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Student Government Association BBC, Florida International University

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**FLORIDA INTERNATIONAL UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION
CONSTITUTION**

PREAMBLE

We, the students of the Florida International University, desiring to produce and preserve a more cohesive Student Body shall establish a Student Government providing a form of representational government through which the individual student can affirmatively participate. This government shall facilitate the cooperation between the Student Body, Faculty, and Administration, and maintain the interests and concerns of the students to ensure that their rights and liberties are protected. Thus, we do hereby ordain and establish this Constitution of the Student Body of the Florida International University.

**ARTICLE I
STUDENT BODY**

Section 1 Name

The name of this organization shall be the Student Body of the Florida International University. The governing entity of the "Student Body" shall be the Student Government Association of the Florida International University; hereinafter referred to as SGA.

Section 2 Students Rights

- A. All students shall be entitled to vote in the Student Body elections; set guidelines shall be prescribed by each SGC Elections Codes as described in their Student Government Statutes.
- B. Student Government shall not discriminate on the bases of race, ethnicity, creed, sex, sexual orientation, gender identity and expression, national origin, age, religion, disability, or any other classification as provided by law. The denial of due process or the infringement of the substantive rights of any student will not be tolerated.
- C. No students shall be denied the right to freedom of expression, association, or assembly or to the access of the facilities necessary for the exercise of these rights.

Section 3 Purpose

- A. The purpose of this government shall include but not be limited to the following:
 - 1. Allocation of the Activity & Service Fee
 - 2. To provide official voice and action on behalf of the student body

3. Ensure that students concerns are addressed in the immediate governance of and policy development of Florida International University at all levels.
4. Evaluate and establish student programs and services
5. Encourage the betterment of educational standards, facilities and services

ARTICLE II **AUTHORITY**

Section 1 **Establishment of Power**

- 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 powers and duties of Student Government are set forth in this Constitution and by 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), these powers cannot be increased or decreased except by amendment to this Constitution or applicable by law.

Section 2 **Jurisdiction**

- A. All students by virtue of their registration at the Florida International University are members of the Student Body and are granted all the rights and privileges of this Constitution
- B. Members of the Student Body shall be subject to this Constitution, the Student Body Statutes, SGA Rules and Procedures, and to all University Rules & Regulations.

ARTICLE III **ORGANIZATION**

Section 1 **University Park and Biscayne Bay**

The SGA is composed of two (2) Student Government Councils (SGC), one (1) to represent the interests of students at the University Park and Engineering Center hereinafter referred to as (SGC-UP), and one (1) to represent the interests of students at the Biscayne Bay Campus and Broward Pines Center hereinafter referred to as (SGC-BBC).

Section 2 **Branches of Government**

- A. The powers of each SGC shall be divided into (Article IV) Legislative (Article V) Executive, and (Article VI) Judicial branches.
- B. No person belonging to one branch shall exercise any powers appertaining to either of the other branches unless expressly provided herein.
- C. No person shall hold office on more than one branch at a time.

ARTICLE IV
LEGISLATIVE BRANCH

Section 1

Legislative power of the Student Government Councils shall be vested in the Student Senate, hereinafter referred to as the Senate.

Section 2 **Composition**

A. **The Student Senate of University Park shall be composed of:**

a. Thirty (30) Senators which will be elected; the allocation of representation is listed within parenthesis of each College/School/etc listed below:

1. Architecture and the Arts (1)
2. Arts and Sciences (5)
3. Business Administration (3)
4. Education (2)
5. Engineering and Computing (2)
6. Nursing & Health Sciences (2)
7. Public Health (1)
8. Honors College (1)
9. Law (1)
10. Medicine (1)

ii. Divisional Senators

1. Two (2) Graduate Student Senators
2. Four (4) Lower Divisions Senators
3. Two (2) Housing Senators
4. Three (3) Senators at Large

B. **The Student Senate of Biscayne Bay Campus shall be composed of:**

a. Twenty (20) Senators which will be elected; the allocation of representation is listed within parenthesis of each College/School/etc listed below:

i. Senators from the following Colleges/Schools:

1. Arts and Sciences (2)
2. Business Administration (1)
3. Education (1)
4. Honors College (1)
5. Hospitality and Tourism Management (2)
6. Journalism and Mass Communication (2)
7. Nursing & Health Sciences (1)

ii. Divisional Senators:

1. One (1) Graduate Student Senators
2. Four (4) Lower Divisions Senators
3. One (1) Housing Senator
4. One (1) Broward Pines Center Senators
5. Three (3) Senators at Large

Section 3 Apportionment

If a new college is created with its own Dean or Associate Dean, a new Senate seat will be added to the SGC where the college/school is campus-based in the next election period. If additional on-campus living facilities are built, a possible Senate seat may be established on the SGC where the facility is based.

Section 4 Qualifications

A. Qualifications of Senators:

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. Senators of specific schools, colleges, or class levels must be accepted students of that school, college, or class level as defined in the SGA Statutes
3. May run for only one position in SGA during any general or special election;
4. May not be under any academic or disciplinary sanctions as detailed in the Student Code of Conduct to run for or hold office;
5. 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 their SGC;
6. Must maintain a minimum of nine (9) undergraduate credit hours;
7. Senators 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,
8. The Housing Senators must reside in their respected University on-campus housing in order to be eligible to run for and hold that office;
9. Graduate students shall be eligible to run for Housing, Graduate Senate, and Broward Pines seats only. 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 their 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 requirements, but must maintain at least three (3) credit hours.
10. Law students are only eligible to run for and hold Housing and Law senate seats.
11. 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-UP;
 - 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. Senators must meet qualifications prior to running and holding office.

Section 5 **Terms & Vacancies**

- A. Elected Senators shall be elected by plurality votes a term of one (1) year, starting the first day of the Summer A semester and ending the last day of the Spring semester.
- B. In the case of absences, removal or a vacancy of a Senator, the Senate may appoint a substitute to serve until the next special election is called or a special session in Senate is called by the Speaker of the Senate or 2/3rd of the Senate membership; but subject to the qualifications and terms enumerated in Section 4 of this article.

Section 6 **Senate Sessions**

- A. Each SGC Senate shall convene as prescribed in their Statutes.
- B. Summer sessions of Senate shall begin on the first day of summer classes and shall end at the end of the summer semester.
- C. Summer sessions shall have the entitlement of the same authority and powers as fall and spring semesters.
- D. Fall sessions of Senate shall begin on the first day of fall classes and shall end at the end of the fall semester.
- E. Spring sessions of Senate shall begin on the first day of spring classes and shall end at the end of the spring semester.
- F. Senate sessions shall not be called during holidays or breaks and/or when the University is closed.
- G. Each SGC shall convene as prescribed by Sunshine State Laws.

Section 7 **Officers of the Senate**

- A. The Vice President of each SGC will serve as President of the Senate in an ex-officio manner. As President of the Senate, he or she will chair the Senate, until a Speaker of the Senate is elected by majority of the Senate positions in office.
 1. The President of the Senate if acting chair of the Senate shall vote only in the case of a tie; once a Speaker of Senate is selected; the Vice President shall serve as liaison between the executive and legislative branch.

2. The Speaker of Senate as chair of the Senate shall retain their voting power.
- B. The Senate shall also elect a Speaker Pro Tempore to assist the Speaker of the Senate in all administrative duties of the legislative branch.
- C. The Chair of the Finance Committee shall be selected by members of Senate and be third in line in Senate leadership.

Section 8 **Powers of the Senate**

- A. Enact and diligently carryout all legislation necessary and proper for the general welfare of the Student Body.
- B. Enact constitutional bylaws to be known as Student Government Statutes with a majority vote of the Senate, with the exception of bylaws concerning elections, which shall require 2/3rd vote of the Senate.
- C. Determine its own rules and procedures and meeting times as determined in the Statutes with 2/3rd vote of the Senate; provided that quorum is met.
- D. Approve and allocate all Activity & Service expenditures; subject to the provisions of the Chapter 1009.24 (10b) of the Florida Statutes and Article IX of this constitution.
- E. Provide for the compilation and publication of legislation.
- F. Advice, consent, and/or approve all appointments and recommendations of the SGC President; especially University-campus specific committees by a majority of the Senate provided that quorum be met.
 1. University Wide committees shall be approved by the University Wide Council by a 2/3rd votes of the Council; provided that quorum is met.
- G. The Senate has the power to impeach all SGC officials elected and appointed for misfeasance, malfeasance, and/or nonfeasance of duty, or action contrary to or in violation of this Constitution, the Statutes of each SGC and the University Wide Statutes of Florida International University.
 1. Impeachment shall be instigated by one-third (1/3rd) vote of the SGC Senate leadership.
 2. Impeachment shall be defined as an accusation and charging of an individual with misfeasance, malfeasance, and/or nonfeasance of duty, to be tried before the Judicial Branch of the Student Government; with the Chief Justice presiding.
 3. Removal can only take place as deemed in the Statutes of Government listed under Judicial.
- H. The Senate shall establish means for active participation in the formulation of policies from the Student Body.

- I. Overturn a Presidential veto by 2/3rd votes of not less than quorum of that respected SGC Senate.
- J. The Senate shall have the power to create any committee necessary to the operation of the Senate, and to appoint and remove any committee chair by majority of committee members present. No member of the Senate may chair more than one committee, nor hold office in any other branch of Student Government.

Section 9 **Limits & Prohibitions**

- A. Senate shall not enact a Bill or Resolution that conflicts with or violates any Federal law, State law, Local law, or ordinance. The SGC Judicial Branch shall negate and remove, if presented for Judicial Review, existing SGA law if it conflicts with this provision.
- B. No SGC Senate can enact a Bill or Resolution that affects the other unless proper consent is given by both SGC Speakers of the Senate and will not be carried out unless voted by the University Wide Council, which shall require two-thirds (2/3rd) vote of not less than quorum.
- C. Senate shall not deny speaking privileges in the Student Senate to the SGC President, Vice President, Comptroller, or any other official within SGA or elsewhere discussing business of nature to the SG councils.
- D. Shall convene as prescribed by Sunshine State Laws
- E. Conduct any vote in secret ballot unless as prescribed in the SGC Statutes

ARTICLE V
EXECUTIVE BRANCH

Section 1 **Leadership of University Park & Biscayne Bay**

Each SGC executive power shall be vested in a President and assisted by a Vice President, and Comptroller and such administrative officers as the President shall appoint in accordance with this Article and by Statute.

