws of each SGC.

B. Selection of Committee Chairpersons

1. Standing Committee Chairpersons will be chosen through an application process and appointed by a simple majority of the entire SGC. To be eligible, all candidates will submit proper applications and platforms for review by the Council. A chairperson may be removed from office by a majority vote of the entire SGC.
2. Standing Committee Chairpersons will be elected by a simple majority vote by the Council at a regular meeting of the new term prior to June 15th.
3. The vote will be secret ballot.
4. To be eligible, all candidates will submit proper applications and platform for review by the

Council.

C. Selection of Executive Cabinet/Staff

1. The members of the executive cabinet will be selected by the President and Vice President and approved by the Council.
2. The makeup of the cabinet and exact positions are the regard of the President and Vice President, yet shall include but are not limited to: Chief of Staff, Director of Student Lobbying, Executive Assistant, Internship Coordinator, Special Events Chair, and Athletics Coordinator.
3. There will be a permanent Director of Student Lobbying included within the cabinet.
4. An executive cabinet member may be removed from his/her position with no less than two-thirds vote of the SGC representatives. An executive cabinet member may also be removed by the SGC President if deemed necessary.

**ARTICLE XI
Removal from the SGC**

- A. The basis for removal of a SGC member shall be malfeasance, misfeasance, and/or non-feasance.
- B. SGC members may also be removed based on the guidelines established in the Florida Statutes.

**ARTICLE XII
Vacancies and Succession**

- A. Should a candidate for President running on a ticket become ineligible to take office after an election and before the start of the term, the candidate shall be succeeded by the Vice President-elect on that ticket.
- B. Should a candidate for President running individually become ineligible to take office after an election and before the start of the term, the candidate shall be succeeded by the presidential candidate with the next highest number of votes. If a race is uncontested, then the winner of the Vice President's position shall succeed to President upon start of the term.
- C. If the office of the SGC President becomes vacant, the order of succession shall be as follows:
 1. The SGC Vice President.
 2. A person elected by a temporary election by a vote of two-thirds of the SGC members present at a meeting at which there is quorum, until a pre-scheduled mid-year special election or regular annual election, whichever comes first. Nominees must meet the qualifications of the office of President.
- D. When a vacancy occurs in the SGC Vice President position or SGC representative seat, the position shall be temporarily filled through a process of nominations and selection through a majority vote of the SGC representatives present and voting at a meeting at which there is a quorum, until a pre-scheduled mid-year special election or regular annual election, whichever comes first. Nominees must be qualified for the vacancy that they intend to fill.

**Article XIII
Term Limits**

No person shall hold the office of Student Government Council President for more than two (2) terms. Persons who are appointed or succeed to President who serve more than half (1/2) a term may only hold the office of the President for exactly one (1) additional term.

ARTICLE XIV
Budget

The Student Government Association budget will be completed by the SGA currently in office for the succeeding SGA. The budget is to be completed and submitted to the University President no later than the first Monday following Spring Break of each year.

ARTICLE XV
Amendments

No provision of the SGA Constitution may be waived. Such provisions may only be added, deleted or altered through the following amendment process:

- A. Amendments to this Constitution may be proposed by either a petition of five (5) percent of the total student population or by a two-thirds vote of the University Council members present at a meeting at which there is a quorum.
- B. A simple majority of the student body voting in a University-wide general or special election is sufficient for ratification of an amendment to the SGA Constitution.

ARTICLE XVI
Bylaws

- A. Each SGC shall maintain a set of campus-specific Bylaws that may be amended only by a majority vote of that entire SGC.
- B. No provision of the SGC Bylaws may be waived. Such provisions may only be added, deleted, or altered through the amendment process.

