



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

**Executive Order 4-13**

**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,** Executive Order 4-11 updated the Senate Rules, Legislative Branch Statutes, Executive Branch Statutes, and the Finance Code, but it is still necessary to update the Judicial Branch Statutes, as well as to add the governing procedures of all Executive Agencies into the Statutes in accordance with Article VIII of the revised Constitution,

**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.** Title V of the Statutes is hereby replaced with the updated version of Title V attached to the appendix of this Executive Order.

**Section 2.** Title X of the Statutes is hereby added to the Statutes, in accordance with the copy of Title X 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 Monday the 29th day of April, 2024.

*Alex Sutton*

Alexander P. Sutton, Student Body President

Monday, April 29th, 2024



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

### **Section 5000 – Constitutional Authority**

- 5000.1 The Student Body Constitution establishes that the Judicial Power of the Student Body shall be vested in the Judicial Branch, which shall be composed of the Supreme Court, a Student Advocate, the Elections Board, and all such lower courts as the Senate may ordain and establish.
- 5000.2 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 Judicial Branch but shall not contradict any provision of the Student Body Constitution. The Supreme Court is authorized and directed to strike down any statutes or provisions thereof that violate any provision or right guaranteed by the Student Body Constitution.

### **Section 5001 – Judicial Appointment and Terms of Office**

- 5001.1 In accordance with the Student Body Constitution, all Justices of the Supreme Court are appointed by the Student Body President and confirmed by the Senate with a two-thirds (2/3) vote.
- 5001.2 In accordance with the Student Body Constitution, Justices shall be appointed for a two-year term, which shall last for six consecutive semesters, including the semester of appointment and Summer semesters. There is no limit to how many terms a Justice is permitted to serve.
- 5001.3 In the final semester before the expiration of a Justice's term, the Justice may opt to request re-confirmation to another two-year term, which shall be confirmed by a two-thirds (2/3) vote of the Senate without needing to be re-appointed by the President. A Justice seeking re-confirmation for an additional term shall submit the request to the Senate Speaker.

### **Section 5002 – Chief Justice**

- 5002.1 The Chief Justice shall be chosen by a vote of the members of the Supreme Court annually in the Summer A semester. Until this election takes place, the most senior member of the Court shall serve as Acting Chief Justice.
- 5002.2 In the event of a vacancy in the office Chief Justice, the most senior member of the Court shall serve as Acting Chief Justice, until a new election can take place.
- 5002.3 The most senior member of the Court present shall be authorized to fulfill the duties of the Chief Justice in their absence.
- 5002.4 The Chief Justice serves as the chief administrative officer of the Judicial Branch.

- 5002.5 The Chief Justice shall serve as a non-voting member of the University-Wide Council.
- 5002.6 The Chief Justice shall give a report to the Senate at least once each month that the Senate is in Session.
- 5002.7 The Chief Justice shall update the Current Apportionment section (Article III, Section 4) of the Student Body Constitution based on the reapportionment conducted by the Elections Board and approved by the Supreme Court pursuant to Article III, Section 3 of the Student Body Constitution.
- 5002.8 The Chief Justice shall the update the list of programs in Article VI, Section 5 of the Student Body Constitution that constitutes programs whose classes are considered classes at the Biscayne Bay Campus regardless of modality based on the list of programs provided by the administration of the Biscayne Bay Campus and approved by the Supreme Court pursuant to Article VI, Section 3 of the Student Body Constitution.
- 5002.9 The Chief Justice shall ensure all members of the Judicial Branch (including the Supreme Court, the Student Advocate, and the Elections Board members) are trained to understand the Student Body Constitution and Statutes.

### **Section 5003 – Clerks of the Court**

- 5003.1 Clerks of the Court shall be appointed by the Chief Justice and shall serve a one-year term concurrent with the term of the Student Body President. There shall be up to three (3) Clerks of the Court, but the Clerk is not a required position to be filled.
- 5003.2 Clerks shall assume all responsibilities assigned by the Chief Justice.
- 5003.3 Clerks are responsible for aiding the Chief Justice in the preparation of the agenda and minutes of Judicial branch meetings, as well as the formatting and proper filing, sending, and uploading of opinions, briefs, and Writs.

### **Section 5004 – Writs for Judicial Review**

- 5004.1 Action at the Supreme Court may be initiated by any student through a Writ for Judicial Review, hereinafter referred to as a “Writ.”
- 5004.2 The Supreme Court may be petitioned to take action by means of four types of Writs for Judicial Review. These are: Writ of Interpretation, Writ of Removal, Writ of Censure, and Writ of Appeal.
- 5004.3 Any student may submit any type of Writ to the Supreme Court. This right is guaranteed by the Student Body Constitution.
- 5004.4 The Attorney General may also submit any Writ, in consultation with the Student Body President. Writs submitted to the Supreme Court by the Attorney General shall be

considered Writs filed in an official capacity on behalf of the Executive Branch of the Student Government Association, and represent the official position of the Student Body President and the Executive Branch.

- 5004.5 Writs shall be submitted via an email sent to the membership of the Supreme Court.
- 5004.6 Writs shall be filed in accordance with a Writ template provided by the Student Government Association. Such templates shall include all necessary information as provided in the Student Body Constitution and these statutes, along with any other information that the Court determines to be necessary.
- 5004.7 If any information is missing from a submitted Writ, the petitioner shall be informed of what information is missing and given an opportunity to submit the missing information. No case shall be dismissed for missing information unless the petitioner has been informed of the information missing and given an opportunity to submit the missing information and has failed to do so.

## **Section 5005 – Judicial Inquiry and Investigations**

- 5005.1 The Supreme Court 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 hearings.
  - 5005.1.1 “*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.
- 5005.2 The Supreme Court 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 or hearing.
  - 5005.2.1 “*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.
- 5005.3 The Chief Justice shall serve a subpoena on any official under SGA’s jurisdiction following the issuance of the subpoena by the Supreme Court.
- 5005.4 Upon the issuance of a subpoena by the Supreme Court, the Chief Justice shall notify the subpoenaed party on typed letterhead that they have been summoned and that their presence is commanded before the Court, 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.

- 5005.4.1 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.
- 5005.4.2 The Chief Justice shall retain signed and time-stamped copies of all notifications.
- 5005.4.3 Failure to comply with a subpoena amounts to nonfeasance and may serve as grounds for removal from office.
- 5005.5 Pursuant to the issuance of a subpoena, a subpoenaed official may be questioned before the Court during a hearing being held for a case.
- 5005.5.1 The Chief Justice 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?)*”
- 5005.5.2 In the case of summoning documentation, the party in possession of the subpoenaed document(s) must present the document(s) to the Supreme Court within five (5) university business days of receipt of the subpoena.

#### **Section 5006 – Pre-Hearing Procedures for All Cases**

- 5006.1 A case shall be initiated by a Writ for Judicial Review being filed by any student. These include cases for Interpretation, Appeal, Removal, and Censure.
- 5006.2 The Chief Justice must notify the other Justices of the Court of the pending Writ within five (5) University Business Days of the submission of the Writ.
- 5006.3 The Court must meet within five (5) University Business Days of notification by the Chief Justice, to determine the validity of the Writ. The Writ shall be deemed valid and shall move to a case if at least one third (1/3) of the Justices present in the meeting deem the Writ to be valid and desire to hear it as a case.
- 5006.4 Should the Writ not meet the minimum threshold of support and be deemed invalid, a response must be sent to the petitioner within two (2) University Business Days of the decision not to proceed.
- 5006.5 Should the Writ meet the minimum threshold of support and proceed to a case, the Court shall adhere to the following procedure:
- 5006.5.1 The Court shall set a date for the hearing, which shall be at least two (2) University Business Days after the initial decision to proceed to a case.
- 5006.5.2 The Court shall then appropriately name the case, as well as designate a case number.
- 5006.5.3 The Court must then immediately send the filed Writ, any filed briefs relating to the case, and the date of the hearing, to all members of the University-Wide Council, the Attorney General, the Student Advocate, a representative of the independent student media, and all parties named in the Writ.

- 5006.6 Before the Court proceeds to hear the case, the Court must allow at least forty-eight hours (48 hours) to elapse after the decision to proceed to the case. During this time, any student may file an *amicus curiae* brief to the Court regarding the subject matter contained in the Writ.
- 5006.6.1 If the Attorney General files an *amicus curiae* brief, the brief shall stand as the official position of the Student Body President and the Executive Branch on the matter addressed in the brief and Writ in question.

### **Section 5007 – Pre-Hearing Procedures for Articles of Impeachment**

- 5007.1 Should the Senate pass Articles of Impeachment by a two-thirds (2/3) vote, the Supreme Court must proceed to a case against the individual(s) impeached by the Senate. The Court shall then adhere to the following procedure:
- 5007.1.1 The Court shall set a date for the trial, which must be within seven (7) university business days of the receipt of the Articles of Impeachment by the Chief Justice.
- 5007.1.2 The Court shall then appropriately name the case, as well as designate a case number.
- 5007.1.3 The Court must then immediately send the received Articles of Impeachment, any filed briefs relating to the case, and the date of the trial, to all members of the University-Wide Council, the Attorney General, the Student Advocate, a representative of the independent student media, and all parties to the proceedings including those named in the Articles of Impeachment.
- 5007.2 Before the Court proceeds to hear the trial, the Court must allow at least seventy-two hours (72 hours) to elapse after the announcement of the date of the trial. During this time, any student may file an *amicus curiae* brief to the Court regarding the upcoming trial.
- 5007.3 For trials initiated by Articles of Impeachment, the lead prosecutor before the 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.
- 5007.4 If the Attorney General files an *amicus curiae* brief on a trial, the brief shall stand as the official position of the Student Body President and the Executive Branch on the matter addressed in the Articles of Impeachment.

