

Student Government Statutes Volume 1  
Approved: February 1, 2021



Student Body Senate  
Florida International University  
Miami, Florida  
**S.B. 01 001**

The Student Government Association Statutes

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IN THE SENATE

FEBRUARY 1, 2021

Comptroller Alexander Rubido, Student Body President Alexandra Valdes, Student Body Vice President Alexandra Ibarria, Senate President Janelle Fraga, and Senate President Pro-Tempore Bryan Gomez, introduced the following Bill which was presented on the Senate Floor

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**A BILL**

To establish the Student Government Association Student Body Statutes in accordance with Constitutional obligations

*Be it enacted by the Senate of the Student Body at Florida International University assembled,*

A handwritten signature in black ink, appearing to read "Alexander Rubido", written over a horizontal line.

Alexander Rubido

A handwritten signature in black ink, appearing to read "Alexandra Valdes", written over a horizontal line.

Alexandra Valdes

A handwritten signature in black ink, appearing to read "Alexandra Ibarria", written over a horizontal line.

Alexandra Ibarria

A handwritten signature in black ink, appearing to read "Janelle Fraga", written over a horizontal line.

Janelle Fraga

A handwritten signature in black ink, appearing to read "Bryan Gomez", written over a horizontal line.

Bryan Gomez

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## Title I: System of Statutes

### Section 1.00 Jurisdiction of the Statutes

- 1.00.1 All students by virtue of their registration at Florida International University are members of the Student Body and are granted all the rights and privileges of the Student Government Association (SGA) Constitution and the Student Government Statutes
- 1.00.2 Hereinafter all mention of the Student Government Association Constitution and the Student Government Association Statutes shall be abbreviated to SGAC for the Student Government Association Constitution and SGAS for the Student Government Association Statutes
- 1.00.3 Members of the Student Body shall be subject to the SGAC and SGAS, all University rules and regulations well as all rules and procedures approved by the Student Government Association
- 1.00.4 All organizations, entities, and groups funded by the Student Government Association Activity and Service Fee allocations shall be subject to these Statutes.
- 1.00.5 The Student Government Association shall have all powers as prescribed by the SGAC
- 1.00.6 The Student Government Association shall oversee all student organizations through the organized agency accomplishing this task and Activity and Service Fee funded entities.
- 1.00.7 All Student Body laws of permanent effect and general public interest, or of legal or historical significance, shall be compiled in a codification known as Student Government Association Statutes. Except in unusual circumstances, this codification shall exclude non-governmental organizational charters, authorizations, resolutions, proposed constitutional amendments, the Budget, and amendments thereto, and contracts of limited duration.
- 1.00.8 The Student Government Association Constitution shall be the superseding document for all actions or activities not previously superseded by the Student Government Constitution

### Section 1.01 Structure of the Statutes

- 1.01.1 All Statutes shall be arranged according to a decimal orientation with Titles I through Title II being the only titles numbered in a single decimal orientation. All other Titles shall be numbered in the Thousands decimal place starting with 3000 for Title III and continuing from that numbering point on.
- 1.01.2 The Titles for the Student Government Association Statutes are listed below;
  - 1.01.2.1 Title I System of Statutes cited in 1.00 format
  - 1.01.2.2 Title II Definitions and Parliamentary Authority cited in 2.00 format
  - 1.01.2.3 Title III The Legislative Branch cited in 3000.00 format
  - 1.01.2.4 Title IV The Executive Branch cited in 4000.00 format

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- 1.01.2.5 Title V The Judicial Branch cited in 5000.00 format
  - 1.01.2.6 Title VI The Elections Code cited in 6000.00 format
  - 1.01.2.7 Title VII The Finance Code cited in 7000.00 format
  - 1.01.2.8 Title VIII The Ethics Code cited in 8000.00 Format
  - 1.01.2.9 Title IX The Requirements of Student Government officials cited in 9000.00 format
  - 1.01.2.10 Appendix 1 The Use of the Student Government Logo and Seal
  - 1.01.2.11 Appendix 2 The Standard Operating Procedures for Student Government
- 1.01.3 If the Statutes are changed in any given year the volume will be increased by the number 1 for that year. The year Two-Thousand and Twenty-One shall signify Volume 1 of the Student Government Statutes. Changes made to the Statutes in a given year will not go into effect until at least the next legislative year. Standard Operating procedures may not conflict with the Statutes

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### Title II: Definitions and Parliamentary Authority

#### Section 2.01 Definitions

- 2.01.1 Agency: An administrative division of the Executive Branch created to provide goods and/or services to the entire Student Body. The service shall be student oriented and shall be available for use by all students. The agency will be held responsible for the administration of their budgets and adherence to their purpose as outlined in these statutes. It shall be able to establish separate identities from the Student Government Association at the discretion of the Student Body President
- 2.01.2 Activity and Service Fee funded Entity: Any person, group, department, organization, or office that receives any funding from the Activity and Service Fee
- 2.01.3 Activity and Service Fee: The State of Florida has established a separate Activity and Service Fee. This fee shall be collected as part of the student tuition as a dollar amount per credit hour and shall be retained by the University and paid into a separate A&S fund
- 2.01.4 Senate Committee: The entities within the Senate with a specific purpose as outlined in these Statutes or through a bill of the senate
- 2.01.5 Conflict of Interest: A conflict of interest as identified by Sunshine Law, shall include, but shall not be limited to, having an immediate blood, by marriage, or through adoption relationship, business relationship, romantic relationship, being a member of the organization directly affected, and/or being a member of a board, commission or committee that is currently voting on or will be voting on dissolving or instating the subject matter at hand. In situations where it is too difficult to determine if there is a reasonable conflict of interest, the Senate President, Chief Justice, or Elections Commissioner in each of their corresponding divisions shall make the final determination by distinguishing whether there are personal interests that might benefit from a member's vote
- 2.01.6 Council: An administrative division of the Executive Branch created to provide representation and programming to a particular and established interest group of the Florida International University. The Council will be held responsible for the administration of their budgets and adherence to their purpose as outlined in these statutes. It shall be able to establish separate identities from the Student Government Association upon approval of the Student Body President
- 2.01.7 Malfeasance: The performance by a public official of an act that is legally unjustified, or contrary to law
- 2.01.8 Misfeasance: The intentionally wrongful performance of a normally lawful act
- 2.01.9 Nonfeasance: The omission of some act that ought to have been performed.
- 2.01.10 Senate Leadership: Senate Leadership shall be comprised of the Senate President, the President Pro Tempore, and each of the Committee Chairs.

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- 2.01.11 Student Government Official: Any official member of the Legislative, Executive, or Judicial Branch, or those other individuals as identified in these Statutes.
- 2.01.12 Student Government Logo: The logo of the Association shall be the official graphic representation of the SGA.
- 2.01.13 University Business Day: Any day Monday-Friday where there is at least one class from 9:00 a.m. until 6:00 p.m.

**Section 2.02 Florida State Statutes Compliance**

- 2.02.1 Activities and Service Fee Fund Allocation shall comply with Section 1009.24 State University Student Fees of the Florida Statutes when fulfilling its duties and allocating the Activity and Service Fee funds.

**Section 2.03 Transparency and Accountability**

- 2.03.1 Senate, Cabinet, and full council meetings of the Student Government Council shall be documented in meeting minute format, these documents shall be made available upon request if not already available
- 2.03.2 All signed legislation must be scanned, stored electronically, and be accessible online. Legislation must be scanned with the Student body President's signature or veto



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### Title III: The Legislative Branch

#### Section 3001 Terms of Office

3001.1 Senators shall assume office upon inauguration. Senators shall serve for (1) academic year term. Senators shall be dismissed from office at the end of the Spring Semester as per the University Academic Calendar. Senators may otherwise only be dismissed from office for reasons of formal resignation, failure to meet SGA qualifications to hold office, failure to be in good standing with the Office of Student Conduct and Conflict Resolution, or by removal from office. Appointed Senators shall serve the remainder of the term of the seat in which they have been appointed to.

#### Section 3002 Installation of Senators

3002.1 Installation of Senators shall occur at the inauguration ceremony for the term that they are elected. Any Senators not sworn in at inauguration shall be sworn in at the next Senate meeting they are present. Installation of appointed Senators shall occur at the Senate meeting in which they are confirmed at. The installation of multiple appointed Senators may be done at once.

3002.2 The following oath of office shall be administered at Inauguration: *“I, (Officer’s Full Name) do solemnly swear (or affirm) that I will support the Constitution of the United States, the constitution and the laws of the state of Florida, the Constitution and the laws of the Student Government Association of Florida International University, and that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter, to the best of my ability, so help me God (or on pain of removal). Candidates may choose to replace the words “so help me God” with “on pain of removal,” when taking the oath of office. The person administering the oath shall inform the candidate of the option to change the ending of the oath prior to the administration of the oath.*

#### Section 3003 Organization and Leadership of the Senate

3003.1 The Student body Vice President shall serve as the ex-officio President of the Senate but shall cast no vote unless there is a tie

3003.2 The Senate shall elect a Senate President to serve as the chair of the Senate.

3003.3 The Senate shall elect a Senate President Pro-Tempore to assist the Senate president as well as serve as the executive branch liaison

3003.4 The Senate shall elect a Floor Leader to assist the Senate president and President Pro-Tempore as well as serve as a legislative advisor and liaison between the Senate and the Senate leadership

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3003.5 The Senate President shall appoint Committee Chairs and Vice-Chairs, as well as assign senators to individual committees

**Section 3004 Election of Senate Leadership**

3004.1 During the time when the Vice President calls for elections for Senate Leadership the following procedure will be followed

3004.2 The Vice President shall call the meeting to order and take the quorum call for the Senate

3004.3 The Vice President shall read a statement to the Senate detailing the roles of the Senate President, President Pro-Tempore, and Floor Leader

3004.4 The Vice President then shall address the Senate and seek nominations for the Senate President position.

3004.5 Once all nominations have been acquired the Vice President will then call for a “second” on each nominee. Should a candidate not receive a second they shall be removed from the list

3004.6 The Vice President will then offer each nominee a chance to make a two (2) minute address to the Senate as to why they should acquire the position.

3004.7 Following the address the Senate will then vote for the candidates in the order in which they were nominated, the first candidate to achieve a simple majority shall be declared the next Senate President and shall be sworn into office by the Vice president. The Vice President will administer the following oath *“I, (Officer’s Full Name) do solemnly swear (or affirm) that I will support the Constitution of the United States, the constitution and the laws of the state of Florida, the Constitution and the laws of the Student Government Association of Florida International University, and that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter, to the best of my ability, so help me God (or on pain of removal).* Candidates may choose to replace the words “so help me God” with “on pain of removal,” when taking the oath of office. The person administering the oath shall inform the candidate of the option to change the ending of the oath prior to the administration of the oath.

3004.8 The newly confirmed Senate President shall then take the position of chair and lead the remainder of the meeting

3004.9 The Senate President then shall address the Senate and seek nominations for the Senate President Pro-Tempore position.

3004.10 Once all nominations have been acquired the Senate President will then call for a “second” on each nominee. Should a candidate not receive a second they shall be removed from the list

3004.11 The Senate President will then offer each nominee a chance to make a two (2) minute address to the Senate as to why they should acquire the position.

