



**Student Government  
Association**  
Office of the  
Student Body President

**Executive Order 4-11**

- WHEREAS,** Executive Orders carry the binding effect of statute,
- WHEREAS,** The Executive Board is authorized to amend the Statutes and student government procedure in scenarios where it is necessary,
- WHEREAS,** Executive Order 4-10 laid out a framework by which the Statutes and student government procedures could be updated through the Executive Board,
- WHEREAS,** The passage of the revisions to the Student Body Constitution make it necessary to update various sections of the Statutes and SGA procedures that would be in conflict with the Constitution if not updated,
- WHEREAS,** At the Senate meeting on Monday, April 15, 2024, a majority of Senators voting voted in favor of the Executive Board enacting proposed procedural updates,

**NOW, THEREFORE,** I, Alexander P. Sutton, Student Body President of Florida International University, in accordance with SGAC §5.03.1.9, SGAC §8.01.1, and SGAS §4001.4, do hereby issue the following order, to take immediate effect:

- Section 1.** The Senate Rules of Procedure are hereby replaced with the updated version of the Senate Rules of Procedure attached to the appendix of this Executive Order.
- Section 2.** Title III of the Statutes is hereby replaced with the updated version of Title III attached to the appendix of this Executive Order.
- Section 3.** Title IV of the Statutes is hereby replaced with the updated version of Title IV attached to the appendix of this Executive Order.
- Section 4.** Title VII of the Statutes is hereby replaced with the updated version of Title VII attached to the appendix of this Executive Order.

**IN TESTIMONY WHEREOF,** I have hereunto set my hand and caused the seal of the Student Government Association to be affixed, on this Tuesday the 23rd day of April, 2024.

*Alex Sutton*

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Alexander P. Sutton, Student Body President

Tuesday, April 23rd, 2024



# STUDENT GOVERNMENT ASSOCIATION



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# SENATE RULES OF PROCEDURE

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Senate Rules of Procedure – Florida International University Student Body Senate

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## **Senate Rules of Procedure – Florida International University Student Body Senate**

### **Rule 1 - Executive Leadership of the Senate**

1. Elections (further outlined in Section 3006 of the Statutes)
  1. Senate leadership elections take place at the first scheduled meeting of the Summer term.
  2. Senate Leadership is defined as the Speaker of the Senate, the Speaker Pro-Tempore of the Senate, the Senate Finance Chair, and the Senate Floor Leader. The additional chairs of the Standing Committees of the Senate shall be considered honorary Senate leadership and are recommended to have at least one meeting per month with all Senate leadership and SGA advisors together.
2. Meetings
  1. Senate leadership is required to meet at least once a week with the Advisor.

### **Rule 2 - Committee Leadership and Membership**

1. Responsibilities of Leadership
  1. Chair
    1. Create and send the agenda to committee members prior to the start of the weekly meetings.
    2. Regularly check minutes on the SGA website and teams.
    3. Establish communication standards in committees.
    4. Keep track of all legislation entering and leaving committees.
    5. Send a report to the Speaker within 24 hours after a committee meeting via email.
      1. This report is a brief (50-250 words) summary of the minutes. Report the progress of ideas, initiatives, legislation, what was discussed, and any votes that were taken.
    6. Present the report sent to the Speaker at the next Senate meeting.
    7. Check and respond to the Committee email.
  2. Vice Chair
    1. Create a list of committee members and contact information.
    2. Take minutes for committee meetings.
    3. Send minutes to committee members.

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4. Publish minutes to SGA teams and send to the Clerk of the Senate to publish on the SGA website.
  5. Ensure the committee folder is up to date.
  6. Assist Chair when needed and present report at Senate meeting if Chair is absent.
  7. Share unexcused absences from Committee meetings with the Floor Leader.
2. Procedure for assigning Senators to Committees
    1. Senators are required to fill out a Panther Connect Form indicating their top four committee preferences.
    2. Senate Leadership will create an excel sheet with all the preferences to best assign Senators to their preferred Committees.
    3. The Speaker will send an email to the Senate with Committee assignments within two weeks of all Senate leadership positions being elected.

### Rule 3 - Senator Requirements

1. Three office hours per week
2. Weekly Senate meetings (4 unexcused absences are allowed).
3. Weekly committee meetings.
4. Attend SGA events and trainings.
5. Senators shall be individually required to meet with their school, college, or division Dean(s) or administration at least two (2) times per Fall and Spring semester.
  1. Individuals of a school, college, or division delegation may schedule meetings together.
  2. Housing Senators are required to meet with the Department of Housing and Residential Life.
  3. Online Senators and Lower/Upper Division Senators shall have the option to meet with academic Deans, join other Senators in their Dean meeting, or join other delegations in their Dean meetings to fulfill this requirement. They are additionally permitted to meet with the University Ombudsperson, Dean of Students, or the Chief Student Affairs Officer to fulfill this requirement.
  4. Proof of meeting occurrence and confirmation of attendance shall be provided to the Attorney General and the Floor Leader. This proof can consist of emails that schedule the meeting or an administrator sends an email confirming the attendance of the meeting.

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### Rule 4 - Senate Meetings

1. All meetings shall be hybrid.
2. Throughout Senate meetings, anyone wishing to speak must use a microphone to speak to the Senate floor.
3. Regular Senate meetings shall follow the following requirements:
  1. Location — MMC: GC 150, BBC: WUC 155, and Zoom
  2. Time — 4:00pm
  3. Date — Mondays
4. Special Senate meetings shall be governed in the following manner:
  1. The Senate Speaker, the Student Body President, or a supermajority of the Senate can call a special meeting with 48 hours' notice and during University Business Days from 8:00am-6:00pm.
  2. The prior notice must be sent by the Speaker, the Speaker's designee, or the Student Body President, via email, and shall include the purpose of the meeting and agenda.
  3. Attendance to special Senate meetings is mandatory, and unexcused absences to the special meeting shall count towards the limit of four unexcused absences permitted for each Senator.
5. Any Senator may raise a point of order regarding the presence of a quorum, at which point the Senate Speaker must direct that a roll call be taken.
6. Seating
  1. Committee Chairs must sit in the front row in GC 150 and in front of the projector in WUC 155.
  2. Senators will be assigned seating based on their delegations.
7. Senators leaving a meeting after being counted for attendance need to inform the presiding officer by utilizing "Point of Privilege". The presiding officer of the Senate shall have discretion whether to grant a Point of Privilege.

### Rule 5 - Attendance of Senate

1. Roll Call
  1. In alphabetical order by delegation and Senator's Last Name will determine the order of the roll call.
  2. Senate Leadership shall be the final four Senators called to during roll call to increase impartiality in the Senate. The Floor Leader, then the Finance Chair, then the

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Speaker Pro Tempore, and then the Senate Speaker shall be the final Senators called, in that order.

3. The roll call will be called at the start of every meeting, as well as for any quorum call or roll call vote.
2. Absences
1. Senators must send written notice via email to Senate Speaker and CC the Speaker Pro Tempore, the Floor Leader, and the Advisor 24 hours in advance if they are unable to attend weekly Senate Meetings due to an excused absence.
  2. Senators must send written notice via email to their committee email or Chair email and CC the Senate Speaker, the Speaker Pro Tempore, the Floor Leader, and the Advisor 24 hours in advance if they are unable to attend weekly committee meetings due to an excused absence.
  3. Senators must send written notice via email to the Speaker and CC the Speaker Pro Tempore, the Floor Leader, and the Advisor 24 hours in advance if they are unable to attend their regularly scheduled office hours.
  4. If there was an emergency that prevented the email to be sent not 24 hours in advance, that absence will be deemed as excused at the discretion of the Speaker.
  5. As outlined in the Statutes, at least four unexcused absences (including Senate meetings, Committee meetings, or weekly office hours) will be permitted per Senator.
  6. After four unexcused absences (including Senate meetings, Committee meetings, or weekly office hours), the Floor Leader will initiate expulsion proceedings within the Internal Affairs Committee.
  7. Senators are required to arrive on time and stay for the duration of the meeting.
  8. Senators who arrive at a Senate or Committee meeting more than fifteen (15) minutes late without providing prior notification or documented proof of being tardy must send a written email to the Senate Speaker and CC the Speaker Pro Tempore, the Floor Leader, and the Advisor by the end day (11:59 P.M.), or their attendance for that meeting will be marked as an unexcused absence.
  9. If a Senator leaves prior to a meeting being adjourned without letting the Chair know, their attendance for the meeting will be marked as an unexcused absence. If a Senator communicates there was an emergency situation the absence will be excused.
  10. Senators that have a class that interferes with the Senate meetings because it is the only one offered and will affect graduation must send a written email to the Senate Speaker and CC the Speaker Pro Tempore, the Floor Leader, and the Advisor to be excused for absences for that semester. Under any other circumstances, class being held at the same time as Senate meetings shall not constitute a valid excuse for absence from the Senate.

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### Rule 6 - Floor Rules and Privileges

#### 1. Chair of the Senate

1. As outlined in the Statutes, the Student Body Vice President chairs the first meeting of the new term to conduct the election of the Speaker of the Senate.
  1. Should the Vice President not have been elected to office or has expressed absolute unavailability to attend the meeting, the Senate shall be temporarily chaired by the most senior Senator present, or their designee, who must be a Senator. The most senior Senator shall be the Senator who has served the longest amount of time as Senator, including non-consecutive terms in the Senate; and should there be a tie, it shall be resolved by alphabetical order of surname. This Senator shall be the chair until the Senate elects a presiding officer in that same meeting.
2. The line of succession shall be as follows: The Senate Speaker will hold chair of the Senate; or in the Speaker's absence, first the Senate Speaker Pro Tempore, second the Finance Chair, third the Floor Leader, fourth the Chair of the Graduate and Professional Student Committee, fifth the Chair of the Rules Committee, sixth the Chair of the Student Life and Academic Concerns Committee, seventh the Chair of the BBC Legislative Council, eighth the Student Body Vice-President, and ninth a Senator chosen by the Senate.
3. The chair will call meetings of the Senate to order. If fifteen minutes have elapsed since the designated start time of the meeting, any member of the Senate may call the meeting to order and surrender the chair to whoever is first in the above line of succession. If none of these members are present, the Senate will be chaired by the most senior Senator present until the Senate elects a temporary chair from the floor who will be elected in the same manner as the Speaker of the Senate.
4. The chair will rule on all points of order and issues of parliamentary procedure and will deny the hearing of any dilatory motions.
  1. A dilatory motion is any motion that seeks to disrupt the business of the Senate, is frivolous or absurd, or contains no rational proposition. The chair does not have to recognize any motion that they hold the independent subjective belief is dilatory.
5. The Senate may appeal any decision of the chair with a simple majority vote.
  1. When a decision of the chair on a question of order is appealed, the appeal will be considered non-debatable, not amendable, and can not be reconsidered.
  2. Points of order related to responses of parliamentary inquiries, points of information, and decisions of recognition made by the chair may be challenged.



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### 6. Limits on Debate

1. The limit on all debate will be set to no longer than 30 minutes. Debate that has extended longer than thirty (30) minutes will be considered a filibuster. Once a debate has been ruled a filibuster, the chair of the meeting may end the debate. The decision to end the debate may be appealed with a simple majority vote in order to continue the debate past the 30 minute limit.
2. A filibuster shall be defined as a political procedure in which one or more members of a legislative body prolong debate on proposed legislation to delay or entirely prevent a decision.

### 7. Floor privileges

1. All Senators have floor rights, and the right to vote and participate in debate.
2. Senators may yield their time to the chair, or to another Senator. To yield to another Senator, a Senator must state their intention to do so to the chair, who will then recognize the Senator to whom the time was yielded, for the amount of time left that the previous Senator had remaining.
3. All members of the University-Wide Council shall have floor rights when present at Senate meetings.
4. The Senate Speaker has the ability to grant floor rights to any University Administrative Officer or Dean present at the Senate meeting.
5. At the discretion of the Senate Speaker, floor rights may be extended to the President of a Bureau or the Director of an Executive Agency, who shall be entitled to floor rights before the Senate and shall be granted time, whenever present and willing, to make reports and convey success to the Senate.

### 8. Readings

1. Any member may call for the reading of any section of the Student Body Constitution and Statutes, Rules of Procedure of the Student Senate, or Robert's Rules of Order as it pertains to any motion, parliamentary inquiry, or point of order being heard.
2. If any member should object to the reading, the question of entertaining the reading will be put to a vote without debate, requiring a supermajority majority for the reading to be entertained.
3. Should the call for the reading proceed without objection or if the motion passes, the chair of the meeting will read the section in question.

### 9. Discussions

1. The standard discussion time is 10 minutes, with the option of two more 5-minute extensions. To change the standard discussion time requires a simple majority vote.

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### Rule 7 - Voting

1. Roll Call
  1. All legislation requires a roll call vote.
  2. All votes requiring two-thirds (2/3), three-fifths (3/5), or three-fourths (3/4) of the Senate will be conducted through a roll call vote.
  3. No Senator may abstain from a vote except in cases wherein voting would present a conflict of interest.
    1. A conflict of interest exists whenever a Senator stands to gain an individual benefit from the matter being considered.
    2. Senators who abstain from voting in a roll call vote due to a conflict of interest must indicate a reason for the abstention on the vote record, and upon conclusion of the vote, raise and state the reason for the abstention.
2. Standard voting procedure
  1. All other votes will be determined by motions on the Senate floor on whether they will be unanimous, Roll Call, or placard (unless otherwise stated).
  2. Senators will be given a chance to change their vote after all votes are taken but before the decision is announced by the chair.
  3. No Senator may raise a privileged motion not related to the vote while a vote is taking place.

### Rule 8 - Committees

1. Committees shall allow sponsors of legislation to be present during a committee meeting. Sponsors shall be given the ability to answer questions and present their legislation for a minimum of 2 minutes. The committee chair may enter a debate regarding the legislation without the presence of the sponsors. Sponsors must be notified 24 hours prior to the meeting in which their legislation may be brought up.
2. Committee members must meet and establish a quorum in order to vote or conduct business. Committees cannot cast votes via text or proxy, all votes cast must be made by present members (in person or on Zoom).
3. Standing Committees
  1. Finance Committee
    1. The Finance Chair and Vice Chair are responsible for overseeing appropriation request forms on PantherConnect. The Chair is responsible

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for putting requests on the Finance Committee agenda and copying students that submitted the request to the email that will be sent out.

2. The request must be submitted 4 weeks prior to when funding is needed to be allocated. This can be changed by the discretion of the Finance Chair and Vice Chair.
  3. When the Finance Committee reviews requests, the students that submitted the request will be allowed to be present during a committee meeting. Students shall be given the ability to answer questions and present their request for a minimum of 2 minutes. The Chair may enter a debate regarding the request without the student presence.
  4. The Finance Committee is able to deny the request, allocate the full amount, or a portion of the amount requested.
    1. The motion to vote on the request must state how much is being allocated.
    2. If the request is denied or not fully allocated the reason must be stated on the Committee minutes.
  5. If the request is approved, the Finance Chair and Vice Chair are responsible for creating the appropriations bill with the contents of the appropriations request form if the request was submitted by an individual outside of the Senate. If a Senator was the one to submit the request, Committee leadership assists but is not responsible for writing the appropriations bill. Committee leadership delegates tasks to Committee members to assist with the process of creating and reviewing legislation.
  6. The appropriations bill must pass in the Finance Committee before being placed on the Senate Agenda.
2. Student Life and Academic Concerns Committee (SLAC)
1. SLAC shall be responsible for the processing of all petitions submitted to the Senate for the creation of an Executive Agency or Bureau.
  2. The Senate Speaker is required to send all petitions for the creation of an Executive Agency or Bureau to SLAC.
  3. SLAC shall review all such petitions. The Committee shall invite the individual who submitted the petition, as well as any other individual involved in the organization petitioning for Agency or Bureau status, to come before the committee to give a 2 minute address and answer questions.
  4. The committee shall announce all received petitions during the committee report during Senate. Senators interested in serving as a sponsor on the bill to form the Agency or Bureau shall contact the SLAC chair, and CC the Senate Speaker, to inform them of their interest in sponsoring the legislation for the Agency or Bureau.

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5. Committee chairs will assist with creating the Bill for the creation of the Agency or Bureau.
  6. The procedure for the creation of the Agency or Bureau shall proceed as outlined in the SGA Statutes.
3. Meetings
    1. Committee meetings will be held weekly during the Fall and Spring semesters. During the Summer semester, Committee meetings will begin following the Senate leadership elections; meetings can be held bi-weekly.

### Rule 9 - Reports

1. No report will exceed 5 minutes in length.
2. Reports are given at every Senate meeting.
3. University-Wide Council
  1. University-Wide Council members are not required to give a report to the Senate at every meeting; those that are present will be recognized if in attendance.
  2. Reports shall cover what was discussed at University-Wide Council meetings, progress on initiatives, and status of position requirements.
  3. Senate Leadership provides important upcoming dates, requirements of Senators, and relevant updates related to the Senate.
4. Committees
  1. Chairs are required to report a summary of the minutes from every committee meeting to the Senate floor.
  2. If Chairs are absent, Vice Chairs deliver the report to the Senate; in the absence of the Chair and Vice Chair, the presiding officer of the Senate shall designate a member of the committee to deliver the report.
  3. Reports shall cover progress on ideas, initiatives, legislation, what was discussed, and any formal votes that were taken.
5. Advisors
  1. Advisors report any requirements needed from Senators, upcoming important dates, and other announcements that are relevant to the Senate.