### **Section 5008 – Hearing Procedures for Interpretation Cases and Appeal Cases**

- 5008.1 This section shall apply to hearings for cases initiated by a Writ of Interpretation or by a Writ of Appeal.
- 5008.2 Once the case begins and the hearing opens, the Court shall permit the filer of the Writ, as well as any party that filed an *amicus curiae* brief, to make an Oral Argument before the

Court, with a total speaking duration of no more than fifteen (15) minutes per speaker. Only one individual may speak during Oral Arguments on behalf of a submitted filing. Should the Court face extraordinary time constraints, the Court may choose to decrease the total amount of speaking time per speaker in a uniform manner.

- 5008.2.1 The Court shall allow the petitioner who filed the Writ to speak first during Oral Arguments. Should there be multiple speakers in the Oral Arguments, each filer shall inform the Court how much time they will reserve for their initial remarks and how much they will reserve for rebuttal / closing remarks. The total amount of time per speaker shall not exceed fifteen (15) minutes.
- 5008.2.1 If there is more than one brief filed in the same case which takes an identical or nearly identical position to another brief in the case, the Court has discretion to limit the speaking time of those individuals such that their aggregate speaking time shall be equal to the speaking time allowed to other individual filers.
- 5008.3 After the conclusion of the Oral Arguments, the Court shall enter a Question and Answer session with all filers of the Writ and any briefs. This Question and Answer session shall not exceed 10 minutes of speaking time total, among all speakers combined, not including the time of Justices asking questions. The Court may limit the amount of time for the Question and Answer session as it deems necessary.
- 5008.4 After the conclusion of the Question and Answer session, the Court shall enter private deliberations, during which no student may be present other than the Justices of the Court as well as any Clerks of the Court. During these deliberations, the Court shall determine its decision on the Writ.
- 5008.5 The Court shall issue its decision within five (5) University Business Days of the conclusion of the Oral Arguments and Question and Answer session.
- 5008.5.1 The Court shall issue its decision through a majority opinion. It shall also release any concurring opinions and dissenting opinions, which shall be legally non-binding.
- 5008.5.2 Should there not be a majority in favor of any decision or should there be a tie on the Court, the Court may release legally non-binding plurality opinion(s) on the matter, or release no opinion.

### **Section 5009 – Hearing Procedures for Trials**

- 5009.1 This section shall apply to hearings for trials, which may be initiated by: a Writ of Removal being filed by any student; a Writ of Censure being filed by any student; or Articles of Impeachment passed by two-thirds (2/3) of the Senate.
- 5009.2 Trials are for adjudicating cases of the Removal and/or Censure of officials under SGA's jurisdiction.

- 5009.3 Defendant(s) in a trial may represent themselves, or may be represented by the Student Advocate, or may be represented by any other individual whom the defendant chooses to retain as counsel. Should the defendant be unable to attend or choose not to attend the trial, the defendant shall be represented by the Student Advocate or any other student designated by the defendant as their representative.
- 5009.4 The prosecutor in a trial shall be determined the following way:
- 5009.4.1 The student who filed the Writ shall be the prosecutor for any trial initiated by a Writ they filed. However, the student may choose to delegate the responsibility of prosecuting the trial to the Attorney General. Should the student who filed the Writ and the Attorney General both be unwilling or unable to prosecute the trial, the Court may reschedule the trial or may dismiss the case.
- 5009.4.2 For any trial initiated by the Attorney General filing a Writ, the Attorney General shall be the prosecutor. The Attorney General may delegate the responsibility of prosecuting the trial to the Deputy Attorney General.
- 5009.4.3 For any trial initiated by Articles of Impeachment, the Floor Leader shall be the prosecutor. However, the Floor Leader may delegate this responsibility to the Attorney General, or to any Senator who was a sponsor on the Articles of Impeachment.
- 5009.5 The trial shall begin with an opening statement by the prosecutor lasting no more than five (5) minutes.
- 5009.6 Next, the defendant may make an opening statement lasting no more than five (5) minutes.
- 5009.7 The prosecutor shall then have fifteen (15) minutes to make their case for the removal or censure of the defendant. Should the prosecutor provide witnesses, the questions being asked of the witness shall be deducted from the total time, but not the witness's responses. Questions asked to witnesses must not be leading, and must only pertain to matters of which the witness has personal knowledge. Witnesses testifying with second hand knowledge will not be permitted.
- 5009.8 The defendant shall then have five (5) minutes to cross examine all witnesses presented by the prosecutor. The same rules for questioning will apply.
- 5009.9 The defendant shall then have fifteen (15) minutes to make their case in their defense. Should the defendant provide witnesses, the questions being asked of the witness shall be deducted from the total time, but not the witness's responses. Questions asked to witnesses must not be leading, and must only pertain to matters of which the witness has personal knowledge. No witnesses may testify with second-hand knowledge.
- 5009.10 The prosecution shall then have five (5) minutes to cross examine all witnesses presented by the prosecutor. The same rules for questioning will apply.
- 5009.11 The prosecution shall then make a closing statement no longer than five (5) minutes.



- 5009.12 The defendant shall then make a closing statement no longer than ten (10) minutes.
- 5009.13 After the conclusion of the Oral Arguments, the Court shall enter a Question and Answer session with all parties to the case. This Question and Answer session shall not exceed 10 minutes of speaking time total, among all speakers combined, not including the time of Justices asking questions. The Court may limit the amount of time for the Question and Answer session as it deems necessary.
- 5009.14 The Court shall then enter private deliberations, during which no student may be present other than the Justices of the Court as well as any Clerks of the Court. During these deliberations, the Court shall determine its decision on the trial.
- 5009.15 The Court shall issue its decision within two (2) University Business Days of the conclusion of the Oral Arguments and Question and Answer session.
- 5009.15.1 The Court may censure and/or remove an official under SGA's jurisdiction from office, with the agreement of a simple majority of the Justices present and voting, not counting abstentions and recusals.
- 5009.15.2 The Court shall issue its decision through a majority opinion. It shall also release any concurring opinions and dissenting opinions, which shall be legally non-binding.
- 5009.15.3 Should there not be a majority in favor of any decision or should there be a tie on the Court, the Court may release legally non-binding plurality opinion(s) on the matter, or release no opinion.
- 5009.15.4 The decision of the Supreme Court may be appealed as per the relevant Florida Statutes pertaining to appeals of SGA members removed from office.
- 5009.16 Students may appeal the decision of the Supreme Court to the University-Wide Council within two University Business Days on grounds of failure to comply with the governing documents. The University-Wide Council may choose to overturn the Judicial ruling with a simple majority vote, but may not remove or censure any individual. Should the University-Wide Council overturn a judicial decision to censure or remove an official, the Supreme Court and the Senate must be notified at the next available time. Any University-Wide Council member may choose to recuse themselves if they feel there is a specific conflict of interest.

### **Section 5010 – Judicial Penal Code**

- 5010.1 The Supreme Court shall have the power to censure or remove officials under SGA's jurisdiction for malfeasance or nonfeasance.
- 5010.2 Students may only be removed for the following reasons:
- 5010.2.1 Exceeding the allowed number of unexcused absences from required meetings
- 5010.2.2 Continued refusal to complete office hours

- 5010.2.3 Failure to comply with an injunction or failure to comply with orders issued by the Court after being censured
- 5010.2.4 Repeated failure to comply with subpoenas
- 5010.2.5 Accepting or participating in a bribe
- 5010.2.6 Committing extortion or blackmail
- 5010.2.7 Threatening, attempting to threaten, or condoning the threatening, of an individual's current or future employment, funding, or position, on account of one's race, color, religion, sex, nationality, ethnicity, age, disability, marital status, parental status, veteran status, identity, or sexual orientation.
- 5010.2.8 Conviction of a Federal or State Felony in a State or Federal Court. Felony shall be defined in accordance with State and Federal Statutes.
- 5010.3 For an SGA official to be removed, the burden of proof shall be on the prosecution to prove beyond a reasonable doubt that the malfeasance or nonfeasance occurred, and credible evidence must be presented.
- 5010.4 For all trials, the prosecution must present evidence, which must have been obtained legally, and not have questions relating to its validity, legality, or veracity.
- 5010.5 The issuance of a censure shall be considered an official reprimand, with directions for changing future behavior based on the action or inaction of the official.
- 5010.6 A censure shall not result in removal from office, but may optionally carry a temporary penalty which shall take effect upon issuance of the decision by the Court. This penalty shall be limited to: temporary removal of voting ability, temporary removal of the authority of one's position, 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.
- 5010.7 The Court may direct a censured official to modify their behavior, giving detail on actions to be taken or prohibited. An official who disobeys a court order of this nature after being censured shall be guilty of malfeasance, and subject to removal in a subsequent trial.