Section 2 **Election of Executive & Terms**

- A. The President and Vice President from each campus running on a ticket shall be elected by the students in the Spring Elections by plurality.
 - 1. Members of the Executive Branch shall be elected for terms of one (1) year
 - 2. No person shall hold the office of SGC President for more than two (2) terms.
 - 3. 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.

Section 3 **Qualifications**

A. President and Vice President

1. 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;
2. May not be under any academic or disciplinary sanction as detailed in the Student Code of Conduct 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 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;
4. Must have held at least one SGA position for at least two (2) academic semesters and/or 154 consecutive days, prior to the first day of official campaigning in Spring Elections; an exception to this section is a member succeeding to the office of President;
 - i. Vice Presidential candidates are exempt from this provision.
5. Must be of at least sophomore standing to run and hold office, and having attended FIU for at least one year;
6. Must maintain a minimum of nine (9) undergraduate or six (6) graduate credit hours for each semester in office, excluding summer semester;
7. In his/her semester of graduation he/she is exempt from the nine (9) undergraduate credit hour requirements, but must maintain a minimum of three (3) credit hours,
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;
10. Must not exceed term limits as described in this article Section 2.

Section 4 **Duties of the SGC President**

A. University Park

1. Shall be the chief executive of SGC-UP
2. Administer and ensure that all provisions of this Constitution and Statutes are faithfully executed
3. Preside over the SGC Executive 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 Statutes;
4. Represent the interests of the SGC-UP to the administration and faculty
5. Attend or send a designee to Senate meetings;
6. Appoint or create positions not provided for in this Constitution or SGC Statutes.
 - i. All appointments shall still require Senate approval as prescribed in Article IX Section 4.
7. Serve on and/or nominate and/or appoint individual students to University Park committees; such provision shall still require Senate approval as prescribed in Article IV.
 - i. University Wide committees must follow guidelines as expressed in Section 4, Article IX.
8. Have the power to convene special SGC-UP executive meetings,

9. Can convene meetings of the full SGC-UP Council, to include the Executive and Legislative bodies, and be the presiding officer in times of need, urgency, and/or to give reports.
10. Shall serve on the University Wide Council and University Wide Budget Committee as a voting member
11. Serve as student Trustee on the Board of Trustee and serve on the University Wide Council.
12. Shall have any other power or duty as prescribed by this Constitution and/or SGC Statutes

B. Biscayne Bay Campus

1. Shall be the chief executive of SGC-BBC
2. Administer and ensure that all provisions of this Constitution and Statutes are faithfully executed
3. Preside over the SGC Executive 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 Statutes;
4. Represent the interests of the SGC-BBC to the administration and faculty
5. Attend or send a designee to Senate meetings;
6. Appoint or create positions not provided for in this Constitution or SGC Statutes.
 - i. All appointments shall still require Senate approval as prescribed in Article IV.
7. Serve on and/or nominate and/or appoint individual students to Biscayne Bay committees; such provision shall still require Senate approval as prescribed in Article IV.
 - i. University Wide committees must follow guidelines as expressed in Section 8, Article IV
8. Have the power to convene special SGC-BBC executive meetings
9. Can convene meetings of the full SGC-BBC Council, to include the Executive and Legislative bodies, and be the presiding officer in times of need, urgency, and/or to give reports
10. Shall serve on the University Wide Council and University Wide Budget Committee as a voting member
11. Serve on the FIU Foundation Board of Directors
12. Shall have any other power or duty as prescribed by this Constitution and/or SGC Statutes

Section 5 Powers of SGC Presidents

A. Presidential Veto Power

1. SGC President must act on legislation passed by the Senate by either signing to enact or veto. The President will have five (5) business days to sign passed legislations. Legislation failing to acquire the President's signature shall pass as law. Veto legislation shall require the two-thirds (2/3rd) vote of not less than quorum of Senate.
2. The President shall also have line item veto power on legislation.
 - a. In overriding the use of "the line item veto," the senate will be able to overturn it on a line-by-line basis.

- b. The President must give written explanation of vetoed legislation and line item vetoed legislation within five (5) days of action.
3. The President can only sign and veto legislation from the council he/she serves.

Section 6 **Duties and Power of the Vice President**

- A. Fulfill all the duties of the SGC President of that campus in the absence of the President as detailed in the Constitution and SGC Statutes
- B. Serve as President of the Senate and abide by the rules as prescribed in Article IV and SGC Statutes
- C. Shall serve on the University Wide Council as voting member
- D. Shall serve on the University Wide Budget Committee as voting member
- E. Shall have any other power or duty as prescribed by law and/or SGC Statutes

Section 7 **Duties and Power of the SGC Comptroller**

- A. Serve as the Chief Financial Officer for his/her respected SGC and SGC funded entities.
- B. Shall assist the Vice President for Student Affairs or his/her designee(s) in the management and disbursement of SGC funds
- C. Shall serve as a non-voting member of the Finance committee
- D. Shall serve on the University Wide Council as a non-voting member
- E. Shall serve on the University Wide Budget Committee as a voting member
- F. The Comptroller can reject request of funds provided that explanation is given to the SGC funded entity and meets the stipulations as prescribed in the SGC Statutes
- G. Shall have any other power or duty as prescribed by law and/or SGC Statutes

Section 8 **Executive Cabinet**

- A. There shall be a cabinet determined in size and structure by the SGC President and Vice President on each campus that shall assist and advise the executive leadership.
- B. The members of the cabinet shall be selected by the President and Vice President with majority vote of approval from the Senate.
 1. The President has the power to remove at his/her discretion any officer appointed to a position in the Executive branch without Senate approval

- C. Cabinet members will be required to report to the Senate as prescribed in the SGC Statutes the status of major projects and accomplishments of the term year.

Section 9 **Executive Office of the President**

- A. The Executive Office shall serve as the means through which the President and Vice President can execute their constitutional powers and carry out their administrations' programs, projects, and agenda. The purpose of the Executive Office and its divisions is to provide information and assistance to the President and Vice President in a particular area or field of expertise.
- B. The President may organize the Executive Office, as he/she deems necessary and proper within the limits imposed upon him/her by each SGC Statutes.

Section 10 **Governing Council**

A. University Park

- 1. Governing Councils under SGC jurisdiction are:
 - a. Residential Housing Association (RHA)
 - b. Council of Student Organizations (CSO)
 - c. Student Programming Council (SPC)
 - d. Homecoming Council (HC)
 - e. Panther Rage (PR)
 - f. Multi-faith Council (MC)
 - g. Greek Council (GC)
 - h. Graduate Student Association (GSA)
 - i. Black Student Union (BSU)

B. Biscayne Bay

- 1. Governing Councils under SGC jurisdiction are:
 - a. Bay Vista Hall Council (BVHC)
 - b. Student Organizations Council (SOC)
 - c. Student Programming Council (SPC)
 - d. Panther Power (PP)
 - e. Graduate Student Association (GSA)
 - f. Black Student Union (BSU)

- C. Governing Council Presidents shall be required to attend SGC Executive meetings and/or attend separate meetings as designated by the SGC President to facilitate cooperation between their organizations.
- D. Governing Council Presidents or appointed designee shall provide a timely report to the Senate as prescribed by this Constitution and SGC Statutes.
- E. Shall be elected by their respective organizations and maintain organizational constitutions.

1. Shall not have any provisions in their constitution that supersedes SGC laws and guidelines
- F. SGC officials shall be exempt from the nine (9) credit hour requirement, their semester of graduation but must maintain at least three (3) credit hours.
- G. Shall abide by the SGC Constitution and Statutes
- H. No SGC official, appointed, or elected, shall have any authority not specified in this document, the SGC Statutes, or as may be granted to him/her by majority vote of their respected SGC.

ARTICLE VI **JUDICIAL BRANCH**

Section 1 **Judicial**

Judicial power of the Student Body shall be vested in a Supreme Court of the Student Government Association.

Section 2 **Composition**

- A. The SGC Supreme Court shall be composed of one (1) Chief Justice and four (4) justices.
- B. The Chief Justice shall be the chief administrative officer of the judicial system
- C. The Chief Justice and the justices shall apply and approved by the required majority vote of the Senate not less than quorum.

Section 3 **Qualifications**

- A. 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;
- B. May not be under any academic or disciplinary sanctions as detailed in the Student Code of Conduct to run for or hold office;
- C. 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 their SGC;
- D. Must maintain a minimum of nine (9) undergraduate or six (6) graduate credit hours for each semester in office, excluding the summer semester;
- E. 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;

Section 4 **Jurisdiction and Powers**

- A. The SGCs Supreme Courts shall interpret any provision of the constitution and governing councils' constitutions and/or any law upon written
- B. The Supreme Court shall have jurisdiction:
 - 1. Over issues and concerns involving questions of the constitutionality of actions by student governing groups, organizations and their representatives
 - 2. Over conflicts between student groups
 - 3. Violations of the Student Body Constitution and Statutes
- C. The Supreme Court must negate and remove existing Student Government Statutes, Appropriations, Law, Joint Resolution, Executive Order, and/or Senatorial policy that conflicts with any Federal, state, local law and/or ordinance or University regulation
- D. Subpoena Power:
 - 1. The Supreme Court shall have the power to issue subpoena over students having interest of effect in matters before the Court.
 - 2. Failure to comply may result in punishment deemed appropriate by the Supreme Court and approved with majority vote of the Senate.
- E. Justices may recues themselves from taking part in hearings or decisions on a complaint if they are an active member of the club or organization in the complaint
- F. Censure and Removal:
 - 1. The Court shall have the power to hear charges seeking the removal and/or censure of SGC members and Governing Council officials as expressed in Article VIII.