## **Senate Rules of Procedure – Florida International University Student Body Senate**

### **Rule 10 - Executive and Judicial Confirmations**

1. Procedure
  1. Before the two-minute address, the Student Body President, Senate Speaker, Chief Justice, or BBC Governor will read the description of the appointed position requirements.
  2. Appointees then present a 2-minute address to the Senate.
  3. Following the address, the Senate will enter a 5-minute Q&A session. If no one indicates interest to ask a question, the Q&A session will end.
  4. Following the Q&A session, the Senate may enter a 10-minute discussion. The Senate may not extend this discussion past 20 minutes. No discussion for confirmations may extend 30 minutes in that Senate meeting. If no one indicates interest to speak, the discussion will end.
  5. The Senate may enter a motion to call a roll call vote, unanimous consent vote, or table the confirmation until the next meeting.

### **Rule 11 - Senate Forum**

1. Senate forum is to bring up ideas, opinions, and concerns.
2. The standard speaking time is two minutes for all those wishing to speak. A motion passed by a simple majority vote can change the standard speaking time.
3. All Senators wishing to speak must have been allowed to speak once before a Senator is called on to speak a second time.
4. All University-Wide Council members who have given a report at the meeting and have floor rights are considered to have spoken once and will not be called on until after all senators who are wishing to speak for the first time.

### **Rule 12 - Public Forum and Guests**

1. Rights to Comment
  1. Any member of the Student Body may speak in public comment.
  2. Individuals do not need to sign up prior to the meeting to be recognized.
2. Public forum procedure

## **Senate Rules of Procedure – Florida International University Student Body Senate**

1. During the portion of the Public forum in the Senate agenda, the chair of the Senate will ask if any member of the public is interested in making a public comment. The chair of the Senate will call on those who raise their hand.
  2. The standard speaking time is two minutes. A motion passed by a simple majority vote can change the standard speaking time.
  3. No Senators or SGA officials are allowed to speak during Public forum.
3. Guests
1. All Guests must check in through a paper sign-in sheet in person or by signing up for Zoom online. The Chair will remind guests at the start of the meeting and if any join throughout the meeting.
  2. Guests do not have floor privileges and may only be recognized during Public forum.

### **Rule 13 - Invited Speakers**

1. Procedure
  1. An invited speaker is someone representing an organization, department, initiative, or issue; and wants to speak directly to the Senate.
  2. Individuals seeking to be added to the invited speaker section of the agenda must email the Senate Speaker at least 72 hours prior to the start of the meeting, stating their reason why and their requested time allocation.
    1. The Speaker has discretion to approve or deny speakers and choose the time slot (anywhere between 2 to 10 minutes).
    2. Senators can move for a Q&A period if the invited speaker consents to this.
  3. Senate Leadership may organize trainings or presentations to the Senate that may be conducted by any willing FIU entity or organization. These trainings or presentations will be listed in the Invited Speakers section of the agenda and shall not last longer than half an hour.

### **Rule 14 - Vacancy Replacement**

1. To fill vacant Senate seat(s), the Senate may choose to call a special election through a bill, or may fill the Seat through an appointment process.
2. Should the Senate choose to fill vacancies through a special election, that election shall proceed in accordance with the elections code.

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3. Should the Senate choose to fill vacancies through appointment, that process shall proceed in the following manner.
  1. The application for any vacant seat in the Senate must be up for at least one full week on Panther Connect.
  2. The Senate Speaker and the Speaker Pro Tempore will interview all the applicants with a list of the same questions to ensure neutrality.
  3. After every interview, there should be documented notes and answers to ensure transparency to Senate membership when sending an appointee to the Senate for confirmation.
  4. The Senate shall be informed as to the decision-making process that was followed and shall be provided with the review of qualifications for the appointee if requested by any member of the Senate.
  5. If several applicants have applied to fill a vacant Senate seat, the Speaker shall include at least two and no more than four applicants as candidates to fill the vacancy, to be chosen in an election by the Senate.
  6. The appointee(s) 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.
  7. Any appointee must receive a simple majority of votes by the Senate to be confirmed. If there is more than one applicant vying to fill a vacant Senate seat, Senators shall vote for their preferred candidate by stating their surname. If a candidate has not received a simple majority of votes by the Senate to be confirmed, then the top two candidates will enter a run-off election. The candidate must receive a simple majority of votes by the Senate to be confirmed.

### **Rule 15 - Procedure for Legislation**

1. All pieces of legislation shall have at least one sponsor, who must be a Senator. Non-Senators can write legislation but need at least one Senator to sponsor it.
2. When legislation is complete, it shall be sent to the Senate Speaker's official email.
  1. To assign legislation to a committee, the Speaker will send it to the Committee Chair and Vice Chair. Committee Chairs will be required to place legislation on the next Committee meeting agenda, only if this is sent 24 hours before the committee meeting. If the agenda has already been sent out but the Committee meeting has not happened, the Chair will be required to add it to the agenda and send legislation to Committee members.

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3. In order to discharge a piece of legislation onto the Senate floor, the following procedure must be followed.
  1. Any Senator may email the Senate Speaker at least 24 hours before a Senate meeting to request that a motion to discharge a piece of legislation be included on the agenda. The Senate Speaker is required to include this motion on the agenda of either the upcoming Senate meeting, or the next regularly scheduled Senate meeting after that. The motion shall be included in New Business, and shall specify the legislation being discharged, and (if applicable) which committee it is being discharged from. The Senate Speaker shall also send a copy of the legislation to the Senate.
  2. During the Senate meeting, once the agenda progresses to the motion to discharge the legislation, the chair of the meeting shall state the full title of the legislation, any committee that voted it down, and which Senator(s) requested the motion to discharge the legislation. The chair of the meeting shall then entertain a vote to enter a full reading of the legislation, which must pass by a simple majority vote. Should this motion fail, only the full title of the legislation shall be read on the Senate floor. Should the motion pass, the text of the legislation shall be read in full by one or more of the sponsors.
  3. Next, if the legislation had been voted down in a committee, the committee that voted down the legislation is required to state the reason why and present the rationale on the Senate floor. These statements shall be presented by the chair of the committee, the vice chair, or in their absence, any member of the committee.
  4. The chair of the Senate shall then entertain a motion to enter debate on whether to discharge the legislation. The motion to enter debate may pass with a simple majority vote. Should this motion pass, the debate shall not exceed 10 minutes, but this period of debate may be extended by simple majority. Should this motion fail, the Senate shall then immediately enter a vote on whether to discharge the legislation, which shall pass with a simple majority vote.
  5. Once debate has elapsed, the Senate shall vote on whether to discharge the legislation. The motion shall pass with a simple majority vote.
    1. Should the motion fail, the legislation shall be considered dead and unable to pass until the next semester.
    2. Should the motion pass, the legislation shall no longer be considered dead, and it may therefore be able to be passed by the Senate without having been passed in one or any committees.
  6. Should the motion to discharge the piece of legislation pass:
    1. The Senate may vote to pass the legislation in the same meeting, or vote to postpone the consideration of the legislation until an upcoming meeting.
  7. The Senate may only consider a motion to discharge the same piece of legislation once per semester.



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4. Readings may be full readings or by title only. By default, readings shall be full readings in which one of the sponsors of the legislation shall read the text of the legislation in its entirety. Alternatively, the Senate may conduct a reading by title, when called for by a simple majority vote. For a reading by title, the formal title of the legislation shall be read and this shall constitute a reading of the legislation.
5. When sponsors present legislation on the Senate Floor, each sponsor has the right to deliver an opening statement or presentation.
  - i. Opening statements or presentations shall not exceed five minutes.
  2. Opening statements or presentations are to only present the contents and effect of the legislation.
  3. Opening statements or presentations are not to present on the merits or defense of the legislation.
6. Following the reading the Senate will enter a five-minute Question and Answer with the Sponsors of the legislation.
  1. Only non-debatable technical questions are allowed.
  2. A non-debatable technical question will be any question that can be answered with “yes,” “no,” or a known fact.
  3. There is no cross talk or follow up questions.
  4. The sponsors may not be compelled to answer a question.
  5. The question period may be extended by a simple majority vote.
  6. If there are no questions to be asked, the Senate will move into a discussion of the legislation.
7. Following the Q&A period, the Senate will enter the standard discussion time. Once this elapses, the Senate may vote to extend or end the discussion.
8. To submit amendments to a piece of legislation, they must be sent to the Senate Speaker’s email prior to the roll call vote for the legislation.
  1. Amendments agreed to by all of the sponsors of the legislation shall be considered friendly amendments and shall be automatically added to the legislation without debate.
  2. Amendments that do not have the approval of one or more of the sponsors of the legislation are considered unfriendly amendments and shall require a 2/3 vote of the Senate in order to be added to the legislation. The Senate may choose to entertain debate on the amendment before entering a vote on whether to adopt the amendment to the legislation.
9. Following the readings, discussion, and any amendments, the Senate shall vote whether to pass the legislation.

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1. 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.
  2. Should a piece of legislation be voted down, it may not be re-introduced until the next semester. However, legislation that is failed or dead legislation shall be permitted to be introduced in the same legislative session, provided that it is sent to the Senate Speaker as a new piece of legislation.
  3. Following the passage of legislation, the Clerk of the Senate 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 along with the legislation.
10. If the Student Body President vetoes a piece of legislation, the legislation may be amended and again presented to the Student Body President, or the Senate may overturn the veto with a constitutionally prescribed majority.
1. When a piece of legislation has been vetoed, the Student Body President holds the responsibility to present a two-minute address to the Senate regarding why the legislation was vetoed. After this address, the Senate may entertain motions to overturn the veto, or to amend the vetoed legislation.
  2. A motion to overturn the veto shall require a constitutionally prescribed majority in order to pass.
  3. The Senate may pass amendments to the vetoed legislation in response to concerns brought up by the Student Body President. These amendments must be passed with a simple majority vote of the Senate. If vetoed legislation has successfully been amended by the Senate, then the Clerk of the Senate shall present it to the Student Body President to once again be considered for signature or veto. Should the Student Body President once again veto the legislation, then the Senate may not attempt to amend it again, but may entertain a motion to overturn the veto, which must pass with a constitutionally prescribed majority.

## Senate Rules of Procedure – Florida International University Student Body Senate

### Rule 16 - Agenda and Minutes

1. Agenda for Senate Meetings
  1. Call to Order
  2. FIU Alma Mater
  3. Roll Call of Senators Present & Verification of Quorum
  4. Approval of Last Meeting's Minutes
  5. Adoption of the Agenda
  6. Invited Speakers
  7. Public Forum
  8. Vetoed Legislation
  9. Unfinished Business
  10. New Business
  11. Committee Reports
  12. University-Wide Council Reports
  13. Senate Forum
  14. Advisor Reports
  15. Adjournment
2. The Speaker may choose to allow Public Forum at the beginning or end of the Senate meeting at their discretion. The Speaker shall announce this decision at the beginning of the Senate meeting before the adoption of the agenda, and the decision may be appealed by a simple majority vote.
3. Procedure
  1. The Speaker creates and sends the agenda, along with a copy of the last meeting's minutes, at least 24 hours in advance to the Senate via email.
  2. The Senate can add legislation that is eligible for a reading onto the agenda, if it is not already on the agenda, by a simple majority vote.
  3. Agendas are required to have confirmations put on the agenda following the next meeting from appointment.
  4. The agenda is subject to change from when it is sent to the Senate to the start of the Senate meeting.
  5. During the Senate meeting, corrections to the minutes of prior meetings may be proposed by any Senator recognized by the chair of the Senate. Minutes are approved by simple majority.

## Senate Rules of Procedure – Florida International University Student Body Senate

6. During the Senate meeting, the agenda may be amended through a simple majority vote before the agenda as a whole is adopted by a simple majority of the Senate. Once the agenda has been adopted, any motions to modify the agenda or take up business out of its regular order shall require a two-thirds (2/3) majority to pass, and identical or nearly identical motions of this nature may only be made once in a Senate meeting.
4. Document Records and Archives
  1. All minutes are to be uploaded to both the Senate Teams folder and the SGA website.
  2. The Senate Teams Folder from every year must be archived and shared to the Senate in following years.

### Rule 17 - Zoom

1. Any Senator, other than the Online Senator and BBC Senators, needs to email the Senate Speaker stating the reason why the individual is joining the Senate meeting through Zoom. Senators in extenuating and emergency circumstances will be deemed as a valid reason to be on Zoom at the discretion of the Speaker.
2. Senators present on Zoom are required to have their cameras turned on for the entirety of the meeting. Senators whose cameras are not turned on during roll call, or whose cameras are turned off for more than five minutes, shall be counted as unexcused absent, at the discretion of the Speaker.
3. If a Senator is unable to have their camera on, they must notify Senate Leadership via Email.
4. If throughout the Senate meeting for whatever reason, a Senator must turn off their camera then they must call for Point of Privilege. Senators who need to turn off their cameras must state the duration of how long it will be off.
5. To be recognized to speak on Zoom, a Senator must raise their hand.
6. The chat is only allowed for questions and to vote.
7. Senate leadership must pay equal regard to those Senators present on Zoom and those present in person. All three Senate Leadership positions must have the Zoom meeting open on their laptops.
  1. The Floor Leader will be tasked with monitoring the Zoom chat and notifying the chair of the Senate when a Senator present on Zoom has raised their hand.
  2. If the Floor Leader is absent the President Pro Tempore will take over. If the President Pro Tempore and Floor Leader are absent the next in the line of succession will assist the Chair.

## **Senate Rules of Procedure – Florida International University Student Body Senate**

### **Rule 18 - Censure and Removal**

1. In accordance with the Constitution, SGA officials can be censured and/or removed for malfeasance, nonfeasance, permanent inability to perform official duties, or conviction of a Federal or State felony.
2. The process for expulsion from the Senate, Articles of Censure, and Articles of Impeachment is further outlined in the Statutes and shall be administered by the Internal Affairs Committee.

### **Rule 19 - Precedence of Documents**

1. The Student Body Senate will be governed by, in order of precedence, the Constitution, the Statutes, these Rules of Procedure, and the latest version of Robert's Rules of Order Newly Revised.
2. The Senate will abide by all applicable state and federal laws.
3. If there is a question of procedure not discussed in any of these documents, the chair shall apply principles of justice and general parliamentary law to determine the correct course of action.
  1. The chair of the Senate may put this question before the Senate.
  2. Any decision made by the chair in this manner may be appealed in the same manner as any other decision of the chair.

### **Rule 20 - Suspension and Amendment of the Rules**

1. Suspension of the Rules
  1. The provisions within these Rules of Procedure and Robert's Rules of Order Newly Revised as a parliamentary authority may be suspended at any time that no question is pending by a two-thirds vote.
  2. Rules may only be suspended to allow a particular course of action, which must be stated in the motion to suspend the Rules.
  3. Rules stemming from regulations delineated in the Constitution or Statutes may not be suspended under any circumstances. It shall be the discretion of the chair of the Senate whether a rule may be suspended.
2. Amendments to the Rules of Procedure
  1. Amendments to these Rules of Procedure may be submitted to the Senate Speaker as a bill, which shall require a simple majority vote in the Senate for adoption. The bill will not be subject to Presidential veto.
  2. Amendments shall take effect immediately upon passage.

## **Senate Rules of Procedure – Florida International University Student Body Senate**

### **Documents that have changed the Senate Rules of Procedure**

1. SB 04 001
2. Executive Order 4-11

## **Title III: The Legislative Branch**

### **Section 3001 – Purpose and Powers**

- 3001.1 The purpose and duties of the Student Body Senate, hereinafter referred to as the Senate, shall be to serve as the legislative body of the Student Government, presenting and discussing legislation in the form of resolutions, appropriations, and bills for the benefit of the student body. In addition, the Senate shall serve as a venue for the Senators to report progress, discuss upcoming goals and ideas, investigate issues, and debate matters concerning student life at FIU.
- 3001.2 The Senate shall possess the following powers, subject to the Student Body Constitution:
- 3001.2.1 Enact all legislation necessary and proper for the general welfare of the student body.
- 3001.2.2 Consider, amend, and pass the final Activity and Service Fee Budget for each year, presented by the Activity and Service Fee Budget Committee, by a two-thirds (2/3) vote of the Senate.
- 3001.2.3 Allocate student funds paid through the Activity and Service Fee.
- 3001.2.4 Vote to approve or deny appointments made by the Student Body President, according to constitutional requirement.
- 3001.2.5 Override vetoes of the Student Body President with a two-thirds (2/3) vote of the Senate, unless specified otherwise in the Constitution.
- 3001.2.6 Create any ad hoc committee deemed necessary and proper to the operation of its duties, through a resolution which shall pass by a simple majority vote, not subject to veto by the Student Body President.
- 3001.2.7 Conduct audits of any organization or department receiving Activity and Service Fee funds to ensure compliance with the SGA governing documents.
- 3001.2.8 Expand the jurisdiction of the Supreme Court, and create lower courts of the judicial branch.
- 3001.2.9 Subpoena SGA officials and records to the Senate floor or to Senate committees.
- 3001.2.10 Open an impeachment case at the Supreme Court against an SGA official or officials, by a two-thirds (2/3) vote.
- 3001.2.11 Determine the rules of its proceedings, which shall be known as Senate Rules, through a bill which shall pass by a simple majority vote, not subject to veto by the Student Body President.
- 3001.2.12 Elect a Clerk of the Senate to perform such duties as provided by these Statutes and the Senate Rules.