## **Section 5011 – Format for Case Citations**

- 5011.1 Cases shall carry a name as well as a case number.
- 5011.2 The name of the case may be formatted as “\_\_\_\_\_ v. \_\_\_\_\_” using the name of the litigants. The petitioner, filer, prosecutor, or appellant shall be the first name, and the respondent, counter-petitioner, defendant, or appellee shall be the second name. The name of the case may alternatively be formatted as “Ex Parte \_\_\_\_\_” using the surname of the petitioner, filer, or appellant. The name of the case may alternatively be formatted as “In Re \_\_\_\_\_” using a word or words that describe the main issue in the case. The Court shall have discretion over how to format the case name based on what is deemed most appropriate.
- 5011.3 The case number shall be formatted in three parts: SCOSGA, the Calendar Year, and the number in which the case was filed in that calendar year. Such that the case number shall look as follows. “SCOSGA: YYYY - 01”
- 5011.3.1 SCOSGA is an abbreviation of Supreme Court Of the Student Government Association.

## **Section 5012 – Judicial Opinions**

- 5012.1 The Justices who have voted in the majority in a case shall be charged with creating the Majority Opinion. This opinion shall clearly specify the ruling the Court has made and the reasoning for that ruling. This opinion shall be legally binding.
- 5012.1.1 Should the Chief Justice be a member of the majority, the Chief Justice will write the Majority Opinion.
- 5012.1.2 Should the Chief Justice not be a member of the majority, the Justices that are members of the majority will decide amongst themselves who shall write the opinion.
- 5012.2 The Justices who have voted in the minority of a case shall be charged with creating the Dissenting Opinion. This opinion shall clearly specify the opposition that the Justices who have voted against a ruling held. This opinion shall carry no effect or force, but be a record for future Justices and Student Government members to review.
- 5012.2.1 Should the Chief Justice be a member of the minority, the Chief Justice will write the Dissenting Opinion.
- 5012.2.2 Should the Chief Justice not be a member of the minority, the Justices that are members of the minority will decide amongst themselves who shall write the opinion.
- 5012.3 Should there not be a majority in favor of any decision, or should there be a tie on the Court, the Court may release a Plurality Opinion(s) on the matter. Alternatively, in this case the Court may choose to release no opinion.

- 5012.3.1 A Plurality Opinion shall carry no effect or force.
- 5012.3.2 Each group of Justices authoring a Plurality Opinion will decide amongst themselves who shall write the opinion.
- 5012.4 Justices who agree with the decision of a case, but for different reasons than provided in the Majority Opinion, may write a Concurring Opinion to explain their reasoning.
- 5012.5 At the conclusion of a case and the issuance of opinion(s), the Majority Opinion and any other opinions must be sent to all members of the University-Wide Council, the Attorney General, the Student Advocate, a representative of the independent student media, and all parties to the case. All opinions must be promptly uploaded online.

### **Section 5013 – Injunctions**

- 5013.1 The Supreme Court has the power to issue binding injunctions upon entities or individuals that fall under the Court's jurisdiction, upon being petitioned.
- 5013.2 Injunctions shall be issued by a simple majority vote of the Court.
- 5013.3 Injunctions may only be issued after a student petitions the Court for an injunction.
- 5013.4 Injunctions may be issued at any point in the hearing process, or in a separate meeting of the Court if a student has submitted a petition to the Court for injunctive relief.
- 5013.5 Injunctions shall have the power to order any individual or entity under the Court's jurisdiction to take particular action(s) or to refrain from particular action(s); indefinitely, for a certain period of time, or until a condition is met.
- 5013.6 Defiance of an injunction shall be considered malfeasance and may result in removal or censure at the discretion of the Court depending on the severity of the act.

### **Section 5014 – Senate Reapportionment Process**

- 5014.1 Pursuant to Article III, Section 3 of the Student Body Constitution, the Elections Board and the Supreme Court shall conduct and oversee the Senate reapportionment.
- 5014.2 The Elections Board shall prepare the Senate reapportionment in the Fall semester of every even numbered year according to the most accurate enrollment information available as per the most recent Fall enrollment numbers.
- 5014.3 The Elections Board shall determine the reapportionment and submit it by the end of October to the Supreme Court for review and approval to ensure its accuracy.
- 5014.4 The Supreme Court shall review and approve the reapportionment by the end of Fall.
- 5014.5 Following the approval of the apportionment numbers by the Supreme Court, they shall be adjusted within the Constitution by the Chief Justice to reflect the reapportionment.

## **Title X: The Executive Agencies**

### **Section 10.01 - Constitutional Authority**

- 10.01.1 Executive Agencies, hereinafter referred to as Agencies, are administrative divisions of the Executive Branch of the Student Government Association, established by statute. As such, they are not separate from the Student Government Association and must abide by all SGA statutes, rules, and Executive Orders that may be issued.
- 10.01.2 The authority for the governance of the Agencies is enumerated in Article VIII of the Constitution. Agencies shall exist 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.
- 10.01.3 The Student Programming Council shall be the Executive Agency tasked with the organizing of year-round programming and events.
- 10.01.4 Panther Power shall be the Executive Agency tasked with the promotion of institutional affinity and Panther Pride.
- 10.01.5 The Homecoming Council shall be the Executive Agency tasked with the coordination of festivities leading up to and during Homecoming Week.
- 10.01.6 The Registered Student Organizations Council (RSOC) shall be the Executive Agency tasked with the registration of Registered Student Organizations (RSO's).
- 10.01.7 Should the University reject a title or name given to a position in these Statutes, the title of said position shall be replaced with the accepted University-approved title, but the responsibilities of the position shall remain the same.

## Section 10.02 - The Student Programming Council

- 10.02.1 The Student Programming Council plans and administers events and programs that contribute to a well-rounded student experience through cultural, educational, and social opportunities. SPC encourages student development, fosters leadership, and serves as a resource to other campus organizations and leaders at Florida International University.
- 10.02.2 All activities and functions of SPC must be legal under University, local, state, and federal laws. The most recent version of the Student Conduct and Honor Code will supersede all requirements set forth for SPC in these Statutes.
- 10.02.3 All activities and functions of SPC will be conducted within the rules and regulations of the Student Body Statutes and the current fiscal year Activity & Service Fee Budget.
- 10.02.4 To fulfill its mission and goals, the SPC shall be comprised of a general membership, and an Executive Board composed of a Director, the Vice Directors, and the Coordinators.

### 10.02.4.1 The Director of SPC shall:

Be responsible for the overall leadership of the Student Programming Council, and serve as the spokesperson for SPC at all FIU locations.

Oversee the Executive Board and Coordinators. The Executive shall include the Vice Directors of Programming, Regional Locations Director (Engineering/I-75), Secretary, Corresponding Secretary, Treasurer, Financial Secretary, Marketing Directors, and Special Event Directors.

Set the time and location for the Board meetings, subject to a majority vote of the respective Board after add/drop of each semester.

Handle all personnel matters with the SPC Advisor pertaining to all SPC Members, Chairs, all SPC E-board and General Meetings.

Maintain weekly office hours.

Plan and execute SPC leadership and general member retreats, as needed.

Serves on the end-of-the-year banquet committee of SPC.

Maintain regular communications with the Executive Board, Directors, Graduate Assistant, and Advisor.

Serve on the SGA President's Cabinet and represents SPC at SGA meetings.

Serve as SPC representative on various university-wide committees, including Week of Welcome, First Night, and other Campus Life / SLD initiatives.

Oversee selection of new E-board, Directors and Members in accordance with SPC and SGA policies and procedures.

Executes evaluations of the organization each semester.

Complete other duties assigned by Graduate Assistant and Advisor.

Undergo financial training with ASBO accountants.

Submit to the SGA Senate and the Student Body President, at least once a semester, a detailed report on the actions taken by SPC in that semester.

- 10.02.4.2 The SPC Executive Board shall be comprised of the following: Director (open to both MMC & BBC students); Vice Director of MMC Programming; Vice Director of BBC Programming; Treasurer; Financial Secretary; Secretary; Corresponding Secretary; Regional Locations Director (Engineering / I-75); MMC Marketing Director; BBC Marketing Director; MMC Special Events Director; BBC Special Events Director.
- 10.02.4.3 The SPC Coordinators shall include: Pop-Ups Coordinator (MMC); Pop-Ups Coordinator (BBC); Culture & Fine Arts Coordinator; Academic Coordinator (MMC); Academic Coordinator (BBC); Virtual Events Coordinator; I- 75 Coordinator; Engineering Coordinator; Leadership Coordinator; Marketing Coordinators (4); Social Media Coordinators (2); Feature Films Coordinator; Speakers Coordinator; Comedy Coordinator; Production Coordinator; Outreach Coordinator; Volunteer Coordinators (2).
- 10.02.5 The Executive Board of SPC shall be comprised of the Director and the following positions:
- 10.02.5.1 Vice Director of MMC Programming, who shall:
- Be responsible for the overall programming at the Modesto A. Maidique Campus.
  - Provide leadership in the area of program development, selection, preparation, execution, and evaluation.
  - Serve as the primary contact and liaison for artists, agents, production companies, and other businesses.
  - Work with the Secretary to ensure that all event records are properly maintained.
  - Assist in the selection of all logistics for the MMC events, including but not limited to speakers, performance, and event locations.
  - Assess all MMC events and help the Director properly complete all required paperwork and forms.
  - Serve as an assistant to the Director.
  - Oversee major/traditional special events at the Modesto Maidique Campus.
  - Oversee training of new appointees and monitor program planning process.