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- 3004.12 Following the address the Senate will then vote for the candidates in the order in which they were nominated, the first candidate to achieve a simple majority shall be declared the next Senate President Pro-Tempore and shall be sworn into office by the Senate President. The Senate President will administer the following oath “I, *(Officer’s Full name) do solemnly swear (or affirm) that I will support the Constitution of the United States, the constitution and the laws of the state of Florida, the Constitution and the laws of the Student Government Association of Florida International University, and that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter, to the best of my ability, so help me God (or on pain of impeachment).* Candidates may choose to replace the words “so help me God” with “on pain of impeachment,” when taking the oath of office. The person administering the oath shall inform the candidate of the option to change the ending of the oath prior to the administration of the oath.
- 3004.13 The Senate President finally shall address the Senate and seek nominations for the Senate Floor Leader position.
- 3004.14 Once all nominations have been acquired the Senate President will then call for a “second” on each nominee. Should a candidate not receive a second they shall be removed from the list
- 3004.15 The Senate President will then offer each nominee a chance to make a two (2) minute address to the Senate as to why they should acquire the position.
- 3004.16 Following the address the Senate will then vote for the candidates in the order in which they were nominated, the first candidate to achieve a simple majority shall be declared the next Senate Floor Leader and shall be sworn into office by the Senate President. The Senate President will administer the following oath “I, *(Officer’s Full Name) do solemnly swear (or affirm) that I will support the Constitution of the United States, the constitution and the laws of the state of Florida, the Constitution and the laws of the Student Government Association of Florida International University, and that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter, to the best of my ability, so help me God (or on pain of impeachment).* Candidates may choose to replace the words “so help me God” with “on pain of impeachment,” when taking the oath of office. The person administering the oath shall inform the candidate of the option to change the ending of the oath prior to the administration of the oath.
- 3004.17 At the completion of the nomination and confirmation of the Oath for each position, The Senate President will continue with the agenda for the current Senate Meeting

**Section 3005 Rules of Decorum**

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- 3005.1 Senators shall wear Business Casual, Business Formal, or an SGA Polo to the Senate Meetings
- 3005.2 Senators shall refrain from profanity or vulgarity during official address to the Senate
- 3005.3 Senators shall not take calls, texts, or emails during the Senate meetings
- 3005.4 Senators shall avoid personal insult, harassment, or obstruction during Senate Meetings
- 3005.5 Senators shall not speak over one another
- 3005.6 Senators shall not intentionally falsify information presented to the Senate

**Section 3006 Committee Responsibility**

- 3006.1 The Appropriations Committee;
  - 3006.1.1 the Purpose of the Appropriations Committee shall be to initiate and monitor all Senate Appropriations
  - 3006.1.2 The Appropriations Committee shall exercise its judgment in determining compliance with the SGA Finance Code and the Activity and Service Fee rules on expenditure
  - 3006.1.3 The Appropriations Committee shall take all action through Simple Majority
  - 3006.1.4 The Appropriations Committee shall be able to vote to approve or deny legislation
- 3006.2 The Graduate and professional Student Committee
  - 3006.2.1 The purpose of the Graduate and Professional Student Committee (GPSC) is to facilitate and enhance the overall graduate and professional student experience by advancing the University's academic goals. Its primary goal is to fund graduate and professional students' research, conference and professional development and promoting quality presentations and research efforts in scholarly forums. The GPSC shall also serve as an advocate for graduate and professional students, by working with the College of Law, College of Medicine, and the University Graduate School.
  - 3006.2.2 The GPSC shall determine the application procedure and regulations graduate students must follow to request funding. The application will be an online document that will specify the details of the budget, research, conference, professional development, and the benefits of participation. Requests shall be approved by a simple majority vote of the GPSC. If a request for funding is approved by the GPSC, upon return of their event the requester has up to one (1) week to turn in all materials for reimbursement to the Student Government Association and is allowed up to four (4) weeks to claim the funds and provide all necessary documentation to the Student Government Association and to the A&S Business Office for the proper disbursement of the funds.

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- 3006.2.3 If a request is not approved by the GPSC, the applicant shall have the right to file a written appeal with the Senate President. Should the Senate president approve the written appeal, the applicant shall present their case before the Senate. With a simple majority vote of the Senate at a meeting where there is quorum the Senate can send back the application to the GPSC who shall reconsider the request. The GPSC is not obligated to approve the reconsidered request.
- 3006.2.4 If the GPSC does not approve a request after reviewing it for a second time, the Senate may overturn the committee's decision with a two-thirds (2/3) majority vote of the Senate at a meeting where there is quorum.
- 3006.2.5 Changes to the procedures and regulations for GPSC funding requests shall require the simple majority approval of the Committee and a notification to the Senate
- 3006.2.6 Funding shall benefit individual graduate students interested in the following:
- 3006.2.6.1 Research, as defined as an investigation that is necessary for the completion of a masters, doctoral or professional degree.
- 3006.2.6.2 Conferences, as defined as presentations (i.e. papers, posters, performances) on current and developing research that pertains to their respective masters, doctoral or professional degree. Funding can only be used for conference registration, travel costs, and accommodations.
- 3006.2.6.3 Professional development, as defined as events (i.e. workshops, seminars, conferences) that advances the knowledge of the graduate or professional students' academic career. Funding can only be used for conference registration, travel costs, and accommodations.
- 3006.2.7 Graduate and professional students shall be eligible to request funds from the committee as per the Committees internal rules and procedures
- 3006.2.8 The GPSC shall be able to allocate funds for Gradskellar events and Graduate Student Appreciation Week. Any other allocations except for travel funding, Gradskellar events, and Graduate Student Appreciation Week shall require the Committee to present a report of funding to the Senate, but not require a bill to disburse
- 3006.3 The University Sustainability and Innovation Committee
- 3006.3.1 The Purpose of the University and Sustainability Committee is to advocate, support, and legislate to improve the Sustainability of the University, and encourage innovation from bureaucratic to physical aspects of student and university life.
- 3006.3.2 The University Sustainability and Innovation Committee shall take all action through Simple Majority
- 3006.3.3 The University Sustainability and Innovation Committee shall be able to vote to approve or deny legislation

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3006.4 The Student Health and Well-Being Committee

3006.4.1 The Purpose of the University and Sustainability Committee is to advocate, support, and legislate to improve the Health and Well-Being of Students at Florida International University.

3006.4.2 The Student Health and Well-Being Committee shall take all action through Simple Majority

3006.4.3 The Student Health and Well-Being Committee shall be able to vote to approve or deny legislation

3006.5 The Student Life and Academic Concerns Committee

3006.5.1 The Purpose of the Student Life and Academic Concerns Committee is to advocate, support, and legislate to support students' academic, personal, and university bound concerns as well as approve Agency and Bureau formation requests.

3006.5.2 The Student Life and Academic Concerns Committee shall take all action through Simple Majority

3006.5.3 The Student Life and Academic Concerns Committee shall be able to vote to approve or deny legislation

3006.5.4 The Student Life and Academic Concerns Committee shall use the following procedure in the acceptance or denial of a request for a new agency or bureau;

3006.5.4.1 Make an application open and available each year to which the following components will be included; Organizational Constitution, List of officers, average population of students served, purpose of organization, need for inclusion in Student Government as an Agency or Bureau, Any Rules and or regulations that the organization operates under, advisor contact information, what service or benefit the organization serves to its specialization or the University as a whole.

3006.5.4.2 Meet to vote on the requests for incorporation, votes will be passed through simple majority in the committee

3006.5.4.3 Once the committee has passed the petition for incorporation it will then be entitled a vote on the Senate Floor as an act of the Senate (Senate Bill) and must pass through a simple majority vote of the Senate. *See SGAC 10.01*

3006.6 The Committee on Rules and Administration

3006.6.1 The Purpose of The Committee on Rules and Administration shall be to review and ensure constitutional and statutory compliance with all new Resolutions, Acts, and Bills. This Committee shall also serve as the final place for all bills before being sent to the Senate floor.

3006.6.2 The Committee on Rules and Administration shall take all action through Simple Majority

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3006.6.3 The Committee on Rules and Administration shall be able to vote to approve or deny legislation solely based on constitutional or statutory compliance

**Section 3007 Procedure for the Introduction of a Bill, Resolution, or Act**

3007.1 Once a Senator or group of Senators have finished the writing of a legislative item, it shall be sent to the official inbox of the Senate President. Non Senators may Sponsor Bills, but must have a minimum of one Senator as a Sponsor for Introduction

3007.2 The Senate President shall then assign the legislation to a maximum of three and a minimum of two committees, with the Committee on Rules and Administration being a mandatory assignment for all legislation except for when these statutes or the constitution say otherwise.

3007.3 For a piece of legislation to be considered it must pass through each of the committees to which it has been assigned. Should a piece of legislation fail to pass in one or multiple committees, it shall be considered “dead” and will not be able to receive a vote until the next legislative session. However, the Senate may vote to remand a “dead” piece of legislation from committee to the floor through a 2/3 vote of the Senate.

3007.4 Once the legislation has passed all necessary committees, it arrives at the desk of the Senate President who may or may not assign the legislation a reading in the Senate. Should the Senate President deny a piece of legislation a reading the Senate may override the Senate President and introduce the legislation with a unanimous vote of the Senate.

3007.5 Before the Senate can vote to adopt a piece of legislation it is required to have been read twice at two separate meetings of the Senate. In lieu of the First Reading the Senate President may choose to email all Senators a copy of the legislation no later than 48 hours before the Senate Meeting where it will be read.

3007.6 Should Senators wish to add amendments to the legislation, they must be submitted in writing to the Senate President before a call for vote. Amendments may be friendly or unfriendly. A friendly amendment shall have achieved the support of the legislation’s sponsors and shall be considered adopted upon submission. An unfriendly amendment is not supported by one or all of the sponsors, and requires a 2/3 vote of the Senate to be added to the legislation

3007.7 Following the amendment procedure the legislation will come to a vote of the Senate. Senators not present at the call for the vote will not be permitted to vote. No Senator may enter or leave the Senate Chamber during voting procedure. Should a piece of legislation be voted down it shall be considered dead and may not be re-introduced until the next legislative session.

3007.8 Following passage of legislation, the Senate President Pro-Tempore shall have 2 University Business Days to fill out the transmission form and Presidential Signature Form for the desired piece of legislation and send it to the Student Body President as well as send the bill

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in its approved format to the President of The Student body. The Student Body President must sign the transmission form immediately to confirm receipt of delivery.

- 3007.9 Should the President sign the legislation it shall become adopted and no further action will be necessary unless constitutionally required. Should the President Veto the legislation, The Senate will require a constitutionally prescribed majority to overturn the veto and adopt the legislation.

**Section 3008 Rules of Order**

- 3008.1 The Quorum for the chamber of the Senate shall be set at half (50%) of the members of a full senate with the addition of one additional senator (50%+1)
- 3008.2 Simple Majority shall be set at half of the members of the Senate contributing to the quorum plus one member
- 3008.3 A Two-Thirds Majority shall be defined as two thirds of the Senate Members contributing to the quorum rounded to the nearest Senator
- 3008.4 A Three Fifths Majority shall be defined as three-fifths of the Senate Members contributing to the quorum
- 3008.5 The Entire Senate Membership shall be defined as all valid members of the Senate
- 3008.6 Unanimous majority/vote shall be defined as all members contributing to the quorum being counted present
- 3008.7 Senators and members of the body may not speak, unless called on by the chair of the Senate or utilizing a parliamentary motion that does not require the calling of the chair according to Roberts Rules of Order

**Section 3009 Legislation Indexing**

- 3009.1 All Legislation being passed by the Senate shall follow the following format and requirement
- 3009.2 Senate Bills shall be acts of the Senate that add, amend, replace, or delete sections of the Student Government Association Statutes, acts that appropriate funding, acts that establish new Agencies or Bureaus, or acts that establish changes to the Standard operating procedures
- 3009.2.1 Bills shall be abbreviated using the terminology “SB”
- 3009.3 Senate resolutions shall be acts of the Senate in favor, or against a specific issue, policy, or standpoint of the Student Government Association or the University, acts that establish Student celebrations, acts that are ceremonial or symbolic, and acts that are designed solely to express the will of the Senate
- 3009.3.1 Resolutions shall be abbreviated using the terminology “SR”



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3009.4 The Formal designation of a bill will follow the following format

3009.4.1 The initial designation will be SB

3009.4.2 The next designation will be the session number based on the term of the senators, the first session of the Senate shall be abbreviated 01 and shall increase by a factor of 1 each subsequent year at the commencement of the Summer Session. Should the Senate pass 100 sessions the numbering shall be amended to a three-numeral system

3009.4.3 The next designation will be the bill number. This shall be the number in which the bill was introduced. For the first bill of the session it shall be entitled the designation 001 and will increase by a factor of 1 for each subsequent bill introduced.

3009.4.4 The full designation of a bill should use the default format “SB 00 000”

3009.5 The Formal designation of a resolution will follow the following format

3009.5.1 The initial designation will be SR

3009.5.2 The next designation will be the session number based on the term of the senators, the first session of the Senate shall be abbreviated 01 and shall increase by a factor of 1 each subsequent year at the commencement of the Summer Session. Should the Senate pass 100 sessions the numbering shall be amended to a three-numeral system

3009.5.3 The next designation will be the Resolution number. This shall be the number in which the Resolution was introduced. For the first resolution of the session it shall be entitled the designation 001 and will increase by a factor of 1 for each subsequent bill introduced.

3009.5.4 The full designation of a resolution should use the default format “SR 00 000”

3009.6 Any Act of the Senate must also carry a formal name. The name must begin by specifying the specific type of act that the Senate is undertaking whether it be a bill or a resolution. The Formal name must be formatted as according to templates available

3009.7 The formal name of the bill must not contain vulgarity

3009.8 When submitting bills/resolutions they must contain an explanatory memorandum detailing the purpose and intent of the bill/resolutions, as well as background on why the bill is necessary

3009.9 All acts of the senate must be submitted in the proper format, and all passed and signed bills must be uploaded to the public media platform in a timely manner

**Section 3010 Senate Procedure for Budgetary passage**

3010.1 Following the passage of the budget by the Budget Committee, the Student Body President will present the budget to the Senate. The Senate will then have a set time by the Senate President to debate the merits of the budget, and must vote in the meeting in which the

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budget was presented whether to approve or deny the budget. Should the Senate deny the budget, it will be sent back to the budget committee to make alterations and the process shall repeat until passage of the budget is achieved.