- 3001.2.13 Remove a Justice of the Supreme Court through a two-thirds (2/3) vote of the Senate and the approval of the Student Body President. Should the President veto the removal, the Senate may override the veto with a three-fourths (3/4) vote.
- 3001.2.14 Provide by statute for the policies governing the subsidization for on-campus room rentals with Activity and Service Fee funds.
- 3001.2.15 Vote to authorize expenditures of the Student Government Budget not pertaining to any individual branch or official.
- 3001.2.16 Impose requirements, duties, penalties, censure, and removal on Senators.

### **Section 3002 – Organizational Definitions**

- 3002.1 The quorum of the Senate shall be set at a simple majority of the membership of the Senate, excluding all vacancies. The Senate may not transact any substantive business without the presence of a quorum.
- 3002.2 A simple majority vote shall be defined as: more than half of the Senators present in a meeting and voting on a matter, not including abstentions.
- 3002.3 A two-thirds (2/3) majority shall be defined as: at least two thirds (2/3) of the Senators present in a meeting and voting on a matter, not including abstentions.
- 3002.4 A three-fourths (3/4) majority shall be defined as: at least three fourths (3/4) of the Senators present in a meeting and voting on a matter, not including abstentions.
- 3002.5 A three-fifths (3/5) majority shall be defined as: at least three fifths (3/5) of the Senators present in a meeting and voting on a matter, not including abstentions.
- 3002.6 The “entire Senate membership” and “the membership of the Senate” shall be defined as the total number of students serving as members of the Student Body Senate at any given time. This number shall exclude all vacant seats.
- 3002.7 A unanimous vote shall be defined as all members present in a meeting voting affirmatively on a matter, not including abstentions.

### **Section 3003 – Terms of Office**

- 3003.1 Senators shall assume office upon inauguration. Senators shall serve a one (1) year term beginning on the first day of classes of the Summer semester at 12:00 p.m. and ending on the first day of classes of the next Summer semester at 12:00 p.m. Senators may otherwise only be dismissed from office for reasons of formal resignation, failure to meet SGA qualifications to hold office, or by removal from office. Senators elected or confirmed to fill a vacancy shall serve the remainder of the term of the seat to which they were elected or confirmed.



## **Section 3004 – Installation of Senators**

- 3004.1 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 Senators filling a vacancy shall occur at the first Senate meeting at which they are present after being duly elected or confirmed. The installation of multiple new Senators may be done at once.
- 3004.2 The following oath of office shall be administered at Inauguration: *“I, (Officer’s Full Name), do solemnly (swear/affirm) that I will support the Constitution of the United States, the Constitution and the laws of the state of Florida, and 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 / on pain of removal).”* Candidates may choose to add the words “so help me God” or “on pain of removal” at the end of their oath when taking the oath of office. The person administering the oath shall inform the candidate of the option to add to the ending of the oath prior to the administration of the oath.

## **Section 3005 – Organization and Leadership of the Senate**

- 3005.1 The Student Body Vice President shall serve as the ex-officio presiding officer of the Senate when no other officer is able to preside, but shall cast no vote unless there is a tie.
- 3005.2 The Senate shall elect a Speaker of the Senate, hereinafter referred to as the Speaker, to serve as the chair of the Senate. The Speaker shall be a member of the University-Wide Council and the Budget Committee.
- 3005.3 The Senate shall elect a Speaker Pro-Tempore of the Senate, to assist the Speaker and serve as chair of the Senate in the Speaker’s absence. The Speaker Pro-Tempore shall be a member of the University-Wide Council and the Budget Committee.
- 3005.4 The Senate shall elect a Finance Chair, to serve as the chief financial officer of the legislative branch, the chair of the Finance Committee, and the Vice Chair of the Budget Committee. The Finance Chair shall be invited to attend meetings of the University-Wide Council as an ex-officio non-voting member.
- 3005.5 The Senate shall elect a Floor Leader, to manage the internal affairs of the Senate and serve as chair of the Internal Affairs Committee. The Floor Leader shall be a member of the University-Wide Council.
- 3005.6 The Senate shall elect the Chair of the Rules Committee and the Chair of the Student Life and Academic Concerns Committee.
- 3005.7 The Senate shall elect four (4) Senators to be members of the Finance Committee.

- 3005.8 The Graduate and Professional Student Committee (GPSC) must be composed of all graduate students serving in the Senate, and shall elect its Chair and Vice Chair at its first meeting. The Chair of the GPSC shall be a member of the University-Wide Council and the Budget Committee.
- 3005.9 The Biscayne Bay Campus Legislative Council must be composed of all Senators who are students of the Biscayne Bay Campus (BBC), and shall elect its Chair and Vice Chair at its first meeting.
- 3005.10 The Speaker shall assign Senators to all other individual committees after an application process.
- 3005.11 Each committee shall elect its own Vice Chair.

### **Section 3006 – Election of Senate Officers**

- 3006.1 The following procedure shall be followed to choose the elected officers of the Senate.
- 3006.2 On the first day of a new Senate term, beginning the first day of classes of the Summer semester, the Student Body Vice President shall call the meeting to order and take the quorum call for the Senate.
- 3006.3 The Student Body Vice President shall read a statement to the Senate detailing the role of the Speaker of the Senate. The Student Body Vice President shall then address the Senate and open the floor to nominations for Speaker of the Senate.
- 3006.4 Each nomination shall require a second, and the agreement of the Senator who has been nominated. The Student Body Vice President shall ask the Senate, “are there any more nominations on the floor?” after each nomination has been noted. Once there are no more nominations, the Student Body Vice President shall close the nomination period.
- 3006.5 Each nominee shall then deliver an address to the Senate, not exceeding a length of two minutes, as to why they should acquire the position. These nominees shall deliver their addresses in the order in which they were nominated.
- 3006.6 Following all addresses, the Senate may choose to enter a discussion on whom to choose as the Speaker. This discussion shall be chaired by the Student Body Vice President.
- 3006.7 The Senate shall then vote by roll call for the position of Speaker of the Senate. Each Senator shall vote by stating the surname of the nominee who they are voting for.
- 3006.8 The nominee who achieves a simple majority of all votes cast shall become the Speaker of the Senate. Should no nominee receive a simple majority of all votes cast, a runoff election shall be held between the nominees who received the greatest number of votes.

- 3006.9 The Senator chosen as Speaker shall be sworn into office by the Student Body Vice President, with the same oath delineated in section 3004.2 of these Statutes.
- 3006.10 The new Speaker of the Senate shall then take the position of chair and lead the remainder of the meeting.
- 3006.11 The Senate must then elect the remainder of its officers, in the following order: The Speaker Pro-Tempore, the Finance Chair, the Floor Leader, the Chair of the Rules Committee, and the Chair of the Student Life and Academic Concerns Committee. Those elections shall occur according to the following process.
- 3006.12 The Speaker shall address the Senate and read a statement detailing the role to be elected. The Speaker shall then open the floor to nominations for the position.
- 3006.13 Each nomination shall require a second, and the agreement of the Senator who has been nominated. The Speaker shall ask the Senate, “are there any more nominations on the floor?” after each nomination has been noted. Once there are no more nominations, the Speaker shall close the nomination period.
- 3006.14 Each nominee shall then deliver an address to the Senate, not exceeding a length of two minutes, as to why they should acquire the position. These nominees shall deliver their addresses in the order in which they were nominated.
- 3006.15 Following all addresses, the Senate may choose to enter a discussion on whom to elect.
- 3006.16 The Senate shall then vote by roll call. Each Senator shall vote by stating the surname of the nominee who they are voting for.
- 3006.17 The winner shall be the nominee who achieves a simple majority of all votes cast. Should no nominee receive a simple majority of all votes cast, a runoff election shall be held between the nominees who received the greatest number of votes.
- 3006.18 The Senator chosen for the position shall be sworn into office by the Speaker, with the same oath delineated in section 3004.2 of these Statutes.
- 3006.19 After the election of all officers of the Senate, the Senate shall then choose four (4) Senators to be members of the Senate Finance Committee.
- 3006.19.1 The Speaker shall open the floor to nominations for Finance Committee members. Each nomination shall require a second, and the agreement of the Senator who has been nominated.
- 3006.19.2 The Speaker shall make clear to all nominees that their active presence will be required throughout the Summer semester in order to be able to serve as a member of the Finance Committee. Any Senator unable to make this commitment may not be nominated to serve on the Finance Committee.

- 3006.19.3 Once the nomination period has been closed, if there are four or fewer nominees then the nominees will immediately be announced as members of the Finance Committee.
- 3006.19.4 If there are more than four nominees, then the Senate shall vote for its top four preferred nominees via electronic ballot, the results of which shall be made publicly available. The ballot shall allow Senators to vote for up to four of the nominees. Once all present Senators have voted, the Speaker shall immediately announce the number of votes each nominee received, and announce the top four vote-receiving nominees as members of the Finance Committee.
- 3006.20 The Senate must elect its Speaker and Speaker Pro-Tempore in its first Senate meeting. Other elected positions may be elected at later meetings of the Senate, but the Senate may not transact any substantive business before completing the election of its officers and the Finance Committee members, except as absolutely necessary.

### **Section 3007 – The Clerk of the Senate**

- 3007.1 The Senate shall elect a Clerk of the Senate each year in the Summer semester.
- 3007.2 The Clerk of the Senate shall be chosen the following way:
- 3007.2.1 The Speaker shall open an application for Clerk of the Senate, and then advertise the opening of the position, leaving the application period open for at least one week. The Speaker may then close the application period.
- 3007.2.2 The Speaker shall interview applicants, and may include the Speaker Pro-Tempore, the Finance Chair, and the Floor Leader in those interviews.
- 3007.2.3 The Speaker shall then choose a minimum of two and a maximum of four applicants to present to the Senate for election as Clerk of the Senate. If there is only one applicant, the Speaker may present the one applicant to the Senate for election as Clerk of the Senate, or may reopen applications.
- 3007.2.4 The Senate shall then elect its Clerk using the same process as that which is used for election of Senate officers. The applicant receiving a simple majority of votes from the Senate shall be elected Clerk of the Senate.
- 3007.3 The Clerk of the Senate shall have the following duties:
- 3007.3.1 Taking minutes during Senate meetings. These minutes shall be full, complete, detailed, and accurately record all votes taken during the meeting.
- 3007.3.2 Ensuring the proper upload to the SGA Website of all Senate meeting minutes, committee meeting minutes, legislation, and all other public Senate records.

- 3007.3.3        Serve as an assistant to the Speaker and Speaker Pro-Tempore.
- 3007.3.4        Email copies of a passed resolution or bill to every person that the legislation specifies as recipients of the legislation. The Clerk shall email legislation to all specified recipients within two (2) university business days of the passage of the legislation.
- 3007.3.5        Deliver passed bills to the Student Body President for signature or veto within two (2) university business days of passage in the Senate.
- 3007.3.6        Shall take minutes and notes at all Senate Town Halls.
- 3007.3.7        Assume all additional responsibilities assigned by the Speaker and Speaker Pro-Tempore.

### **Section 3008 – Rules of Decorum**

- 3008.1        Senators shall wear business casual, business formal, or an SGA polo to Senate meetings.
- 3008.2        Senators shall refrain from profanity or vulgarity when speaking to the Senate.
- 3008.3        Senators shall not take calls, texts, or emails during Senate meetings.
- 3008.4        Senators shall avoid personal insult, harassment, or obstruction during Senate meetings.
- 3008.5        Senators shall not speak over one another.
- 3008.6        Senators shall not intentionally falsify information they present to the Senate.

### **Section 3009 – Senate Committees**

- 3009.1        The Standing Committees of the Senate shall be the Finance Committee, the Internal Affairs Committee (IAC), the Graduate and Professional Student Committee (GPSC), the Rules Committee, and the Student Life and Academic Concerns Committee (SLAC).
- 3009.1.1        All Senators must serve on at least one Standing Committee, except the Speaker and Speaker Pro Tempore.
- 3009.2        The Biscayne Bay Campus Legislative Council (hereinafter, the BBC Legislative Council) shall be treated as a standing committee for all intents and purposes, but possesses certain exclusive powers.
- 3009.3        An Ad-Hoc Committee shall be formed by a resolution which shall pass with a simple majority vote of the Senate, or by order of the Speaker through an official memo sent to all members of the Senate.

- 3009.3.1 The resolution or memo shall state the name of the committee; the purpose, objective, and scope of the committee; requirements of the committee; and the conditions for the dissolution of the committee, whether it be a date of dissolution, or upon successful completion of the committee's objectives.
- 3009.3.2 Upon formation of an Ad-Hoc Committee, the Senate shall elect the Chair of the committee at the same Senate meeting during which it was created, or at the next Senate meeting following the issuance of the memo.
- 3009.3.3 The Ad-Hoc Committee shall be subject to the same requirements as Standing Committees and any other requirements set forth in the resolution or memo.
- 3009.3.4 The Senate may dissolve any Ad-Hoc Committee by a two-thirds (2/3) vote.
- 3009.4 Each committee is responsible for selecting its Vice Chair, voted upon by the members of each committee during its first meeting.
- 3009.5 Committees shall meet every week to conduct business. Attendance and minutes shall be recorded by the Vice Chair, and distributed and filed with the Clerk of the Senate within forty-eight (48) hours of the meeting's adjournment.
- 3009.5.1 Committees shall be able to hold hearings on specific topics. These hearings shall count towards the committee meeting requirement.
- 3009.5.2 Senators may attend committee meetings virtually or in person at the discretion of the respective committee chair.
- 3009.5.3 Committee size shall be determined by the Speaker, except for the Finance Committee, GPSC, and the BBC Legislative Council.
- 3009.5.4 Any official decisions, projects, initiatives, or measures made by a committee must be brought before the Senate for approval. GPSC shall be exempt from this clause for all funding allocations; the Finance Committee shall be exempt from this clause for funding allocations to student organizations less than \$5,000 and for internal SGA projects less than \$2,000.
- 3009.5.5 Quorum for all committees shall be a simple majority of the total number of members of the committee.
- 3009.6 The Finance Committee
- 3009.6.1 The Finance Committee shall be comprised of the Finance Chair, four (4) additional Senators elected by the Senate, the Director of the Registered Student Organizations Council (RSOC), and the Vice Director of Finance of RSOC.
- 3009.6.2 The Director of RSOC and the Vice Director of Finance of RSOC shall be voting members of the committee only on matters concerning basic and special allocations

to registered student organizations. They shall have no vote on other matters in the committee.

- 3009.6.3 The Advisor to RSOC and the SGA Advisor shall both serve as advisors to the Finance Committee and shall be present at committee meetings, assist the members of the committee individually and collectively, and shall facilitate the execution of the financial allocation decisions made by the committee.
- 3009.6.4 The purpose of the Finance Committee is to allocate basic and special allocation funding to registered student organizations in accordance with the Points System, maintain the Points System for registered student organizations in coordination with RSOC, to initiate and monitor all Senate appropriations, and to audit entities funded by Activity and Service Fees. The Finance Committee shall take all action through simple majority vote.
- 3009.6.5 The Finance Committee will also assist RSOC with the creation of the RSO Manual annually during each Summer semester.
- 3009.6.6 Once each fiscal year, the Finance Committee shall set the basic allocations rate for registered student organizations, by drafting a bill which must pass with a simple majority of the Senate. Should no such bill be passed in time, the basic allocations rate shall remain the same as the previous fiscal year unless adjusted by a bill passed by the Finance Committee and a simple majority of the Senate.
- 3009.6.7 Decisions for special allocations to registered student organizations shall be made by the Finance Committee in accordance with the Points System, and these allocations shall not need the approval of the full Senate, except for individual special allocations greater than \$5,000.
- 3009.6.8 The Finance Committee may make allocations out of all line items specified to pertain to the legislative branch, as well as out of the Accumulated Cash Balance account in accordance with all regulations enumerated in the Finance Code.
- 3009.6.9 The Finance Committee shall expend the line items under its purview for the following purposes: granting petitions for funding from student organizations, allocating funds for projects administered by non-SGA entities at FIU, allocating funds for internal SGA projects, and all other uses of its funds that the Senate shall deem appropriate.
- 3009.6.10 The Finance Committee may approve appropriations of funding of up to \$5,000 for student groups, registered organizations, and projects led by entities outside of SGA, without needing to bring the allocation to a vote of the full Senate. Allocations to registered student organizations exceeding this threshold shall require the approval of a simple majority of the Senate.
- 3009.6.11 The Finance Committee may approve allocations of funding of up to \$2,000 for internal SGA projects without needing to bring the allocation to a vote of the full

Senate. Allocations for internal SGA projects exceeding this threshold shall require the approval of a simple majority of the Senate.

- 3009.6.12 If a request for funding is not approved by the Finance Committee, the entity that requested the funding may petition the Senate for reconsideration of the request through a petition sent to the Speaker and the Finance Chair. The Speaker shall permit this individual no more than two (2) minutes to address the Senate at the next Senate meeting, after which the Senate may deliberate and shall then vote on whether the Finance Committee shall reconsider the request, which shall require a simple majority vote in order to pass.
- 3009.6.13 If the Finance Committee does not approve an allocation request after reviewing it a second time, they must provide a summary paragraph to describe why the appropriation was not approved and the Senate may overturn the committee's decision with a simple majority vote of the Senate.
- 3009.6.14 The Finance Committee holds the power to audit any entity that receives A&S fees to ensure that funds are being used properly in accordance with the SGA Finance Code. The committee shall present its audit reports to the Senate immediately upon the conclusion of the audit and will provide a digital copy of the audit to all Senators as well as the Comptroller.
- 3009.6.15 The Senate may order an audit of any A&S fee funded entity by a two-thirds (2/3) vote, and the Finance Committee shall be obligated to conduct this audit.
- 3009.6.16 The Finance Committee has the authority to impose penalties upon any A&S-funded organization or entity found responsible for a violation of the Finance Code or spending policies. The imposition of these penalties shall be conducted in accordance with the procedures in the Finance Code. Such penalties may be imposed by a simple majority vote of the committee (excluding non-Senators serving on the committee, who may not vote on these matters).
- 3009.7 The Internal Affairs Committee
- 3009.7.1 The Internal Affairs Committee (IAC) shall be comprised of the Floor Leader, who shall serve as chair of the committee, and a number of additional Senators as determined by the Speaker. The total number of Senators in IAC, including the Floor Leader, must be an odd number. In addition, the Attorney General shall serve as an ex-officio non-voting member of the committee.
- 3009.7.2 The purpose of the Internal Affairs Committee (IAC) is to ensure Senator compliance with all requirements as well as ensuring compliance of SGA officials with all requirements and the Ethics Code.
- 3009.7.3 The IAC shall have the responsibility of maintaining the Ethics Code. All amendments to the Ethics Code must be first approved by this committee.