Section 5 **Duties**

- A. The Supreme Court will meet at least monthly or when deemed necessary by the Chief Justice
- B. Each year, during the week of September 17th the Supreme Courts of both SGCs shall convene and review the SGA Constitution and make recommendations to the University Wide Council for its update; this day will be called "FIU Constitution Day."
- C. Members of the Court will attend and successfully complete training through the department of Student Conduct and Conflict Resolution.

Section 5 **Terms & Limits**

- A. Members of the Supreme Court are not limited in terms, but must re-apply after every SGA term.
- B. Justices may be removed by two-thirds (2/3) vote of the Senate not less than quorum.

ARTICLE VII
UNIVERSITY-WIDE COUNCIL

Section 1 **Purpose**

- A. It is the responsibility of the University Wide Council, hereinafter to be referred to as the UWC, to represent and address students' needs on matters of university-wide, local, state, federal, and international concerns.
- B. The UWC also serves to aid in the coordination and support of the activities of each SGC.

Section 2 **Composition**

- A. The University Wide Council (UWC) shall be comprised of:
 - 1. Each SGC President
 - 2. Each SGC Vice President
 - 3. Each Speaker of the Senate
 - 4. Each Speaker Pro Tempore
- B. The UWC shall also be comprised of these non-voting members:
 - 1. Each SGC Comptroller
 - 2. Each Chief Justice
 - i. Must follow guidelines as prescribed in Section 3D

Section 3 **Duties**

- A. The UWC shall meet on the last academic calendar Wednesday of every month alternating between the University Park and Biscayne Bay Campus.
 - 1. The first meeting shall be at the SGA Retreat, and then alternate between the University Park and Biscayne Bay.
- B. The SGC President hosting shall set the agenda and chair the meeting
 - 1. The other SGC President shall serve as Vice Chair of the meeting.
 - 2. The agenda shall be approved by majority of the UWC prior to the meeting.
- C. Quorum shall be fifty percent (50%) plus one; provided that at least two (2) members from each SGC is present
- D. The Chief Justice from the host campus must be present and serve as Parliamentarian of the meeting.
 - 1. If not present an associate justice from the host campus can fulfill the duties

2. The other Chief Justice should be present to serve as reference for the non-host campus judicial procedures and guidelines
3. If not present an associate justice can be selected to fulfill the duties

Section 4 Powers

- A. The UWC shall make necessary appointments or create ad hoc committees it deems necessary to carry out the business of the UWC
 1. Appointments to UWC committees require majority vote of the members not less than quorum.
- B. The UWC may propose Constitutional amendments in a form of a University Wide Bill after:
 1. Securing a majority vote of approval not less than quorum from each SGC Senate
 - i. Constitutional amendments failing to receive majority approval from whichever Senate must require two-thirds (2/3) vote from the Senate that passed the bill to override and secure a majority vote from the UWC members.
 2. Proposed Constitutional amendments must be ratified in a student body election
- C. The UWC may propose university-wide statutes or SGA Bylaws consistent with this Constitution, which are necessary and proper for the general welfare of the entire student body.
- D. The UWC shall be allowed to enact Resolutions expressing the opinions and needs of the entire student body
- E. The UWC shall have the power to enact University Wide Bills hereinafter referred to as a UWB.
 1. These bills will not be carried out unless voted by the UWC, which shall require two-thirds (2/3rd) vote of not less than quorum.
 2. Constitutional UWBs need to follow the guidelines as mentioned in Section 4C
 3. UWBs are legislation that create and implement University Wide committees and/or projects and initiatives
- F. Vote on the budget from the University Wide Budget committee.
- G. The UWC shall provide for the compilation and publication of legislation to be referred to as the SGA Statutes, this compilation shall include each SGC statutes and/or bylaws and University Wide bills and resolutions.

Section 5 Limits

- A. The UWC shall not enact a Bill without the consent of each SGC Senate.
 1. Speakers of the Senate must acquire majority vote of not less than quorum from their Senate to introduce a bill to the UWC
- B. The UWC shall not enact a Bill that conflicts with or violates any Federal law, State law, Local law, or ordinance. The host SGC Judicial Branch shall negate and remove, if presented for Judicial Review, existing SGA law if it conflicts with this provision.

- C. The UWC cannot enact a Bill or Resolution that affects the other unless proper consent is given by both SGC Speakers of the Senate and will not be carried out unless voted by the University Wide Council, which shall require two-thirds (2/3rd) vote of not less than quorum.
- D. The UWC shall not deny speaking privileges to any official within SGA or elsewhere discussing business of nature to the SG councils.
- E. Shall convene as prescribed by Sunshine State Laws
- F. Conduct any vote in secret ballot unless in the selection of University Wide Committees and/or as prescribed in the University Wide SGA Statutes.

Section 6 **Governing Councils of the UWC**

- A. The University Wide Council (UWC) will aid each SGC Senate in overseeing the duties and functions of these university wide organizations:
 - a. Graduate Student Association (GSA)
 - b. Black Student Union (BSU)
- B. Each organization will be responsible for reporting to the UWC at each UWC scheduled meeting.

Section 7 **University Wide Budget Committee**

- A. The purpose of the University Wide Budget Committee hereinafter to be referred to, as the Budget Committee (BC) will be to draft the SGA University Wide budget and overseer of the SGA University Wide reserve accounts.
- B. The composition of the University Wide Budget Committee shall be:
 - 1. Each SGC President
 - 2. Each SGC Vice President
 - 3. Each SGC Speaker of the Senate
 - 4. Each SGC Comptroller
 - 5. SGC-UP Finance Chair
- C. The BBC and Broward 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 Broward Pines Center remaining after the allocation of:
 - 1. Fixed expenses
 - 2. SGA University-Wide accounts
- D. The Broward Pines Center shall be funded from the total amount allocated to SGC-BBC and shall be at the sole discretion of the SGC-BBC

- E. The Engineering Center shall be funded from the total amount allocated to SGC-UP and shall be at the sole discretion of the SGC-UP
- F. Each SGC Senate shall be responsible for approving their campus specific budgets by a two-thirds (2/3) vote of not less than quorum.
- G. The University Wide budget must be approved by two-thirds (2/3) vote of not less than quorum of the University Wide Council.
 - 1. Failure for the University Wide budget to secure the necessary votes shall go back to the University Wide Budget Committee until the budget is approved and then signed by the University President and/or designee.
- H. Campus specific budgets failing to secure the necessary votes will go back to the respected Finance committee for modification until the budget is approved and then signed by the SGC President.

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 Senators 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 Senators 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. Any student has the right to call for a University-wide initiative/referendum; or recall a general or special election if a petition signed by at least 20% of the number of students that voted in the most recent general election is submitted as specified by Statutes. Student Body enrollment figures shall be determined by the Registrar's Office at the time of the initiative/referendum/recall.
- F. All elected SGC positions are held 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 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 Senators 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
CENSURE AND REMOVAL

Misconduct
Illegal
Failure to meet legal obligations

- 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 Statues.

ARTICLE X
VACANCIES AND SUCCESSION

- A. Permanent absences, resignation, or removal of the SGC President; then the proper order of succession shall be:
 - 1. Vice President or
 - 2. Speaker of the Senate or

3. Speaker Pro Tempore or
 4. Finance Chair
- B. In the event that order of succession is exhausted, the Senate shall convene to select a President until special elections can be called for, the selection of this President shall require two-thirds ($2/3^{\text{rd}}$) votes of the Senate not less than quorum.
- C. The new SGC President shall appoint the Vice President, this appointment must be approved by a two-thirds ($2/3^{\text{rd}}$) vote of the SGC Senate.

ARTICLE XI
TERM LIMITS

- A. 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 XII
BUDGET

- A. 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 XIII
AMENDMENTS

- A. 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:
- B. Amendments to this Constitution may be proposed by either a petition of five (5) percent of the total student population
- C. The UWC may propose Constitutional amendments in a form of a University Wide Bill after:
1. Securing a majority vote of approval not less than quorum from each SGC Senate
 - a. Constitutional amendments failing to receive majority approval from whichever Senate must require two-thirds ($2/3$) vote from the Senate that passed the bill to override and secure a majority vote from the UWC members.
- D. Proposed Constitutional amendments must be ratified in a student body election

- E. 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.
- F. Final ratification of consent shall be given by the Vice President of Student Affairs.

ARTICLE XIV
SGC STATUTES

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

ARTICLE XV
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. 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.
- D. SGC Senators, excluding the Speaker, shall receive annually an amount up to twenty-five percent (25%) of the President's pay,
- E. Salaries for other appointed or elected positions of each SGC, including such positions as Director of Student Legislative Affairs, Chief Justice, and Elections Commissioner; shall be left to the discretion of the individual executive council of each campus, but cannot exceed the annual salary of the Speaker of the Senate
- 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 XVI
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 XVII
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.

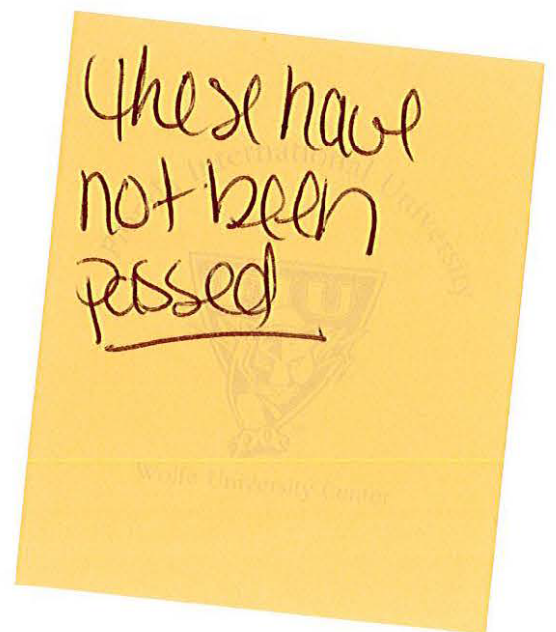
ARTICLE XVIII
DISSOLUTION

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





FLORIDA INTERNATIONAL UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION-BISCAYNE BAY CAMPUS
STATUTES



FLORIDA INTERNATIONAL UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION-BISCAYNE BAY CAMPUS
TITLE 1: SYSTEM OF STATUTES

Chapter 100 Student Government Statutes

100.1 Student Body laws of the Biscayne Bay Campus of permanent and general public interest shall be compiled in a codification known as Biscayne Bay Campus Statutes. This codification shall be observed by the Student Senate in enacting by-laws, and by the Chief Justice in exercising judicial review.