**Section 3011 Agenda for Senate Meetings**

- 3011.1 Call to Order
- 3011.2 Pledge of Allegiance
- 3011.3 Roll Call of Senators Present & Verification of Quorum
- 3011.4 Approval of Last meetings Minutes
- 3011.5 Adoption of the Agenda
- 3011.6 Invited Speakers
- 3011.7 Committee Reports
- 3011.8 Executive Board Reports (only included if an Executive Board Member is present and would like to report to the Senate.)
- 3011.9 Vetoed Legislation
- 3011.10 Unfinished Business
- 3011.11 New Business
- 3011.12 Public Forum
- 3011.13 Senate Forum
- 3011.14 Announcements
- 3011.15 Adjournment

**Section 3012 Senate Approval of an Agency or Bureau**

3012.1 For an Agency or Bureau to be considered for approval it must have the support of a minimum of two Senators. These Senators must draft a bill sponsoring the creation of the agency or bureau. The bill must include the organizational purpose, constitution, tentative list of officers, and whether it shall be considered for appointment to agency or bureau status. The bill will then be assigned to only the Student Life and Academic Concerns Committee. Following passage in the committee it will be entitled priority reading at the next available Senate and be debated and voted upon in the Senate meeting during which it is read. The procedure for passage is defined in the Student Government Constitution. Should an organization that has received Activity and Service Fee funds in the budget cycle previous to its recommendation for agency or bureau status be considered, it shall be approved with the signature of the Student Body President following passage through the Senate.

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### Title IV: The Executive Branch

#### Section 4001 Elaboration of the Powers of the Student Body President

4001.1 State of the Student Body Address;

4001.1.1 Once during the Fall and Spring Semesters, the Student Body President shall make an address to the Student Senate addressing the state of the student body, major policy platform initiatives and any other components of the address that they wish to include. This address should be made publicly available and copies should be shared with the Senate President and the Student Media.

4001.2 Appointment and confirmation procedures;

4001.2.1 Once an individual has been selected for appointment, the Student Body President or the appointment designee shall create a letter of appointment and pen it. This letter shall be delivered to the Senate President and the appointee. Following delivery of the letter, the Senate President shall place the appointee on the next Senate Agenda. Process for appointments shall be delineated as follows;

4001.2.2 The appointee shall be invited to make a two-minute address before the Senate. The senate shall have 5 minutes to question the appointee as to the merits of the individual and the qualifications they hold. The Senate shall then have the option to deliberate for a maximum of 10 minutes or move directly to a vote. The appointee shall be confirmed by a simple majority vote unless otherwise stated.

4001.3 The executive cabinet and all members of the Executive Branch unless otherwise specified serve at the pleasure of the President and may be removed from office without impeachment proceedings should the President wish. Notification of the removal of an officer must be made in writing to the Senate

4001.4 The Student Body President Executive Orders

4001.4.1 The Student Body President may issue executive orders for the following purposes; Temporary or permanent suspension for SGA Officials requirements regardless of branch, Acknowledgment of a specific event, the addition of requirements not in conflict with the Constitution, Appointment or creation of specific departments of the Student Government Association, Acknowledgment of the deeds of a specific Student or Student Group, Details of an executive position, creation of meetings, dispensation of the ACB Accounts, and any other acknowledgement or declaration that the office so chooses. Executive orders shall follow the Executive Order template and be made available upon request. Executive Orders shall carry the binding effect of statutes.

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**Section 4002 The Executive Cabinet**

- 4002.1 The Cabinet shall be comprised of the Chief of Staff, The Student Body President and Vice President, The 9 permanent Cabinet Secretaries, The 4 additional directors, and the Elections Board
- 4002.2 Cabinet Members must report the business they have conducted during the cabinet meetings either through written form or verbal.
- 4002.3 The Cabinet shall assume any responsibilities assigned by the Student Body President
- 4002.4 The Cabinet shall meet regularly on Wednesdays at 4:00 p.m. unless cancelled or rescheduled by the Student Body President
- 4002.5 The Cabinet shall be responsible for putting together a weekly briefing on each of the departments and areas that the cabinet member oversees. This report shall be generated on the Friday of each week and delivered to the Student Body President on the Monday of the following week. The President can exempt any or all members of the Cabinet from submitting these reports

**Section 4003 The Executive Administrator**

- 4003.1 The Executive Administrator shall be appointed by the Student Body President and confirmed by the Senate.
- 4003.2 The Executive Administrator shall hold regular press conferences with the major student media outlet to be announced in advance.
- 4003.3 The Executive Administrator shall not create or set policy for the President, but rather convey the policy of the organization.
- 4.003.4 Shall not be removed unless through Judicial proceedings

**Section 4004 The Chief of Staff**

- 4004.1 The Chief of Staff shall serve as the chief advisor of the President of the Student Body
- 4004.2 The Chief of Staff shall also serve as the chief administrative officer of the cabinet and manage executive branch officials
- 4004.3 The Chief of Staff shall be appointed by the President and be confirmed by the Senate.
- 4004.4 The Chief of Staff shall be responsible for the creation and delivery of the weekly Presidential Briefing as stated in 4.002.5

**Section 4005 Cabinet Secretaries**

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- 4005.1 Cabinet Secretaries shall be appointed by the Student Body President and confirmed by the Senate
- 4005.2 The Student Body President shall designate the responsibilities of the Cabinet Secretaries at the beginning of their term through the appointment letter or executive order
- 4005.3 The Student Body President may choose to not appoint one or more of the permanent Secretaries and replace this position with another, but the total number of secretaries may not exceed nine (09)

**Section 4006 The Governor of the Biscayne Bay Campus**

- 4006.1 The Governor of the Biscayne Bay Campus shall appoint a lieutenant Governor to be confirmed by the Senate
- 4006.2 The Governor shall appoint a maximum of 5 Executive Office of the Governor Staff Secretaries to fill the office. These secretaries shall be confirmed by the Senate. Their duties shall be delineated in their appointment letters

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### **Title V: The Judicial Branch**

#### **Section 5000 Constitutional Elaboration**

5000.1 The powers and duties of the Supreme Court are laid in the Student Government Constitution. These statutes serve to clarify, explain, and create procedures for the dutiful expenditure of the powers of the court and establish limitations and balance to the exercise of those powers.

#### **Section 5001 Judicial Appointment**

5001.1 All justices of the Supreme Court are appointed by the Student Body President and Confirmed by the Senate. It shall be the determination of the Student Body President in the method of appointment. Justices shall serve terms concurrent with the term of the Student Body President that appointed them.

#### **Section 5002 Duties of the Chief Justice**

5002.1 The Chief Justice shall be responsible for all constitutional obligations in addition to serving as a constitutional and statutory advisor to the Executive Board and the Student Body President. The Chief Justice shall advise the Student Body President on matters of the Student Government Governing Documents upon request and be responsible for the actions taken upon the advice given should the action directly adhere to the advice.

5002.2 Should an appeal of the court's decision be made neither the Chief Justice nor any other Justice may make any action to alter, cloud or hinder the deliberate exercise of the appeal

#### **Section 5003 Writs for Judicial Review**

5003.1 The Judicial Branch may hear and respond to three categories of writs. Those categories are Writs for Judicial Review on Interpretation, Writs for Judicial Review on Removal and Writs for Judicial Review on Censure

5003.2 Writs for Judicial Review on Interpretation may be submitted by any Student. Writs for Judicial Review on Removal or Writs for Judicial Review on Censure shall only be initiated by the Attorney General of Student Government

5003.3 All Writs shall be submitted via an online platform established by Student Government and the Division of Academic and Student Affairs Professional Staff Advisor

5003.4 Each Writ Submission form shall include all necessary information as provided in these statutes and the Student Government Constitution and any other information that the court determines needs to be added to the form

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**Section 5004 The Attorney General**

- 5004.1 The Attorney General shall have the discretion to choose whether or not to file a writ after being petitioned by a Student or upon their own judgment, unless otherwise specified
- 5004.2 The Attorney General may choose to designate the Deputy Attorney General to prosecute cases in the court, but must file the writ themselves
- 5004.3 If the Attorney General chooses to file a writ involving another student, both that student and the Student Advocate must be notified
- 5004.4 The Attorney General in appointing the Deputy Attorney General must draft and submit a letter of appointment to the Senate. The Senate must also confirm the appointee with a simple majority vote.

**Section 5005 Judicial Procedure for Interpretation Cases**

- 5005.1 A case for Judicial Review on Interpretation shall be instigated by a Writ for Judicial Review on Interpretation being submitted by any student
- 5005.2 The Chief Justice must notify the other Justices of the court of the pending writ within 5 University Business Days (Monday-Friday) of the submission of the writ
- 5005.3 The Court must meet within five (5) University Business Days of notification by the Chief Justice to determine the validity of the writ as well as determine whether it shall hear the case
- 5005.4 Should the court determine the case is not valid or it will not confer interpretation, a response must be sent to the filer within two (2) University Business Days of the decision not to proceed. This decision shall be made with a simple majority of the justices present
- 5005.5 Should the Court decide to proceed with the writ the court shall begin deliberation immediately as to the interpretation of the clause or clauses. This decision shall be made with a simple majority of the justices present
- 5005.6 At the conclusion of the writ a majority opinion shall be written and sent to the filer, as well as provided to the Senate and the Student Body President. This distribution must be made within five (5) University Business Days of the conclusion of the deliberation

**Section 5006 Judicial Procedure for Removal or Censure Cases**

- 5006.1 A case for Judicial Review on Removal or Censure shall be instigated by a Writ for Judicial Review on Removal or Censure respectively being submitted by the Attorney General

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- 5006.2 The Chief Justice must notify the other Justices of the court, as well as the parties involved of the pending writ within five (5) University Business Days (Monday-Friday) of the submission of the writ
- 5006.3 The Chief Justice shall then set a date for the hearing of the writ's validity which shall occur within five (5) University Business Days of Notification; this shall be a closed-door meeting solely intended to decide whether the writ shall move to a complete hearing. The decision to move a writ to a full hearing must be unanimous of all justices on the court. Should any justice object to the hearing of a writ it shall not be heard and the case shall be dismissed
- 5006.4 Should the court decide to proceed to a hearing, the Chief Justice will set a date which must fall within fifteen (15) University Business Days of the date of notification. Every effort must be made to insure that the date and time for the hearing works for all parties involved in the writ, but should the Student Government Member not be able to attend or choose not to attend, the University Defender will represent their interests
- 5006.5 The hearing for a writ shall be opened with an opening statement by the Attorney General lasting no more than five (5) minutes
- 5006.6 Next the Defendant Student may make an opening statement lasting no more than 5 minutes
- 5006.7 The Attorney General shall then have fifteen (15) minutes to make their case for removal or censure. Should the Attorney General provide witnesses, the questions being asked of the witness shall be deducted from the total time, but not the witness's responses. Questions asked to witnesses must not be leading, and must be of a nature to which the witness has personal knowledge of, witnesses testifying with second hand knowledge will not be permitted
- 5006.8 The Student Defendant shall then have five (5) minutes to cross examine all witnesses presented by the Attorney General, the same rules for questioning will apply
- 5006.9 The Student Defendant shall then have fifteen (15) minutes to make their case in Defense. Should the Student Defendant provide witnesses, the questions being asked of the witness shall be deducted from the total time, but not the witness's responses. Questions asked to witnesses must not be leading, and must be of a nature to which the witness has personal knowledge of, witnesses testifying with second hand knowledge will not be permitted
- 5006.10 The Attorney General will then have five (5) minutes to cross examine all witnesses presented by the Student Defendant, the same rules for questioning will apply
- 5006.11 The Court shall then allow the Attorney General to make a five (5) minute closing statement
- 5006.12 The court shall finally allow the Student Defendant to make a closing statement of the length of the defendants choosing.



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- 5006.13 The court will immediately move into closed door deliberation as to the decision to be conferred. Should the court wish to censure a simple majority of the justices present will be required, however should the court choose to remove a Student Government Official a Unanimous vote of all five (5) justices of the court will be required. Should a Justice have recused themselves, they shall not count towards the vote total. A decision will be non-permissible should more than two justices recuse themselves.
- 5006.14 The Chief Justice Must notify all parties of the outcome of deliberations within 2 University Buisness days of conclusion of deliberation
- 5006.15 Students may appeal the decision of the court to the Executive Board within two University Business Days on grounds of failure to comply with the Governing Documents. The Executive Board may choose to overturn the Judicial Ruling with a Simple Majority but may not Remove or Censure any individual. Should the Executive Board overturn a judicial decision to censure or remove the Supreme Court as well as the Senate must be notified at the next available time. Any Executive Board Member may choose to recuse themselves if they feel there is a specific conflict of interest

**Section 5007 Judicial Penal Code**

- 5007.1 The Supreme Court shall have the power to censure or remove members of the Student Government Association for Malfeasance or Nonfeasance the specific cases upon which this is permissible are elaborated below.
- 5007.2 In order for the Supreme Court to remove an SGA Official from office the following criterion must be met;
- 5007.2.1 A case for removal must be presented by the Student Government Attorney General
- 5007.2.2 That case must contain evidence included within it. This evidence must have been obtained legally, and not have questions to its validity, legality, or factual basis of its nature
- 5007.2.3 There must be no other possible explanation for an action taken by a Student Government Official warranting this procedure other than deliberate Malfeasance or Nonfeasance
- 5007.2.4 The only actions taken by a Student Government Official that could warrant removal from office are the following: Exceeding the number of permitted absences from required meetings as per Title IX of the Statutes, continuing refusal to complete required office hours as per Title IX of the Statutes, accepting or participating in a bribe, or conviction of a felony

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5007.3 In order for the Supreme Court to censure an SGA Official

5007.3.1 A case for censure must be presented by the Attorney General

5007.3.2 That case can contain evidence included within it. This evidence must have been obtained legally, and not have questions to its validity, legality, or factual basis

5007.3.3 The issuance of a censure shall be considered an official reprimand with suggestion for course differentiation based on the action or inaction of the SGA Official and in concurrence with current Student Government statutory and constitutional record. A censure shall not result in removal from office

**Section 5008 Format for Case Citations**

5008.1 Writs for Judicial Review on Interpretation shall be cited as “SGASC: “Calendar Year” “Number the writ was filed in from 01 onward””

5008.2 Writs for Judicial Review on Removal or Censure shall be cited “SGASC: *Florida International University Student Government* v. “Surname of Defendant”, “Calendar year”, “Number of cases heard against the same person in that year starting at 01””

**Section 5009 Judicial Opinions**

5009.1 There shall be two types of Judicial Opinions that will be recorded on the official record of the court. The Majority Opinion and the Dissenting Opinion.