- 3009.7.4 The committee will keep an active check on minutes, and ensure that legislation records are kept, minutes are maintained, and maintain records of compliance with the Statutes.
- 3009.7.5 The committee will create compliance reports on individuals whose fulfillment of duties may be questioned by the committee or Senate as a whole.
- 3009.7.6 The committee may issue subpoenas and conduct investigations of officials under SGA's jurisdiction.
- 3009.7.7 The committee will be responsible for submitting Writs against officials upon the finding of violation(s) of the Statutes or Constitution.
- 3009.7.8 The committee will be responsible for recommending repercussions for missing mandatory meetings, such as Senate meetings and Committee meetings, as well as not completing office hours.
- 3009.7.9 All Articles of Censure and all Articles of Impeachment must be passed by the Internal Affairs Committee before coming to the floor of the Senate.
- 3009.7.10 The IAC shall have the responsibility of maintaining the accountability of the judiciary. The IAC shall maintain regular records of meeting attendance for all Supreme Court Justices, and shall have the power to recommend to the Senate that a Justice be removed after the conclusion of an investigation.
- 3009.7.11 By request of a simple majority of the Senate, the committee can review the performance of the Chief Justice and Associate Justices, to then submit a positive or negative report to the Senate. If the committee submits a negative report, the report can be considered grounds for instigation of removal of a member of the judiciary, in accordance with the SGA Constitution.
- 3009.7.12 All judicial hearing reports may be reviewed by this committee, ensuring the legislative oversight over the Chief Justice and Associate Justices.
- 3009.7.13 The IAC may expel members of the Senate by a unanimous vote of the IAC and only as a consequence of gross nonfeasance after repeated warnings. A Senator expelled by the IAC shall be removed from their position. The expulsion shall be immediate, but may be appealed to the Senate or the Supreme Court and overturned by the agreement of a simple majority of either body.
- 3009.8 The Graduate and Professional Student Committee
- 3009.8.1 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 promote 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.

- 3009.8.2 The GPSC shall be composed of all graduate students serving in the Senate. The members of the GPSC shall elect a Chair and Vice Chair from amongst their members. During the GPSC's first meeting until it elects its Chair, the meeting will be temporarily chaired by the Speaker, or in their absence, the Speaker Pro-Tempore. The chair of the GPSC shall serve as a voting member on the University-Wide Council and the Budget Committee.
- 3009.8.3 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.
- 3009.8.4 If a request is not approved by the GPSC, the applicant shall have the right to file a written appeal with the Senate Speaker. Should the Speaker 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.
- 3009.8.5 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 simple majority vote of the Senate.
- 3009.8.6 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.
- 3009.8.7 Funding shall benefit individual graduate students interested in the following:
- 3009.8.7.1 Research, as defined as an investigation that is necessary for the completion of a masters, doctoral or professional degree.
- 3009.8.7.2 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.
- 3009.8.7.3 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.

- 3009.8.8 Graduate and professional students shall be eligible to request funds from the committee as per the Committee's internal rules and procedures.
- 3009.8.9 The GPSC shall be able to allocate funds for Gradsckellar events and Graduate Student Appreciation Week. Any other allocations except for travel funding, Gradsckellar 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.
- 3009.9 The Rules Committee
- 3009.9.1 The Purpose of the Rules Committee is to keep and maintain the Senate Rules of Procedure, ensure the proper passage of legislation in the Senate, and update the Statutes after the passage of bills amending the Statutes.
- 3009.9.2 The Rules Committee shall be comprised of a committee chair and a number of additional Senators as determined by the Speaker. The total number of Senators on the committee, including the Chair, must be an odd number.
- 3009.9.3 The Rules Committee is charged with the responsibility of preparing and submitting the protocols, formats, and rules to allow for efficient working of the Senate and its committees.
- 3009.9.4 The Rules Committee shall prepare and maintain the Senate Rules of Procedure and submit them for approval by the Senate.
- 3009.9.4.1 These Rules of Procedure shall be amended by the same procedure as the Statutes but shall not be subject to Presidential veto.
- 3009.9.4.2 The Senate Rules of Procedure shall serve to detail internal procedures and policies of the Senate and shall not conflict with the Student Body Constitution or Statutes.
- 3009.9.4.3 Each semester, the Rules Committee shall review the Senate Rules of Procedure, and submit recommendations, if necessary, for the improvement of the document.
- 3009.9.4.4 All amendments to the Senate Rules of Procedure must be presented to the Rules Committee for its approval by a simple majority. Should a proposal be rejected by the Committee, and a Senator wish that the legislation be considered by the Senate, the Senate may overturn the committee's decision with a simple majority vote of the Senate.
- 3009.9.5 The committee shall have the responsibility of reviewing legislation to ensure the legality, proper format, constitutionality, implication, spelling, grammar, references,

and syntax, when submitted to the Committee prior to the legislation reaching the Senate floor.

- 3009.9.5.1 The committee may pass, table, or fail all legislation sent or referred to the committee.
- 3009.9.5.2 Legislation is not required to be reviewed by the Rules Committee, except bills amending the Senate Rules of Procedure; but the Speaker or a simple majority of the Senate may refer legislation to the Rules Committee for review.
- 3009.9.5.3 Legislation passed by the committee may be done so with or without committee recommendations.
- 3009.9.5.4 Legislation tabled by the committee shall be reviewed in the next committee meeting or it will be considered failed in committee.
- 3009.9.5.5 Legislation failed by the committee on the basis of the aforementioned review standards shall be sent back to the author. The Chair of the committee shall inform the author as to why it failed.
- 3009.9.6 The committee will verify that all bills are signed by the President.
- 3009.9.7 Once legislation becomes law, it is the responsibility of the Rules Committee to update the Statutes with any amendments passed in the legislation. The Statutes shall be provided to the Rules Committee in an editable format to facilitate this duty.
- 3009.9.8 The Rules Committee will work in coordination with the Supreme Court to suggest updates and amendments to the Student Body Constitution and Statutes.
- 3009.9.9 The Rules Committee shall be responsible for informing all incoming Senators of the appropriate legislative format.
- 3009.9.10 Should spelling, grammatical, or scrivener's errors be identified in enacted legislation or the Statutes, the Rules Committee is authorized to make necessary changes to correct the mistakes. In all such cases, the legislative intent of the legislation must be preserved. Failure to preserve the legislative intent shall constitute an act of malfeasance.
- 3009.9.11 In cases of references found in the Statutes that no longer indicate the correct title, article, section, subsection, or paragraph, the Rules Committee is authorized to make such necessary changes to correct the mistakes. In all such cases, the legislative intent of the legislation must be preserved. Failure to preserve the legislative intent shall constitute an act of malfeasance.
- 3009.10 The Student Life and Academic Concerns Committee
  - 3009.10.1 The Purpose of the Student Life and Academic Concerns Committee (SLAC) is to advocate, support, and legislate to support students' academic, personal, and

university-bound concerns as well as approve Agency and Bureau formation requests.

- 3009.10.2 SLAC shall be comprised of a committee chair and a number of additional Senators as determined by the Speaker. The total number of Senators on the committee, including the Chair, must be an odd number.
- 3009.10.3 This committee shall maintain record of current contact information for each of the Executive Board members of each Bureau and Executive Agency so as to be readily available to any Student Government Association member or any student when requested.
- 3009.10.4 This committee will be responsible for direct communication with each of the Bureaus and Executive Agencies of the Student Government Association. This includes but is not limited to contact via email.
- 3009.10.5 This committee will maintain contact with the President's Cabinet by specifically meeting with Cabinet members whose purpose directly correlates with student concerns and by requesting weekly Cabinet meeting minutes from the Chief of Staff. A representative of this committee shall be present at meetings of the President's Cabinet to gather issues relating to the purpose of this committee and also to report SLAC progress to the Cabinet.
- 3009.10.6 The Student Life and Academic Concerns Committee shall use the following procedure in the acceptance or denial of a request for a new Bureau or Executive Agency:
  - 3009.10.6.1 Make an application open and available each year which shall contain all such questions as required by these Statutes and the SGA Constitution.
  - 3009.10.6.2 Meet to vote on the requests for incorporation; votes will be passed through simple majority in the committee.
  - 3009.10.6.3 Once the committee has passed the petition for incorporation, the committee shall announce to the Senate the approval of the petition, and shall subsequently begin the process of drafting the bill to approve the incorporation of the organization as a Bureau or Executive Agency.
- 3009.11 The Biscayne Bay Campus Legislative Council
  - 3009.11.1 The Biscayne Bay Campus Legislative Council must be composed of all Senators who are students of the Biscayne Bay Campus (BBC) as specified in the Constitution, which shall include all BBC At-Large Senators, the BBC Housing Senator, the FIU at I-75 Senator, and any other Senator qualifying as a student of BBC as specified in Article VI, Section 5, of the Constitution.
  - 3009.11.2 The BBC Legislative Council shall be treated as a committee, but shall have certain exclusive powers, as delineated below.

- 3009.11.3 The BBC Legislative Council shall confirm or deny all appointments made by the Governor of the Biscayne Bay Campus, by a simple majority vote.
- 3009.11.4 The BBC Legislative Council shall elect the Governor of the Biscayne Bay Campus in the event that the offices of Governor and Lieutenant Governor of the Biscayne Bay Campus are vacant.
- 3009.11.4.1 This process shall be initiated by the Chair of the BBC Legislative Council opening an application for the position of Governor of the Biscayne Bay Campus. The position shall be advertised to all students at BBC. Any member of the BBC Legislative Council who has applied to fill the vacancy for Governor must recuse themselves from the selection process.
- 3009.11.4.2 In the absence of the Chair and Vice Chair of the BBC Legislative Council, this process shall be led by the Speaker of the Senate, who shall have no vote, but shall chair the meetings in the absence of the Chair and Vice Chair of the BBC Legislative Council.
- 3009.11.4.3 The membership of the BBC Legislative Council shall interview the applicants for the position. After all interviews have concluded, the BBC Legislative Council may debate about the applicants.
- 3009.11.4.4 The BBC Legislative Council shall vote for whom to select as the Governor of the Biscayne Bay Campus by roll call, with each member stating the surname of the applicant they are voting for. Should no applicant receive a simple majority of votes, the BBC Legislative Council shall hold a runoff vote between the applicants who received the greatest number of votes.
- 3009.11.4.5 The applicant receiving a simple majority of the votes of the BBC Legislative Council shall become the Governor of the Biscayne Bay Campus. The new Governor shall then appoint a Lieutenant Governor of the Biscayne Bay Campus, to be confirmed by a simple majority vote of the BBC Legislative Council.
- 3009.11.5 The BBC Legislative Council shall elect its own Chair and Vice Chair. During the BBC Legislative Council's first meeting until it elects its Chair, the meeting will be temporarily chaired by the BBC Governor, or in the Governor's absence, the BBC Lieutenant Governor.

## **Section 3010 - Procedure for the Introduction of Legislation**

- 3010.1 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 Speaker. Non-Senators may Sponsor legislation, but legislation must have a minimum of one Senator as a Sponsor to be introduced. Legislation may not be read on the Senate Floor unless it has been sent to the Senate Speaker.
- 3010.2 The Speaker shall then assign the legislation to one (1) committee, whichever committee to which the legislation most reasonably pertains.
- 3010.2.1 Legislation amending the Statutes, Constitution, or Senate Rules of Procedure shall be sent to the Rules Committee. Legislation concerning appropriations of funds shall be sent to the Finance Committee. Legislation concerning the Ethics Code, Articles of Impeachment, or legislation concerning the discipline of SGA officials shall be sent to the Internal Affairs Committee. Legislation concerning academic concerns, student life, a Bureau, or an Executive Agency shall be sent to SLAC. Legislation concerning graduate students shall be sent to GPSC. Legislation concerning the Biscayne Bay Campus shall be sent to the BBC Legislative Council. All other legislation shall be sent to a committee chosen at the discretion of the Speaker.
- 3010.3 The Speaker shall assign received legislation to a committee within five (5) university business days of receiving the legislation, and shall inform all sponsors that the legislation has been assigned. Should the Speaker not assign a piece of legislation to any committee within five (5) university business days, any Senator may move to discharge the legislation to the Senate floor, which shall require a simple majority vote.
- 3010.4 Should a piece of legislation fail to pass in committee, it shall be considered “dead.” Additionally, legislation shall be considered “dead” if the Speaker has not assigned it to a committee within five (5) university business days of receiving the legislation. Legislation may still be amended by its sponsors even once it is dead. Dead legislation may not be introduced on the Senate floor, unless the Senate votes to discharge the dead piece of legislation through a simple majority vote.
- 3010.5 For a piece of legislation to be eligible to be introduced on the Senate floor, it must pass through the committee to which it has been assigned, or be discharged to the floor by a simple majority vote.
- 3010.6 Once a piece of legislation is eligible to be introduced, the Speaker shall place the legislation on the next Senate agenda for a reading. Should an eligible piece of legislation not be included on a Senate agenda, the Senate may vote to add the legislation to the agenda by a simple majority vote. After the passage of such a motion, the legislation shall be read on the Senate floor during that meeting.
- 3010.7 Before the Senate can vote to adopt a piece of legislation, it is required to have been read at two separate meetings of the Senate, but the Senate may bypass the second reading of

- any piece of legislation by a simple majority vote. Alternatively, in lieu of a second reading, the Speaker may choose to send all Senators a copy of the legislation at least 48 hours before the Senate meeting where it will have its first reading.
- 3010.8 After a piece of legislation has been read on the Senate Floor, the Speaker shall allow a question-and-answer period of up to five minutes on the legislation.
- 3010.9 Legislation may be amended by its sponsors at any time before it is voted on in the Senate. Should Senators wish to amend a piece of legislation during a Senate meeting, the amendment shall be submitted in writing to the Senate Speaker, unless the Senate Speaker chooses to allow verbal motions to amend legislation.
- 3010.9.1 Amendments proposed during a Senate meeting 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 more of the sponsors, and requires a two-thirds (2/3) vote of the Senate to be added to the legislation.
- 3010.10 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 may not be re-introduced until the next semester. However, legislation that is similar or identical to failed or dead legislation shall be permitted to be introduced in the same semester provided that it is sent to the Speaker as a new document.
- 3010.11 Following the passage of legislation, the Clerk of the Senate 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 along with the legislation in its approved format.
- 3010.12 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 3011 – Legislation Indexing**

- 3011.1 All legislation introduced in the Senate shall follow the following format and requirements.
- 3011.2 Legislation shall be indexed with a pair of initials, a session number, and an ordinal number. The Speaker of the Senate shall be responsible for ensuring the proper numbering and naming of legislation.



- 3011.2.1 The initial designation will be: S.B. for a Senate Bill; S.R. for a Senate Resolution.
- 3011.2.2 The next designation will be the session number, based on the term of the Senate. The first session of the Senate shall be abbreviated 01 and shall increase by 1 each subsequent year at the beginning of the Summer Session.
- 3011.2.3 The next designation will be the ordinal number, based on the order in which the legislation was introduced. For the first piece of legislation of the session, it shall be entitled the designation 001, and will increase by 1 for each subsequent piece of legislation introduced. The Speaker of the Senate shall assign each piece of legislation an ordinal number immediately upon receipt of the legislation, in the order that it was received.
- 3011.2.4 The full index of a piece of legislation shall be S.B. 00-000 or S.R. 00-000.
- 3011.3 Senate Bills shall be acts of the Senate that add, amend, replace, or delete sections of the Statutes, propose amendments to the Student Body Constitution, acts that appropriate funding, acts that establish new Agencies or Bureaus, acts that establish changes to the Senate Rules of Procedure, and all acts that cause binding action using the authority granted to the Senate by the Student Body Constitution and Statutes.
- 3011.3.1 Bills that delete text from the Statutes, Constitution, or the Senate Rules of Procedure, shall strike out the text to be deleted.
- 3011.3.2 Bills that add text to the Statutes, Constitution, or the Senate Rules of Procedure, shall underline the text to be added.
- 3011.4 Senate Resolutions shall be acts of the Senate in favor or against a specific issue, policy, or standpoint, acts that establish student celebrations, acts that create Ad-Hoc Committees of the Senate, Articles of Censure, Articles of Impeachment, acts that are ceremonial or symbolic, and acts that are designed solely to express the will of the Senate. Senate Resolutions are not subject to veto by the Student Body President.
- 3011.5 Legislation may specify a list of individuals to whom the legislation must be sent after the legislation is passed. This list may include the Student Body President, other SGA members, the President of the University, other FIU administrators, some or all of the members of the Board of Trustees of FIU, some or all of the members of the Board of Governors of the State University System, the Chancellor of the State University System, the Governor of Florida, some or all of the members of the state legislature, the President of the United States, and any other individuals that the Senate shall deem appropriate. The Clerk of the Senate must email passed legislation to all specified recipients within two (2) university business days of the passage of the legislation.
- 3011.6 All pieces of legislation must also carry a formal name. The name must begin by specifying whether the legislation is a bill or a resolution. The formal name must be formatted according to the template. The formal title shall begin either as “A BILL to...” or “A RESOLUTION to...” and briefly describe what the legislation does.