100.2 The Student Body Statutes shall be organized into titles, each dealing with related and similar topics. Each title shall be composed of numerically designated chapters, as follows:

TITLE I	(Ch. 100-199)	System of Statutes
TITLE II	(Ch. 200-299)	Membership, Powers and Purpose
TITLE III	(Ch. 300-399)	Executive Branch
TITLE IV	(Ch. 400-499)	Legislative Branch
TITLE V	(Ch. 500-599)	Judicial Branch
TITLE VI	(Ch. 600-699)	Governing Councils
TITLE VII	(Ch. 700-799)	Elections Code
TITLE VIII	(Ch. 800-899)	Finance Code
TITLE IX	(Ch. 900-999)	General Statutes
TITLE X	(Ch. 1000-1999)	University Wide Council

100.3 Each Chapter shall be sub-divided by means of a decimal arrangement carried out by two decimal places. The first decimal place shall represent a chapter's section and the second decimal place shall represent the subsection. Subsections shall relate back to the proceeding sections.

100.31 Each section and/or subsection in the statutes shall have printed after it, a history giving the Senate and Bill numbers in which it was amended.

100.32 Only the most recent three (3) amendments shall be printed with the statutes; less recent amendments will be archived and available for reference.

100.4 The Senate has the authority to enact laws and the Judicial branch has the authority to nullify such laws not in accordance with the Student Body Constitution, national, state, local, and university laws.

100.5 There shall be a separate codification entitled Amended Student Body Budget which shall include the current fiscal year budget, all amendments including transfers pertaining to the Biscayne Bay Campus, allocation from contingency accounts, University Wide

reserve accounts (accumulated cash balance account), Finance codes and the Finance Manual as promulgated by the Accounting office, the Finance committee and the Comptroller.

100.51 The Amended Student Body Budget should be organized as followed:

Section 1: The law or laws originally establishing the budget for the current fiscal year

Section 2: All laws, which amend the budget or allocate funds, in chronological order

Section 3: Final bill of current budget including the amendments and expenses

Section 4: Allocations of special request from the contingency accounts and/or any other specific account in control of SGA

Section 5: Current Finance Codes, as amended

Section 6: Current Finance Manual

100.6 There shall be one official copy of the SGC-BBC Statutes and the Amended Student Body Budget. Both books shall be maintained by the SGC Clerk and be kept in the SGC offices.

100.7 The Senate President's designee or Speaker of the Senate shall make sure copies of the laws are made available to those interested. These publications shall be titled the year of print and publication, e.g., SGC-BBC Statutes of 1974-1975 shall reflect the statutes of the academic and election year of May 1974- May 1975.

100.71 A codification of the Student Government Council-Biscayne Bay Campus Statutes shall be located on the SGC website.

100.8 All legislation and resolutions presented to the Student Senate shall be retained and archived according to University Library policies at the end of each legislative session.

Chapter 101 Amendments to the Statutes

101.1 All Student Government Statutes can be amended.

101.2 Senate bills to amend Statutes shall require two (2) readings if it involves changing only one title and chapter (s). Bills that are amending more than two titles will require three (3) readings from the Senate.

101.21 All bills to amend the Statutes are subject to review by the judicial branch.

101.3 All amendments to the SGC-BBC Statutes shall take immediate effect upon approval of the SGC President or upon an override of a Presidential veto.

Chapter 102 Compliance with the SGC-BBC Statutes

- 102.1** All Student Government Officers shall comply with the Student Government Statutes. Any willful or deliberate disregard of any Statute may be considered as cause for impeachment in accordance with the Student Government Constitution.
- 102.2** All students serving in any capacity with Student Government must comply with the Student Government Statutes. Any willful or deliberate disregard of any Statute may subject that student to removal from the position in accordance with the Student Government Constitution and Statutes.
- 102.3** When a conflict between Campus-based Statutes has encountered, University wide Statutes shall take precedence.

Chapter 103 Definitions of Terms

- 103.1** When a Senate Bill introduces new terminology to the Statutes, appropriate definitions shall be attached to the Senate Bill. Once the Senate Bill passes, the definitions shall be added alphabetically to the section below.
- 103.2** **Activity & Service Fee-** As defined by the Florida Statutes 1009.24 (10a-b). Each university board of trustees shall establish a student activity and service fee on the main campus of the university. The university board may also establish a student activity and service fee on any branch campus or center. Any subsequent increase in the activity and service fee must be recommended by an activity and service fee committee, at least one-half of whom are students appointed by the student body president. The remainder of the committee shall be appointed by the university president. A chairperson, appointed jointly by the university president and the student body president, shall vote only in the case of a tie. The recommendations of the committee shall take effect only after approval by the university president, after consultation with the student body president, with final approval by the university board of trustees. An increase in the activity and service fee may occur only once each fiscal year and must be implemented beginning with the fall term. The Board of Governors is responsible for adopting the rules and timetables necessary to implement this fee.

(b) The student activity and service fees shall be expended for lawful purposes to benefit the student body in general. This shall include, but shall not be limited to, student publications and grants to duly recognized student organizations, the membership of which is open to all students at the university without regard to race, sex, or religion. The fund may not benefit activities for which an admission fee is charged to students, except for student-government-association-sponsored concerts. The allocation and expenditure of the fund shall be determined by the student government association of the university, except that the president of the university may veto any line item or portion thereof within the budget when submitted by the student government association legislative body. The university president shall have 15 school days from the date of presentation of the budget to act on the allocation and expenditure recommendations, which shall be deemed approved if no action is taken within the 15 school days. If any line item or

portion thereof within the budget is vetoed, the student government association legislative body shall within 15 school days make new budget recommendations for expenditure of the vetoed portion of the fund. If the university president vetoes any line item or portion thereof within the new budget revisions, the university president may reallocate by line item that vetoed portion to bond obligations guaranteed by activity and service fees. Unexpended funds and undisbursed funds remaining at the end of a fiscal year shall be carried over and remain in the student activity and service fund and be available for allocation and expenditure during the next fiscal year.

- 103.3 Ad-Hoc Committee**- A Senate Committee not established in the Senate Rules of Procedure, which is created by the Senate President or Senate President Pro-Tempore for a specific purpose, after which it shall be dissolved, and which may be comprised of both Senators and other students.
- 103.4 Bills**- Bills shall be legislative proposals to appropriate monies, approve Constitutional amendments and revisions, and adopt statutory amendments and revisions, and other binding acts. Such bills shall require two (2) readings before the Senate.
- 103.5 Broward Pines Center**- An organizational and budgetary entity of Florida International University governed by the Biscayne Bay Campus
- 103.6 Capital Improvement & Trust Fund (CITF)**: Florida Statutes 1013.74, funding used for building new student buildings. (FLS. 1013.74 [3]) No project proposed by a university, which is to be funded from Capital Improvement Trust Fund fees, or building fees shall be submitted to the Board of Governors for approval without prior consultation with the student government association of that university. The Board of Governors may adopt rules, which are consistent with this requirement.
- 103.7 Candidate for Student Government Office**- Any person running or applying to become a Student Government Officer
- 103.8 Department**- An organization that receives its operating revenue directly from allocation within the Activity and Service Fee Budget and whose duties, composition, and responsibilities are outlined in the statutes. A Department shall provide auxiliary service to Student Government.
- 103.9 Employee of Student Government**- Any person receiving remuneration from Student Government accounts who is not a Student Government Officer.
- 103.10 Fee Increase Committee**- The student half of the committee required by State Law to raise the Athletics Fee, Health Fee, and/or the Activity and Service appointed jointly by both SGC Presidents
- 103.11 Fiscal Year**- The Student Government fiscal year shall begin on every 1st of July and end the 30th of June the next year.

- 103.12 Florida Law**- Any Statute, Executive Order, Injunction, or otherwise officially recognized legal standing issued from the State of Florida Government.
- 103.13 Full Time Enrollment (FTE)**: the number of enrolled students taking 12 or more credits at FIU
- 103.14 Governing Councils**- An SGC entity that receives its operating revenue directly from allocation within the Activity and Service Fee Budget and whose duties, composition, and responsibilities are outlined within SGC Statutes, which shall provide direct service to the student body
- 103.15 Judicial Capacity**- Of or related to the duties of the Student Government Supreme Court as outlined in Title V
- 103.16 Judicial Recusal**- The removing of oneself from a Supreme Court proceeding due to a conflict of interest with the pending matter.
- 103.17 Leadership Committee**- committee comprised of the Student Body President, Student Body Vice-President, Speaker of the Senate, Speaker Pro-Tempore, Chief Justice of the Supreme Court, Comptroller, and one advisor serving ex-officio.
- 103.18 Majority Vote**- A majority vote shall be defined as a vote of greater than fifty (50) percent of those present at a meeting who have voting rights.
- 103.19 Malfeasance**- Commission of a wrongful or unlawful act involving or affecting the performance of one's duties
- 103.20 Misfeasance**- Performance of a lawful action in an illegal or improper manner or with an improper or corrupt motive
- 103.21 Nonfeasance**- Failure to perform an act that is either an official duty or a legal requirement
- 103.22 Nonpublic Information**- Information that would be considered confidential under Florida Law
- 103.23 Quorum**- number of members required for a formal Senate or General Meeting, fifty percent plus one (50% + 1).
- 103.24 Resolutions**- shall be the formal expression of the opinion of the Senate or the SGC of Biscayne Bay Campus as voted by the Senate stating the will of Student Government.
- 103.25 Senate Rules of Procedure**- the Rules of Procedure (ROP) of the Senate shall be a separate document of the Student Government Statutes, to be amended by the same procedure as the Student Government Statutes, with the exception that the ROP are not subject to Executive veto. The Senate ROP shall serve to detail internal procedures and

policies of the Senate and shall not conflict with the Student Government Constitution and Statutes.