- 10.02.5.2 Vice Director of BBC Programming, who shall:
- Be responsible for the overall programming at the Biscayne Bay Campus.
  - Provide leadership in the area of program development, selection, preparation, execution, and evaluation.
  - Serve as the primary contact and liaison for artists, agents, production companies, and other businesses.
  - Work with the Secretary to ensure that all event records are properly maintained.
  - Assist in the selection of all logistics for the BBC events, including but not limited to speakers, performance, and event locations.
  - Assess all BBC events and help the Director properly complete all required paperwork and forms.
  - Serve as an assistant to the Director.
  - Oversee major/traditional special events at the Biscayne Bay Campus.
  - Oversee training of new appointees and monitor program planning process.
- 10.02.5.3 Treasurer, who shall:
- Monitor the overall finances of the Council, and maintain all financial records.
  - Ensure that all allocations and expenditures follow the procedures outlined by the SGA Finance Code.
  - Provide a weekly budget report at E-board meetings that consist of actuals and projected numbers.
  - Serve as the point person with the Activities and Service Business Office (ASBO) and the Campus Life accounting office.
  - Meet regularly with ASBO accountants or Fiscal Assistant.
  - Work with the SPC Advisor and other Executive Officers on an annual basis to prepare the Budget Request that is submitted to the SGA Budget Committee.
  - Undergo financial training with ASBO accountants & the SGA Comptroller.
- 10.02.5.4 Secretary, who shall:
- Develop and maintain SPC's office hour schedules, and ensure that the office is open during regular business hours.
  - Maintain official SPC documents such as policies and procedures, and member and E-board rosters.
  - Send minutes and agendas at least 48 hours before and after SPC meetings.



Distribute member attendance progress reports each quarter of the academic year.

Provide oversight of all relevant Office Supply budget categories.

Record minutes during E-board and General Meetings.

10.02.5.5 The SPC Coordinators shall:

Chair events specific to programming board title and role.

Coordinate events specific to programming board title and role.

Serve as the event programmers/producers for SPC.

Conduct research, negotiate contracts, submit necessary paperwork, and provide general leadership for assigned programs.

Coordinate marketing and promotional efforts with the Marketing Directors.

Coordinate logistics with Vice Directors of Programming.

Confirm any necessary room and AV reservations with the Secretary, Director, Graduate Assistant, or Advisor.

Confirm and review the budget with the Treasurer, Financial Secretary, and/or Advisor.

Arrange for any purchases that need to be made for assigned programs, and complete necessary financial paperwork.

Submit a list of Executive Officers, Directors, and members in attendance at events to the Secretary.

Support Executive Board, Directors, Graduate Assistant, Advisor, Campus Life, and FIU community events.

Main point of contact for events based on title and role.

10.02.6 Board/Director membership is limited to any student who is paying Activity and Services Fees and is concurrently enrolled at Florida International University. No discrimination shall be made on the basis of sex, race, age, religion, disability, national origin, sexual orientation, marital or parental status, or veteran's status. Hazing will not be allowed as a condition of membership in this organization.

10.02.7 All members of the Board/Director shall possess (at time of selection and during their term) the minimum requirements regarding enrollment hours, GPA, academic and disciplinary standing, and financial and disciplinary holds to serve in a leadership position as enumerated in the Student Body Constitution for all SGA officials.

10.02.8 SPC utilizes an application and selection process to determine its leadership.

- 10.02.8.1 The outgoing Director is responsible for coordinating the application and selection process. In the event that the outgoing Director is an applicant for an E-board or Director Position, the highest-ranking officer not applying for a position will coordinate the process.
- 10.02.8.2 The Director, along with the Advisor, will establish a nominations committee to assist with interviews and provide input throughout the process. The committee will consist of: The highest-ranking member of SPC leadership not re-applying for consideration, and/or the outgoing Director of SPC if not reapplying; A current member of SPC not applying for a leadership role; SPC's graduate assistant (if applicable); The SPC 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.
- 10.02.8.3 The nominations committee of SPC shall review all applications for Director. It shall then nominate a student to be the Director of SPC, 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 Speaker for inclusion on the next Senate agenda.
- 10.02.8.4 The Director of SPC must be confirmed by a simple majority vote of the SGA Senate. Should the Senate reject a nominee, the nominations committee 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.
- 10.02.8.5 To select the rest of the E-board positions, a committee may be established which is not required to include SGA representation, but shall include the newly selected Director if already confirmed by the Senate.
- 10.02.8.6 Vice Directors of Programming will be selected first after the Director, and then other leadership will follow.
- 10.02.8.7 Applications will be distributed during the Spring semester of each year.
- 10.02.8.8 All applications must be submitted to FIU PantherConnect. Upon submission, applicants will be asked to sign up for an interview slot based on an interview schedule determined by the nominations committee.
- 10.02.8.9 The new E-Board and Directors will be selected and announced no later than the third week of March.
- 10.02.8.10 The selection committee may decide to appoint more than one person to share the duties of one Executive Officer position. In this case, the SPC Director and SPC Advisor will determine how the job responsibilities will be divided.
- 10.02.8.11 In the event that an Executive Officer or Director position remains vacant, it is the responsibility of the Director and SPC Advisor to accept applications, conduct interviews, and select an individual to fill the position. If the Director position

remains vacant, it is the responsibility of the Vice Director (if not selected for the role), SPC Advisor or designee to accept applications, conduct interviews, and select an individual to fill the position with SGA involvement in the process.

- 10.02.9 Officers of SPC shall be subject to removal by the internal SPC process or by the SGA Supreme Court.
- 10.02.9.1 The basis for removal of a SPC member shall be malfeasance, misfeasance, nonfeasance, incompetence, permanent inability to perform official duties, conviction of a felony, and/or any violations of SPC or SGA policies.
- 10.02.9.2 An accusation may be submitted to the Advisor, in writing, outlining the manner in which the individual did not fulfill their responsibilities.
- 10.02.9.3 The Director, Vice Directors, and/or Advisor will meet with the individual to have an initial conversation. Together, the Advisor, Director, and accused individual may develop a plan by which the individual can improve their performance in the organization. If there are continued concerns, the Director, Vice Directors, and/or Advisor will inform the individual of their proposed removal from office in writing. For egregious acts, the accusation may move straight to the E-board for a vote.
- 10.02.9.4 Following 30 days from the time of notice, if the accused individual has not improved their performance, or if an egregious act has been committed, the E-board may vote to remove the officer. A two-thirds (2/3) affirmative vote of the E-board is required to remove the officer.
- 10.02.9.5 Alternatively, any student may file a Writ of Removal or Writ of Censure against an SPC officer at the SGA Supreme Court for a hearing and trial of the officer to determine whether they shall be removed, censured, or acquitted. This shall follow the process outlined for the Judicial Branch in the Student Body Statutes.
- 10.02.9.6 Should an SPC officer be removed, the Director, Advisor, and appropriate Vice Director will determine the timeline by which a replacement will be selected.
- 10.02.9.7 The Director may appoint any member of SPC to fill a vacant position on an interim basis.
- 10.02.10 A Member of SPC may resign from their post at any point during office term. It shall be required that a member of SPC who wishes to resign abide by the following: (1) Submit a Letter of Resignation stating the purpose of resignation to the Advisor, the Graduate Assistant, and members of the Board; (2) Letters of Resignation should be submitted no less than ten business days before the desired date of resignation. Once the member resigns, they relinquish all privileges and responsibilities.
- 10.02.11 In the event a SPC Member is removed or resigns, SPC will re-open the application process.
- 10.02.12 Newly elected Board members shall take office on the date of the annual installation of the newly selected SPC Executive Board. Current Executive Board members should

assist in the transition and training of the officers-elect, from selections to installations in the Spring semester.