5009.2 The Justices whom have voted in the majority of a case shall be charged with creating the Majority Opinion. This opinion shall clearly specify the ruling the court has made and the reasoning for that ruling

5009.2.1 Should the Chief Justice be a member of the Majority, the Chief Justice will write the Majority Opinion

5009.2.2 Should the Chief Justice not be a member of the majority, the Justices that are members of the majority will decide amongst themselves whom shall write the opinion

5009.3 The Justices whom have voted in the minority of a case shall be charged with creating the Dissenting Opinion. This opinion shall clearly specify the opposition that the Justices whom have voted against a ruling held. This opinion shall carry no effect or force but be a record for future justices and Student Government members to review

5009.3.1 Should the Chief Justice be a member of the Minority, the Chief Justice will write the Dissenting Opinion

5009.3.2 Should the Chief Justice not be a member of the Minority, the Justices that are members of the Minority will decide amongst themselves whom shall write the opinion

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## Title VI: The Elections Code

### Section 6001 The Elections Board

#### 6001.1 Composition of the elections Board

6001.1.1 The elections board shall be comprised of an elections commissioner, selected and appointed by the Student Body President and confirmed by the Senate. The board shall be further comprised of a deputy elections commissioner, appointed by the elections commissioner and confirmed by the senate. The board shall also be comprised of an additional three (3) elections board members, appointed by the elections commissioner and confirmed by the senate.

#### 6001.2 Description of responsibilities for the Elections Board Members

6001.2.1 The elections commissioner shall be responsible for the administration of the board, supervision of the individual members, and issue a final review on all materials needing approval by the board.

6001.2.2 The deputy Elections Commissioner shall be responsible for the distribution of elections board materials, and the release of the Elections Board report to the Senate

6001.2.3 Elections Board Members shall be responsible for assisting the Elections Commissioner and the Deputy Elections Commissioner as well as serving on the elections board.

#### 6001.3 Duties of the Elections Commissioner

6001.3.1 The Elections Commissioner shall serve as the Chairperson of the Board and shall faithfully execute those duties and responsibilities designated by these Statutes, the University policies, regulations, and the Student Government Constitution

6001.3.2 The Elections Commissioner shall be required to serve three (3) Office Hours in the SGA Office or a designate place as specified by the Executive Board

6001.3.3 The Commissioner shall report to the Senate and the Cabinet at least once per calendar month

6001.3.4 The Elections Commissioner shall be responsible for instructing all election officials, Board members, and poll workers of the proper election procedures

6001.3.5 The Elections Commissioner shall ensure that the application documents of all candidates are submitted to a Division of Academic and Student Affairs designee (hereafter “designee”) for eligibility review

6001.3.6 The Elections Commissioner shall be responsible for moderating Candidate Debates

#### 6001.4 Duties of the Deputy Elections Commissioner

6001.4.1 The Deputy Elections Commissioner shall prepare the report for the Elections Commissioner to submit to the Senate and the Cabinet

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- 6001.4.2 The Deputy Commissioner shall oversee the distribution of Elections Materials
- 6001.4.3 The Deputy Elections Commissioner shall assume any responsibility given to them by the Elections Commissioner
- 6001.5 Duties of Elections Board Members
- 6001.5.1 The Elections Board is responsible for preparing Candidate Packets for distribution, to include but not be limited to, this Elections Code, a tentative timeline for the election cycle, and Candidate and Party Expense Report.
- 6001.5.2 The Elections Board shall be responsible for the execution of the elections code and shall make no regulation, decree or statement in contradiction with the code
- 6001.6 Procedure for meetings of the Elections Board
- 6001.6.1 The Elections Board shall meet regularly at a consistent place, date, and time barring complications
- 6001.6.2 The Elections Board shall take all actions not including campaign violation procedure through simple majority vote
- 6001.6.3 The Elections Board shall operate using the latest version of Roberts Rules of Order
- 6001.6.4 Minutes for Elections Board Meetings shall be made available upon request
- 6001.7 Procedure for Campaign Violation Hearings
- 6001.7.1 The Elections Board may not take action against a candidate until the completion of a full hearing. The procedure for this hearing is laid out below;
- 6001.7.2 Introduction of Violation Hearing: The Elections Commissioner shall call the meeting to order and call for the Election board members who are in attendance at the violation hearing.
- 6001.7.3 Statement of the Filer: The individual that filed the violation charge may make a statement to the Election board regarding the violation and all evidence that the filer has submitted, as well as introduce the witnesses that will testify on behalf of the filer.
- 6001.7.4 Statement of the Accused Candidate/ticket: The accused may make a statement to the Election board regarding the violation and all evidence that the candidate/ticket has submitted, as well as introduce the witnesses that will testify on behalf of the accused candidate/ticket.
- 6001.7.5 Questioning of the Filer: The Election board may question the individual who filed the violation charge
- 6001.7.6 Questioning of the Accused: The Election board may question the accused candidate/ticket.

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- 6001.7.7 Final Questioning: The Election board may ask questions about all information that was presented
- 6001.7.8 Closing Statement of the Filer: The filer may make a closing statement to the Election Commission
- 6001.7.9 Closing Statement of the Accused Candidate/ticket: The accused candidate/ticket may make a closing statement to the Election board.
- 6001.7.10 Election Board Deliberation: The Election board shall deliberate to determine if a violation occurred and, if so, determine the appropriate sanction and inform the individual who filed the violation and the accused candidate/ticket of the decision. Sentence shall be carried out by a Unanimous vote of the elections board. All deliberations shall be public but closed to input from those in attendance
- 6001.2.11 Either party may appeal to the Supreme Court within twenty-four hours of notification of the decision made by the Elections Board

**Section 6002 Format of the Elections Timeline**

- 6002.1 The annual Student Body Elections shall be carried out according to this timeline barring extraordinary circumstances
- 6002.2 Public announcement and opening of Political Party Registration, must close three (3) days before the open of elections qualification registration
- 6002.3 Public Announcement of the date of opening and closing of elections qualification registration ,this action must be taken a minimum of three (3) days prior to date of opening of registration
- 6002.4 elections qualification registration, the registration period must be open for ten (10) University Business days
- 6002.5 Public Announcement of the qualified candidates, must occur no later than one (1) week following the close of the registration period
- 6002.6 Candidates Debate, must occur a minimum of three (3) days before the election opens
- 6002.7 Elections Voting Occurs
- 6002.8 Announcement of the winners of the elections, must occur no later than forty-eight (48) hours following the close of voting

**Section 6003 Political Parties**

- 6003.1 Students will have the right to gather and support one or multiple candidates in the form of political parties

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- 6003.2 All political parties must be registered with Elections Board and meet the qualifications set forth in this Elections Code, or have been registered previously and planning to submit for re-registration
- 6003.3 Candidates affiliated with a registered political party shall be able to have their party affiliation shown in the ballot for up to one (1) party
- 6003.4 Parties shall be able to campaign for and support as many candidates as the number of seats in an election per position and delegation.
- 6003.5 Political parties will be responsible for reserving their tables and rooms and are held accountable for payments to the University at such rate as given. Political Parties are still required to inform the Elections Board of their solicitation efforts as per the Elections Code
- 6003.6 Political parties shall be subject to the same campaigning limitations and periods as established for candidates in general, making no new special rules or limitations
- 6003.7 There shall be no membership requirements for political parties with regards to a minimum number of officers. Students shall form these entities in compliance with the stipulations of the Elections Code
- 6003.8 Political Parties shall be chaired by a student who is not currently running for elected office. Political Parties may begin the search for qualified Candidates and inform them of their intent to select them for slating prior to the registration period opening
- 6003.9 Political Party Registration shall be done using a digital platform specified by the Elections Board which shall include the following: Party Chairperson Name and Contact information, Party platform, and a tentative slate of electable members for the party
- 6003.10 For a political party to be considered qualified and registered it must maintain no less than fifteen (15) seats for an election not including the Presidential Ticket, and Gubernatorial seat. The registration for political parties shall close at least three days before the open on general qualification registration
- 6003.11 Should the Political Party be considered valid and registered it shall be the responsibility of the party leaders to find qualified and registered candidates to fill the seats of the election prior to the close of registration.
- 6003.12 Following the close of the general election, political parties must cease active campaigning, fundraising, but may continue to operate in their general form until the start of the next general election registration period when they must re-apply.

**Section 6004 Candidate Registration and Qualification**

- 6004.1 Qualification

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- 6004.1.1 Any candidate or political party that wishes to qualify for the General Election must comply with the provisions of this Elections Code and the Student Government Association governing documents
- 6004.1.2 Candidates must have achieved the minimum requirements to serve in the office they intend to be elected to by the date of registration for the election. The requirements for office are delineated in SGAC Article 7 and any other requirement delineated in the Constitution or Statutes of Student Government
- 6004.1.3 A student may be a candidate for only one (1) position at a time during any given election
- 6004.1.4 The Elections Board may declare any candidate ineligible to run for and hold office with a simple majority vote of the Board's membership if a substantive error is found in the candidate's qualifications, and this error is found to be the direct responsibility of the candidate. A substantive error shall only include deliberate falsification of information, failure to complete all sections of the application, failure to maintain requirements, and failure to report necessary qualification information.
- 6004.1.5 Registration for the general election shall open on a date specified by the elections board. Registration shall remain open for ten (10) University Business Days. Following the close of election registration, any seats where there is no candidate registered shall open for an additional five (5) University Business Days.
- 6004.1.6 All Candidates and parties must complete their respective qualification registration forms required by this section of these statutes by the registration deadline
- 6004.1.7 A candidate may qualify to run for office under the name by which they are registered at FIU or a variation of that name, subject to Elections Board approval. A nickname may appear in quotation marks with the approved name of the candidate
- 6004.1.8 Once a student has filed an application for a seat or office, they may not change to any other seat or office unless the original application is withdrawn and the application period is still open.
- 6004.1.9 Should a Presidential, or Vice-Presidential candidate be disqualified, unqualified, or withdraw, the remaining members of that presidential ticket shall have twenty-four (24) hours from notification to replace that person on the ticket to remain qualified for the election. Should this happen in the 4 University Business Days leading to an election, that ticket shall be considered disqualified and all votes casted in that election for the disqualified ticket shall be considered null and void
- 6004.1.10 A candidate or Political Party must file all registration documents with the Elections Board on or before the deadline date and time designated by the Elections Board as predicated in this Elections Code
- 6004.1.11 For a Political Party to be considered valid it must submit all required documentation to the election's commissioner during the registration period

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6004.2 Candidate Registration and Qualification

- 6004.2.1 The Registration documents for qualification for individual seats shall be governed by two categories, the Presidential, Vice Presidential and Gubernatorial seats, and the Legislative Seats
- 6004.2.2 Presidential, and Vice-Presidential tickets shall complete the appropriate registration form together
- 6004.2.3 Legislative Candidates shall complete their respective registration forms individually
- 6004.2.4 Any Candidate seeking to represent one of the following seats; Governor of the Biscayne Bay Campus, Lower Division Senator, or Upper Division Senator, must submit a Campus Affiliation form as per the SGA Constitution

**Section 6005 Elections Ethics Code**

- 6005.1 No candidate/ticket shall misrepresent any material fact in campaign material or in campaigning in any form
- 6005.2 No candidate/ticket or individual shall knowingly provide false information before the Election Board
- 6005.3 No candidate/ticket or individual shall misrepresent any campaign material as being the material of any candidate/ticket other than themselves.
- 6005.4 No candidate/ticket shall condone or authorize the destruction or theft of campaign material of another candidate.
- 6005.5 No candidate/ticket shall commit slander or libel.
- 6005.6 No candidate/ticket shall commit or attempt a bribe as defined as a direct monetary payment from one candidate to another person of their own funds.
- 6005.7 No candidate shall alter their legal name provided by the University when placing such on the ballot.
- 6005.8 No candidate/ticket shall commit or attempt to commit extortion or blackmail
- 6005.9 No candidate/ticket shall use Student Government Property or Activity and Service Fee Funds to actively campaign
- 6005.10 No Candidate/Ticket may condone, authorize or in any way attempt to coerce or encourage another student, candidate/ticket to violate or undermine the rules/regulations in these statutes or the Student Government Constitution.