103.26 Standing Committee- a Senate Committee established in the Senate Rules of Procedure.

103.27 Student Body- All enrolled students of Florida International University.

103.28 Student Counselors- Students representing other students before the Student Government Supreme Court

103.29 Student Government Meeting- Any gathering, whether formal or informal, of two or more members of the same committee, agency, or branch, to discuss some matter on which foreseeable action will be taken

103.30 Student Government Officer- Any member of the Student Government who is elected by the student body or confirmed by the Senate.

103.31 Student Government Records- All material, regardless of physical form or characteristics, made or received pursuant to law or in connection with transaction of official business by any committee, agency, or branch of Student Government.

103.32 Student Representative- Any student appointed by the Student Body President to serve on a University Wide Committee.

103.33 Supermajority Vote- A supermajority vote shall be defined as a vote greater than or equal to two-thirds (2/3) of those present at a meeting who have voting rights.

103.34 University Wide Committee- A committee established by University Policy for the benefit and/or pertaining interest of the whole student body

103.35 University Wide Budget Committee- function shall be to draft the annual budget of the SGA. Voting members are outlined in the Constitution.

103.36 University Wide Council- responsible to represent student interests and address student needs on matters of university-wide, local, state, federal, and international concerns and structure as outlined in the Constitution

103.37 Vote of Reconsideration- A vote held in order to reassess any prior vote conducted within the current legislative term.

103.38 Writ of Mandamus- An order by the court to force a Student Government Officer to perform his or her duties as outlined in statutes.

**FLORIDA INTERNATIONAL UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION-BISCAYNE BAY CAMPUS
TITLE II: MEMBERSHIP, POWERS, and
PURPOSE**

Chapter 200 Official Seal of the SGA of Florida International University

- 500.1** This chapter shall define the Official Seal of the Florida International University Student Government.
- 500.2** The Official Seal for the Student Government of Florida International University shall be as follows:



- 500.3** This will be the universal seal for Student Government and shall appear on anything and everything deemed necessary.
- 500.4** Changes to the Official Seal shall require a supermajority vote of the Judicial, Senate, and Executive Committee, prior to being voted on in the form of a bill by the Senate.

Chapter 201 Official Logo of Student Government

- 201.1** This chapter shall define the Official Logo of the Florida International University of Student Government-Biscayne Bay Campus.
- 201.2** The Official Logo for the Student Government of Florida International University-Biscayne Bay & Pines Center shall be as follows:



201.3 This will be the universal seal for Student Government Council at Biscayne Bay and Pines Center and shall appear on anything and everything deemed necessary.

201.4 Changes to the Official Seal shall require a supermajority vote of the Judicial, Senate, and Executive Committee, prior to being voted on in the form of a bill by the Senate.

Chapter 202 Compensation Policy, Senate Confirmation, and Oaths of Office

202.1 No compensation shall be authorized for any officeholder whose appointment require Senate confirmation until the officeholder has been confirmed.

202.2 There must be proper notification to the upcoming member of all of the paperwork and forms that must be submitted 2 weeks before nomination regarding compensation.

202.3 There shall be a reasonable amount of compensation to be paid for the duties performed and for the time allotted.

202.4 Any students who do not show up for meetings or fulfill their office hours and work will not be compensated.

202.5 Assumptions of Duties:

Duties, rights, and responsibilities; shall vest upon confirmation by Senate and upon taking the oath of office. The Senate President or Senator acting in this role shall be responsible for administering the oath

202.6 The oath for all offices shall be as follows:

I, (officer's name), promise to abide by the Student Government Constitution and Statutes of Florida International University and honor the code of ethics as established, and I shall execute my position to the best of my ability as detailed to me, "so help me God."

202.7 Oath for the President:

I, (officer's name), do solemnly swear that I will faithfully execute the Office of President of the Student Body, and will to the best of my ability preserve, protect, and defend the Constitution of the United States, the State of Florida and Florida International University Student Body, "so help me God."

- 202.8** There shall be two inauguration ceremonies held per year, following the Fall and Spring SGA elections, on the dates specified in the Student Body Election Code. The oath of office will be administered to all students who have been duly elected to office by the Chief Justice of the Student Supreme Court. If the Chief Justice is unavailable, then he/she may appoint an Associate Justice to administer the oath in his/her place. If no Justice to the Student Supreme Court is available, then the Supervisor of Elections shall choose any judge or justice who is currently serving on the bench in the State of Florida. The elected candidates for the offices of Student Body President and Student Body Vice President must be administered the oath individually. All duties, rights, privileges, and responsibilities of office shall vest upon taking the prescribed oath of office.
- 202.9** No Student Government Officer shall be required to take any oath, which would violate any personally held convictions.

Chapter 203 Florida International Student Government in the Sunshine Laws

- 203.1** A Student Government Meeting shall be defined as any gathering, whether formal or informal, of two or more members of the same committee, council, or branch, to discuss some matter on which foreseeable action will be taken.
- 203.2** In accordance with the State of Florida's Sunshine Laws, all student government meetings and student government funded clubs and groups must fulfill the following requirements:
- 203.21** Must be open to the public.
 - 203.22** Reasonable notice of meetings needs to be given.
 - 203.23** Minutes of the meetings need to be taken, archived, and made available to the public.
- 203.3** All Student Government Records shall be open to public inspection.
- 203.4** To aide in the facilitation of keeping with the laws as established by the State of Florida, an SGC website shall be maintained.
- 203.41** Posting on the Student Government website shall constitute a post in a public space and advertisement in a widely published fashion.
 - 203.42 Executive Information:** acts of the Student Body President including all executive orders, all appointments, all vetoes, and all dismissals of Student Government officers must be posted on the website.
- The names of all filled positions, as well as any publicly available contact information for all officers in the Executive Branch, must be posted on the website.
- 203.5 Legislative Information:** Acts of the Senate including a synopsis of all proposed statutory amendments, proposed allocations, actual statutory revisions, actual allocations,

confirmations, impeachments, roll call votes, and the Senate Rules of Procedure must be posted on the website.

- 203.6** The names and offices of all Senators and Officers of the Senate, as well as the committees on which they serve, as well as their publicly available contact information must be posted on the website.
- 203.7 Judicial Information:** Acts of the Supreme Court including all Opinions and Advisory Opinions, all orders and writs, and a brief synopsis of all cases including the outcome thereof must be posted to the website.
- 203.8** The names and offices of all Justices and Officers of the Court as well as their publicly available contact information must be posted on the website.
- 203.9 Additional Required Information:** A calendar of Student Government events, as well as the Student Body Constitution and Statutes and a list of all vacant positions in Student Government must be posted on the website.
- 203.10** The Supreme Court shall have the power to enforce injunction and/or Writs of Mandamus to enforce the purposes of this chapter.

Chapter 204 Code of Ethics

- 204.1** This act shall be known as the “Student Government Code of Ethics” Act. The intent of this code is to strengthen the confidence and faith of the Student Body in Student Government.
- 204.1.1** It is essential to the proper conduct and operation of the Student Body that its officials are independent and impartial, and that public office is not used for private gain. Student Body officers and employees hold their position for the benefit of the Student Body. Such officers and employees are bound to observe in their official acts the highest standards of ethics consistent with this code, recognizing that promoting the public interest and maintaining the respect of the student body in their Student Government must be the foremost concern.
- 204.1.2** It is the intent of this act to protect the integrity of Student Government by prescribing conflicts of interest and unethical practices. It shall serve as the basis of discipline for those who violate its provisions.
- 204.1.3** Any student has the right to file a complaint to the Student Supreme Court when they feel that a violation of the Code of Ethics has occurred.
- 1.3.1.** Any organization has the right to establish additional ethical criteria or penalties in its constitution and bylaws.
- 204.2 Standards of Conduct**
- 204.2.1** In order to preserve the integrity of Florida International University Student Government Association, its officers and employees must disclose all potential or actual conflicts of interests.

204.2.2 Conflict of Interest means any business or professional activity or direct or indirect financial interest that would place a person in a position where there is an opportunity to disregard the public interests of the student body for his or her own private interests.

204.2.3 No officer or employee will judge or vote on any matter, which would affect his or her private gain.

204.2.4 Any vote, action, or judgment performed by an officer or employee who has a conflict of interest may be appealed with the Student Supreme Court. This must be done in a written, signed complaint submitted no later than three (3) days after the vote, act, or judgment in which the conflict occurs.

2.4.1. In Student Senate, a written and signed complaint shall be filed; the Speaker of the Senate or designated Senator will investigate that matter within 48 hours of receipt of complaint. Upon cause, the Senator shall forward the complaint and findings and a recommendation for penalties to the Student Supreme Court. The Student Supreme Court shall assign penalties for any Senator or officer of Senate who acts, judges, or votes with a conflict of interest.

204.3 Misuse of Student Government Property: No officer or employee will use or attempt to use Student Government property, facilities, resources, or personnel to secure a gift, reward, privilege, benefit, or exemption for anyone.

204.4 No officer or employee will disclose information unavailable to the public for his or her personal gain, or for the personal gain of any other person and/or organization.

204.5 Unlawful Compensation: No officer or employee shall solicit, accept, provide, or attempt to provide any material items of value in cases that would influence or appear to influence any vote, action, or judgment.