- 3011.7 Pieces of legislation may also carry an informal or abbreviated name, which shall be specified underneath the legislation index number on the front page of the legislation. Such names shall make legislation easily identifiable, but the official legal name of the legislation shall be the formal name of the legislation.
- 3011.8 All legislation shall state the date of introduction to the Senate, and the sponsor(s). The date of introduction is the date that the legislation was sent to the Speaker.
- 3011.9 The front page of the legislation may also, optionally, include the signatures of some or all of the sponsors of the legislation, but this is not required.
- 3011.10 All legislation shall have a section that states the committee to which the legislation was assigned, the total vote count within the committee including abstentions, the date of passage on the Senate floor, the total vote count on the Senate floor including abstentions, presidential action on the legislation if applicable, and a section for the signatures of the Speaker and Speaker Pro-Tempore, and the Student Body President if applicable.
- 3011.11 The Clerk of the Senate must transmit all passed bills to the Student Body President for signature or veto within two (2) university business days of the passage of the legislation.
- 3011.12 Upon receipt of a bill by the Student Body President, the President shall have five (5) university business days to sign or veto the legislation.
- 3011.12.1 If no action is taken by the President within that time frame, the legislation shall be considered approved by the President and shall be uploaded to the SGA website by the Clerk of the Senate.
- 3011.12.2 Should the President veto legislation, they must submit a written explanation to the Senate within the five (5) business day limit.
- 3011.12.3 Vetoed legislation may be amended on the floor of the Senate. Amended vetoed legislation shall be considered new legislation and permitted to be resubmitted to the President for approval or veto within the five (5) business day limit.
- 3011.12.4 Presidential vetoes may be overridden by a two-thirds (2/3) vote of the Senate. The Clerk of the Senate shall promptly upload all legislation for which a veto was overturned to the SGA website.
- 3011.13 All legislation must be submitted in the proper format, and all passed and/or signed bills must be uploaded to the SGA website in a timely manner.

## **Section 3012 – Senate Procedure for Budgetary Passage**

3012.1 Following the passage of the budget by the Budget Committee, the Student Body President and the Comptroller will present the budget to the Senate. The Senate will then have up to five (5) university business days to review the proposed budget and draft any amendments to the proposed budget. The Senate shall pass the budget by a two-thirds (2/3) vote, not subject to approval or veto of the Student Body President. 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 3013 – Senate Approval of a Bureau or Executive Agency**

3013.1 For a Bureau or Executive Agency to be considered for approval, a petition for the creation of an Agency or Bureau must be submitted to the Student Life and Academic Concerns Committee (SLAC).

3013.1.1 The petition form shall request the following information: whether the organization is applying for Agency or Bureau status; the purpose of the organization; the organization's Constitution; a list of officers of the organization; advisor contact information; the average population of students served; reasoning for the need to be included as an Agency or Bureau; any additional rules or regulations that the organization has established; advisor contact information; what specific good or service the organization provides to the student body or the individual identity group that the organization represents; which department, division, or office of the university has pledged the organization its full administrative support and backing, and through which administrators and/or advisors; and the names, emails, and Panther ID's of at least 50 students who are members of the organization (only applicable to Bureaus).

3013.2 SLAC shall review all petitions received and shall invite the individual(s) who submitted the petition to come before the committee to speak and answer questions.

3013.3 SLAC leadership shall make it known to the Senate which petitions it has received. Senators interested in serving as a sponsor on the bill to form the Agency or Bureau shall contact the SLAC chair and Senate Speaker.

3013.4 Bills authorizing the creation of a new Agency or Bureau must have at least two Senators as sponsors. The chair of SLAC may assist in the creation of the bill.

3013.5 The bill must include the following information:

3013.5.1 Whether the organization is applying for Agency or Bureau status

3013.5.2 Purpose

3013.5.3 The Constitution of the organization

- 3013.5.4 A list of officers of the organization
- 3013.5.5 Any additional rules or regulations that the organization has established
- 3013.5.6 The name of the department, division, or office of the university that has pledged the organization its full administrative support and backing
- 3013.6 After being sent to the Senate Speaker, the bill shall be assigned to SLAC.
- 3013.7 Following passage in SLAC, the bill will be entitled priority reading at the next available Senate.
- 3013.8 Agency or Bureau bills approved by a simple majority of the Senate and signed by the Student Body President shall take effect once the Agency or Bureau receives a funding allocation from the Budget Committee during the annual budget process. Should the organization not receive an allocation in the annual A&S budget, its Agency or Bureau request shall be considered dead. Should an organization which has already received a budget allocation be approved for Agency or Bureau status, it shall automatically become an Agency or Bureau following passage of the bill.

#### **Section 3014 – Meet Your Dean**

- 3014.1 The Meet Your Dean event shall be a program that connects the student body with the Dean of each of the colleges within Florida International University.
- 3014.2 The Senate shall host the “Meet Your Dean” event twice each year.
- 3014.2.1 One year is to be constructed as two consecutive academic semesters inclusive of each summer semester.
- 3014.3 The Meet Your Dean event shall be an event made available to every student at Florida International University.
- 3014.4 The Meet Your Dean event will invite the various deans and administrators from each delegation or college represented in the Student Body Senate apportionment.

## **Section 3015 – Senate Town Halls**

- 3015.1 Senate Town Halls shall be events that connect the student body to their elected officials in the Senate.
- 3015.2 During the Fall and Spring semesters, the Senate shall host four (4) Senate Town Halls per semester.
  - 3015.2.1 Senate Leadership has the task of creating the schedules for the Senate Town Halls ahead of each semester respectively.
- 3015.3 Senate Town Halls shall consist of a rotating panel of senators to discuss legislation that they are working on in front of an audience of their constituents and peers, and a public forum section where members of the student body can make comments and ask the panel of senators questions.
  - 3015.3.1 Senate Town Halls shall be composed of three (3) to six (6) senators.
  - 3015.3.2 At the start of each semester, or their term if they fill a vacancy, each senator will be expected to claim one Senate Town Hall date that works within their availability.
  - 3015.3.3 Every senator will be expected to attend at least one Senate Town Hall per semester.
  - 3015.3.4 A portion of the beginning of the session will be reserved to update students on the current and passed legislation. The later portion will be reserved for a discussion (which may include a Q&A) between senators and the student body.
- 3015.4 At least one (1) Senate Town Hall will be held at the Biscayne Bay Campus per semester.
- 3015.5 Every Senate Town Hall shall include a hybrid option for students; however, Senators are expected to attend physically, with the only exception being the Online Senator.
- 3015.6 A senator can be a panelist on a town hall in lieu of doing their office hours for that week.
- 3015.7 The Clerk of the Senate, or in their absence the student staff of the SGA office, has the task of taking the minutes for each Senate Town Hall.
- 3015.8 Senate Town Halls will be moderated by a member of the Executive Branch, to be assigned by Senate Leadership and the Student Body President.

## Section 3016 – Senate Inquiry and Investigations

- 3016.1 The Senate, the Finance Committee, or the Internal Affairs Committee (IAC), may issue a *subpoena for testimony* by a simple majority vote, in order to compel the presence of any official under SGA’s jurisdiction for investigative or audit hearings.
- 3016.1.1 “*Subpoena for testimony*” refers to a written notification served via email or hand delivery which compels the attendance and testimony of any official under SGA’s jurisdiction.
- 3016.2 The Senate, the Finance Committee, or the IAC may issue a *subpoena for documentation* by a simple majority vote in order to compel the deliverance of SGA documents or documents pertaining to an investigation, audit, or hearing.
- 3016.2.1 “*Subpoena for documentation*” refers to a written notification served via email or hand delivery which compels any official under SGA’s jurisdiction to deliver reports, documents, books, electronic recordings, audio recordings, video recordings, financial statements, or any other like items.
- 3016.3 The Floor Leader shall serve a subpoena on any official under SGA’s jurisdiction following the issuance of the subpoena by the Senate, Finance Committee, or IAC.
- 3016.3.1 The Senate may with a simple majority vote be able to nullify any subpoena issued by the Internal Affairs Committee or Finance Committee.
- 3016.4 Upon the issuance of a subpoena by the Senate, the Finance Committee, or the IAC, the Floor Leader shall notify the subpoenaed party on typed letterhead that they have been summoned and that their presence is commanded before the Senate, including the required date and required time of their appearance. The notification shall state the penalty for failure to answer a subpoena and the penalty for perjury. Subpoenas shall be either emailed to the subpoenaed party or hand-delivered to the subpoenaed party.
- 3016.4.1 For electronic email notifications, the SGA advisor, and if applicable, the faculty advisor of the subpoenaed official, shall be CC’d on the email notification.
- 3016.4.2 The Floor Leader shall retain signed and time-stamped copies of all notifications.
- 3016.4.3 Failure to comply with a subpoena amounts to nonfeasance and may serve as grounds for removal from office.
- 3016.5 Pursuant to the issuance of a subpoena, a hearing shall be held during a meeting of the Finance Committee or Internal Affairs Committee, and is to be used to investigate the actions of the subpoenaed official.
- 3016.5.1 In the case of an investigative hearing, the chair of the meeting shall administer the following oath or affirmation: “*Do you solemnly (swear/affirm) that you will tell the truth, the whole truth, and nothing but the truth, (so help you God/on pain of removal?)*”

3016.5.2 In the case of summoning documentation, the party in possession of the subpoenaed document(s) must present the document(s) to the Senate, the Finance Committee, or the IAC within five (5) university business days of receipt of the subpoena.

### **Section 3017 – Expulsion of Senators**

3017.1 The Internal Affairs Committee (IAC) has the power to expel any Senator and remove that Senator from office, only by a unanimous vote of the IAC, and only as a consequence of gross nonfeasance. This process shall be known as Expulsion.

3017.2 Gross nonfeasance shall be defined as continued neglect to uphold Senator requirements after a minimum of two warnings issued by the Floor Leader. The following constitute gross nonfeasance: four or more unexcused committee absences, four or more unexcused Senate absences, or three or more weeks of incomplete office hours after being warned.

3017.3 The IAC shall evaluate all Senators found to be in gross nonfeasance and consider whether to draft Articles of Censure or whether to expel the Senator.

3017.4 The IAC may vote to expel any Senator found to be in gross nonfeasance, which shall require a unanimous vote of the IAC, not counting abstentions.

3017.5 Senators expelled from the Senate by the IAC shall be immediately informed by the Floor Leader that they are no longer a Senator and no longer an SGA member. The Floor Leader shall then inform the Speaker, the Clerk of the Senate, and the SGA Advisors that the Senator has been removed.

3017.6 All expelled Senators have the right to appeal their expulsion. A Senator who has been expelled may appeal the expulsion within five (5) university business days of expulsion. A Senator may appeal their expulsion to the Senate, which may overturn the expulsion by a simple majority vote; in addition, a Senator may appeal their expulsion to the Supreme Court, which may overturn the expulsion by a simple majority vote of the Court.

## Section 3018 – Censure and Impeachment

- 3018.1 Articles of Censure are a Senate Resolution which shall accuse an official or officials under SGA's jurisdiction of malfeasance or nonfeasance and shall serve as an official reprimand from the Senate. Any official under SGA's jurisdiction may be censured.
- 3018.1.1 Articles of Censure must pass by a simple majority of the IAC before being considered on the Senate floor. The IAC may choose to issue subpoenas and conduct an investigation before voting on the Articles of Censure.
- 3018.1.2 The official(s) that are the subject of the articles shall be permitted to address the IAC and the Senate for no more than five (5) minutes per meeting to deliver self-defense. Alternatively, the official(s) may be aided by the Student Advocate.
- 3018.1.3 The Senate shall debate on the Articles of Censure before a vote.
- 3018.1.4 Articles of Censure shall require a simple majority of the Senate to pass. Upon passage, the resolution shall serve as an official reprimand and strongly urge the censured official and all other SGA officials from repeating similar behavior.
- 3018.1.5 Articles of Censure may optionally carry a temporary penalty which shall take effect upon passage. This penalty shall be limited to temporary removal of voting ability, temporary removal of Senate leadership or Chair authority, temporary removal of committee membership, or being required to sit through a presentation of a length no longer than 30 minutes on the topic of Ethics and Accountability to be delivered by a willing member of the Judicial Branch. No penalty for censure shall last longer than three weeks, defined as fifteen (15) consecutive university business days.
- 3018.2 Articles of Impeachment are a Senate Resolution which shall charge an official or officials under SGA's jurisdiction with malfeasance or nonfeasance, and when passed shall open a Supreme Court trial for removal from office.
- 3018.2.1 Articles of Impeachment cannot be filed against an SGA Senator. This is due to the fact that Senators can be removed through expulsion by the IAC. Articles of Impeachment can be filed against all other officials under SGA's jurisdiction.
- 3018.2.2 Articles of Impeachment must pass by a simple majority of the IAC before being considered on the Senate floor. The IAC may choose to issue subpoenas and conduct an investigation before voting on the Articles of Impeachment.
- 3018.2.3 The official(s) that are the subject of the articles shall be permitted to address the IAC and the Senate for no more than five (5) minutes per meeting to deliver self-defense. Alternatively, the official(s) may be aided by the Student Advocate.
- 3018.2.4 The Senate shall debate on the Articles of Impeachment before a vote.
- 3018.2.5 Articles of Impeachment shall require a two-thirds (2/3) vote of the Senate to pass. Should the Senate pass Articles of Impeachment, the official(s) noted in the articles



shall officially be “impeached”, meaning officially charged by the Senate, but they shall still remain in office for the time being.

3018.2.6 Upon passage, the Floor Leader shall immediately inform the Chief Justice of the passage of the articles, and the Supreme Court shall proceed to a trial of the official or officials within seven (7) university business days.

3018.2.7 In the case of Articles of Impeachment, at trial the lead prosecutor before the Supreme Court shall be the Floor Leader by default. The Floor Leader may delegate this responsibility to the Attorney General, or to any Senator who was a sponsor on the Articles of Impeachment.

## **Title IV: The Executive Branch**

### **Section 4001 – Constitutional Authority**

- 4001.1 The Student Body Constitution establishes that the Executive Branch shall be composed of the Student Body President, Student Body Vice President, the Comptroller, the Attorney General, the Chief of Staff, the Press Secretary, the President’s Cabinet, the Presidential Staff, the Governor of the Biscayne Bay Campus, the Lieutenant Governor of the Biscayne Bay Campus, and the Governor’s Cabinet.
- 4001.2 These statutes serve to reiterate, clarify, and elaborate on the provisions of the Student Body Constitution and to create procedures for the functioning of the Executive Branch but shall not contradict any provision of the Student Body Constitution.

### **Section 4002 – Elaboration of the Powers of the Student Body President**

- 4002.1 The Student Body President shall have all such duties, powers, obligations, and responsibilities as specified in the Constitution and authorized in these Statutes.
- 4002.2 The State of the Student Body Address
- 4002.2.1 Once each Fall and Spring Semester, the Student Body President shall make an address to the Student Body and 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 shall be made publicly available, and copies should be shared with the Senate Speaker and the independent student media and posted on the SGA website.
- 4002.3 Appointment and confirmation of Presidential appointments
- 4002.3.1 Once an individual has been selected for appointment, the Student Body President shall create a letter of appointment and sign it. This letter shall be delivered to the Senate Speaker and the appointee. Following delivery of the letter, the Senate Speaker shall place the appointee on the next Senate agenda.
- 4002.3.2 The appointee shall be invited to make an address before the Senate in accordance with any time limits the Senate sets. The Senate shall have the right to question the appointee as to the merits of the individual and the qualifications they hold, in accordance with any time limits the Senate sets. The Senate shall then deliberate on the appointment for as much time as the Senate wishes in accordance with any time limits the Senate sets. The appointee shall be confirmed by a simple majority vote unless a higher threshold is specified in the Student Body Constitution.

#### 4002.4 Presidential Executive Orders

- 4002.4.1 The Student Body President may issue Executive Orders for the following purposes: temporary or permanent suspension of the requirements of SGA executive branch officials; the addition of requirements or details for SGA executive branch positions, not in conflict with the Constitution; acknowledgment of a specific event; the creation or appointment of new executive branch departments, commissions, committees, or task forces; the dispensation of the ACB account, subject to all Finance Code stipulations; acknowledgment of the deeds of a specific student or student group; creation of meetings; and any other acknowledgement or declaration that the President so chooses. Executive Orders shall carry the binding effect of Statutes.
- 4002.4.2 Executive Orders shall follow the Executive Order template and be signed by the Student Body President and affixed with the Seal of the Student Government Association. Copies of any Executive Order issued must be sent to all members of the University-Wide Council, all members of the Senate, all members of the Supreme Court, and the independent student media prior to taking effect. Copies of Executive Orders issued shall also be promptly posted on the SGA website and made available to the public as a public record.