**Section 6006 Elections Rules**



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- 6006.1 Candidates shall be held responsible for the violation of statutory rules for which they have violated or others at their express behest have violated
- 6006.2 For the purpose of this section of these statutes candidate shall refer to the candidate themselves and any person or entity operating on their express intent
- 6006.3 No Candidate shall violate the posting policy of Florida International University
- 6006.4 No Candidate shall post any campaign material, be it digital media, fliers, postings, solicitations, and the like, which advertises or promotes alcohol consumption or drinking, demeans or humiliates another candidate, party, person, group student organization, or University department, depicts or express's sexual or discriminatory messages or portrayals of individuals or groups based on race, religion, nationality, sex, sexual orientation, physical condition, disability, or mental state
- 6006.5 No Candidate shall engage in the disbursement of promotional material which impedes the passage of automobile, cars, pedestrian, or bicycle traffic. The disbursement of promotional material must not interfere with or obstruct the orderly processes of the University or its academic mission
- 6006.6 Regardless of the University Posting policy no Candidate may post, distribute campaign materials or campaign within 100 feet of the physical space of dormitories or off-campus housing spaces
- 6006.7 Regardless of the University Posting policy no Candidate shall post, distribute campaign materials or campaign in the physical space of a classroom, this shall extend to Canvas, Zoom Classrooms, or other academic settings not including Class Group chats made outside of the express intent of an academic professor for that course
- 6006.8 Candidates may make use of Social Media and Digital Media platforms throughout the elections process. Should the candidate wish to ensure that a post does not violate the elections code they may choose to submit this post to the Elections Board for verification
- 6006.9 No Candidate shall utilize Student Government Office, resources, physical or virtual spaces for the purpose of campaigning. This shall include but not be limited to the distribution of flyers, promotional material, tangible campaign materials (ie. Buttons, shirts, pens) or other material to campaign.
- 6006.10 No Candidate shall campaign within 100 feet of a physical voting place as determined by the Elections Board
- 6006.11 Political Parties shall follow all rules and regulations that individual candidates must adhere to including but not limited to the rules set forth in this statute and the ethics code for campaigns
- 6006.12 Presidential Candidates may consider and offer appointments to fill desired appointable and internally elected seats during and before the elections process. A candidate for president, or vice president may not be offered appointments

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conditional on their withdraw but may be offered an appointment should they voluntarily withdrawal or not qualify for the race.

- 6006.12.1 Presidential Candidates may consider and bind themselves to the appointment of the following positions before the election (Comptroller, Executive Administrator, Justices of the Supreme Court, and Governor of the Biscayne Bay Campus (should there not be a governor on the ballot)).
- 6006.12.2 Should a Presidential candidate choose to bind themselves of these appointments they must submit a list of the appointments to the Elections Board along with their signature and the signatures of those seeking appointment, and an affirmation of their decision. This information shall be made available upon request to any who wish to view it. The candidate must also announce their list of appointments within 5 University Business Days (Monday- Friday while school is in session) through written declaration or a post on social media. A candidate who chooses to bind themselves to these appointments shall not make an appointment to the contrary upon assuming office.
- 6006.12.3 The only method to disband the intent of appointment should be the written withdrawal of an appointee to the elections board
- 6006.13 Candidates may inform others of their intent to run for election prior to the registration period but may not actively campaign, nor fundraise before the close of the registration period

**Section 6007 Campaign Finance Regulations**

- 6007.1 Individual candidates shall file a Final Campaign Finance Report, which shall include the expense and donation forms found in the Candidate Packet. The Final Expense Form must be completed, signed, and submitted to the Elections Commissioner no later than 6:00PM on the last day of the General Election. Expenses and donations must be reported at actual cost or value to the candidate
- 6007.2 If documents are not fully and accurately submitted, the candidate is subject to a campaign violation pursuant to disqualification
- 6007.3 Political Parties shall file a Final Campaign Finance Report. The Final Campaign Finance Report must be completed, signed, and submitted to the Elections Commissioner no later than 6:00PM on the last day of the General Election. Expenses and donations must be reported at actual cost or value to the Party
- 6007.4 If documents are not fully and accurately submitted, the party is subject to a campaign violation pursuant to disqualification of the party in question. Should a party be disqualified for violating campaign finance reporting, said party may not apply in the next election to be registered. Additionally, it shall be the determination of the Elections Board should further action need be taken against individual party members

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- 6007.5 Allowed Expenditure by election seat
  - 6007.5.1 Presidential, Vice-Presidential and Gubernatorial Ticket shall not exceed \$5,000
  - 6007.5.2 Senators shall not exceed \$1,000
  - 6007.5.3 Any additional category going for election shall not exceed \$500
  - 6007.5.4 Political Parties shall not exceed \$3,000 (separate from individual members)
  - 6007.5.5 Donation limits shall be set at half of the allotted campaign expenditure allowance
- 6007.6 No SGA, Student Activities and Services Fees, or campus organizations' funds may be used for candidates' campaigns
- 6007.7 Candidates may spend personal funds before the date of registration without notification, but must report said expenditure in the final expense report
- 6007.8 Fundraising by individual candidates will be allowed beginning the day immediately after the deadline to submit registration documents to the Elections Commissioner. The Election Commissioner must be notified of fundraising but need not approve such an activity. Should a candidate be found to have fundraised prior to the start of the fundraising period they shall be immediately disqualified. Fundraising excludes use of personal funds in support of the election process

**Section 6008 Candidates Debate**

- 6008.1 The Elections Commissioner shall be responsible for holding and moderating a candidate debate for the Presidential and Vice-Presidential Candidates. This Debate shall be structured in the following way;
- 6008.2 The Presidential Debate shall be no shorter than 30 minutes and no longer than one hour
- 6008.3 The Vice-Presidential Debate shall be no shorter than 20 minutes and no longer than 30 minutes
- 6008.4 Candidates shall not be given the questions that will be asked at the debate in advance
- 6008.5 Candidates shall have equal time to respond in a debate
- 6008.6 The Debate shall be publicly announced no later than 72 hours prior to the start of the debate and shall occur no later than seventy-two (72) hours prior to the start of the general election voting.
- 6008.7 Should the Presidential or Vice-Presidential seat only have one candidate, that candidate shall be considered the President/Vice-President Elect from the date of close of registration and the debate shall transition to a town hall format for the maximum allotted time for a debate

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**Section 6009 Special and Run-Off Elections**

- 6009.1 Should a position for which there is no remedy in the governing documents of appointment not be elected in a general election, a special election may be called by a quorum of the Senate with simple majority. The terms of this election shall be specified by either the bill or the elections commissioner
- 6009.2 Should a seat in a general election receive an equal number of votes or fail to reach the threshold for the election (a majority of at least 52% for presidential tickets), a run-off election shall be held between the candidates who entered the situation. This election shall be held seventy-two (72) hours following the announcement of election results. Should no candidate win the run-off, the Senate shall decide whether to implement another series of run-off elections or decide to vacate the seat through a super majority vote.

**Section 6010 Campaign Violations**

- 6010.1 The Elections Board may sanction a candidate or party through the hearing process. For any sanction to be deemed valid it must be approved by a unanimous consent of the Elections Board Members contributing to a quorum. Sanctions and Violations shall be governed according to the following categories;
- 6010.1.1 Tier One Violations shall be the most egregious violations of Campaign Integrity. In order to be found guilty of a Tier one Violation a candidate or party must have taken an action contrary to the will and intent of the Student Government Governing Documents or directed someone to do so or not tried to stop a violation from occurring. Tier One Violations shall be limited to Violations of Section 6005 and 6006
- 6010.1.2 Tier Two Violations shall be violations that are the result of the explicit action of the candidate/party or taken at their behest. Violations shall include violations of any section of the Student Government Elections Code not including Sections 6005 and 6006
- 6010.1.3 Tier Three Violations shall be violations that are the result of negligence and are not intentional. A tier three violation can be achieved if it is proven that a candidate did not attempt to stop a known violation taken in their name.
- 6010.2 The Penalty for Violations relating to the tier of offense shall be conducted as follows;
- 6010.2.1 A Tier One Violation after voted on by the Board shall be constrained to Disqualification of a candidate, group of candidates, or a party. Should a party be disqualified, the individual members of a party may remain on the ballot and be considered valid, just not have a party affiliation shown.
- 6010.2.2 A Tier Two Violation after voted on by the board shall be constrained to restraint from campaigning for the remainder of an election, or suspension of digital

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campaigning for the remainder of an election. Penalties can be compounded and are nonexclusive.

6010.2.3 A Tier Three Violation after voted on by the board shall be constrained to restraint from campaigning for a maximum of seventy-two (72) hours and a minimum of forty-eight (48) hours and/or censure.

6010.3 At the discretion of the Elections Board's finding, Political Parties are responsible for the actions of those candidates for which they campaign and/or represent on the ballot. A Political Party may be penalized for any and all violations for which a candidate is accountable. The Elections Board may follow the same tier system for any subsequent penalties levied against a Party

6010.4 Candidates may appeal the decision of the Executive Board on matters of governing document regulations to the Supreme Court.

**Section 6011 Voting procedures**

6011.1 Each student desiring to vote shall present to the poll workers his/her current valid FIU Panther ID student identification card

6011.2 Registered students will also be given the opportunity to vote online by accessing the appropriate election website

6011.3 In order to vote, students must enter student identification into the voting system

6011.4 Students shall be eligible to vote only for candidates representing the college, unit, group, or section to which they are currently a member of. For College Senators this requires that a student be an enrolled member of that college. For Housing Senators, This shall be determined by place of residence in On-Campus Housing, for Lower and Upper Division Senators this shall be determined by credits taken, for graduate senators this shall be determined by a student's enrollment in a graduate program, for the Presidential, Vice Presidential, and Gubernatorial Ticket all students shall be eligible to vote.

6011.5 All eligible students waiting to vote at the time the polls close shall be permitted to vote after having been given an access marker of some sort

6011.6 No voting records or ballots shall be destroyed until the time for contesting an election has expired, until the time for contesting an election has expired, all complaints are resolved, and the elections are certified by the Elections Board

6011.7 In the event that the online voting system fails, a University-Wide e-mail must be sent out within twelve (12) hours of the system failure, notifying students of the paper ballot voting procedures and physical polling locations. The voting period must then be extended for an additional twenty-four (24) voting hours starting at the time that the e-mail is sent

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- 6011.8 If the number of ballots cast differs from the number of voters registered as having voted on the voting lists, the Elections Board shall investigate the discrepancy and determine appropriate action in a speedy and public manner
- 6011.9 If the number of voters cast in any sections of the elections exceed the number of persons logged in to vote by two- and one-half percent (2.5%) or more, those sections of the election shall be declared invalid only if the discrepancy would affect the outcome
- 6011.10 Students shall be eligible to vote for the number of seats in a given election, i.e. A division where there are 4 seats available students shall be able to vote for a maximum of 4 candidates
- 6011.11 Voters seeking to vote for the Governor of the Biscayne Bay Campus, Lower Division Senator and/or Upper Division Senator must adhere to the qualifications set forth in SGAC§10.01.6

**Section 6012 Procedure for Contesting an Election**

- 6012.1 Any Candidate for election shall have the right to petition to contest an election
- 6012.2 The complaint must be made in writing to the Elections Commissioner no later than twenty-four (24) hours after the conclusion of voting and shall include:
- 6012.2.1 The name(s) of the individual(s) against whom the complaint is being brought about
- 6012.2.2 The specific section(s) of the Elections Code which are alleged to have been violated
- 6012.2.3 The specific nature of the alleged violation(s)
- 6012.2.4 The name(s) and signature(s) of the person(s) bringing forth the complaint
- 6012.3 Upon receipt of a complaint, the Elections Board shall make a determination as to whether a hearing is necessary based upon whether there has been probable cause shown that a violation has occurred
- 6012.4 Both the complainant and defendants must receive written notice of the time and location from the Elections Commissioner no less than twenty- four (24) hours before a hearing is conducted
- 6012.5 The complainants may withdraw the complaint prior to the Elections Board taking final action;
- 6012.6 The Elections Board, upon finding a candidate guilty of committing an election violation, will decide the just penalty for the violation
- 6012.7 Any appeals for violation penalties will be sent to the Supreme Court for a second hearing
- 6012.8 All pending grievances regarding elections must be resolved prior to the results of the General/Special Election being announced

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**Section 6013 Election Results and Tabulation**

- 6013.1 Following the Close of the General Election, results must be released within 48 hours of the close of the voting period. Should there be appeals, the results shall be released with those positions contested bearing the words “pending appeal”
- 6013.2 The Elections Commissioner shall release the results of the election for all positions that have been duly elected regardless of a pending run-off election. Should there be a run-off election the release of the results shall indicate the pending run-off or vacancy

**Section 6014 Definitions**

- 6014.1 Active Campaigning – Any display or distribution of tangible items or electronic media with the express intent to influence a third party to vote for a candidate
- 6014.2 Authorized by Candidate – Candidate’s written approval
- 6014.3 Bribe – A prize, reward, gift, or favor bestowed or promised with a view to influence the action of another to vote, not vote, or vote for or against a particular candidate/ticket and/or any other item on the ballot, in any way. Any item distributed by the Election Commission shall not constitute a bribe or bribery.
- 6014.4 Campaign Expenses – The proven purchase or value of any tangible items and/or electronic media which contribute to a candidate’s campaign and/or infers that a candidate/ticket intends to run for an elected Student Government office; or any service or good donated to the candidate with the intent of promoting or aiding the candidate in his/her campaign. This must include sales tax or any other secondary costs for all goods and services.
- 6014.5 Campaign Materials – Any tangible items and/or electronic media which contribute to a candidate’s campaign and/or infers that a candidate/ticket intends to run for an elected Student Government office
- 6014.6 Candidate – An individual seeking election to any Student Government position
- 6014.7 Contribution – Any service, goods or sum of money donated to the candidate with the intent of promoting or aiding the candidate in their campaign.
- 6014.8 Electronic Media – Any campaign materials transferred electronically including, but not limited to, e-mails, websites, and social networking sites
- 6014.9 Endorsement – To formally support a given candidate or ticket
- 6014.10 Physical Assistance – Includes but is not limited to finances, campaign materials, or personnel.