- 10.02.13 No later than the end of June (Student Leadership Retreat) and July (SPC Retreat) of the current selection year, all SPC members shall be required to attend training, in the form of a retreat. Training Schedule will be given at time of selection.
- 10.02.14 Meetings of the SPC membership shall take place at least once per week during the Fall and Spring semesters. Meetings are open and active SPC board members are allowed one vote per motion.
  - 10.02.14.1 The Director will be in charge of calling meetings, and the Secretary will be responsible for notifying all members at least 48 hours in advance, by e-mail and/or telephone.
  - 10.02.14.2 The Director shall use their discretion as to the manner and process in which they preside over meetings. However, the Director shall follow Robert's Rules of Order in a given meeting if 2/3 of the active board members so request.
  - 10.02.14.3 Quorum for board members shall be met by a presence of a majority (more than 50%) of the voting members.
- 10.02.15 SPC is notified of its annual allocation at the conclusion of the SGA Budget Deliberations in the Spring semester. If it becomes necessary to change the budget during an academic year, the Treasurer may request the change at any E-board meeting. A two-thirds (2/3) vote from E-board members present at the meeting is required to change the budget.
- 10.02.16 A Campus Life Advisor, as assigned by the Director of Campus Life, will serve as advisor to the Student Programming Council. A Graduate Assistant and/or other staff member of Campus Life may assist the assigned Campus Life Advisor in advising SPC. The advisor shall serve as a mentor to the organization, providing guidance to the officers and members in the development and implementation of programs and activities, as well as FIU policy and procedure. Additionally, the advisor will monitor expenditures of the organization. The advisor has no voting rights. In the absence of the Campus Life SPC Advisor(s), a Campus Life designee may serve in their place.
- 10.02.17 Amendments to these statutes may only be made through a bill passed by SGA. However, the SPC E-board may recommend changes to these statutes, to be considered by the SGA Senate through the Student Life and Academic Concerns Committee (SLAC) of the SGA Senate.

### **Section 10.03 - Panther Power**

- 10.03.1 The purpose of Panther Power is to promote Panther Pride, traditions, and school spirit, to act as a liaison with FIU Athletics, to engage members of the FIU community through planning spirit-focused events and activities, to provide leadership development and planning opportunities to its members, as well as promoting and supporting athletic games and events to foster affinity for the Panther Nation.
- 10.03.2 Panther Power does not discriminate based on age, race, color, ethnicity, religion, gender, sex, sexual orientation, disability, marital status, parental status, veteran status, or political belief.
- 10.03.3 Panther Power shall be comprised of the Executive Board and the Panther Posse. Membership is open to any FIU student enrolled in a degree-seeking program as an undergraduate, graduate, or postgraduate student, providing they fulfill the requirements set forth in these statutes.
- 10.03.4 The Panther Power Executive Board consists of the following: Director; Vice Director of Athletics; Treasurer; Secretary; Creative Director.
- 10.03.5 All members of the Executive Board shall possess (at time of selection and during their term) the minimum requirements regarding enrollment hours, GPA, academic and disciplinary standing, and financial and disciplinary holds to serve in a leadership position as enumerated in the Student Body Constitution for all SGA officials.
- 10.03.6 If an Executive Board member's GPA falls below a 2.5 after they have been appointed, the student must enter a one-semester probationary period as outlined by Department of Campus Life policies. If the student's GPA remains below the required GPA for the position after the conclusion of the probationary period, the student shall lose their leadership role.
- 10.03.7 The Director shall:
- Manage Panther Power operations and oversee the overall direction of the organization.
  - Represent Panther Power in official capacity.
  - Attend SGA President's Cabinet meetings each week and represent Panther Power at those meetings, delivering a report on the status of all initiatives.
  - Set agenda for and preside over Executive Board Meetings.
  - Handle all collaboration requests and initiatives with other FIU departments and organizations.
  - Build rapport with other Agency Directors & members.
  - Attend scheduled weekly/bi-weekly meetings with the Advisor.
  - Schedule regular one on one meetings with each Executive Board member.

Assist with the planning and execution of Panther Power events and activities.

Submit to the SGA Senate and the Student Body President, at least once a semester, a detailed report on the actions taken by Panther Power in that semester.

Fulfill a minimum of 10 office hours per week in order to receive their stipend.

10.03.8 The Vice Director shall:

Assume the responsibilities of the Director in their absence.

Oversee the Panther Posse recruitment and selection processes.

Preside over Panther Posse Meetings.

Oversee the planning and execution of athletic affinity activities such as game day buses, tailgates, and pep rallies.

Serve as liaison between Panther Power and Athletics.

Serve as liaison and attend all planning meetings for co-sponsored athletic affinity activities.

Fulfill a minimum of 8 office hours per week in order to receive their stipend.

10.03.9 The Treasurer shall:

Manage the Panther Power budget.

Work directly with the Director regarding the distribution of funds.

Present and record all changes made to the Panther Power budget.

Advise Executive Board on funds when planning events.

Oversee all purchase requests for Panther Power.

Maintain a record of income and expenses for the Panther Power budget and provide reports at scheduled Executive Board meetings.

Work with the Panther Power Director and Advisor to prepare the budget request for the following year.

Fulfill a minimum of 6 office hours per week in order to receive their stipend.

10.03.10 The Secretary shall:

Record and distribute minutes for all Executive Board, Panther Posse, and Programming Committee meetings.

Update and oversee Panther Power inventory log.

Manage Panther Power email and file storage drive.

Maintain Panther Power records, storage, and office.

Handle all official correspondence of Panther Power regarding events, meetings, and activities.

Manage Panther Power calendar of events.

Prepare and submit attendance reports, audits, and any other required documents.

Fulfill a minimum of 6 office hours per week in order to receive their stipend.

10.03.11 The Creative Director shall:

Serve as marketing and promotions lead for Panther Power

Work with Campus Life Publications to submit requests for flyers and other promotional materials for events.

Promote Panther Power on campus through tabling and via various media outlets.

Update and maintain Panther Power's social media (must post and engage with followers regularly)

Create events on PantherConnect.

Maintain and update Panther Power bulletin board.

Fulfill a minimum of 6 office hours per week in order to receive their stipend.

10.03.12 Panther Power utilizes an application and selection process to determine its leadership.

10.03.12.1 The outgoing Director is responsible for coordinating the application and selection process. In the event that the outgoing Director is an applicant for an E-board or Director Position, the highest-ranking officer not applying for a position will coordinate the process.

10.03.12.2 The Director, along with the Advisor, will establish a nominations committee to assist with interviews and provide input throughout the process. The committee will consist of: The highest-ranking member of Panther Power leadership not re-applying for consideration, and/or the outgoing Director of Panther Power if not reapplying; A current member of Panther Power not applying for a leadership role; Panther Power's graduate assistant (if applicable); The Panther Power 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.

10.03.12.3 The nominations committee of Panther Power shall review all applications for Director. It shall then nominate a student to be the Director of Panther Power, 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.

- 10.03.12.4 The Director of Panther Power must be confirmed by a simple majority vote of the SGA Senate. Should the Senate reject a nominee, the nominations committee 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.
- 10.03.12.5 To select the rest of the E-board positions, a committee may be established which is not required to include SGA representation, but shall include the newly selected Director if already confirmed by the Senate.
- 10.03.12.6 Appointments shall be finalized by the last day of the Spring semester.
- 10.03.13 Officers of Panther Power shall be subject to removal by the internal Panther Power process or by the SGA Supreme Court.
- 10.03.13.1 The basis for removal of a Panther Power member shall be malfeasance, misfeasance, nonfeasance, incompetence, permanent inability to perform official duties, conviction of a felony, and/or any violations of Panther Power or SGA policies.
- 10.03.13.2 An accusation may be submitted to the Advisor, in writing, outlining the manner in which the individual did not fulfill their responsibilities.
- 10.03.13.3 The Director, Vice Directors, and/or Advisor will meet with the individual to have an initial conversation. Together, the Advisor, Director, and accused individual may develop a plan by which the individual can improve their performance in the organization. If there are continued concerns, the Director, Vice Directors, and/or Advisor will inform the individual of their proposed removal from office in writing. For egregious acts, the accusation may move straight to the E-board for a vote.
- 10.03.13.4 Following 30 days from the time of notice, if the accused individual has not improved their performance, or if an egregious act has been committed, the E-board may vote to remove the officer. A two-thirds (2/3) affirmative vote of the E-board is required to remove the officer.
- 10.03.13.5 Alternatively, any student may file a Writ of Removal or Writ of Censure against a Panther Power officer at the SGA Supreme Court for a hearing and trial of the officer to determine whether they shall be removed, censured, or acquitted. This shall follow the process outlined for the Judicial Branch in the Student Body Statutes.
- 10.03.13.6 Should a Panther Power officer be removed, the Director, Advisor, and appropriate Vice Director will determine the timeline by which a replacement will be selected.
- 10.03.13.7 The Director may appoint any member of Panther Power to fill a vacant position on an interim basis.
- 10.03.14 Vacant positions shall be filled in one of two ways: (1) Applications for open positions shall be posted and the selection process shall be followed; or (2) An Executive Board



member can nominate a candidate with a majority vote for an immediate interview with the selection committee.