### **Section 4003 – The President’s Cabinet**

- 4003.1 The President’s Cabinet shall be comprised of the President, the Vice President, the Chief of Staff, the Attorney General, the Comptroller, the Press Secretary, the Elections Commissioner, the Directors of every Executive Agency, the heads of any and all Departments and Commissions within the Executive Branch, and up to twenty (20) secretaries chosen and appointed by the President and confirmed by the Senate.
- 4003.2 Cabinet Members must report the business they have conducted during the cabinet meetings either through written form or verbally.
- 4003.3 The Cabinet shall assume any responsibilities assigned by the Student Body President.
- 4003.4 The Cabinet shall meet regularly each week at such days and times determined by the Student Body President or the Chief of Staff. Meetings of the President’s Cabinet shall be open to the public. Minutes shall be taken at each meeting and posted on the SGA website.
- 4003.5 Each Cabinet Secretary shall be responsible for putting together a weekly briefing on each of the departments and areas that the secretary 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 4004 – Cabinet Secretaries**

- 4004.1 Cabinet Secretaries shall be appointed by the Student Body President and confirmed by the Senate.
- 4004.2 The following titles shall be members of the President’s Cabinet:
- 4004.2.1 Secretary of Governmental Relations
  - 4004.2.2 Secretary of Health and Well-Being
  - 4004.2.3 Secretary of Safety and Transportation
  - 4004.2.4 Secretary of Athletics and Affinity
  - 4004.2.5 Secretary of Sustainability and Innovation
  - 4004.2.6 Secretary of Online and Remote Engagement
  - 4004.2.7 Secretary of Student Affairs
  - 4004.2.8 Secretary of Veterans Affairs
  - 4004.2.9 Secretary of Diversity and Inclusion
  - 4004.2.10 Secretary of International Student Advocacy
- 4004.3 The Student Body President may choose to not appoint one or more of the above mentioned Secretaries and replace this position with another title.
- 4004.4 The Student Body President may choose to create more Secretaries in addition to those enumerated above. The total number of secretaries may not exceed twenty (20).
- 4004.3 The Student Body President shall designate the titles and responsibilities of the Cabinet Secretaries at the beginning of their term through an Executive Order. Such Executive Order may be amended by the President at any time by a new Executive Order.

## **Section 4005 – The Student Body Vice President**

- 4005.1 The Student Body Vice President shall have all such duties, powers, obligations, and responsibilities as specified in the Constitution and authorized in these Statutes.
- 4005.2 The Student Body Vice President shall fulfill the duties of the Student Body President in their absence.
- 4005.3 The Student Body Vice President shall convene monthly meetings of the Council of Presidents, which shall be a Council composed of the Presidents of all Bureaus and chaired by the Student Body Vice President.
- 4005.4 The Student Body Vice President shall appoint one (1) student as Deputy Chief of Staff to the Vice President, subject to confirmation by a simple majority of the Senate.

### **Section 4006 – The Chief of Staff**

- 4006.1 The Chief of Staff shall be appointed by the President, subject to confirmation by a simple majority of the Senate.
- 4006.2 The Chief of Staff shall have all such duties, powers, obligations, and responsibilities as specified in the Constitution and authorized in these Statutes.
- 4006.3 The Chief of Staff shall serve as the chief advisor to the Student Body President.
- 4006.4 The Chief of Staff shall manage and supervise the President’s Cabinet.
- 4006.5 The Chief of Staff shall be responsible for the creation and delivery of the weekly Presidential briefing as stated in Statutes 4003.5

### **Section 4007 – The Comptroller**

- 4007.1 The Comptroller shall be appointed by the President and confirmed by the Senate.
- 4007.2 The Comptroller shall have all such duties, powers, obligations, and responsibilities as specified in the Constitution and authorized in these Statutes.
- 4007.3 The Comptroller shall serve as the chief financial officer of the Student Government Association.
- 4007.4 The Comptroller shall conduct audits of any organization or department receiving Activity and Service Fee funds to ensure compliance with the SGA Finance Code and governing documents of the Student Government Association.
- 4007.5 The Comptroller shall appoint one (1) student as Deputy Comptroller, subject to confirmation by a simple majority of the Senate.

### **Section 4008 – The Press Secretary**

- 4008.1 The Press Secretary shall be appointed by the President and confirmed by the Senate.
- 4008.2 The Press Secretary shall have all such duties, powers, obligations, and responsibilities as specified in the Constitution and authorized in these Statutes.
- 4008.3 The Press Secretary shall manage the communications and execution of SGA’s public engagements.
- 4008.4 The Press Secretary shall be responsible for managing SGA events, activities, and engagements.
- 4008.5 The Press Secretary shall serve as the primary spokesperson for SGA to the independent student media, organize press releases, work with the independent student media, and be responsible for setting up interviews between all the branches of SGA and the independent student media.

- 4008.6 The Press Secretary shall serve as the chief records officer of SGA and shall maintain copies of the minutes of all SGA meetings, copies of all legislation enacted, copies of all Executive Orders enacted, copies of all budgets enacted, and copies of the results of all elections and referendums that take place. They shall ensure that all of the aforementioned documents get promptly and regularly posted to the SGA website and make them available upon request from members of independent student media or from members of the public.
- 4008.7 The Press Secretary shall be responsible for all graphics and graphic media for SGA.
- 4008.8 The Press Secretary shall ensure public notices and appropriate publicity is provided for all SGA meetings and events.

### **Section 4009 – The Attorney General**

- 4009.1 The Attorney General shall be appointed by the President and confirmed by the Senate.
- 4009.2 The Attorney General shall have all such duties, powers, obligations, and responsibilities as specified in the Constitution and authorized in these Statutes.
- 4009.3 The Attorney General shall serve as a legal advisor to the Student Body President.
- 4009.4 The Attorney General shall serve as the prosecutor at the Supreme Court for all cases they choose to bring before the Court and all cases they are tasked with prosecuting before the Court.
- 4009.5 The Attorney General must keep up-to-date records of the attendance, office hours, and requirements of the members of the Student Government Association, in coordination with the Internal Affairs Committee.
- 4009.6 The Attorney General shall draft advisory opinions on legal questions and the interpretation of governing documents at the request of the Student Body President. These opinions shall be legally binding unless overturned by the Supreme Court, legislation, or Executive Order. The Attorney General shall be responsible for any actions taken upon their given advice should the action directly adhere to the advice.
- 4009.7 The Attorney General shall file a Writ against any official or group of officials under SGA's jurisdiction that has committed malfeasance or nonfeasance, or that is in violation of the Student Body Constitution, Statutes, or any relevant governing document under the jurisdiction of the Student Government Association.
- 4009.8 The Attorney General shall ensure the legality of legislation, actions, and proceedings of the Student Government Association with respect to the Constitution and Statutes, and shall review all legislation passed by the Senate and offer advice on the legality of the legislation with respect to the Constitution and Statutes.
- 4009.9 The Attorney General shall appoint one (1) student as Deputy Attorney General, subject to confirmation by a simple majority of the Senate.

## **Section 4010 – The Governor of the Biscayne Bay Campus**

- 4010.1 The Governor of the Biscayne Bay Campus shall have all such duties, powers, obligations, and responsibilities as specified in the Constitution and authorized in these Statutes.
- 4010.2 Appointment and confirmation of Gubernatorial appointments
- 4010.2.1 Once an individual has been selected for appointment, the Governor of the Biscayne Bay Campus shall create a letter of appointment and sign it. This letter shall be delivered to the Chair of the Biscayne Bay Campus Legislative Council (hereinafter BBC Legislative Council) and the appointee. Following delivery of the letter, the Chair of the Biscayne Bay Legislative Council shall place the appointee on the next BBC Legislative Council Agenda after receiving the appointment.
- 4010.3 Gubernatorial Executive Orders
- 4010.3.1 The Governor of the Biscayne Bay Campus may issue Gubernatorial Executive Orders for the following purposes: temporary or permanent suspension of the requirements of members of the Governor’s Cabinet; the addition of requirements or details for BBC-based executive branch positions, not in conflict with the Constitution; acknowledgment of a specific event at BBC; the creation or appointment of new BBC-specific departments, commissions, committees, or task forces; acknowledgment of the deeds of a specific student or student group at BBC; creation of meetings at BBC; and any other acknowledgement or declaration pertaining to BBC that the Governor so chooses.
- 4010.3.2 Gubernatorial Executive Orders shall follow the Gubernatorial Executive Order template and be signed by the BBC Governor. Copies of any Gubernatorial Executive Order issued must be sent to all members of the University-Wide Council, all members of the BBC Legislative Council, and the independent student media prior to taking effect. Copies of Gubernatorial Executive Orders issued shall be promptly posted on the SGA website and made available to the public as a public record.
- 4010.4.1 The Governor of the Biscayne Bay Campus shall appoint one Deputy Chief of Staff to the BBC Governor, who shall be considered part of the Governor’s Cabinet. This official shall be subject to confirmation by a simple majority vote of the BBC Legislative Council.

## **Section 4011 – The Governor’s Cabinet**

- 4011.1 The Governor’s Cabinet shall be comprised of the Governor of the Biscayne Bay Campus, the Lieutenant Governor of the Biscayne Bay Campus, the Deputy Chief of Staff to the BBC Governor, and a number of Staff Secretaries chosen and appointed by

the Governor of the Biscayne Bay Campus and confirmed by the BBC Legislative Council.

- 4011.2 Members of the Governor's Cabinet must report the business they have conducted during the cabinet meetings either through written form or verbally.
- 4011.3 Members of the Governor's Cabinet shall assume any responsibilities assigned by the Governor of the Biscayne Bay Campus.
- 4011.4 The Governor's Cabinet shall meet regularly each week at such days and times determined by the Governor of the Biscayne Bay Campus or the Deputy Chief of Staff to the BBC Governor. Meetings of the Governor's Cabinet shall be open to the public. Minutes shall be taken at each meeting and posted on the SGA website.
- 4011.5 Members of the Governor's 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 Governor of the Biscayne Bay Campus on the Monday of the following week. The Governor can exempt any or all members of the Cabinet from submitting these reports.

#### **Section 4012 – Staff Secretaries**

- 4012.1 Staff Secretaries shall be appointed by the Governor of the Biscayne Campus and confirmed by the BBC Legislative Council.
- 4012.2 The Governor of the Biscayne Bay Campus shall designate the titles and responsibilities of the Staff Secretaries at the beginning of their term through a Gubernatorial Executive Order. Such a Gubernatorial Executive Order may be amended by the Governor of the Biscayne Bay Campus at any time by a new Gubernatorial Executive Order.

#### **Section 4013 – Lieutenant Governor of the Biscayne Bay Campus**

- 4013.1 The Lieutenant Governor of the Biscayne Bay Campus shall have all such duties, powers, obligations, and responsibilities as specified in the Constitution and authorized in these Statutes.
- 4013.2 The Lieutenant Governor of the Biscayne Bay Campus shall fulfill the duties of the BBC Governor in their absence.
- 4013.3 The Lieutenant Governor of BBC shall vote at meetings of the University-Wide Council and/or the Budget Committee only in the case that the Governor of BBC is not present.



#### **Section 4014 – Deputy Chiefs of Staff to the President**

- 4014.1 The Student Body President shall appoint a number of Deputy Chiefs of Staff who shall be considered a part of the Presidential Staff. These positions shall be subject to confirmation by a simple majority vote of the Senate.
- 4014.2 One Deputy Chief Staff of Staff appointed by the Student Body President shall be assigned to report directly to the Student Body President and shall perform such duties as assigned by the Student Body President. This Deputy Chief of Staff shall assist the Student Body President in managing their schedule.
- 4014.3 One Deputy Chief of Staff appointed by the Student Body President shall be assigned to report directly to the Chief of Staff and shall perform such duties as assigned by the Chief of Staff.
- 4014.4 Any additional Deputy Chiefs of Staff appointed by the Student Body President shall receive such assignments as the Student Body President so designates.

#### **Section 4015 – Deputy Chief of Staff to the Vice President**

- 4015.1 The Student Body Vice President shall appoint one (1) student as Deputy Chief of Staff to the Vice President, subject to confirmation by a simple majority vote of the Senate.
- 4015.2 The Deputy Chief of Staff to the Vice President shall report directly to the Vice President and shall perform such duties as assigned by the Student Body Vice President.
- 4015.3 The Deputy Chief of Staff to Vice President shall assist the Vice President in managing the meetings of the Council of Presidents.
- 4015.4 The Deputy Chief of Staff to the Vice President shall serve as the Secretary of the Council of Presidents and take the minutes of the Council's meetings.
- 4015.5 The Deputy Chief of Staff to the Vice President shall assist the Vice President in managing their schedule.

#### **Section 4016 – Deputy Chief of Staff to the BBC Governor**

- 4016.1 The Governor of the Biscayne Bay Campus shall appoint one Deputy Chief of Staff to the BBC Governor, who shall be considered part of the Governor's Cabinet, subject to confirmation by a simple majority vote of the BBC Legislative Council.
- 4016.2 The Deputy Chief of Staff to the BBC Governor shall report directly to the Governor of the Biscayne Bay Campus and shall perform such duties as assigned by the Governor of the Biscayne Bay Campus.
- 4016.3 The Deputy Chief of Staff to the BBC Governor shall be considered the Governor's Chief of Staff.

- 4016.4 The Deputy Chief of Staff to the BBC Governor shall serve as the chief advisor to the Governor of the Biscayne Bay Campus.
- 4016.5 The Deputy Chief of Staff to the BBC Governor shall manage and supervise the Governor's Cabinet.
- 4016.6 The Deputy Chief of Staff to the BBC Governor shall oversee the Administrative Operations of the Governor's Office.
- 4016.7 The Deputy Chief of Staff to the BBC Governor shall take minutes of the meetings of the Governor's Cabinet.
- 4016.8 The Deputy Chief of Staff to the BBC Governor shall assist the Governor in managing their schedule.

### **Section 4017 – Bureaus and Executive Agencies**

- 4017.1 Bureaus are student organizations which serve specific identity groups of the student body, including, but not limited to: race; religion; ethnicity; sexual orientation; gender identity; disability; academic major; academic college or school; culture; affinity; social group; or any other purpose as approved by the Student Government Association.
  - 4017.1.1 Bureaus shall choose their officers and leadership through elections, an appointment process, or other procedure, as shall be dictated in the Bureau's constitution.
  - 4017.1.2 The following organizations are authorized Bureaus:
    - 4017.1.2.1 Black Student Union: Shall exist to provide programming and community for students identifying as African American, Black, Brown, or a Person of Color.
    - 4017.1.2.2 Pride Student Union: Shall exist to provide programming and community for students identifying as a member or an ally of the LGBTQIA+ community.
    - 4017.1.2.3 Medical Student Council: Shall exist to provide programming and community for students enrolled within the Herbert Wertheim College of Medicine.
    - 4017.1.2.4 Disabled Student Union: Shall exist to provide programming and community for students identifying as disabled, differently abled, neurodivergent, or an ally of these communities.
    - 4017.1.2.5 Nursing and Health Sciences Student Council: Shall exist to provide programming and community for students enrolled within the Nicole Wertheim College of Nursing and Health Sciences.
    - 4017.1.2.6 International Student Union: Shall exist to provide programming and community for international students.
  - 4017.1.3 The above list shall be updated any time the recognition of a new Bureau is approved by SGA.

- 4017.1.4 In order to become a Bureau, the organization is required to have: a minimum active membership of fifty (50) members; a Constitution; an advisor; and the full administrative support and backing of a department, division, or office of the University, including but not limited to Campus Life, CSE, DRC, SLD, any academic department, college, or school, or any other equivalent unit of the university. The organization must also receive an allocation of A&S funds from the Budget Committee during the annual budget process in order to be eligible to be a Bureau.
- 4017.2 Executive Agencies, hereinafter referred to as Agencies, are administrative divisions of the Executive Branch of the Student Government Association created to provide goods and/or services to the student body, acting on behalf of the Student Government Association to provide a function beneficial to the student body funded by Activity and Service Fees.
- 4017.2.1 The following organizations are authorized Executive Agencies:
- 4017.2.1.1 Homecoming Council: Shall exist to provide programming leading up to and during the university's annual Homecoming week.
- 4017.2.1.2 Student Programming Council: Shall exist to provide programming, events, and community for the student body as a whole throughout the year.
- 4017.2.1.3 Registered Student Organizations Council: Shall exist to facilitate the process of approving the registration of student organizations, providing registered student organizations with guidance, information, and resources, and programming events such as organization fairs and tabling fairs.
- 4017.2.1.4 Panther Power: Shall exist to provide programming surrounding the university's athletic events and competitions, and to inspire institutional affinity and pride for the Panther Nation.
- 4017.2.2 The above list shall be updated any time a new Agency is created by SGA.
- 4017.2.3 In order to become an Agency, the organization is required to have: a defined good or service provided to the student body; an advisor; and the full administrative support and backing of a department, division, or office of the University, including but not limited to Campus Life, CSE, DRC, SLD, FSL, any academic department, college, or school, or any other equivalent unit of the university. The organization must also receive an allocation of A&S funds from the Budget Committee during the annual budget process in order to be eligible to be an Agency.
- 4017.2.4 The highest-ranking position of each Agency is the Director. All Agencies shall choose their Director through the following process:
- 4017.2.4.1 The outgoing Director of the Agency is responsible for coordinating the application and nomination process. In the event that the outgoing Director is re-applying for another term as Director, the highest-ranking officer not applying for a position will coordinate the process.