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- 6014.11 Libel – A method of defamation expressed by print, writing, pictures or signs; any false and unprivileged publication that is injurious to the reputation of another,
- 6014.12 Majority Vote – Minimum of fifty percent (50%) plus one (1) of the vote/votes
- 6014.13 Partisan – Publicly stating approval or disapproval of a candidate/ticket
- 6014.14 Preponderance of Evidence – Means that evidence, considered as a whole, shows that the fact sought to be proved is more probable than not. This is the standard used in adjudicating all violations within the Election Commission
- 6014.15 University Business Day – One (1) university Business day shall be considered as any weekday, Monday through Friday, in which at least one (1) class is officially scheduled.
- 6014.16 Slander – Oral defamation; the speaking of false or malicious words concerning another, whereby injury results to a person’s reputation
- 6014.17 Tangible Items – Any campaign materials that are inanimate and may be seen or touched.
- 6014.18 Third Parties – Individuals or organizations other than the candidate/ticket themselves
- 6014.19 Third Party Advertising – Solicited or unsolicited support for a candidate/ticket by an organization or individual other than the candidate/ticket themselves.
- 6014.20 Unauthorized by Candidate – Anything without a candidate’s written approval
- 6014.21 Date of registration for the election- The first date registration opens for the election in question



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## Title VII: The Finance Code

### Section 7000 Establishment

7000.1 The purpose of the SGA Finance Code is to provide clear, concise policies for Student Government in financial management and budget planning. This code and other such guides set forth by the SGA shall be the foundation upon which monetary decisions are based in answering the needs of the Student Body.

### Section 7001 Purpose, Authority and Leadership

7001.1 The purpose of the Finance Code is to provide a procedure which:

7001.1.1 Assures full implementation of Florida Statutes governing the Activity and Service Fee 1009.24(10)(b).

7001.1.2 Facilitates positive and effective interaction between the university administrators and the Student Government Association (SGA) in the allocation and expenditure of funds derived from Activity and Service (A&S) Fee funds periodically collected and deposited at Florida International University.

7001.1.3 Defines and outlines the standards of financial accountability and fiscal management.

7001.1.4 Is applicable to all A&S Fee funds recipients, Governing Councils, and registered student organizations which are affiliated with the Student Government Association. Funds that are not from the A&S Fee shall be exempt from the Finance Code.

7001.2 Authority of the Code

7001.2.1 The allocation and expenditure of these funds shall be determined by the SGA through the Student Government Budget Committee and the procedures herein.

7001.3 Leadership

7001.3.1 The following are the roles of the administrators that are involved in the budgeting process:

7001.3.2 University President: Statutory authority is vested in the University President. The University President has delegated authority and accountability to the Senior Vice President for Academic and Student Affairs as their representative in administration and management of the A&S Fee funds.

7001.3.3 Senior Vice President for Academic and Student Affairs (SVPASA): It shall be the responsibility of the SVPASA or their designee to evaluate the recommendations of allocations of A&S Fee funds, proposed changes in matters which deserve the attention of the University President.

7001.3.4 SGA Activity and Service Business Office: It shall be the responsibility of the SGA A&S Business Office (ASBO) Assistant Director to evaluate the recommendations

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of allocations of A&S Fee funds, and proposed changes in matters which deserve the attention of the SVPASA. This official will be held responsible for the updating of ASBO on a weekly basis.

**Section 7002 Definitions**

- 7002.1 Activity & Service (A&S) Fee: The fee collected as a component of tuition which is to 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, ethnicity, creed, sex, sexual orientation, gender identity and expression, national origin, age, religion, disability, or any other classification as provided by law. The fund may not benefit activities for which an admission fee is charged to students, except for Student Government Association sponsored concerts.
- 7002.2 Budget: Plan of financial operation embodying an estimate of proposed expenditures for a given period or purpose and the proposed means or sources for financing such.
- 7002.3 Fiscal Year: The fiscal year of the Student Government of Florida International University shall be from July 1 to June 30.
- 7002.4 SGA Activity and Service Business Office (ASBO): The office services the accounting, budget process, travel, and /or purchasing needs of A&S Fee funded organizations. The ASBO is part of the Division of Academic and Student Affairs of FIU.
- 7002.4.1 The ASBO will coordinate training regarding fiscal procedures for all student organizations and any A&S Fee funded entity.
- 7002.4.2 The ASBO will be responsible for publishing a Policies & Procedures Financial Manual for A&S Fee budgeting and expenditures. This should be made available online through a link provided on the ASBO Web-Interface.
- 7002.4.3 The ASBO will be responsible for creating and distributing the annual budget process timeline and sending all related correspondence to account managers of A&S Fee funds.
- 7002.4.4 Student Organization: Any organized student group registered with the Florida International University Division of Academic and Student Affairs.
- 7002.5 Program: Defined as an entity which receives its operating revenue directly from allocation within the A&S Fee Budget. A program shall provide direct service to the Student Body of Florida International University. Programs may include, but are not limited to, Homecoming, Panther Rage, Student Program Committee, Residence Hall Association, Council for Student Organizations, and other entities coordinated and overseen by Academic and Student Affairs but paid by A&S Fee funds.

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7002.6 A&S Fee Funded Departments: An Academic and Student Affairs department that receives its operating revenue directly from allocation within the A&S Fee Budget and whose duties, compositions, and mission are outlined in statute.

7002.7 Signatory Authorities: Any university official who must sign off on any expense, including advisors.

**Section 7003 Florida Statutes**

7003.1 Florida Statutes - 1009.24 State University Student Fees

7003.1.1 Student fees shall be expended for lawful purposes in accordance with F.S 1009.24

7003.2 The Activity & Service Fee

7003.2.1 The Activity and Service Fee is established by the FIU Board of Trustees per Florida Statute 1009.24(10)(a).

7003.2.2 Any 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.

7003.2.3 An increase in the Activity and Service Fee may occur only once each fiscal year and must be implemented beginning with the Fall term.

7003.2.4 A chairperson, appointed jointly by the University President and the Student Body President, shall vote only in the case of a tie.

7003.2.5 The recommendations of the Committee shall take effect only after approval by the University President, after consultation with the SGA President, with final approval by the FIU Board of Trustees.

7003.3 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.

7003.3.1 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.

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- 7003.3.2 The University President shall have fifteen (15) University Business 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 fifteen (15) University Business Days.
- 7003.3.2.1 If any line item or portion thereof within the budget is vetoed, the Student Government Association legislative body shall within fifteen (15) University Business 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 utilized as stipulated in the Accumulated Cash Balance Policy (ACBP).

**Section 7004 Budget Process**

- 7004.1 The chronological process for preparing the annual SGA fiscal budget shall be as follows:
- 7004.1.1 The Office of Financial Planning and Strategic Development submits to the Student Government preliminary projected figures of enrollment as well as fee revenue for the next year. These figures are only projections.
- 7004.1.2 The ASBO will make available budget request forms for any interested parties wishing to request funds of the A&S Fee fund. These forms, along with a deadline, will be advertised and also distributed to any existing funding entities, as well as any entity that had received funding within the past three (3) years.
- 7004.1.3 The ASBO will schedule a Budget Hearing following the deadline for request forms. The purpose of this hearing is to give an opportunity for requesters to make presentations and to be able to respond to questions from representatives. This hearing will also be advertised and open to the public; groups making requests should be expected to attend.
- 7004.1.4 The SGA Budget Committee will first prepare a budget draft to determine fixed expenses
- 7004.1.5 The Office of Financial Planning and Strategic Development will update budget projections as necessary during the course of the year. It is the responsibility of the Budget Committee to make any necessary adjustments due to any discrepancy between budget figures and projections to ensure a balanced budget.
- 7004.1.6 After the start of the Spring semester, the Budget Committee will finalize its budget at one of its regularly scheduled meetings and then present the budget to the Senate. A rejected budget shall be returned to the Budget Committee for revision.

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- 7004.1.7 The finalized budget will be submitted to the University President via the Senior Vice President for Academic and Student Affairs for approval or it can be vetoed. If no action is taken within fifteen (15) days following presentation, the budget shall be deemed approved.
- 7004.2 Once the budget has been finalized and the University President has signed it into effect, the newly elected SGA President and Comptroller will have the duty to authorize individual budgets. This should be done by July 1, whereas after that date no disbursements will be allowed if a budget has not been authorized.
- 7004.2.1 The designee from A&S Business Office and/or the Comptroller will inform all funded entities of approved allocations within ten (10) days of the budget being approved by the Senior Vice President for Academic and Student Affairs, and thus request an itemized budget from each entity by a certain deadline to be established by the Comptroller and/or the President.
- 7004.2.2 No disbursements will be allowed for any groups or entities that have not received proper authorization.

**Section 7005 Funding Procedures**

- 7005.1 All transactions will be facilitated, monitored, and reviewed by the Comptroller, and the A&S Business Office.
- 7005.2 The Senate Appropriations Committee shall have a given amount to distribute to the Student Body per request. All Senate Appropriations Committee Appropriations must be approved by a majority vote of the Senate and approved by the Comptroller.
- 7005.3 All Appropriations Committee Requests shall be processed requested by filing an Appropriations Committee Request Form. The Appropriations Committee Request Form shall be updated as needed
- 7005.4 Each request for funding submitted to the Appropriations Committee must be submitted at least one (1) month prior to the date the funds are needed.
- 7005.5 All Appropriations Committee requests may only be granted if they benefit more than one (1) student.
- 7005.6 No student or organization may request funds more than one time per semester from the Appropriations Committee.
- 7005.7 No student or organization may engage in double dipping of A&S Fee Funds from the Appropriations Committee and another A&S Fee funded organization.
- 7005.8 The Appropriations Committee must adhere to the following stipulations when appropriating funds:

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- 7005.8.1 All requesting entities must provide proof of outside fundraising or intent to fundraise when applicable.
- 7005.8.2 All disbursements shall have approval by signature of the Comptroller and the SGA President, as well as the A&S Business Office designee of the Senior Vice President For Academic and Student Affairs.
- 7005.8.3 Appropriations or transfers of any contingency shall be approved by the SGA President and the Senior Vice President for Academic and Student Affairs or their designee.
- 7005.9 Monthly financial reports shall be made available to the SGA President, as well as the whole SGA, to review, detailing any disbursements and money transfers by the A&S Business Office.
- 7005.9.1 This report is to be completed by the Comptroller.
- 7005.10 In order to receive funding, a student organization must be recognized for the fiscal year by SGA. No student organization shall be allowed to access any funds allocated to them without both the Organization's President and Organization's Treasurer attending a mandatory annual Financial Training Seminar hosted by the A&S Business Office and the SGA Comptroller. The training will adequately cover expenditure transactions, SGA Finance Code, good business policies and procedures. The workshop will be offered in each Fall and each Spring semester of each year. No organization may use their funds without attending this program.
- 7005.11 In order for a student organization to receive funds, the following guidelines must be adhered to:
- 7005.11.1 The organization must be officially registered as per the most recent regulations
- 7005.11.2 Organizations must re-register each Fall and each Spring semester to complete eligibility requirements.
- 7005.11.3 The President and Treasurer of each student organization are required to sign a Statement of Understanding.
- 7005.11.4 All signatory authorities receiving Student Government funds must complete the annual Financial Training Seminar. Violations of this rule will result in organizational funds being frozen until the organization is in compliance.
- 7005.11.4.1 The Statement of Understanding shall contain the following statement: The undersigned herein designated as (Name of Organization) fully understands the Student Government Association Finance Code which applies to all funds allocated from the Student Government Budget. Furthermore, the undersigned will adhere to all applicable procedures for expending funds allocated from the Student Government Budget. Any clarification required in regard to

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the laws and procedures of these funds shall be requested from the SGA Comptroller. Finally, the undersigned understands that any violations of this Finance Code will be enforced according to the Finance Code Rules and Regulations

- 7005.11.5 All signatory authorities will be held responsible to the adherence of Florida statutes pertaining to A&S Fee funds, FIU Policies and Procedures and the SGA Finance Code. Violation of this rule may result in a review and due diligence process by the FIU administration.