204.6 Inducing to Act: No officer or employee shall knowingly aid, advise, encourage, or threaten another officer or employee of Student Government or student to act in violation of this chapter, Federal, State and local laws, the Florida State University Student Body Constitution and Statutes, the Student Code of Conduct or Academic Honor code.

204.7 Fraud in Student Government:

204.7.1 No officer or employee will willfully misrepresent himself or herself while acting in his or her official capacity.

204.7.2 No officer or employee will withhold information or documentation when mandated or provide false or misleading information or documentation.

204.7.3 No officer or employee will bring false charges or provide false or misleading evidence against another officer, employee, or student.

204.8 No officer or employee will practice any discrimination as defined in the University's Anti-Discrimination Policy.

204.8.1 No officer or employee will deny any student rights guaranteed by the Federal and State Constitution, or the Florida International University Student Body Constitution and Statutes.

204.8.2 No officer or employee will deny any student the right to due process or the right to an impartial hearing or trial.

204.9 Penalties

204.9.1 Any violation of this chapter may be grounds for impeachment, suspension, or dismissal from employment.

204.9.2 Conviction of violating this Code shall not preclude prosecution as a violation of the Student Code of Conduct or, where applicable, Academic Honor Code.

204.9.3 Any person found guilty of violating two (2) or more provisions of this Code shall not be allowed to hold a Student Government office in the future.

204.10 Protection Clause: No officer or employee of Student Government will dismiss, discipline, or take adverse action against a Student Government officer or employee for disclosing information pursuant to the provisions of this section.

204.11 Procedures:

204.11.1 Enforcement of the SGA Ethics Code shall be the jurisdiction of the SGC Supreme Court. All ethics complaints shall be heard by the SGC Supreme Court.

204.11.2 Upon receipt of a written signed complaint of any student, the SGC Supreme Court shall hear the complaint within 48 hours of receipt.

204.11.3 The court may issue any writs necessary.

204.12 Penalties: Upon finding a violation(s) of the SGA Ethics Code, the Student Supreme Court shall assign penalties. Such penalties shall consist of, at the Court's discretion: suspension, or recommendation to begin impeachment proceedings, or recommendation to Senate to freeze an organization's funding.

204.12.1 Violation(s) of the Ethics Code does not preclude prosecution under the Student Conduct code or Academic Honor Code.

204.13 Appeal: Both plaintiff and/or defendant have the right to appeal the decision of the Student Supreme Court to the Vice President for Student Affairs. Appeals must be submitted within three (3) days of the decision of the Supreme Court.

204.14 In accordance with the laws of the State of Florida, any elected or appointed officer of the Student Body who has been convicted of a felony shall be immediately dismissed from Student Body office, and shall be prohibited from ever holding a Student Body office again, unless his or her conviction is vacated in a court of law, or upon pardon by the Governor of the State of Florida or the President of the United States of America.

Chapter 205 Grounds for Removal & Order of Succession

205.1 Student Government officers may be removed from office based on the guidelines as expressed in the Constitution, Article IX, which include but are not limited to:

205.1.1 Malfeasance

205.1.2 Misfeasance

205.1.3 Incompetence

205.1.4 Nonfeasance

205.1.5 Permanent inability to perform official duties

205.1.6 Conviction of a felony

205.1.7 Violations of the SGA Constitution and Statutes

205.2 Permanent absences, resignation, or removal of the SGC President, then the proper order of succession shall be followed as expressed in the SGC Constitution, Article X.

**FLORIDA INTERNATIONAL UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION-BISCAYNE BAY CAMPUS
TITLE III: THE EXECUTIVE BRANCH**

Chapter 300 Executive Branch

300.1 The purpose of this legislation is to define and outline the structure of the Executive Branch within the Student Government Association. This act provides the framework and body within which the entities of the Executive Branch operate and its provisions are considered fully binding to the aforementioned entities.

300.2 Composition of the Executive Branch:

1. Executive Cabinet (Chapter 304)
2. Executive Office (Chapters 305-310)
3. Governing Councils (Title VI)

Chapter 301 Authority of the Executive Branch

301.1 The Executive Branch shall be the administrative component of the Student Government Association.

301.2 The Executive Branch shall be responsible for the enforcement and execution of the Student Body Statutes.

301.3 The Executive Branch shall be responsible for the planning and execution of programs, projects, and services provided to the students through the Student Government Association.

Chapter 302 Executive Officers

302.1 All executive powers shall be vested in the President and assisted by the Vice President and Comptroller.

302.2 The President shall:

- a. Maintain a minimum of twenty (20) hours per week
- b. Administer and ensure that all provisions of this Constitution and Statutes are faithfully executed
- c. Appoint or create positions not provided for in the Constitution or SGC Statutes. All appointments shall still require Senate approval as prescribed in Article IX Section 4 of the Constitution
- d. Remove any officer whom he/she has appointed to a position in the Executive Branch.
- e. Preside over the SGC Executive 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 Statutes

- f. Have the power to veto or sign acts of the Senate
 - i. Such exercise of power must be completed within five (5) school days of presentation to the President
 - ii. If the President waives his/her, right to sign after five (5) school days, this will result in automatic passage of legislation.
- g. Make recommendations for legislation to the Student Senate
- h. Address the Senate at the beginning of each semester and at other times upon invitation by the Senate
- i. Represent the interest of the students on campus to the administration and faculty
- j. Instruct and require reports from Cabinet members and approve all policies made from them
- k. Prepare the budget of the Executive Branch with the assistance of the Comptroller
- l. Require the written interpretation of the SGC Supreme Court of any provision of the Constitution, Statutes, or any law of the Student Body or Senate Act
- m. The President shall have any other duties as expressed in the Constitution and/or by an act of legislation by the legislative branch

302.3 The Vice President shall:

- a. Maintain a minimum of fifteen (15) hours per week
- b. Assume the duties of the President in his or her absence or upon his or her request.
- c. Serve as President of the Senate
 - i. Oversee the duties and responsibilities of committee chairs in accordance with the Speaker of the Senate
 - ii. Responsible for serving as an intermediary officer between the Legislative and the Executive branches
- d. Aid the President in coordinating the efforts of the Cabinet and shall serve as presiding officer for the formulation and completion of Cabinet projects
- e. Chair meetings of the President's Council, serving as an intermediary officer between the SGC President and Governing Council Presidents
- f. The Vice President shall have any other duties as expressed in the Constitution and/or by an act of legislation by the legislative branch.

302.4 The Comptroller shall:

- a. Maintain a minimum of fifteen (15) hours per week
- b. Serve as Chief Financial Officer for SGC and SGC funded entities
- c. Administer and ensure that all laws as expressed in Title VIII, Finance Codes are faithfully executed and enforced
- d. Host at the beginning of each semester a Treasurer's workshop providing information and support to all SGC funded organizations outlining SGC finance rules and obligations
- e. Chair the finance committee as a non-voting member

- f. Shall have the power to request meetings with executive officers of A&S funded departments, organizations, and other affiliated SGC funded entities to submit monthly expenditures statements for review.
- g. Address questions and/or concerns, and upcoming funding opportunities alongside the finance committee
- h. Review all A&S expenditures prior to being submitted to the SGA Accounting Office
- i. The Comptroller has forty-eight (48) hours to approve or reject any expenditure, after forty-eight (48) hours the expenditure may be considered without approval of the Comptroller
- j. Rejected expenditures must have the approval and signature of the SGC President
- k. Prepare and defend the budget of the Student Government Council-BBC
- l. The Comptroller shall have any other duties as expressed in the Constitution and/or by an act of legislation by the legislative branch.

302.5 There shall be a Chief of Staff; though formally not an Executive Officer of the Executive Branch, the Chief of Staff shall aid the President and Vice President in the supervising of members within the Executive Office and Cabinet.

302.6 The Chief of Staff shall:

- a. Maintain a minimum of ten (10) hours per week in office
- b. Supervise the execution of office policies set forth by the Executive leadership
- c. Shall conduct a screening process to determine the most qualified candidate upon the receipt of applications for a vacant position in Student Government
- d. Ensure that members fulfill required office hours
- e. Aid the SGC Clerk when necessary on SGC travel
- f. Complete tasks as assigned by the President and/or Vice President
- g. Maintain records and ensure members complete their bi-weekly reports
- h. Oversee timecard and payment policies for the Executive Branch
- i. The Chief of Staff shall work with the Speaker of the Senate and the Chief Justice to facilitate inter-branch cooperation and communication.
- j. Shall chair cabinet meetings at the direction of the President

Chapter 303 Executive Cabinet

303.1 An Executive Cabinet (hereinafter shall be referred to as Cabinet) shall be formed to enable the President and Vice President to execute their constitutional powers and assist in the coordination of fulfilling the Executive Branch's programs, projects, and agenda.

303.2 The Cabinet shall derive its authority from the President and will have no authority to act or exercise power unless specifically granted by the President or Vice President.

303.3 The President may organize the Cabinet as he/she deems necessary and proper; therefore the composition of the Executive Cabinet is at the discretion of the President and Vice President, yet it shall include but is not limited to:

- a. Executive Assistant

- b. Press Secretary
- c. Intern Coordinator
- d. Special Events Coordinator
- e. Elections Commissioner

303.4 If a new cabinet position is created, the President must notify the Senate in writing of its creation and its duties.