- 4017.2.4.2 A nominations committee shall be established to assist with interviews and provide input throughout the process. The committee will consist of:
- The highest-ranking member of the Agency's leadership not re-applying for consideration, and/or the outgoing Director of the Agency if not reapplying
  - A current member of the Agency not applying for a leadership role
  - The Agency's graduate assistant (if applicable)
  - The Agency's advisor
  - The Student Body President, or their designee who must be a member of the Executive Branch of SGA
  - The Student Body President-elect (if applicable), or the Student Body Vice President-elect as their designee
- 4017.2.4.3 The nominations committee of the Agency shall review all applications for Director. It shall then nominate a student to be the Director of the Agency, through a simple majority vote of all members of the committee. Once the Director nominee has been chosen by the nominations committee, the Student Body President is obligated to immediately pen a letter of appointment for the nominee chosen by the committee, and send this letter of appointment to the SGA Senate Speaker for inclusion on the next Senate agenda.
- 4017.2.4.4 The Director of each Agency must be confirmed by a simple majority vote of the SGA Senate. Should the Senate reject a nominee, the nominations committee of the Agency shall nominate a new student and follow the same process. Once the Senate approves the Director nominee, the nominee shall be considered approved and confirmed.
- 4017.2.4.5 The remainder of the leadership positions of the Agency shall be filled and appointed in accordance with the specific procedures delineated for that Agency.
- 4017.2.4.6 The above described process shall occur in the Spring semester for all Agencies except the Homecoming Council, for which the process shall occur in the Fall semester after the conclusion of Homecoming week.
- 4017.2.4.7 Should the position of the Director become vacant, the vacancy shall be filled using the above process with final approval by the SGA Senate.
- 4017.2.5 The Director of each Agency is a member of the SGA Cabinet. As such, the Director of each Agency is required to attend all SGA Cabinet meetings, and shall be subject to all other requirements applicable to all members of the SGA Cabinet.
- 4017.2.5.1 The Director can assign another member of the Agency's leadership board to attend that SGA Cabinet meeting in their place, but all Agencies must send an officer to be represented at weekly SGA Cabinet meetings.

## **Title VII: The Finance Code**

### **Section 7001 – Establishment**

- 7001.1 The Finance Code is established to provide clear, concise policies for Student Government in financial management and budget planning. It is subsidiary to all relevant and applicable Florida Statutes and in relevant part University policies and procedures. 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 7002 – Purpose, Authority, and Leadership**

- 7002.1 The purpose of the Finance Code is to provide a procedure which:
- 7002.1.1 Assures full implementation of Florida Statutes governing the Activity and Service Fee
  - 7002.1.2 Facilitates positive and effective interaction between 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
  - 7002.1.3 Defines and outlines the standards of financial accountability and fiscal management.
  - 7002.1.4 Is applicable to all A&S Fee funds recipients, Agencies and Bureaus, and registered student organizations which are affiliated with the Student Government Association. Funds that are not derived from the A&S Fee shall be exempt from the Finance Code.
- 7002.2 Authority of the Code
- 7002.2.1 The allocation and expenditure of these funds shall be determined by the SGA through the Student Government Budget Committee and the procedures herein.
- 7002.3 Leadership
- 7002.3.1 The following are the roles of the administrators that are involved in the budgeting process:
  - 7002.3.2 University President: Statutory authority is vested in the University President. The University President has delegated authority and accountability to the Chief Student Affairs Officer as their representative in administration and management of the A&S Fee funds.
  - 7002.3.3 Chief Student Affairs Officer (CSAO): It shall be the responsibility of the CSAO or their designee to evaluate the recommendations of allocations of A&S Fee funds,

and proposed changes in matters which deserve the attention of the University President.

- 7002.3.4 Activity and Service Business Office: It shall be the responsibility of the A&S Business Office (ASBO) Assistant Director to evaluate the recommendations of allocations of A&S Fee funds, and proposed changes in matters which deserve the attention of the CSAO. This official will be held responsible for the updating of ASBO on a weekly basis.

### **Section 7003 – Definitions**

- 7003.1 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.
- 7003.2 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.
- 7003.3 Fiscal Year: The fiscal year of the Student Government of Florida International University shall be from July 1 to June 30.
- 7003.4 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.
- 7003.4.1 The ASBO will coordinate training regarding fiscal procedures for all student organizations and any A&S Fee funded entity.
- 7003.4.2 The ASBO will be responsible for publishing a Policies & Procedures Financial Manual for A&S Fee budgeting and expenditures. This shall be made available online through a link provided on the ASBO website.
- 7003.4.3 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.
- 7003.4.4 Student Organization: Any organized student group registered with the Florida International University Division of Academic and Student Affairs.
- 7003.5 Program: Any 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.

- 7003.6 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.
- 7003.7 Signatory Authorities: Any university official who must sign off on any expense, including advisors.
- 7003.8 Registered Student Organizations Council (RSOC): The Executive Agency of SGA designated to handle the creation and registration of registered student organizations.

#### **Section 7004 – Florida Statutes**

- 7004.1 Florida Statutes - 1009.24 State University Student Fees. In accordance with this state statute, student fees shall be expended for lawful purposes.
- 7004.2 The Activity & Service Fee
  - 7004.2.1 The Activity and Service Fee is established by the FIU Board of Trustees per Florida Statute 1009.24(10)(a).
  - 7004.2.2 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. A chairperson, appointed jointly by the University President and the Student Body President, shall vote only in the case of a tie.
  - 7004.2.3 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.
  - 7004.2.4 An increase in the Activity and Service Fee may occur only once each fiscal year and must be implemented beginning with the Fall semester.
- 7004.3 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.
  - 7004.3.1 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.
  - 7004.3.2 The University President shall have fifteen (15) University School Days from the date of presentation of the budget to act on the allocation and expenditure

recommendations, which shall be deemed approved if no action is taken within the fifteen (15) University School Days.

- 7004.3.3 If any line item or portion thereof within the budget is vetoed by the University President, the Student Government Association legislative body shall within fifteen (15) University School Days make new budget recommendations for expenditure of the vetoed portion of the fund. If the University President vetoes any line item or portion thereof within the new budget revisions, the University President may reallocate by line item that vetoed portion to bond obligations guaranteed by Activity and Service Fees. Unexpended funds and undisbursed funds remaining at the end of a fiscal year shall be carried over and utilized as stipulated in the Accumulated Cash Balance policy.

### **Section 7005 – Budget Process**

- 7005.1 The chronological process for preparing the annual SGA fiscal budget shall be as follows:
- 7005.2 The Activity and Service Business Office will disclose projected figures of enrollment provided from the University Finance Office, as well as fee revenue for the next year. These figures are only projections.
- 7005.2.1 The ASBO 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 to the budget as a result of modified projections to ensure a balanced budget.
- 7005.3 The ASBO will make available budget request forms for all interested parties wishing to request A&S Fee funds, except those parties that have received a sanction prohibiting them from requesting funds. 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.
- 7005.4 After the start of the Spring semester, the Budget Committee shall participate in Budget Hearings scheduled by the ASBO.
- 7005.4.1 The purpose of these hearings is to give an opportunity for requesters to make presentations and respond to questions from SGA Budget Committee members.
- 7005.4.2 These hearings will also be advertised and open to the public; groups making requests are required to attend.
- 7005.4.3 These hearings shall be mandatory for all Budget Committee members and strongly recommended for all Senators to attend.
- 7005.4.4 Budget Hearings may be conducted in person or hybrid, at the discretion of the Budget Committee.



- 7005.4.5 At the Budget Hearings, the Budget Committee shall receive a special presentation from the Chief Student Affairs Officer and the Activity and Service Business Office, detailing updates related to the Deferred Maintenance account, how much funds are in the account, and progress on deferred maintenance initiatives.
- 7005.5 Members of the Budget Committee may then prepare a draft of the budget allocations. The preparation of the draft may be done by members individually or as a group, at the individual Budget Committee members' discretion. In the preparation of the draft, members may solicit opinions and commentary from other members of the Student Government Association, and/or the Chief Student Affairs Officer or their designee, but may not discuss their projected budget draft with requesting entities.
- 7005.6 At the next Senate meeting following the Budget Hearings but before the Budget Deliberations, the Senate may choose to have a discussion on its priorities for the budget.
- 7005.6.1 The Student Body President and Comptroller, or their respective designees, shall be present at this discussion, with the other members of the Budget Committee recommended to be present.
- 7005.6.2 The Comptroller or their designee shall take detailed minutes during the Senate discussion of its budgetary priorities; these minutes shall be sent to all members of the Budget Committee at the conclusion of the Senate meeting. The minutes of this discussion may be referenced by members of the Budget Committee during Budget Deliberations.
- 7005.7 The Budget Committee will finalize its budget proposal during Budget Deliberations scheduled by the ASBO.
- 7005.7.1 The budget shall be presented to the Senate by the Student Body President and the Comptroller at the next meeting of the Senate following the passage of the Budget by the Budget Committee.
- 7005.7.2 The Senate Speaker shall place the consideration of the budget as an item of special importance.
- 7005.7.3 All Senators must be provided a physical and digital copy of the budget no less than three (3) university business days prior to the Senate meeting in which it will be presented.
- 7005.7.4 All minutes and records from the budget deliberation process shall be available for Senators to review.
- 7005.8 After presentation of the budget, the Senate shall have up to five (5) university business days to review the proposed budget and draft any amendments to the proposed budget.
- 7005.8.1 The Senate Speaker shall have the responsibility of adding amendments passed by a simple majority of the Senate to the budget.

- 7005.8.2 Amendments to the budget shall be clearly indicated in the budget.
- 7005.8.3 Provisos appended to the proposed budget shall clearly state the recipient and conditions of the proviso.
- 7005.8.4 No amendment shall be made to the budget which would allocate funding towards an item or entity for which there was no budget request submitted.
- 7005.8.5 No amendment shall be made to the budget which would cause the budget to allocate more funds than are available based on projected revenue.
- 7005.9 The proposed budget as a whole must be voted on by roll-call vote.
- 7005.9.1 A two-thirds (2/3) vote of the Senate is required to approve the budget. The budget shall not be subject to veto by the Student Body President.
- 7005.9.2 Should the Senate vote to reject the budget, the rejected budget shall be returned to the Budget Committee for revision. The Budget Committee must meet within the same week the budget was rejected to adopt a new budget proposal. The Senate shall then vote on the revised budget proposal at the next regularly scheduled Senate meeting at which quorum is achieved. This shall adhere to the same process of drafting, amending, and voting on the budget. Should the Senate again deny the budget, the process shall repeat until passage of the budget is achieved.
- 7005.9.3 Any time that the Senate votes to reject the budget, it may also choose to adopt by simple majority a memorandum detailing the reasoning for the failure of the budget. Such a memorandum shall outline the primary concerns raised by members of the Senate regarding the failed budget, and it shall be written during the Senate meeting by a designee chosen by the Senate Speaker. The memorandum may include stipulations for the Budget Committee regarding funding levels for specific entities or line items.
- 7005.10 The finalized budget will be submitted to the University President via the Chief Student Affairs Officer for approval or veto. If no action is taken within fifteen (15) days following presentation, the budget shall be deemed approved.
- 7005.11 Once the budget has been finalized and the University President or their designee has signed it and approved it, the budget will take effect upon the conclusion of the current fiscal year and the start of the next.
- 7005.11.1 A designee from the A&S Business Office and/or the Comptroller will inform all funded entities of their approved allocations within ten (10) days of the budget being approved by the Chief Student Affairs Officer, and then request an itemized budget from each entity by a certain deadline to be established by the ASBO.
- 7005.11.2 No disbursements will be allowed for any groups or entities that have not received proper authorization.

## **Section 7006 – Funding Procedures**

- 7006.1 All transactions will be facilitated, monitored, and reviewed by the Comptroller, and the A&S Business Office.
- 7006.2 The Finance Committee shall have a given amount to distribute to projects and student organizations.
- 7006.3 Requests to the Finance Committee shall be requested by filing a Finance Committee Request Form, which shall be updated as needed.
- 7006.4 All Finance Committee requests may only be granted if they benefit more than one (1) student.
- 7006.5 When applicable, entities requesting funds should provide proof of outside fundraising or intent to fundraise.
- 7006.6 Quarterly financial reports must be made available to the Student Body President and Comptroller, detailing the disbursements, money transfers, and purchase request approvals carried out by the A&S Business Office.
  - 7006.6.1 The Comptroller shall report on the quarterly financial reports to the Senate at the earliest convenience of the comptroller upon receipt of the document.
- 7006.7 Student organizations must adhere to the following guidelines in order to receive funds:
  - 7006.7.1 The organization must be officially registered as per the most recent regulations.
  - 7006.7.2 The President and Treasurer of each student organization are required to sign a Statement of Understanding.
  - 7006.7.3 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 by the Student Government Association. Furthermore, the undersigned will adhere to all applicable procedures for expending funds allocated by the Student Government Association. Any clarification required in regard to 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.
  - 7006.7.4 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.
- 7006.8 All signatory authorities will be held responsible for the adherence to Florida Statutes pertaining to A&S Fee funds, FIU Policies and Procedures, and the SGA Finance Code. Violation of this rule may result in review and possible sanctions.

## Section 7007 – Spending Regulations

- 7007.1 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.
- 7007.2 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.
- 7007.3 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 the SGA Accumulated Cash Balance account.
- 7007.4 No A&S Fee monies may be deposited by any entity into an off-campus bank account.
- 7007.5 The officers of any A&S Fee Funded organization must be elected according to their constitutions or the statutes.
- 7007.6 No A&S Fee account nor budget line item may go into deficit.
- 7007.7 Seeking the optimum use of SGA funds, the following criteria shall be considered by the SGA when determining the appropriateness and priority of allocations:
- 7007.7.1 Whether or not this is a type of organization or activity that can be supported by the SGA funds under current financial policies.
- 7007.7.2 The number of students being served by the group's program.
- 7007.7.3 The general values and scope of services provided to the student population.
- 7007.8 The Finance Committee, with the consent of a simple majority of the Senate, may place binding stipulations on the use of funds by any A&S funded entity. Such stipulations may specify how funding is to be used and any ways it is required to be used or not be used by a specific entity. These stipulations shall be binding and enforced by the Comptroller.
- 7007.9 Honorariums or stipends shall not be appropriated to resource people who are on the University payroll as staff or faculty.
- 7007.10 All entities receiving A&S Fee funds must sign a Statement of Understanding to be prepared and administered by the ASBO before funds are released.

- 7007.11 No A&S Fee funds allocated to any Student Government funded organizations are to be expended on any of the following:
- 7007.11.1 Any fundraising activities, except for SGA-approved events
  - 7007.11.2 Per Diem expenses for any club or organization, not including SGA which may spend A&S funds to cover per diem expenses for SGA officials
  - 7007.11.3 Monetary prizes. The SGA University-Wide Council may make exceptions to this rule by a simple majority vote.
  - 7007.11.4 Support for, or on behalf of, any political campaign. Political campaigns shall be defined as any person or party running for any position in: SGA elections; any campus election; local elections; state elections; or Federal elections. Additionally, movements or issue-based campaigns shall constitute political campaigns.
  - 7007.11.5 Alcoholic beverages, products with alcohol content, and any related items or services, including but not limited to bartending, both on and off campus.
  - 7007.11.6 Tobacco, firearms, and any form of illegal drugs or contraband. Any service connected to the use of tobacco, firearms, or any other form of illegal drug or contraband is prohibited.
  - 7007.11.7 Subsidizing membership dues of any organization. SGA-required memberships, such as FSA dues, shall be exempt from this clause.
  - 7007.11.8 Personal gifts and personal use items may not be purchased using A&S fees, except for those exceptions outlined below:
    - 7007.11.8.1 Items displaying affinity to an organization or the FIU as a whole shall be exempt from this clause.
    - 7007.11.8.2 Awards for leadership in Bureaus and Executive Agencies shall be exempt from this clause.
    - 7007.11.8.3 The Outstanding Student Life Awards are exempt from this clause.
    - 7007.11.8.4 Should a discrepancy arise in what constitutes as a “personal use item,” the University-Wide Council may vote to designate an item as either falling within this definition or being exempt from it.
  - 7007.11.9 Decorative items for offices in excess of \$50 a year per office space decorated.
  - 7007.11.10 Subsidizing in whole or in part of any private corporation.
  - 7007.11.11 Tips and/or gratuities.
  - 7007.11.12 Items or services that go directly to community programs instead of the FIU community. This includes contributions and donations to community programs.

- 7007.11.13 Gift cards, raffle tickets and material prizes.
- 7007.11.14 Rental of or expenditures towards functions hosted in private residences.
- 7007.11.15 The purchase of stoles or medallions. These items may not be purchased by Activity and Service Fee funded entities.
- 7007.12 Any SGA funded entity may request the creation of a publication by the Creative and Media Team.
- 7007.13 Any A&S Fee funded events that will be open to the community must give admission priority to the students of Florida International University.
- 7007.14 The Points System used by the Finance Committee to determine basic and special allocations to registered student organizations shall be governed by the Finance Code and enumerated herein. The RSOC shall be responsible for administering and implementing the Points System for the Finance Committee.
- 7007.15 Student organizations cannot charge membership fees unless national dues are charged (e.g. Honor Society). In the event of national dues, the charge for membership cannot exceed the cost of the national membership fee.
- 7007.16 All Software purchases and/or procurement must be processed by the Activity and Service Business office.
- 7007.17 SGA committed Licensure Agreements made through Activity and Service Fee procedures will be reviewed by the Activity and Service Business Office prior to expenditure.