- 10.03.14.1 The Director may appoint any member of Panther Power to fill the position on an interim basis.
- 10.03.14.2 If the Director becomes vacant, one of the Vice Directors (to be determined by the Advisor) shall move in line of succession to the Director, and a new Vice Director shall be selected through the application and selection process. In the event the Vice Director declines, the Director shall be filled by either of the two methods used for vacancy of other positions.
- 10.03.15 Panther Posse
  - 10.03.15.1 Panther Posse will act as the athletic affinity group within Panther Power focused on boosting student attendance at athletic events.
  - 10.03.15.2 Panther Posse will consist of 6 sport committees: Football, Basketball (men's/women's), Soccer (men's/women's), Baseball/Softball, Swim & Dive, and Volleyball (indoor/beach). Members may participate in a maximum of two sport committees per Academic Year.
  - 10.03.15.3 Each sport committee will include a Sport Committee Chair overseeing all other members of the committee. These chairs are appointed by the Vice Director.
  - 10.03.15.4 Panther Posse members must attend at least five (5) athletic events per semester and submit their game attendance to the Vice Director.
  - 10.03.15.5 Panther Power membership is open to any FIU student enrolled as an undergraduate, graduate, or postgraduate student.
  - 10.03.15.6 Panther Posse members must maintain a minimum cumulative GPA of 2.5. GPAs shall be checked at time of initial application, each semester, and at each membership renewal deadline. Panther Posse members must not be under any academic or disciplinary sanctions as detailed in the Student Code of Conduct.
  - 10.03.15.7 The responsibilities of Panther Posse members include: Attend Panther Posse Meetings; Attend a minimum of 5 athletic events per semester; Support the marketing and promotion efforts of Panther Power, as needed; and Represent Panther Power through tabling and other campus initiatives.
  - 10.03.15.8 Panther Posse members are accepted on a rolling basis with no interview process, providing they fulfill the requirements set forth in the constitution.
  - 10.03.15.9 A Panther Posse member may be removed once a membership contribution review has been conducted by the Vice Director of Athletics and presented to the Director and Panther Power Advisor.

- 10.03.15.10 Removal must be for one or more of the following reasons: Failure to carry out the duties specified in Position Description; Violations of the Panther Power Policies and Procedures; Poor conduct and/or illegal behavior.
- 10.03.16 Executive Board Meetings shall be held on a weekly/bi-weekly basis. Day, time, and frequency shall be determined by the Executive Board at the beginning of each semester.
  - 10.03.16.1 Executive Board Members must attend.
  - 10.03.16.2 50%+1 of the voting membership of the Executive Board shall constitute a quorum to conduct business.
  - 10.03.16.3 All absences must be communicated via email at least three (3) days prior (when possible) to the Panther Power Advisor, Director, and Secretary.
  - 10.03.16.4 Missing more than three (3) Executive Board meetings without an approved excuse can result in removal from position, and stipend shall not be processed.
  - 10.03.16.5 Absences shall be considered excused in case of emergencies (health related issue, family emergency, mandatory academic event, etc.)
- 10.03.17 Panther Posse Meetings
  - 10.03.17.1 Shall be scheduled by the Vice Director and held on a bi-weekly basis.
  - 10.03.17.2 The Vice Director will select meeting time based on the availability of In-Season Sport Committee Chairs.
  - 10.03.17.3 The Vice Director of Athletics shall conduct Panther Posse meetings.
  - 10.03.17.4 Sport Committee Chairs will give their weekly reports, and all business regarding athletic affinity shall be discussed.
  - 10.03.17.5 Sport Committee Chairs whose respective seasons are in action must be in attendance.
  - 10.03.17.6 All absences must be communicated via email at least three (3) days prior (when possible) to the Vice Director of Athletics.
  - 10.03.17.7 Sport Committee Chairs are allowed two (2) unexcused absences from Panther Posse meetings during the semester their respective sport is in action. General committee members and Sport Committee Chairs whose sports are not currently in season are exempt from this.
  - 10.03.17.8 Absences shall be considered excused in case of emergencies (e.g., health related issue, family emergency, mandatory academic event, etc.)
- 10.03.18 The advisor for Panther Power shall be appointed by the Campus Life Department. Their service is dedicated to the Executive Board, Panther Posse, Programming Committee, any standing or ad-hoc committees, and Panther Power as a whole. The advisor shall act as a counselor and guide to the Executive Board, and serve as an ex-

- officio, non-voting member of Panther Power. The advisor must be present at all Executive Board meetings. If the advisor is unable to attend, they must select a Campus Life designee. The advisor has the ability to veto any activity or decision if: It is not in the best interest of the University; Infringes on, or harms student rights; or is an inappropriate use of student fees.
- 10.03.19 Each Executive Board member will receive a stipend for their time in the position. In order to receive stipends from Panther Power, Executive Board members must: Fulfill all duties as outlined in Position Descriptions; Attend required budget workshops, transition meetings, and all other workshops/retreats; Be fiscally responsible; Meet at scheduled times with Panther Power Advisor; Schedule and keep office hours; and Work all mandatory events, and no less than 60% of all other planned events and activities, unless previously excused. Failure to complete duties will result in the withholding of stipends at the discretion of the Advisor.
- 10.03.20 Panther Power is notified of its annual allocation at the conclusion of the SGA Budget Deliberations in the Spring semester.
- 10.03.20.1 Once the Executive Board is selected for the new Academic Year, the Advisor, Director, and Treasurer will meet to determine the Council's budget for the following year. The budget should reflect Panther Power's mission.
- 10.03.21 Co-Sponsorships
- 10.03.21.1 The Director shall oversee all co-sponsorship requests.
- 10.03.21.2 Co-sponsor requests are to be submitted to the Panther Power email, or by completing a co-sponsor request form.
- 10.03.21.3 Requests must be received no later than one month before the date of the event or activity. Failure to do so will result in the request being denied.
- 10.03.21.4 The request should include the date, time, location, budget, and description of the proposed event.
- 10.03.21.5 The proposal will be presented at the next scheduled Executive Board meeting. The proposal requires a majority vote of Executive Board members present to be accepted.
- 10.03.21.6 If accepted, one of the Vice Directors shall schedule a meeting with the co-sponsoring organization (based on the type of event or activity). A detailed co-sponsorship agreement shall be developed outlining what each organization shall be responsible for.
- 10.03.22 Amendments to these statutes may only be made through a bill passed by SGA. However, the Panther Power E-board may recommend changes to these statutes, to be considered by the SGA Senate through the Student Life and Academic Concerns Committee (SLAC) of the SGA Senate.

## **Section 10.04 - The Homecoming Council**

- 10.04.1 The purpose of the Homecoming Council is to plan, coordinate and execute a variety of events to take place before and during the designated Homecoming Week celebrations as well as any events that take place prior to Homecoming Week. These events will take place on all campuses at Florida International University (FIU), to cultivate Panther Pride for students, faculty, staff, alumni, and the community.
- 10.04.2 No person shall be denied membership in this organization because of race, color, sex, disability, nationality, sexual orientation, or religious affiliation. In addition, the Homecoming Council does not tolerate any form of hazing.
- 10.04.3 The Homecoming Council shall be composed of an Executive Board and Council and committees.
- 10.04.4 The Executive Board shall be comprised of:
- Overall Director
  - Assistant Director of Administration
  - Assistant Director of Communications
  - Assistant Director of Engagement
  - Assistant Director of Finance
  - Assistant Director of Programming
  - Assistant Director of BBC Programming
- 10.04.5 The Council shall be comprised of:
- Court Logistics Chair
  - Internal Public Relations Chair (2)
  - External Public Relations Chair (3)
  - Finance Assistant (3)
  - Programming Assistant
  - Creative Content Chair (3)
  - Social Media Chair (3)
  - Rules and Regulations Chair
  - Event Chair: Roar Report
  - Event Chair: Uncaging
  - Event Chair: Panther's Got Talent

Event Chair: Taste at the Bay

Event Chair: Caribbean Bash

Event Chair: Family Reunion

- 10.04.6 The Homecoming Council Overall Director, with consultation from the Executive Board and Advisor(s), can create/eliminate council positions.
- 10.04.7 To be eligible to apply and hold office, all officers shall possess (at time of selection and during their term) the minimum requirements regarding enrollment hours, GPA, academic and disciplinary standing, and financial and disciplinary holds to serve in a leadership position as enumerated in the Student Body Constitution for all SGA officials.
- 10.04.7.1 Enrollment for classes in the summer semester is optional; however, members of the council are required to hold office hours, attend meetings, participate in orientation and other activities related to Homecoming during the summer semester.
- 10.04.7.2 To be eligible for Overall Director, candidates must have served on the council in previous years. If there is not a member from a previous council, then an exception will be made, in consultation with the Advisor(s).
- 10.04.8 Executive Board Office
- 10.04.8.1 The terms of office for all Executive Board members shall be three (3) consecutive semesters commencing in the middle of the spring semester and terminating at the end of the Fall semester of the same year.
- 10.04.8.2 The duties applied to all members of the Executive Board members of the Homecoming Council are as follows:
- Attend all Executive Board meetings.
  - Attend all weekly council meetings.
  - Attend all Homecoming Workshops, logistics days, events, and activities.
  - Attend the University-Wide Retreat.
  - Attend the Leadership Summit.
- 10.04.8.3 The Overall Director, in consultation with the Advisor(s) can amend the individual duties of the council members.
- 10.04.9 The duties of the individual Executive Board members are as follows:
- 10.04.9.1 Overall Director
- Shall oversee all Homecoming Directors and Council.
  - Shall oversee all activities and businesses pertaining to Homecoming week and the Council.

Shall represent the Council and be responsible for all business concerning the Council.

Shall preside over all meetings.

Shall set the meeting dates.

Shall cast the deciding vote if there is a tie in normal voting procedures. Otherwise, he/she shall not vote.

Shall set up weekly meetings with Directors.

Shall meet with and report to the advisor weekly.

Shall work with the advisor to discuss the addition or removal of positions in order to ensure efficiency.

Shall represent the Homecoming Council at any University Committee that requires representation from the Council.