ARTICLE XVII
Employment and Remuneration

All members of each SGC shall be entitled to compensation as follows:

- A. SGC Presidents shall receive annually an amount up to \$10,000.00, distributed bi-weekly.
- B. SGC Vice Presidents and Finance Committee Chairpersons shall receive annually an amount up to 75 percent (75%) of the President's pay, distributed bi-weekly.
- C. Other SGC Standing Committee Chairpersons shall receive annually an amount up to 35 percent (35%) of the President's pay, distributed bi-weekly.
- D. Other SGC Representatives shall receive annually an amount up to 25 percent (25%) of the President's pay, distributed bi-weekly.
- E. Salaries for other appointed or elected positions of each SGC, including such positions as State Lobbyist, Elections Commissioner, Parliamentarian, and Secretary; shall be left to the discretion of the individual executive council of each campus, but cannot exceed the annual salary of a standing committee chairperson.
- F. Members or appointed individuals of each SGC holding more than one (1) position shall receive remuneration for only one (1) position, whichever is highest.

- G. Remuneration will be through a payroll method.
- H. Hours and wages for appointed elected positions will be distributed according to the allocation of funds to each SGC's emolument account.
- I. Each SGC shall assist in the selection, appointment, evaluation, and termination of personnel who perform professional and/or administrative functions in the SGC office. When appropriate, the SGC President and the SGC Advisor(s) will confer in the determination of job descriptions and compensation.

**ARTICLE XVIII
Dissolution**

This Constitution will be dissolved upon the full ratification of a new Student Government Constitution.

**ARTICLE XIX
Ratification**

Ratification of this Constitution or any other Constitution replacing this document shall be achieved through a two-thirds affirmative vote of the University Council members present and voting at a meeting at which there is a quorum, a simple majority vote of the student body voting in a University-wide election, and the approval of the President of Florida International University.

**ARTICLE XX
Student Judicial Board**

- A. The Student Judicial Board will serve as the internal standards board of the SGA. This board will be assigned responsibilities and duties as necessary to maintain proper division of powers, while being the chief agent of interpretation of the SGA Constitution.
- B. The Judicial Board shall be composed of five (5) members and one (1) chairperson. The Judicial Chairperson will recommend nominees for these positions to the SGC for approval. The members' terms shall end on the last day of the Spring Semester. The Director of Judicial and Mediation Services or his/her designee will train the members of the student Judicial Board.
- C. Qualifications and Duties
 - 1. Each Student Judicial Board Member:
 - 1. Must be a currently enrolled student of Florida International University. Additionally, at least 50 percent of his/her current classes must be at the campus he/she represents
 - 2. May not be under any academic or disciplinary sanctions as detailed in the Student Rights and Responsibilities document to run for or hold office.
 - 3. Must maintain no less than a 2.5 cumulative undergraduate grade point average or 2.0 term grade point average and 3.0 cumulative graduate grade point average and 2.5 term grade point average to run for or hold office.
 - 4. Board members who have served on the Judicial Board for a minimum of one full semester, elected representatives and officers, or standing committee chairpersons are eligible to serve as Judicial Board Chair. Elected officials and committee chairpersons must have served a minimum 154 days in office to become eligible.

5. The Student Judicial Board will meet at least monthly or when deemed necessary by the Chair.
6. No member of the Board may hold or be a candidate for any SGC office until after the passage of at least one full semester after he/she has ceased to serve on the board.
7. The Chair shall serve as chief administrator of the Judicial Board and will not have a vote on the board.

D. Powers and Limitations

1. The Judicial Board shall be empowered to determine if actions by the SGC are within their Constitutional bounds and whether suggested Bylaws conflict with that Constitution.
2. The Board cannot take action by itself. An outside party must file a complaint for a case to be heard. The outside party eligible to file a complaint can be any FIU student, including members of the SGC.
3. A member may recuse him/herself of taking part in hearing or deciding on a complaint if he/she is an active member of the club or organization in this complaint.

E. A member or Chair may be removed from the Student Judicial Board by a two-thirds vote of the SGC.

F. The Chair shall receive annually an amount up to thirty-five percent (35%) of the President's pay, distributed bi-weekly.

ARTICLE XXI
Eligibility

Seven (7) calendar days will be given following the posting of grades for each semester to correct any deficiencies in order to meet eligibility requirements.