303.5 Executive Assistant:

- a. Shall maintain a minimum of five (5) hours per week in office
- b. Shall aid the Executive Board members with clerical duties and internal communication material
- c. Shall serve as the record keeper of minutes and agenda for SGC meetings
- d. Shall carry-out tasks assigned at the discretion of the Executive Officers and Chief of Staff

303.6 Press Secretary:

- a. Shall maintain a minimum of five (5) hours per week in office
- b. Shall be responsible for notifying the student body and FIU community of SGC activities and programs
- c. The Press Secretary shall conduct all candidate searches for any open position, ensuring proper and timely notification of open positions to the student body.
- d. Shall be responsible for ensuring that the SGC website remains updated
- e. Shall be responsible for collecting all minutes and agendas from Directors of Executive Offices.
- f. Shall serve as liaison to Student Media (i.e., the Beacon, *FIUSM.com*, etc) in relating SGC information

303.7 Intern Coordinator:

- a. Shall maintain a minimum of five (5) hours per week in office
- b. Shall be responsible for the recruitment of membership into the SGA Internship Program
- c. Shall oversee the Internship Program (i.e. office hours, duties and selection)
- d. Shall establish ties with the SGA-UP Intern Director in developing the Intern Retreat
- e. Shall ensure that the Interns receive leadership training
- f. Shall report to the executive team about the status of the Internship program

303.8 Special Events Coordinator:

- a. Shall maintain a minimum of five (5) hours per week in office
- b. Shall coordinate events including, but not limited to, those arranged by Cabinet members, Executive Office Directors, Senators and the Executive board
- c. Shall represent the SGC on any event-planning committees, as sanctioned by the SGC President & Vice President
- d. Shall oversee the SGC Events Calendar
- e. Shall plan the annual Town Hall Meeting as specified in the SGC Statutes

- f. Shall plan the High Achiever's Award as specified in the SGC Statutes
- g. Shall aid in the planning of Day on the Bay in conjunction with the Office of Environmental Affairs
- h. Shall plan and execute further events as specified in the SGC Statutes and as sanctioned by the SGC President & Vice President

303.9 Elections Commissioner:

- a. Shall maintain a minimum of five (5) hours per week in office
- b. Shall oversee SGC elections
 - i. Meet the Candidates' forums and debates
- c. Shall be responsible for faithfully upholding and enforcing the Election Codes as outlined in Title VII of the SGC Statutes
- d. Shall oversee the Student Elections Board, which shall be in charge of SGC general and special elections
- e. Shall work with the Office of Legislative Affairs to manage year-round voter registration drives
- f. Shall serve as a general member in the Office of Legislative Affairs

Chapter 304 Executive Office of the President

- 304.1** The Executive Office shall serve as the means through which the President and Vice President can execute their constitutional powers and carry out their administrations' programs, projects, and agenda. The purpose of the Executive Office and its divisions is to provide information and assistance to the President and Vice President in a particular area or field of expertise.
- 304.2** The Executive Office shall derive its authority from the President and will have no authority to act or exercise power unless specifically granted by the President or Vice President or as enacted by the Student Senate.
- 304.3** Legislation that is enacted by the Student Senate that pertain to a certain Executive Office is binding, provided that the President signed the legislation into law and/or failed to receive a legislative override.
- 304.4** The President may organize the Executive Office, as he/she deems necessary and proper within the limits imposed upon him/her by these Statutes.
- 304.5** Executive Offices are advisory in capacity and may not issue any binding resolution or act. Head officials must make proper recommendations to the Student Senate in enacting resolutions and any form of Senate bills on behalf of their offices.
- 304.6** The Executive Office of the President shall be comprised of:
- a. Office of Academic Affairs (Chapter 305)
 - b. Office of Environmental Affairs (Chapter 306)
 - c. Office of Community Relations & Outreach (Chapter 307)
 - d. Office of Legislative Affairs (Chapter 308)

- e. Office of Student Services (Chapter 309)
- f. Lectures Bureau (Chapter 310)

- 304.7** If a new office is created, the President must notify the Senate in writing of its creation and its duties.
- 304.8** Head officials of these offices shall be referred to as ‘Directors’ and shall have Assistant Directors and must follow the guidelines of their duties as expressed in these Statutes.
- 304.9** Additional officers within these offices shall be recommended to the SGC President for approval and forwarded to the Senate for notification; no Senate vote is required for these officers.

Chapter 305 Office of Academic Affairs

- 306.1** The Office of Academic Affairs (O.A.A.) is responsible for providing the Executive Officers information and program options on academic issues affecting the Student Body.
- 306.2** The duties of the O.A.A. include:
- a. Advise the SGC President on the activities and proceedings of the Faculty Senate and relevant academic committees of Florida International University.
 - b. Shall review faculty evaluations and make recommendations to appropriate Administrators based on the results of student surveys and University mandated evaluations.
 - c. Shall monitor the quality of services of the Learning Center and University Library, ensuring that adequate materials and service are provided based on student opinions and surveys.
 - d. Shall serve on any university committee pertaining to tuition and academic services and programs, unless deemed unnecessary by the SGC President.
 - e. Serve as liaison to the Registrar’s Office (Enrollment Center) in the coordination of Campus Open Houses.
 - f. Organize petitions for students in addressing class issues, such as offerings of additional classes and/or removal of deemed unnecessary classes on campus.
 - g. Host a Majors Reception in coordination with Undergraduate Studies and University academic departments at least once (1) a semester, providing students information about FIU majors, minors and certificate programs.
 - h. Responsible for coordinating and hosting the High Achievers Award and promote to the Student Body about the various scholarships that are available.
 - i. The O.A.A shall also have a section on the SGC website dedicated to informing students of scholarships available to them.
 - i. Shall host the NY Times Faculty Reception in coordination with the NY Times Readership Program.
- 306.3 The Director of Academic Affairs:**
- a. Shall maintain a minimum of five (5) office hours per week
 - b. Shall recommend an Assistant Director and notify the SGC President and Senate

- c. Shall make recommendations for the creation of additional officers within this office
- d. Shall set meeting times at a minimum of twice a month
- e. Shall coordinate with the Department of Code & Conflict and serve on academic hearings
- f. Shall be responsible for ensuring that the duties of the O.A.A. are completed successfully
- g. Shall be responsible for attracting students to serve on the O.A.A.
- h. Shall report once a month to the Senate or full Student Government Council on the activities of the office
- i. Shall have recorded minutes and agendas to be turned in to the Press Secretary and SGC Clerk for documentation
- j. Shall perform other related functions as directed by the SGC President.
- k. Shall make recommendations to the Student Senate in passing legislation on academic issues

306.4 The Office of Academic Affairs is open to all students and shall meet as prescribed in these Statutes at the discretion of the Director.

Chapter 306 Office of Environmental Affairs

306.1 The Office of Environmental Affairs (O.E.A.) also known as Students Against Environmental Injustice (S.A.E.I.) is responsible for providing the Executive Officers information and program options on environmental issues affecting the Student Body.

306.2 The duties of the O.E.A /S.A.E.I. include:

- a. Advising the SGC President on the activities and proceedings of the University Green Committee/President's Climate Committee Taskforce
- b. Overseeing the campus recycling program
- c. Ensuring that SGC funded entities including departments are following green policies and procedures
- d. Setting forth warnings and fines for SGC funded entities and departments that are found exhibiting conscience/unconscious disregard for the environment on campus.
- e. Hosting *Day on the Bay* at least once (1) a semester, an event dedicated to the cleaning up of the Biscayne Bay area and social gathering.
- f. The O.E.A shall have additional officers besides the Director of Environmental Affairs that aid in the coordination of this Executive Office:
 - i. The Assistant Director: shall assist the Director in carrying out his/her duties and shall serve as Acting Director in his/her absence.
 - ii. Advisor: The Advisor shall act as a counselor or guide for the committee and may attend all meetings. The Advisor shall be selected by the Director of Environmental Affairs in writing, approved by the SGC President, and forwarded to the Senate for notification.

- iii. Marketer: shall promote, display, and voice all of the O.E.A.'s initiatives, plans, and purpose to the FIU community.
- iv. Historian: shall research special events, current events, and other media news that relate to the environment and bring it for discussion to the O.E.A. that is relevant to the office.
- v. Enforcers: shall ensure that students, visitors, and SGC funded entities follow laws as recommended by the O.E.A and written as legislation by the Senate. Those that violate these laws will be subject to warnings and/or fines for environmental misconduct.

306.3 The Director of Environmental Affairs shall:

- a. Maintain a minimum of five (5) office hours per week
- b. Recommend an Assistant Director and notify the SGC President and Senate
- c. Make recommendations for the creation of additional officers within this office
- d. Set meeting times at a minimum of twice a month
- e. Be responsible for ensuring that the duties of the O.E.A. are completed successfully.
- f. Be responsible for attracting students to serve on the O.E.A.
- g. Report once a month to the Senate and or full Student Government Council on the activities of the office
- h. Have recorded minutes and agendas to be turned into the Press Secretary and SGC Clerk for documentation
- i. Perform other related functions as directed by the SGC President.
- j. Make recommendations to the Student Senate in passing legislation on environmental issues

306.4 The Office of Environmental Affairs is open to all students and shall meet as prescribed in these Statutes at the discretion of the Director.

Chapter 307 Office of Community Relations and Outreach

307.1 The Office of Community Relations and Outreach (O.C.R.O.) are responsible for informing relevant community news and events to the Executive Officers. This office will coordinate outreach program and facilitate partnerships with members of the outside community that are of mutual benefit to the Biscayne Bay Campus.

307.2 The duties of the O.C.R.O. include:

- a. Coordinating the community relations and outreach efforts of SGC
- b. Host annual community leaders' reception, an event that would invite prominent members of the FIU community such as politicians, celebrities, and community activist, Board of Trustees and Directors, and past and present Administrators of FIU.
- c. Coordinate a minimum of one (1) community service project per semester for the SGC
- d. Serve as liaison to University officials

307.3 The Director of Community Relations and Outreach shall:

- a. Maintain a minimum of five (5) office hours per week
- b. Recommend an Assistant Director and notify the SGC President and Senate
- c. Make recommendations for the creation of additional officers within this office
- d. Set meeting times at a minimum of twice a month
- e. Be responsible for ensuring that the duties of the O.C.R.O. are completed successfully.
- f. Be responsible for attracting students to serve on the O.C.R.O.
- g. Report once a month to the Senate or full Student Government Council on the activities of the office
- h. Have recorded minutes and agendas to be turned into the Press Secretary and SGC Clerk for documentation
- i. Perform other related functions as directed by the SGC President.
- j. Make recommendations to the Student Senate in passing legislation on pertaining issues to the office

307.4 The Office of Community Relations and Outreach is open to all students and shall meet as prescribed in these Statutes at the discretion of the Director.