**Section 7006 Spending Regulations**

- 7006.1 All expenditures of A&S Fee funds shall be conducted through regulations, policies, and procedures of Florida International University and follow all applicable State of Florida guidelines.
- 7006.2 The allocation and expenditure of student A&S Fee funds shall be determined by the SGA Budget Committee under the applicable provisions of the laws of the State of Florida, the rules of the Board of Governors (BOG), and the applicable provisions of this Finance Code.
- 7006.3 A&S Fee funds may not benefit activities for which an admission fee is charged to students except for SGA sponsored concerts pursuant to Florida Statutes 1009.24(10)(b). A&S Fee funded events that generate revenue must return revenue funds to the A&S Fee account from which the event originally received funds from to offset the event costs. If ticket revenue is not used within the fiscal year it is generated, the money will revert to SGA Reserves as stipulated in the Accumulated Cash Balance Policy.
- 7006.4 No A&S Fee monies may be deposited by any entity into an off-campus bank account.
- 7006.5 The officers of any A&S Fee Funded organization must be elected according to their constitutions or statutes.
- 7006.6 No A&S Fee account nor budget line item may go into deficit.
- 7006.7 The SGA governance shall allocate funds for student programs and activities that will benefit the student population. Those funds allocated to SGA services and programs shall be administered according to this policy and other such guides
- 7006.8 Seeking the optimum use of SGA funds, the following criteria shall be considered by the SGA when determining the appropriateness and priority of allocations:
- 7006.8.1 Whether or not this is a type of organization or activity that can be supported by the SGA funds under current financial policies.
- 7006.8.2 he number of students being served by the group's program.
- 7006.8.3 The general values and scope of services provided to the student population.

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- 7006.9 The Student Government Association Finance Code is governed by University and state regulations and directives. Student Activity Fees are public funds, which must be administered in a manner consistent with the educational purpose of Florida International University.
- 7006.10 The Appropriations Committee and SGA Senate may place stipulations on the use of funds or recommend guidelines in the operations of a new SGA program or established organizations. All stipulations shall be binding.
- 7006.11 Honorariums or stipends shall not be appropriated to resource people who are on the University payroll as staff or faculty.
- 7006.12 All student organizations, Agencies and Bureaus receiving A&S Fee monies must sign a Statement Of Understanding to be prepared and administered by the SGA Comptroller before funds are released.
- 7006.13 No A&S Fee funds allocated to any Student Government funded organizations are to be expended on any of the following:
- 7006.13.1 Any fund-raising entities, except for Student Government approved events
  - 7006.13.2 Per Diem expenses for any club or organization.
  - 7006.13.3 Monetary prizes.
  - 7006.13.3.1 Exceptions may be made on a case-by-case basis for the above by the Executive Board of Student Government
  - 7006.13.4 Support for or in behalf of any political campaign.
  - 7006.13.4.1 Political campaigns shall be defined as any person or party running for any position in: Student Government elections or any campus election; local elections; state elections and / or national elections.
  - 7006.13.5 Alcoholic beverages or product with alcohol content and any related items or services such as bar tending, both on and off campus.
  - 7006.13.6 Tobacco, firearms, and any form of illegal drugs or contraband.
  - 7006.13.7 Subsidizing membership dues of any organization.
  - 7006.13.7.1 FIU required memberships (i.e. the BMI License) and SGA required memberships (i.e. FSA, USSA) shall be exempt from this clause.
  - 7006.13.8 Personal gifts and personal use items.
  - 7006.13.9 Decorative items for offices.
  - 7006.13.10 Subsidizing in whole or in part of any private corporation.
  - 7006.13.11 Tips and/or gratuities.



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- 7006.13.12 Food may not be purchased for executive board meetings, or any meeting or event with an expected attendance of fewer than ten (10) students.
- 7006.13.13 Items or services that go directly to community programs instead of the FIU community. This includes contributions and donations to community programs.
- 7006.13.14 Gift cards, raffle tickets and material prizes.
- 7006.13.15 Rental of or expenditures towards functions hosted in private residences.
- 7006.13.16 Any SGA funded entity may apply for the funding of publications. All publications must be stored in the University library or in the Department of Campus Life.
- 7006.13.17 Any A&S Fee funded events that will be open to the community must give admission priority to the students of Florida International University.
- 7006.13.18 The Governing Organization for Student Organizations constitution and point systems must be approved by the SGA Senate
- 7006.13.19 Student organizations cannot charge membership fees unless national dues are charged (i.e. Honor Society).
- 7006.13.20 Organizations receiving A&S Fee funds shall provide a monthly reconciliation report detailing the use of the monies allocated to them to be submitted to the SGA Comptroller within 2 weeks of the end of each month.

**Section 7008 Student Government Advertising**

- 7008.1 Printed or publicity materials shall include, but not be limited to, brochures, pamphlets, posters, advertisements, programs, handbills, stationery, and letters.
- 7008.2 SGA shall be said to sponsor any organization or program to which SGA allocates funds and/or office space.
- 7008.3 All events and projects funded partially or totally with SGA funds must use the word "SGA" in speaker introductions, must publicly acknowledge their connection with the Student Government Association, and must use the SGA logo in all printed advertising.
- 7008.4 All organizations and programs which are sponsored by SGA and which advertise with fliers, posters, or other printed media, must include the SGA logotype (symbol) at the bottom of such advertising. The logotype shall read: "Paid for by the SGA" or "Sponsored by the SGA."
- 7008.5 Each standing Agency, Bureau or programs funded by the Student Government Association shall be held responsible for including the SGA logotype and logo in all of its advertising.

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- 7008.6 In the event that there is little or no room to include the logo on printed media (e.g., an advertisement smaller than one-eighths [1/8] of a page), the SGA logo may be omitted with the approval of the SGA President.
- 7008.7 Publication of any and all printed or publicity materials bearing the SGA/Student Government Association logo do not necessarily reflect the views of Student Government or the Student Body.
- 7008.8 Permission to invoke the endorsement of the Student Body by any group must have written authorization by the Student Body President.
- 7008.9 Any organization not receiving funds from SGA that wishes to invoke the SGA logo, or a statement invoking the support or endorsement of Student Government, on any printed or publicity materials must have written authorization from the SGA President
- 7008.10 A copy of all printed materials bearing the SGA logo shall be submitted to the Student Government Association
- 7008.11 Upon the first violation of these prerequisites, the Student Government Office will notify the organization's President, faculty advisor, the SGA Comptroller, and the SGA President. Upon the second violation in a fiscal year, the organization's funds may be frozen for thirty (30) days under the authority and action of the Comptroller. Upon the third violation in a fiscal year, funds may be frozen for seventy-five (75) days. Upon the fourth violation in a fiscal year, A &S funds may be closed to the organization for the remainder of the fiscal year. All notifications regarding violations and actions toward the organization's account must be made in writing and kept on file in the Comptroller's office

**Section 7009 Fiscal Accountability and Penalty Measures**

- 7009.1 All entities receiving A&S Fee funding shall be subject to audit by the Student Government Association at any time.
- 7009.2 During the period of April 1st through June 30th of each fiscal year, the Student Body President and the Comptroller together may exercise the powers of either freezing or reverting unused funds remaining in student organizational accounts, Agencies and/or bureaus in order to prevent excessive expenditures by student organizations at the end of the fiscal year. If both the President and the Comptroller of the Student Body deem it appropriate, they may revert excess funds over the twenty-five (25%) percent limit immediately.
- 7009.3 Misuse of Funds
- 7009.3.1 Budgets deficits: shall be defined as when any entity funded by SGA has incurred in expenses that total an amount greater than the allocation made to that entity for that fiscal year.

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- 7009.3.2      Overspending: shall be defined as when any entity funded by SGA incurs in expenses for a particular event, project, or program that total an amount greater than what was stipulated in the budget allocated to that entity in its budget. Overspending of line items is prohibited. Organizations which receive line-item budgets or special requests are solely responsible for not overspending their line item amounts as allocated.
- 7009.4 Penalty measures
- 7009.4.1      If an entity is found to be in violation of the Finance Code or a Specific Budgetary Proviso, the following actions may be taken as penalty measures by the Comptroller or SGA President:
- 7009.4.2      On a first offense, an organization's funds will be frozen. An account shall be frozen for a period not to exceed ten (10) University Business Days. Two (2) University Business Days prior to such freezing, the SGA President or the Comptroller must notify in writing to the Treasurer of the entity whose funds are being frozen and to the Senate, the reason of such action and the duration of the account freeze. If the violation is due to overspending, the entity shall be responsible for reimbursing the Student Government Association that amount. The amount overspent shall be taken from the organization's Outside revenue, Existing line items of its current fiscal year budget or special requests. If the organization is unable to meet the obligation from the funds described, the organization's President and Treasurer must meet with the SGA Comptroller to draft a payment plan and a definite timetable. The Student Body President shall have the authority to overturn all Penalty Measures.
- 7009.4.3      On a second offense, during the current fiscal year, removal proceedings may be initiated by the Attorney General against the President and Treasurer of the organization. The organization shall also be placed on probation if the violation is a deficit for a period of sixteen (16) weeks or until the violation is corrected, whichever happens sooner. During the probation period the organization shall;
- 7009.4.3.1      Be required to eliminate the deficit by self-generated funds, or transfer of funds as recommended by the Comptroller.
- 7009.4.3.2      Not be eligible to receive additional funding without a two-thirds (2/3) approval vote of the Senate.
- 7009.4.3.3      Notice of probation and removal from probation shall be given in writing by the Comptroller to SGA A&S Business Office, Senate, and the Student Body President.
- 7009.4.3.4      Failure of an organization that has overspent Student Government funds to draft a payment plan within three (3) weeks of the occurrence, excluding summers, will constitute an additional violation of the Finance Code.
- 7009.4.3.5      If the organization, while on probation, violated the Finance Code, the Senate may bring proceedings to restructure or disband the organization.

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7009.4.4 No Activity and Service Fee money shall be appropriated for any organization that has been found responsible for misuse of Student Body funds twice within one (1) fiscal year, for a period of up to one (1) calendar year from the date of the violation.

**Section 7010 Senate Appropriations Committee**

7010.1 All SGA appropriations must be referred to the Senate Appropriations Committee.

7010.1.1 Appropriations over four hundred dollars (\$400) require the approval of a simple majority of the SGA Senate. Appropriations under 400\$ can be approved by a simple majority of the appropriations committee and the approval

7010.2 At no time shall an Appropriations Committee member use their affiliation with the Senate Appropriations Committee in an effort to achieve personal benefits. Subject to the due process provisions of the SGA Constitution, violation of this rule shall result in the immediate expulsion of said member from the Senate Appropriations Committee if the evidence is sufficient to warrant this action. Individuals violating this rule may, upon recommendation by the Senate Appropriations Committee, be referred for disciplinary action as specified in the Student Code of Conduct.

7010.3 No individual member of the Appropriations Committee shall vote on any matter in which the committee feels there is a conflict of interest with that individual. If a conflict of interest is established, then that member will refrain from a vote on the issue to which the conflict was established

**Section 7011 Accumulated Cash Balance Policy**

7011.1 All remaining A&S Fee funds at the end of year sweep must be allocated and utilized as stipulated in the Accumulated Cash Balance Policy (ACBP) document.

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### Title VIII: The Ethics Code

#### Section 8000 Purpose and Authority

8000.1 The purpose of the Ethics Code is to protect the integrity of the Student Government Association by prescribing restrictions against conflicts of interest and unethical practices.

#### Section 8002 Regulations

8002.1 No Student Government Official shall participate in any SGA activity that would place that person in a position where there may be a conflict of interest between a private interest and the interest of the Student Body.

8002.2 No Senator shall cast a vote in any bill, resolution, or appropriation that would place that Senator in a position where there may be a conflict of interest between a private interest and the interest of the Student Body.

8002.3 No Student Government Official shall participate in any SGA activity or represent Student Government as a Student Government Official in any action or activity in which there may be a personal benefit made that directly conflicts with the interest and benefit of the Student Body.

8002.4 No Student Government Official shall use, authorize to use, or condone in any way the wrongful use of Student Government property or Activity and Service Fee funds, defined as the use of funds in violation of the Finance Code, including, but not limited to, the use of Student Government property or Activity and Service Fee funds to aid Student Government political campaigns.