## **Section 7008 – Advertising and Marketing**

- 7008.1 All activities funded partially or fully by Activity and Service Fee funds shall be deemed to be sponsored by the Student Government Association.
- 7008.2 Events for which there are specific marketing signs, posters, social media marketing, or any other form of printed or digital displays must have one of the following affixed to these marketing materials:
  - 7008.2.1 “Sponsored by the Student Government Association”
  - 7008.2.2 “Sponsored by SGA”
  - 7008.2.3 The SGA logo or seal
- 7008.3 All Bureaus and Executive Agencies of SGA must include the following phrase in the bios of all affiliated social media accounts: “Sponsored by @FIUSGA”

## **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. Both the Finance Committee and the Comptroller have the authority to initiate and conduct audits.
- 7009.1.1 An audit may be conducted by requesting ASBO to provide a record of all expenditures by a particular entity or out of a particular account or line item(s), for the current fiscal year and/or for previous fiscal year(s).
- 7009.1.2 Upon receiving such a request by the Comptroller or Finance Chair, the ASBO shall send the requested information to the official that requested it. The record(s) shall be provided as an itemized list specifying each individual expenditure as well as its cost.
- 7009.2 Penalty measures shall be applied by the Finance Committee for confirmed violations of the SGA Finance Code to any and all Activity and Service Fee funded entities on a case-by-case basis. Penalties instituted by the Student Government Association do not preclude an individual or entity from being penalized by the institution or a department of the institution.
- 7009.3 Entities shall be duly notified of their alleged violations and shall have an opportunity to respond to the allegations prior to penalty measures being instituted.
- 7009.4 Violations of the Finance Code can take two forms: major and minor violations.
- 7009.5 Major violations include the following: deficit spending, overspending, violation of Florida Statutes pertaining to Activity and Service Fee usage, violation of university policy relating to fiscal accountability, and/or failure to comply with a penalty measure.
- 7009.6 Minor violations include the following: violating any section of this code or other SGA governing documents in any manner other than those enumerated for major violations. Additionally, failure to comply with a valid and legitimate written directive for usage of funds by the Student Body President, Comptroller, or Finance Committee, shall constitute a minor violation.
- 7009.7 The Finance Committee has the authority to impose penalties upon any entity found responsible for a major or minor violation. Such penalties may be imposed by a simple majority vote of the committee (excluding non-Senators serving on the committee, who may not vote on these matters).
- 7009.7 Major Violation Penalty Schedule (from least to most punitive):
- 7009.7.1 Centralization of all expenditures through the Activity and Service Business Office. Such Centralization shall constitute a requirement for all expenditures made to be authorized by the Activity and Service Business Office.

- 7009.7.2 Seizure of some or all Activity and Service Fee funds remaining in the entity's account. Funds seized shall be transferred to the SGA Accumulated Cash Balance account.
- 7009.7.3 Prohibited Requestor Status. The most restrictive penalty measure possible shall prohibit an entity from requesting funds from the SGA Budget Committee for a period of time from two to five years from date of issuance. Re-evaluation of this penalty measure shall occur once per fiscal year and may be removed or extended after the first year.
- 7009.8 Minor Violation Penalty Schedule (from least to most punitive):
- 7009.8.1 Requirement for advisors, individual members, and or leadership of an organization, entity, or department to attend a training on Activity and Service Fee expenditure policies. Training methods, modules, and content shall be administered by the Activity and Service Business office.
- 7009.8.2 Centralization of all or specific expenditures through the Activity and Service Business Office. Centralization means that all specified expenditures are required to be authorized by the Activity and Service Business Office prior to being expended.
- 7009.8.3 Restricted Requestor Status. Such a status shall prohibit entities from requesting funds from the SGA Budget Committee for a period of time not exceeding one fiscal year. Such a status can be overturned by order of the Student Body President in consultation with the Comptroller.

## **Section 7010 – The Finance Committee**

- 7010.1 The Finance Committee is a standing committee of the Student Body Senate which possesses the responsibility of making basic and special allocations to registered student organizations, as well as allocating funds for projects and events, including those being executed internally by SGA members as well as being executed externally by entities outside of SGA. The Finance Committee may issue subpoenas, conduct audits, and issue penalty measures on A&S funded entities.
- 7010.2 The membership of the Finance Committee shall consist of five Senators elected by the Senate to serve as a member of the committee, one of whom shall have been elected by the Senate to serve as the chair of the committee; as well as the Director of the Registered Student Organizations Council (RSOC) and the Vice Director for Finance of RSOC, both of whom shall only vote on matters concerning basic and special allocations to registered student organizations.
- 7010.3 The RSOC Advisor and the SGA Advisor shall both serve as advisors to the Finance Committee, and shall be present at Finance Committee meetings and execute the decisions made by the Finance Committee.



- 7010.4 The Finance Committee may make two types of funding disbursements: appropriations, and allocations to registered student organizations.
- 7010.4.1 Appropriations may be made to any individual or entity submitting an appropriation request, as well as for SGA-initiated internal projects. Appropriations may not be made to registered student organizations that have received basic funding, unless that registered student organization is eligible for special allocations funding by accumulating the required number of points.
- 7010.4.2 Allocations to registered student organizations shall fall under two categories: basic allocations and special allocations. These allocations may only be made to registered student organizations, and shall be governed in accordance with the Points System.
- 7010.5 All SGA appropriations shall be referred to the Finance Committee.
- 7010.5.1 Appropriations over two-thousand dollars (\$2,000) for internal SGA-initiated projects, require the approval of a simple majority of the Student Body Senate as a Senate Bill. Appropriations for internal SGA-initiated projects that cost \$2,000 or less may be approved by a simple majority vote of the Finance Committee and the approval of the Student Body President and the Comptroller.
- 7010.5.2 Appropriations over five-thousand dollars (\$5,000) for student groups, registered organizations, and projects led by entities outside of SGA, require the approval of a simple majority of the Student Body Senate as a Senate Bill. Appropriations for student groups, registered organizations, and projects led by entities outside of SGA, that cost \$5,000 or less may be approved by a simple majority vote of the Finance Committee and the approval of the Student Body President and the Comptroller.
- 7010.6 All basic and special allocations to registered student organizations shall be decided by the Finance Committee.
- 7010.6.1 Basic allocations are a flat amount distributed to all registered student organizations for use throughout a fiscal year, equal for all registered student organizations and allocated by virtue of the organizations' registered status.
- 7010.6.1.1 The Finance Committee shall set the rate for basic allocations once each fiscal year by drafting a bill which must be passed by a simple majority of the Senate. The Finance Committee may not set a basic allocations rate so high that it would fully deplete the total funds available in the line item specified for registered student organization funding.
- 7010.6.2 Special allocations are allocations given to registered student organizations in addition to basic funding, for a special project at the discretion of the Finance Committee. Registered student organizations must be eligible for a special allocation by accumulating the required number of points through the Points System, before requesting a special allocation from the Finance Committee.

- 7010.7 Any registered student organization that has received basic funding, must accumulate the required number of points in order to be eligible to receive additional funds from the Finance Committee through an appropriation or through special allocation funding.
- 7010.8 At no time shall a Finance Committee member use their affiliation with the Finance 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 Finance Committee if the evidence is sufficient to warrant this action. Individuals violating this rule may, upon recommendation by the Senate Internal Affairs Committee, be referred for disciplinary action as specified in the Student Code of Conduct.
- 7010.9 No individual member of the Finance 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 with which the conflict was established.
- 7010.10 The RSO Manual shall be updated and re-published each Summer semester through a collaborative effort between the Finance Committee and RSOC.

### **Section 7011 – The Points System**

- 7011.1 The Points System is a system that applies to registered student organizations to track the engagement and activity of the organization throughout each fiscal year.
- 7011.2 The Points System is contained in this Finance Code and may not be amended except by a Senate Bill. The Registered Student Organizations Council is responsible for informing all registered student organizations about the Points System. The Finance Committee shall remain beholden to the Points System when making determinations of allocations to registered student organizations.
- 7011.3 The Points System does not apply to appropriations. Appropriations shall be made at the discretion of the Finance Committee. The Points System only governs basic and special allocations to registered student organizations.
- 7011.4 Organizations must accumulate at least 1 point each semester to retain active status. If an organization does not attain at least 1 point in a semester, it will not remain active for the following semester.
- 7011.5 Organizations must accumulate at least 5 points in order to become eligible for special allocations funding.
- 7011.6 An organization may accumulate 1 point for any of the following activities:
- 7011.6.1 Signature Event: An event hosted by an organization which embodies the purpose and mission of the organization. Tabling events do not qualify as signature events.

- 7011.6.2 Collaboration: Organizations that team up with another organization, entity, or department to host an event shall receive a point for working together.
- 7011.6.3 Community Service: Complete a community service or philanthropy project. Community service is defined as services volunteered by individuals or an organization to benefit a community or its institutions; philanthropy is defined as fundraising for a cause that promotes human welfare.
- 7011.6.4 FIU Spirit: Attend at least 2 FIU events that create affinity to the institution. These events cannot be hosted by registered student organizations.
- 7011.6.5 Conference/Lecture: Host or attend special lectures held by verifiable organizations and FIU departments, OR host or attend conferences held by verifiable organizations and FIU departments. A lecture is defined as a presentation made by a professional/faculty member/expert on a topic for educational purposes. A conference is defined as a one-day or multi-day event centered around a theme, hosted on or off campus and may be sponsored by a university department.
- 7011.6.6 Leadership Development: Events focused on leadership development (promotes the leadership growth of members of the organization) or professional development (events or training that promote the professional development of an organization's members). Can either be hosted by the organization or can attend a verified department event.
- 7011.6.7 Social: An event hosted by the organization receiving the point, which promotes networking with other students, provides an enjoyable atmosphere, and encourages students to meet with organization officers in an exciting manner.
- 7011.6.8 Priority Registration: Organization registered during the priority registration deadline during the summer semester. This point shall not count towards the minimum 1 point required to remain active, but may count towards the total for special allocations eligibility.
- 7011.7 The Registered Student Organizations Council is responsible for formulating the policies by which this Points System shall be administered, including: specifying the platform through which these points shall be submitted, specifying the submission requirements for each type of point (e.g. sign-in sheets, pictures, flyers, etc.), granting points to organizations after point submission, and tracking the number of points held by each organization. These details shall be specified in the RSO Manual.
- 7011.8 The Registered Student Organizations Council shall inform the members of the Finance Committee on a regular basis as to which organizations are eligible for special allocations funding, as well as any organizations that have been made inactive due to not accumulating at least 1 point in the prior semester.

## **Section 7012 – Accumulated Cash Balance Policy**

- 7012.1 The Accumulated Cash Balance account, or ACB account, is a reserve fund under the control of the Student Government Association. The specific university policies governing the ACB account are delineated in the ACB Policy document, which must be posted on the SGA website and ASBO website.
- 7012.2 All unspent funds in the SGA accounts shall be swept into the ACB account at the conclusion of each Fiscal Year.
- 7012.3 Additional unspent funds from other entities' accounts shall be swept into the ACB account at the conclusion of each Fiscal Year in the manner delineated by the ACB Policy document.
- 7012.4 The ACB Policy document may be amended with the agreement of the Student Body President and the Chief Student Affairs Officer. The Student Senate may pass non-binding resolutions calling for an amendment to the ACB Policy document. When the ACB Policy document is amended, all members of the Senate shall be forwarded a copy of the amended document as soon as the amendments are finalized and approved.
- 7012.5 The total amount of money in the ACB account shall be available to any member of SGA upon request. Any member of SGA may request this information from the Activity and Service Business Office.
- 7012.6 The Student Body President and SGA Comptroller must be informed of all funds that were swept into the Deferred Maintenance, SGA ACB, and Main Reserve funds once the FIU Controller's Office has completed year-end accounting after the close of each fiscal year. The A&S Business Office will present this information in the form of a report containing the exact amounts available in each account, which shall also specify the amount within each account that was swept from the immediately concluded fiscal year, the individual entities from which each amount of money was swept, and how much was swept from each entity.
- 7012.7 Procedures for SGA to spend funds from the ACB account:
- 7012.7.1 The ACB account may be spent in two ways: by an Executive Order, or by a Senate Bill. In both cases, the expenditure must be approved by a simple majority vote of the University-Wide Council before being signed by the Student Body President.
- 7012.7.2 To spend the ACB account using an Executive Order, the Student Body President shall draft the order and present it to the University-Wide Council, sending it to all members at least twenty-four (24) hours in advance of the meeting. The University-Wide Council shall then vote to approve or deny the expenditure. Should it not pass the vote, the President may amend the Executive Order and present it again the following week. Once it is approved, the President may sign the Executive Order.

- 7012.7.3 To spend the ACB account using a Senate Bill, the Senate shall pass such a bill through a simple majority of the Finance Committee and then a simple majority vote of the Senate. After passage, the University-Wide Council shall vote on the expenditure at its next regularly scheduled meeting. Should it not pass the vote, the Senate may amend the bill and present it again the following week. Should it be approved, the President may sign or veto the bill.
- 7012.7.4 Executive Orders allocating more than \$400,000 to be spent from the ACB account shall require the approval of a simple majority of the Senate before being voted on by the University-Wide Council. Should it not pass the Senate vote, the President may amend the Executive Order and present it to the Senate again the next week.
- 7012.7.5 After approval of the University-Wide Council and the signature of the Student Body President, all expenditures from the ACB account that are greater than \$5,000 shall require the approval of the Chief Student Affairs Officer.
- 7012.8 Regulations for spending the ACB account
- 7012.8.1 ACB funding cannot be used for personnel hires.
- 7012.8.2 ACB funding can only be used for non-recurring (one-time) purposes.
- 7012.8.3 Items cannot be funded if they are identical to a request presented at the annual budget hearing or currently funded by the current A&S fiscal year, except when extenuating circumstances warrant an exception.

### **Section 7013 – Room Rentals Policy**

- 7013.1 The Student Government Association subsidizes the rental of rooms and spaces by A&S fee funded entities for rooms in the Graham Center and Wolfe University Center.
- 7013.2 The specific entities that are eligible for subsidized room rental fees, as well as the specific rooms and spaces available, shall be specified in the Room Rental Policy document.
- 7013.3 The Room Rental Policy document must be posted on the SGA and ASBO websites.
- 7013.4 The Room Rental Policy document may be amended with the agreement of the Student Body President and the Chief Student Affairs Officer. The Student Senate may pass non-binding resolutions calling for an amendment to the Room Rental Policy document. When the Room Rental Policy document is amended, all members of the Senate shall be forwarded a copy of the amended document as soon as the amendments are finalized and approved.
- 7013.5 The subsidization of these rentals shall be covered out of an account designated for this purpose, replenished by SGA each year through the annual budget process.

- 7013.5.1 Any unused balance in the Room Rental line on June 30 of each year shall remain in the account and be carried-forward to the next fiscal year.
- 7013.5.2 If the balance for room rentals ever reaches a \$0 balance, a request can be made for replenishment from the ACB account.
- 7013.5.3 The Student Government Association shall be informed of funds available in the Room Rental account on a quarterly basis. At the conclusion of each fiscal year, the Student Government Association shall be informed of the amount remaining in the Room Rental account that has carried forward into the new fiscal year.
- 7013.5 The room GC 150 must be reserved for SGA Senate meetings year-round on Mondays from 3:30 p.m. to the time the building closes, and for SGA Cabinet Meetings year-round on Wednesdays from 3:30 p.m. to the time the building closes.
- 7013.6 The room WUC 155, at the Biscayne Bay Campus, must be reserved for SGA Senate meetings year-round on Mondays from 3:30 p.m. to the time the building closes, and year-round on Wednesdays from 3:30 p.m. to the time the building closes.
- 7013.7 The GC Pit must be reserved for SGA on all dates that the FIU Football team is playing an away game. These reservations shall be booked as soon as the FIU Football Fall schedule is available. These reservations shall be for Watch Parties, which shall be funded and organized by SGA or by an Executive Agency designated by the Student Body President to have this responsibility.

#### **Section 7014 – Property Purchased by A&S Fee Funded Entities**

- 7014.1 Purchases of items, devices, technology, resources or any similar object that has repeated use by an entity must be accounted for at all times.
- 7014.2 At any point the Student Government Association or the Activity and Service Fee Business Office may request an audit of all property in the possession of the entity.
- 7014.3 Damaged, Lost, or Stolen property must be promptly reported to the Activity and Service Fee Business Office with an account of the circumstances surrounding the incident of the property in question. Stolen property must be reported along with a police report.
- 7014.4 At the determination of either the Student Body President or the Activity and Service Business Office, the funds of the entity responsible for ownership of the property may be used for the repair or replacement of the property. Should the funding required to repair or replace property exceed the remaining allocated amount for an entity, funds will be pulled from the following year's allocation. Should the entity still not have sufficient funds to recover the property, and the entity have external sources of funding, it may become responsible for utilizing those funds or risk a Major Penalty Measure.

## **Section 7015 – Student Government Association Awards**

- 7015.1 The Student Government Association may choose to issue awards for its membership. Such awards serve to increase organizational affinity and student leadership and constitute a general benefit to the Student Body as a whole through increased Student Government participation.
- 7015.2 The Awards shall follow the following criteria:
- 7015.3 First Year members in the Student Government, regardless of branch of service, shall receive a certificate of membership. Such a certificate may not exceed \$3.00 per certificate.
- 7015.4 Second Year members in the Student Government, regardless of branch of service, shall receive a certificate of membership not exceeding \$3.00 per certificate and an optional service pin not exceeding \$5.00.
- 7015.5 Third- and Fourth-year members in the Student Government, regardless of branch of service, shall receive a certificate of membership not exceeding \$3.00 per certificate and an optional physical award not exceeding \$20.00 per award.
- 7015.6 University-Wide Council members shall receive a certificate of membership not exceeding \$3.00 per certificate and an optional physical award not exceeding \$45 per award.