Plan and execute the Homecoming Concert.

Meet Bi-Weekly with Advisors and Assistant Director of BBC Programming to give a detailed report of MMC activities.

Work with an advisor to facilitate trainings.

Serve on the University Homecoming Taskforce.

Establish a stronger connection between the MMC and BBC campuses at FIU.

Plan Concert Reveal.

Manage the council and intern selection process.

Attend all campus partner meetings.

Write and develop timelines and tree of life for all Homecoming events with the help of the AD in charge of events.

Attend SGA President's Cabinet meetings each week and represent Homecoming at those meetings, delivering a report on the status of all initiatives.

Submit to the SGA Senate and the Student Body President, at least once a semester, a detailed report on the actions taken by Homecoming in that semester.

#### 10.04.9.2 Assistant Director of BBC Programming

Attend weekly E-Board and council Meetings.

Overseeing all the Technical & Production aspects of Homecoming at BBC.

Oversees a team of chairs on the BBC campus.

Facilitate team building workshops and activities for BBC.

Meet Bi-Weekly with Advisors and Overall director to give a detailed report of BBC activities.

Serve as second in command and perform duties of Overall Director in absence.

Hold weekly Committee meetings taking place in the Spring, Summer, and into the Fall.

Oversee the Taste at the Bay Chair, Kick Off Chair, Caribbean Bash Chair, and BBC Family Reunion.

Plan bonding events for e-board and council.

Attend Overall Homecoming workshops.

Liaison for all BBC events for Homecoming (not council specific).

Hold weekly meetings with the advisor.

Attend Taskforce meetings to represent BBC Homecoming events.

#### 10.04.9.3 Assistant Director of Administration

Manage the Homecoming Office and ordering all office supplies.

Plan and execute the entire Court Pageant process, Royal Reunion, and Panthers Got Talent.

Work with Court Logistics Chair, Panthers Got Talent Chair, and Rules & Regulations Chair to review and fix any problems with the Rules & Regulations packet.

Oversee the Court Logistics, Panthers Got Talent Chair, and Rules & Regulations.

Take attendance and oversee the council in absence of the Overall Director.

Shall be responsible for the collection of the Director and Council's weekly reports on time.

Create meeting agendas with reports that are submitted prior to weekly meetings.

Take weekly minute meetings and post them on the Homecoming server and Website.

Oversee and support all aspects of the spirit team process.

Plan bonding events for e-board and council.

The A.D. of Administration will be responsible for attending weekly executive board meetings as well as general council meetings and following through on one-on-ones with respective council members.

#### 10.04.9.4 Assistant Director of Communication

Oversee all internal and external communications for the Homecoming Council.

Liaison between Campus life Publications and Homecoming Council in regard to the Homecoming Website.

Responsible for managing and updating all external communication outlets such as the Homecoming website, Facebook Page, and Twitter account.

Creates and distributes all Homecoming Press Releases.

Facilitate team building workshops and activities.

Over Social Media Chair (3), Creative Content Chairs (3) (One for event AD: Programming, Admin, BBC Programming).

Oversee all aspects of marketing for Homecoming with Overall Director.

Select and order all giveaways.

Plan bonding events for e-board and council.

The A.D. of Communications will be responsible for attending weekly executive board meetings as well as general council meetings and following through on one-on-ones with respective council members.

#### 10.04.9.5 Assistant Director of Finance

Overseeing all financial aspects of Homecoming.

Working with the finance committee to create and execute an efficient sponsorship packet.

Planning and managing individual budgets for each event/chair.

Continually update the master budget to remain up to date with expenditures.

Liaison between A&S Business Office and Homecoming Council.

Facilitating end of the year banquet including ordering plaques/awards.

Facilitate team building workshops and activities.

Oversee Finance Assistants (3).

Oversee Sponsorship process.

Process all Event Purchase Request and Purchase Request in Panther Connect.

Place all orders for items needed for Homecoming.

Plan bonding events for e-board and council.



Meet with business services, Student Affairs Development Officer, Athletics Development team.

The A.D. of Finance will be responsible for attending weekly executive board meetings as well as general council meetings and following through on one-on-ones with respective council members.

10.04.9.6 Assistant Director of Programming

Overseeing all the technical & production aspects of Homecoming.

Assist other directors with timelines and logistics for events.

Facilitate team building workshops and activities.

Oversee 2 Event Chairs, and Programming Assistant.

Plan and execute Uncaging, The Roar Report, and Potential Parade.

Plan bonding events for e-board and council.

The A.D. of Programming will be responsible for attending weekly executive board meetings as well as general council meetings and following through on one-on-ones with respective council members.

10.04.9.7 Assistant Director of Engagement

Manage Internal PR Chair (3) (Responsibilities include housing on all campuses, MMC, BBC, I-75, Engineering Campus).

Oversee people marketing both inside and outside the FIU community.

Plan bonding events for e-board and council.

Plan and execute 50 Days to Homecoming at BBC and 100 Days to Homecoming at MMC.

Plan creative ways to get the students engaged and excited for Homecoming.

The A.D. of Engagement will be responsible for attending weekly executive board meetings as well as general council meetings and following through on one-on-ones with respective council members.

10.04.9.8 The terms of office for all members of the council shall be three (3) consecutive semesters commencing at the middle of the spring semester and terminating at the end of the Fall semester of the same year.

10.04.9.9 The duties applied to all members of the Homecoming Council are as follows:

10.04.9.9.1 Attend all weekly meetings.

10.04.9.9.2 Attend all Homecoming Workshops, logistics days, events, and activities.

10.04.9.9.3 Attend the University-Wide Retreat.

- 10.04.9.9.4 The Overall Director, in consultation with the Advisor(s), can amend the individual duties of the council members.
- 10.04.9.9.5 The duties of the council members are based on contract and Executive Board Assignments.
- 10.04.10 There shall be a member of the Campus Life Staff from Modesto A. Maidique Campus at FIU who shall serve in an advisory capacity to the organization. In addition, there shall be a member of the Campus Life Staff from the Biscayne Bay Campus to serve as a liaison to the Homecoming Council.
- 10.04.11 Quorum, Meetings, and Voting
  - 10.04.11.1 Quorum shall consist of three (3) Executive Board members a simple majority (more than half) of the active council members.
  - 10.04.11.2 Overall Director will abstain from voting unless a tie is present.
  - 10.04.11.3 General Council Meetings shall be held weekly, unless otherwise indicated by the Overall Director.
  - 10.04.11.4 Minutes of the meeting will be posted on the Homecoming Drive weekly.
  - 10.04.11.5 Meetings will be held at the MMC campus, BBC campus, and virtually through Zoom. Members will have the option to choose between attending virtually, or in-person if there is a meeting on campus. The Overall Director, in consultation with the Advisor(s), will determine the schedule.
  - 10.04.11.6 Executive Board meetings will be held weekly, unless otherwise indicated by the Overall Director.
  - 10.04.11.7 The Overall Director may call a meeting when deemed necessary as long as they notify the Council within 48 hours.
- 10.04.12 Any member willing to resign from office shall notify the advisor with a submitted form of communication stating their resignation at least one week prior to the next Council meeting. Executive Board members with the help of the advisor shall appoint a replacement for an empty position.
- 10.04.13 Impeachments and Replacements
  - 10.04.13.1 Officers of the Homecoming Council shall be subject to removal by the internal Homecoming Council process or by the SGA Supreme Court. The basis for removal of a Homecoming Council member shall be malfeasance, misfeasance, nonfeasance, incompetence, permanent inability to perform official duties, conviction of a felony, and/or any violations of Homecoming or SGA policies.
  - 10.04.13.2 All officers are expected to complete their duties as assigned to them by the Homecoming Council at FIU's Constitution and Contract, as well as maintaining the standards required by every member and shall only be done after giving the

individual opportunities to meet expectations. The advisor(s) met with the individual at least once and has given at least one (1) written letter of warning to the officer being considered for removal.

- 10.04.13.3 If the Overall Director is not fulfilling their duties, the Assistant Director of BBC Programming shall preside in their place. This case shall be discussed with the Advisor(s).
- 10.04.13.4 During the impeachment proceedings, the case will be presented. The Overall Director or Executive Board member will be given the opportunity to present their defense before the Council's Advisor.
- 10.04.13.5 Alternatively, any student may file a Writ of Removal or Writ of Censure against a Homecoming Council officer at the SGA Supreme Court for a hearing and trial of the officer to determine whether they shall be removed, censured, or acquitted. This shall follow the process outlined for the Judicial Branch in the Student Body Statutes.
- 10.04.14 The Homecoming Council utilizes an application and selection process to determine its leadership.
  - 10.04.14.1 The outgoing Overall Director is responsible for coordinating the application and selection process. In the event that the outgoing Overall Director is an applicant for a position, the highest-ranking officer not applying for a position will coordinate the process.
  - 10.04.14.2 The Overall Director, along with the Advisor, will establish a nominations committee to assist with interviews and provide input throughout the process. The committee will consist of: The highest-ranking member of Homecoming leadership not re-applying for consideration, and/or the outgoing Overall Director of Homecoming if not reapplying; A current member of Homecoming not applying for a leadership role; Homecoming's graduate assistant (if applicable); The Homecoming 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.
  - 10.04.14.3 The nominations committee of Homecoming shall review all applications for Overall Director. It shall then nominate a student to be the Overall Director of the Homecoming Council, through a simple majority vote of all members of the committee. Once the Overall 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.
  - 10.04.14.4 The Overall Director of Homecoming must be confirmed by a simple majority vote of the SGA Senate. Should the Senate reject a nominee, the nominations committee shall nominate a new student and follow the same process. Once the Senate

approves the Overall Director nominee, the nominee shall be considered approved and confirmed.