Chapter 308 Office of Legislative Affairs

308.1 The Office of Legislative Affairs (O.L.A.) is responsible for informing political and relevantly legislative news to the Executive Officers. This office will coordinate program, events, and travel options on political relevant issues affecting the Student Body.

308.2 The duties of the O.L.A. include:

- a. Serving as liaison to the FIU Governmental Relations office
- b. Coordinate USSA travel and USSA campaigns and agendas
- c. Coordinate FSA travel and FSA programs and initiatives
- d. Work on voter registration projects
- e. Host SGA Voter Education Day, an event that educates the students on issues that O.L.A are addressing and notifying the FIU community of any upcoming elections and/or local, state, and national legislation at minimum of once (1) a semester.

308.3 The Director of Legislative Affairs shall:

- a. Shall maintain a minimum of five (5) office hours per week
- b. Shall recommend an Assistant Director and notify the SGC President and Senate
- c. Shall make recommendations for the creation of additional officers within this office
- d. Shall set meeting times at a minimum of twice a month
- e. Shall be responsible for ensuring that the duties of the O.L.A. are completed successfully
- f. Shall be responsible for attracting students to serve on O.L.A projects
- g. Shall report once a month to the Senate or full Student Government Council on the activities of the office

- h. Shall have recorded minutes and agendas to be turned into the Press Secretary and SGC Clerk for documentation
- i. Perform other related functions as directed by the SGC President.
- j. Shall make recommendations to the Student Senate in passing legislation on pertaining issues to the office

308.4 The Office of Legislative Affairs is open to all students and shall meet as prescribed in these Statutes at the discretion of the Director.

Chapter 309 Office of Student Services

309.1 The Office of Student Services (O.S.S.) is responsible for informing the Executive Officers about the services provided to students especially departments receiving A&S fees. This office will coordinate programs and events and serve as a means of increasing and bettering the services provided to students through working relationships between SGC and the departments.

309.2 The duties of the O.S.S include:

- a. Serve as liaison between FIU-BBC funded A&S departments, University services for students and SGC-BBC
- b. Coordinate opportunities for students to be aware of the programs and services that these departments provide
- c. Conduct periodic surveys throughout the academic year, gathering the opinions' of the student body to measure the performance quality of each department and University service
- d. Host *SGA Got Questions*, an event that invites SGA organizations, departments, University services such as Health & Wellness, Public Safety, and student groups to inform the general student body about their programs and services.

309.3 **The Director of Student Services shall:**

- a. Shall maintain a minimum of five (5) office hours per week
- b. Shall recommend an Assistant Director and notify the SGC President and Senate
- c. Shall make recommendations for the creation of additional officers within this office
- d. Shall set meeting times at a minimum of twice a month
- e. Shall be responsible for ensuring that the duties of the O.S.S. are completed successfully
- f. Shall be responsible for attracting students to serve on O.S.S. projects
- g. Shall report once a month to the Senate or full Student Government Council on the activities of the office
- h. Shall have recorded minutes and agendas to be turned into the Press Secretary and SGC Clerk for documentation
- i. Perform other related functions as directed by the SGC President.
- j. Shall make recommendations to the Student Senate in passing legislation on pertaining issues to the office

309.4 The Office of Student Services is open to all students and shall meet as prescribed in these Statutes at the discretion of the Director.

Chapter 310 Lecture Bureau

310.1 The Lectures Bureau is an office under the President that shall be responsible for coordinating SGC sponsored and co-sponsored lectures for the FIU community, with the primary concern of serving the students' interest.

310.2 The duties of the Lectures Bureau include:

- a. Surveying the student population in determining topics and/or individuals to bring to the Biscayne Bay Campus
- b. Coordinate at minimum one lecture per academic semester
- c. Shall have any other duties as directed by the President

310.3 **The Director of Lectures shall:**

- a. Shall maintain a minimum of five (5) office hours per week
- b. Shall recommend an Assistant Director and notify the SGC President and Senate
- c. Shall make recommendations for the creation of additional officers within this office
- d. Shall set meeting times at a minimum of twice a month
- e. Shall be responsible for ensuring that the duties of the O.S.S. are completed successfully
- f. Shall be responsible for attracting students to serve on O.S.S. projects
- g. Shall report once a month to the Senate or full Student Government Council on the activities of the office
- h. Shall have recorded minutes and agendas to be turned into the Press Secretary and SGC Clerk for documentation
- i. Perform other related functions as directed by the SGC President.
- j. Shall make recommendations to the Student Senate in passing legislation on pertaining issues to the office

310.4 The Lectures Bureau is open to all students and shall meet as prescribed in these Statutes at the discretion of the Director.

Chapter 311 Office Hours and Meetings

311.1 Office Hours are required by the Constitution and will be logged in the SGC-BBC office on a time card within the hours of 8:30am-7:00pm (Monday thru Friday).

311.2 The SGC Clerk will be custodian of all records and will prepare time cards for verification by the Chief of Staff on a weekly basis

311.3 Office hours completed outside of the office, as allowed by the Constitution, need to fill out the required Out of Office form and provide substantial documentation to be provided to the Chief of Staff.

- 311.31** Work completed out of office shall include but not limited to meetings with University Administrators, Deans, faculty, etc. on behalf of SGA
- 311.4** No SGC meetings shall be counted towards office hours
- 311.5** Officials will be paid the maximum hours allowed according to the Constitution or as established in A&S budget deliberations on a semester basis only.
- 311.6** The SGC Executive board shall meet every Wednesday from 3:30PM to 5:30PM. The President shall determine with 2/3rd vote of approval by the Senate during the start of his/her term if all meetings shall include the full SGC council.
- 311.61** There shall be at minimum one meeting per month conducted with the full SGC council

**FLORIDA INTERNATIONAL UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION-BISCAYNE BAY CAMPUS
TITLE V: THE JUDICIAL BRANCH**

Chapter 500 Purpose

500.1 The Student Government Judicial branch from herein after shall be referred to as the Student Government Supreme Court.

500.2 The Student Government Supreme Court is established to serve as the internal standards board for the Student Government Council. It is the responsibility of the court to assess all legislature passed by the senate to assure that such documents comply with the Student Government constitution, Florida International University's regulations, and local, state, and national laws.

Chapter 501 Membership

501.1 The Student Government Supreme Court shall consist of five justices: one Chief Justice, one Clerk of Court, and three associate justices.

Chapter 502 Jurisdiction

502.1 It shall be within the jurisdiction of the (Supreme Court) to address any conflicts or complaints that may arise from the student body towards Student Government and its funded clubs/standing councils. The court shall exercise its powers to resolve each dispute as it finds fit, without surpassing its jurisdiction. Such claims shall pertain (but are not limited) to the following:

1. Violations of the Florida International University Student Body Constitution and Statutes
2. Actions deemed as breach of the student body Constitution
3. The issuance of any writ essential for the fulfillment of the court's jurisdiction

502.2 The court shall schedule and conduct hearings in response to any conflicts or complaints. The court shall adhere to the following procedures:

1. A complaint or claim for relief may be filed in writing by a member of the student body using the proper form (*Complaint Form 1*) and submitted to the Clerk of the Court or the Chief Justice. The Clerk of the Court shall retain a copy of all complaints for the court's records.
2. The court shall review the complaint and/or investigate the matter.
3. The court shall contact the defendant or the person-(s) involved.
4. The court shall schedule a hearing. The hearing may take place during the time regularly scheduled for judicial meetings or for another time if deemed necessary.

5. The court may hold a hearing in the absence of the defendant.

502.3 A member of the court shall exercise judicial recusal for a Supreme Court proceeding if there is a conflict of interest.

502.3.1 In the case that there is a conflict of interest, the proceeding shall take place with the remainder of the court; or the court may seek to replace the member with an alternate. This shall occur at the discretion of the court.

Chapter 503 Appointment

The members of the court shall be appointed as follow:

503.1 The Chief Justice shall be appointed by the Executive branch and confirmed by the Legislative branch.

503.2 The Associate justices shall be appointed by the Executive branch and confirmed by the Legislative, upon the recommendation of the Chief Justice.

Chapter 504 Duties

504.1 The Chief justice shall oversee the Supreme Court of the Student Government Council of the Biscayne Bay Campus; serve as Parliamentarian of SGC, and chief agent for interpretation of the SGA Constitution.

504.2 The Chief justice must ensure that during the week of the 17th of September, the Court review the SGA Constitution and make recommendations to the University Wide Council (UWC) for its update; this day will be called "FIU Constitution Day."

504.3 All bills to amend the Statutes are subject to review by the judicial branch.

504.4 The Clerk of the Court shall record the minutes for all judicial meetings. He/she shall also keep a record for all claims and complaints filed with the court.

Chapter 505 Requirements

505.1 The Court (Chief Justice) shall attend and complete training through the department of Student Conduct and Conflict Resolution

Chapter 506 Meetings

506.1 The Chief Justice shall establish meetings at least once a month and/or when deemed necessary.

506.2 The associate justices are not required to attend the general Wednesday meetings; however, it is recommended that they do.

| **506.3** The associate justices are required to attend judicial meetings.

506.4 Quorum-A formal judicial meeting requires fifty percent (2) of the associates plus the Chief Justice as the presiding officer.

506.41 The Clerk of the Court shall also count toward achieving quorum.

Chapter 507 Office Hours

507.1 The Chief justice shall maintain a minimum of 10 hours per week maintaining a minimum of five (5) hours in the office.

507.2 The Associate justices are required to complete office hours as deemed necessary by the Chief Justice.

Chapter 508 Hours of Operations

508.1 The Clerk of the Court shall schedule a minimum of two (2) hours per week, during which he/she shall be available to the student body for the filing of any complaints or any related matters; and assisting the chief justice in any way deemed necessary.