8002.5 No Student Government Official shall aid, advise, condone, or in any way induce another to act in violation of any provision in the SGA Constitution or SGA Statutes.

8002.6 No Student Government Official shall commit slander or libel.

8002.7 No Student Government Official shall commit or attempt to commit extortion or blackmail.

8002.8 No Student Government Official shall commit or attempt to commit bribery.

8002.9 No Student Government Official shall cover up evidence or misrepresent any fact pertaining to a violation of the Statutes, the SGA Constitution, or the FIU Student Code of Conduct.

8002.10 No Student Government Official shall knowingly provide false information in their capacity as a Student Government Official.

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- 8002.11 No Justice, Senator, member of the Executive Branch or Elections Commissioner shall allow personal interest to influence a vote.
- 8002.12 No Student Government Official who is in a position of authority shall threaten, attempt to threaten, or condone threatening, either verbally or in writing, the current or future employment, funding, or position of a subordinate Student Government Official based upon the subordinate's race, color, religion, sex, national origin, ethnicity, age, disability, marital status, parental status, veteran's status, or sexual orientation
- 8002.13 All Student Government Officials shall perform their duties with due diligence and make a continuous effort towards improvement, and maintain the highest standards of performance, conduct, cooperation, and professionalism.
- 8002.14 All Student Government Officials shall conduct themselves at all times in a manner which shall reflect the creditability and professional standard of the Student Government Association, and shall uphold these principles, ever conscious that public office is a public trust.

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**Title IX: Requirements of SGA Officials**

**Section 9000 Organization**

9000.1 The requirements for each SGA official are distributed according to the positions and branches. All SGA Members must maintain their respective constitutional obligations in addition to the following:

**Section 9001 Legislative Branch**

9001.1 Senators shall be required to:

9001.1.1 Complete three (3) regularly scheduled office hours. These hours shall be made available through a platform determined by the Executive Board each year

9001.1.2 Attend weekly Senate Meetings, a number of excused absences no less than four (4) meetings will be permitted per Senator at the discretion of the Senate President

9001.1.3 Attend Committee Meetings for those Standing Committees to which they have been assigned

9001.1.4 Participate in SGA sponsored and hosted events at the discretion of the Senate President

9001.1.5 Draft and Introduce Legislation throughout the year

9001.1.6 Meet with the Dean or a subsidiary of the college that they represent to discuss student concerns, when applicable

9001.1.7 Participate in Senate Trainings and Orientations

9001.2 Committee Chairs shall be required to:

9001.2.1 Organize and establish weekly committee meetings to occur at a regular and standard date and time

9001.2.2 Keep records of all bills introduced and voted on in committee

9001.2.3 Keep accurate minutes for committee meetings

9001.2.4 Provide reports to the Senate about Committee Businesses

9001.2.5 Establish procedures for the introduction of bills and set turnaround times for bills in committee

**Section 9002 Executive Branch**

9002.1 Cabinet Secretaries shall be required to:

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- 9002.1.1 Complete three (3) regularly scheduled office hours. These hours shall be made available through a platform determined by the Executive Board each year
- 9002.1.2 Attend weekly cabinet meetings, a number of excused meetings will be established by the Student Body President
- 9002.1.3 Fulfill all duties and responsibilities established in the order to which they are appointed, as well as submit weekly reports in written form to the Chief of Staff
- 9002.1.4 Participate in SGA sponsored and hosted events at the discretion of the President
- 9002.2 Cabinet Directors shall be required to:
  - 9002.2.1 Fulfill all duties and responsibilities established in the order to which they are appointed
- 9002.3 The Chief of Staff shall be required to:
  - 9002.3.1 Complete eight (8) regularly scheduled office hours. These hours shall be made available through a platform determined by the Executive Board each year
  - 9002.3.2 Attend weekly cabinet meetings, a number of excused meetings will be established by the Student Body President
  - 9002.3.3 Chair Cabinet meetings in the absence of the SGA President or upon their wish
  - 9002.3.4 Supervise and oversee the Executive cabinet, as well as produce the weekly Presidential Brief
  - 9002.3.5 Attend Executive Board Meetings
  - 9002.3.6 Fulfill all duties and responsibilities established in the order to which they are appointed
- 9002.4 The Deputy Chiefs of Staff shall be required to:
  - 9002.4.1 Complete five (5) regularly scheduled office hours. These hours shall be made available through a platform determined by the Executive Board each year
  - 9002.4.2 Fulfill all duties and responsibilities established in the order to which they are appointed
  - 9002.4.3 Attend weekly cabinet meetings, a number of excused meetings will be established by the Student Body President
- 9002.5 The Deputy Comptroller shall be required to:
  - 9002.5.1 Complete five (5) regularly scheduled office hours. These hours shall be made available through a platform determined by the Executive Board each year
  - 9002.5.2 Attend weekly cabinet meetings, a number of excused meetings will be established by the Student Body President



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- 9002.5.3 Fulfill all duties and responsibilities established in the order to which they are appointed
- 9002.6 The Lieutenant Governor of the Biscayne Bay Campus shall be required to:
- 9002.6.1 Complete eight (8) regularly scheduled office hours. These hours shall be made available through a platform determined by the Executive Board each year
- 9002.6.2 Attend meetings of the Executive Staff of the Governor of the Biscayne bay Campus, a number of excused meetings will be established by the Governor of the Biscayne Bay Campus
- 9002.6.3 Fulfill all duties and responsibilities established in the order to which they are appointed
- 9002.7 The Elections Commissioner shall be required to:
- 9002.7.1 Complete three (3) regularly scheduled office hours. These hours shall be made available through a platform determined by the Executive Board each year
- 9002.7.2 Attend weekly cabinet meetings, a number of excused meetings will be established by the Student Body President
- 9002.7.3 Fulfill all duties and responsibilities established in the order to which they are appointed
- 9002.7.4 Participate in SGA sponsored and hosted events at the discretion of the President
- 9002.7.5 Fulfill all requirements set forth in the Elections Code
- 9002.8 Elections Board Members shall be required to:
- 9002.8.1 Fulfill all duties and responsibilities established in the order to which they are appointed
- 9002.8.4 Participate in SGA sponsored and hosted events at the discretion of the President
- 9002.8.5 Fulfill all requirements set forth in the Elections Code
- 9002.9 Executive Staff of the Governor of the Biscayne Bay Campus shall be required to:
- 9002.9.1 Complete three (3) regularly scheduled office hours. These hours shall be made available through a platform determined by the Executive Board each year
- 9002.9.2 Attend Executive Staff of the Governor meetings, a number of excused meetings will be established by the Governor of the Biscayne Bay Campus
- 9002.9.3 Fulfill all duties and responsibilities established in the order to which they are appointed
- 9002.9.4 Participate in SGA sponsored and hosted events at the discretion of the President
- 9002.10 The Attorney General shall be required to:

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- 9002.10.1 Complete five (5) regularly scheduled office hours. These hours shall be made available through a platform determined by the Executive Board each year
- 9002.10.2 Attend Judicial hearings as needed
- 9002.10.3 Fulfill all duties and responsibilities established in the statutes and constitution
- 9002.11 The Deputy Attorney General shall be required to:
  - 9002.11.1 Fulfill all duties and responsibilities established in the order to which they are appointed as well as the statutes and constitutional requirements
- 9002.12 The Student Advocate shall be required to:
  - 9002.12.1 Complete five (5) regularly scheduled office hours. These hours shall be made available through a platform determined by the Executive Board each year
  - 9002.12.2 Attend Judicial hearings as needed
  - 9002.12.3 Fulfill all duties and responsibilities established in the statutes and constitution

**Section 9003 The Judicial Branch**

- 9003.1 The Chief Justice Shall be required to:
  - 9003.1.1 Complete eight (8) regularly scheduled office hours. These hours shall be made available through a platform determined by the Executive Board each year
  - 9003.1.2 Chair Judicial Branch Meetings
  - 9003.1.3 Supervise and oversee the Judicial Branch
  - 9003.1.4 Attend Executive Board Meetings
  - 9003.1.5 Fulfill all duties and responsibilities established in the order to which they are appointed
- 9003.2 The Associate Justices shall be required to:
  - 9003.2.1 Complete five (5) regularly scheduled office hours. These hours shall be made available through a platform determined by the Executive Board each year
  - 9003.2.2 Attend Judicial hearings
  - 9003.2.3 Fulfill all duties and responsibilities established in the statutes and constitution

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**Section 9004 The Executive Board**

9004.1 The Student Body President shall be required to:

9004.1.1 Complete fifteen (15) regularly scheduled office hours. These hours shall be made available through a platform determined by the Executive Board each year

9004.1.2 Attend Cabinet meetings or send a designee

9004.1.2 Meet with the Agency and Bureau Presidents at certain points throughout the year

9004.1.3 Attend and chair Executive Board meetings

9004.1.4 Attend Board of Trustee Meetings

9004.1.5 Attend Florida Student Association Meetings when possible

9004.1.6 Deliver the State of the Student Body Address

9004.2 The Student Body Vice President shall be required to:

9004.2.1 Complete ten (10) regularly scheduled office hours. These hours shall be made available through a platform determined by the Executive Board each year

9004.2.2 Attend Cabinet and Senate meetings or send a designee

9004.2.3 Attend Executive Board meetings

9004.2.4 Attend FIU Foundation Board Meetings

9004.2.5 Assume any additional responsibilities conferred by the Student Body President

9004.3 The Governor of the Biscayne Bay Campus shall be required to:

9004.3.1 Complete ten (10) regularly scheduled office hours. These hours shall be made available through a platform determined by the Executive Board each year

9004.3.2 Attend and organize Executive Staff of the Governor Meetings weekly

9004.3.3 Attend Executive Board meetings

9004.3.4 Establish programs and engagements to promote Student Government, Student Life, or other aspects of the University at the Biscayne Bay Campus

9004.4 The Comptroller shall be required to

9004.4.1 Complete ten (10) regularly scheduled office hours. These hours shall be made available through a platform determined by the Executive Board each year

9004.4.2 Attend and provide response to the Senate or send a designee

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- 9004.4.3 Attend Executive Board meetings
- 9004.4.4 Provide monthly financial reports to the Student Body President and the Senate
- 9004.4.5 Organize the Budget Committee and Chair its proceedings
- 9004.4.6 Approve or deny expenditures as required
- 9004.5 The Executive Administrator shall be required to:
  - 9004.5.1 Complete five (5) regularly scheduled office hours. These hours shall be made available through a platform determined by the Executive Board each year
  - 9004.5.2 Actively engage with the Major Student Media outlet
  - 9004.5.3 Attend Executive Board meetings
  - 9004.5.4 Meet with the Publications team regularly to receive updates on projects initiated by SGA
- 9004.6 The Senate President shall be required to:
  - 9004.6.1 Complete ten (10) regularly scheduled office hours. These hours shall be made available through a platform determined by the Executive Board each year
  - 9004.6.2 Attend and organize weekly Senate meetings
  - 9004.6.3 Attend Executive Board meetings
  - 9004.6.4 Create the agenda for weekly Senate meetings
  - 9004.6.5 Refer bills to committees when appropriate
  - 9004.6.6 Appoint Committee Chairs
- 9004.7 The Senate President Pro-Tempore shall be required to:
  - 9004.7.1 Complete five (5) regularly scheduled office hours. These hours shall be made available through a platform determined by the Executive Board each year
  - 9004.7.2 Attend weekly Senate meetings
  - 9004.7.3 Attend Executive Board meetings
  - 9004.7.4 Ensure proper filing of Legislative Acts that have passed
  - 9004.7.5 Ensure delivery of Legislative Acts to the Student Body president for Signature or Veto
  - 9004.7.6 Serve as the Legislative Liaison to the Executive Branch
- 9004.8 The Senate Floor Leader shall be required to:
  - 9004.8.1 Complete five (5) regularly scheduled office hours. These hours shall be made available through a platform determined by the Executive Board each year

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- 9004.8.2 Attend weekly Senate meetings
- 9004.8.3 Attend Executive Board meetings
- 9004.8.4 Ensure Senators are producing legislation for Senate Meetings
- 9004.8.5 Ensure trainings are conducted for all new Senators and monitor smooth integration
- 9004.8.6 Be available to Senators for contact regarding draft legislation
- 9004.8.9 Become knowledgeable on all SGA procedures and serve the Senators as a resource on Student Government

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Appendix 1: The Use of the SGA Logo and Seal

Appendix 1.1 The SGA Logo

Appendix.1.1.1 The SGA Logo shall be used by all Student Government members whenever a graphical representation of the Student Government Association is requested or required. The SGA Logo will be provided digitally to SGA members for official use. An image of the logo is provided below



Appendix 1.2 The SGA Seal

Appendix 1.2.1 The SGA Seal shall be used at the discretion of the Student Body President. Its use shall be reserved for formal documents, objects representing the Office of the Student Body President, Ceremonial objects, and other uses at the discretion of the Student Body President. The Image of the Seal is located below



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**Appendix 2: Standard Operating procedures**