- 10.04.14.5 To select the rest of the E-board positions, a committee may be established which is not required to include SGA representation, but shall include the newly selected Overall Director if already confirmed by the Senate.
- 10.04.15 Amendments to these statutes may only be made through a bill passed by SGA. However, the Panther Power E-board may recommend changes to these statutes, to be considered by the SGA Senate through the Student Life and Academic Concerns Committee (SLAC) of the SGA Senate.

## **Section 10.05 - The Registered Student Organizations Council**

- 10.05.1 The mission of the Registered Student Organizations Council (RSOC) is to govern, represent, and support the University's undergraduate and graduate student organizations, and honor societies.
- 10.05.2 The RSOC shall have the following responsibilities:
- 10.05.2.1 Review all requests from new organizations seeking recognition and grant recognition to those that meet RSOC, SGA, and university policies.
  - 10.05.2.2 Review all requests from returning organizations seeking continued recognition, and grant renewed recognition to those that meet RSOC, SGA, and university policies.
  - 10.05.2.3 To initiate programming that brings registered student organizations together, including organization fairs.
  - 10.05.2.4 To enforce and implement the Points System as delineated in the Finance Code.
  - 10.05.2.5 To create the RSO Manual each Summer semester in collaboration with the members of the SGA Finance Committee.
  - 10.05.2.6 To hold regularly scheduled student organization summits, at which all registered student organizations shall be in attendance.
  - 10.05.2.7 Provide resources to student organizations through the Student Organization Resource Center facility.
- 10.05.3 The RSOC shall not make any allocations of funding to any student organization, because that is the responsibility of the Finance Committee of the SGA Senate. However, the Director of RSOC and the Vice Director of Finance for RSOC shall be members of the Finance Committee.
- 10.05.4 RSOC and all registered student organizations will comply with all FIU policies and procedures, including Regulation FIU-2501 (Student Conduct and Honor Code), which defines hazing as: any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into, affiliation with, or the perpetuation or furtherance of a tradition or ritual of any student organization operating under the sanction of the University or other organization or group not officially recognized by the University. Although hazing is typically related to a person's initiation or admission into, or affiliation with a student organization, athletic team (intramural, club or intercollegiate), extracurricular activity or any other University group or organization, it is not necessary to have direct proof that a person's initiation or continued membership is contingent upon participation in the activity for a charge of hazing to be upheld. The actions of active, prospective, former, or associate members (pledges) of a student organization may be considered hazing. Organizational leaders who plan a hazing event will be held responsible even if not in attendance at an event where the hazing occurs. Hazing does

not include customary athletic events or similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

- 10.05.5 RSOC, in order to comply with the University's anti-discrimination commitment, shall make no discrimination on the basis of gender, race, color, creed, age, religion, disability, national origin, marital status, sexual orientation, parental status, or veteran status.
- 10.05.6 The Executive Board of RSOC shall be composed of:
  - 10.05.6.1 The Director
  - 10.05.6.2 The Vice Director of Finance
  - 10.05.6.3 The Vice Director of Registration
  - 10.05.6.4 The Administrative Director
  - 10.05.6.5 The Marketing Director
- 10.05.7 Student organizations shall have the following rights:
  - 10.05.7.1 The right to be represented at RSOC student organization summits by at least one representative per organization.
  - 10.05.7.2 The right to request a meeting with an RSOC officer and/or Advisor to report instances when an organization's constitution is not being respected, or if there are violations to FIU policy.
  - 10.05.7.3 The right to appeal any sanction or penalty imposed on the organization, including being frozen or rendered inactive. It may be appealed to the SGA Supreme Court, which has the ability to overturn or uphold the decision made by RSOC.
  - 10.05.7.4 Each individual member of every registered student organization has the right to appeal any decision made by the student organization's leadership; it may be appealed to the SGA Supreme Court, which has the ability to overturn or uphold the decision made by the leadership of the student organization.
  - 10.05.7.5 Each individual member of every registered student organization has the right to file a Writ at the SGA Supreme Court to petition for the removal of an officer of the registered student organization. The Supreme Court may hear the case and either acquit, censure, or remove the officer.
- 10.05.8 Special temporary committees can be created to work on specific issues for a determined period of time. The RSOC President can create these committees and appoint their individual committee chairs and members. Appointments must be confirmed by a simple majority of the voting Executive Board Members.
  - 10.05.8.1 Temporary Committees will consist of representatives from the different registered student organizations, and will be overseen by RSOC Executive Board Members.

- 10.05.9 The requirements to hold an RSOC Executive Board position are as follows:
- 10.05.9.1 The Director must have been part of the RSOC Executive Board for at least 1 year prior to seeking the position. In the case there is no candidate that meets this requirement, this requirement shall be waived.
- 10.05.9.2 All members of the Executive Board shall possess (at time of selection and during their term) the minimum requirements regarding enrollment hours, GPA, academic and disciplinary standing, and financial and disciplinary holds to serve in a leadership position as enumerated in the Student Body Constitution for all SGA officials.
- 10.05.9.3 All members of the Executive Board must be thoroughly knowledgeable of the Student Body Constitution and Statutes, these RSOC statutes, the Points System, the communication system utilized by RSOC, and Robert's Rules of Order.
- 10.05.10 The Director shall have the following duties:
- Preside over the RSOC Executive Board meetings and General Body meetings. Make all necessary arrangements for those meetings, including setting the agenda and conducting the business of the meeting in accordance with the current edition of Robert's Rules of Order and all provisions of the RSOC Constitution and Bylaws.
  - Serve as a member of the Finance Committee of SGA, and attend weekly Finance Committee meetings, voting on all matters pertaining to basic and special allocations.
  - Represent the interests of the RSOC to the administration, faculty and SGA.
  - Attend SGA President's Cabinet meetings each week and represent RSOC at those meetings, delivering a report on the status of all initiatives.
  - Submit to the SGA Senate and the Student Body President, at least once a semester, a detailed report on the actions taken by RSOC in that semester.
  - Attend and prepare a report for weekly meetings with Council Advisor.
  - Create temporary committees and appoint their individual committee chairs and members.
  - Set and maintain a minimum of 5 weekly in-office hours.
  - Maintain clear and constant communication with all executive board members, community delegates and RSOC advisors.
  - Be available upon request.
  - Organize transition period training for new officers.
  - Together with the Vice Director of Finance, the Director is responsible for compiling the annual budget request and presenting it to the SGA Budget Committee.
  - Oversee all E-Board members to ensure that each member is on task.

10.05.11 The Vice Director of Finance shall have the following duties:

Serve as a member of the Finance Committee of SGA, and attend weekly Finance Committee meetings, voting on all matters pertaining to basic and special allocations.

Implement and enforce the Points System as delineated in the SGA Finance Code, as well as maintain and update any associated forms and “How To” documents.

Keep a monthly record of all points and make them available for organizations to review within a week of the points deadline.

Review all point report submissions to allocate points within one-week of each month’s point deadlines and be available upon request.

Work with ASBO to prepare a funding presentation for President’s Orientation, and create a PowerPoint presentation on the Points System.

Work with the Director to carry out workshops to educate members about the Points System and point submission process.

Maintain contact with CLS liaison for philanthropy/community service projects and workshop attendance sheets.

Maintain contact with the Centers for Student Engagement for all attendance sheets.

Responsible for working together with the Director to compile the annual budget request and present it to the SGA Budget Committee.

Handle all accounts and keep the records of all the budget allocations.

Maintain the RSOC budget.

Notify organizations of all points submission deadlines and SGA Finance Committee deadlines.

Work with the SGA Finance Chair to carry out workshops to educate members about funding.

Carry out official assignments given by the Director.

Must attend all Executive Board meetings and student organization summits unless excused by the Director and Advisor.

Set and maintain a minimum of 5 weekly in-office hours (Directly notifying the Director, 48 hours in advance, about any issues regarding office schedule).

Maintain clear and constant communication with all E-Board members and advisor.

Organize transition period training for new officers.

Provide paperwork records and End-of-Year RSOC Council Evaluation to the new Executive Board Members.



10.05.12 The Vice Director of Registration shall have the following duties:

Oversee the semesterly process of registration, re-registration, and renewal for all new and returning registered student organizations.

Represent the Director in case the Director must be absent. Meet with the Director and update the Director afterwards.

Assist the Director with duties when required.

Set and maintain a minimum of 5 weekly in-office hours (Directly notifying the Director, 48 hours in advance, about any issues regarding office schedule).

Maintain clear and constant communication with all E-Board members and advisor.

Must attend all Executive Board meetings and student organization summits unless excused by the Director and Advisor.

Carry out official assignments given by the Director.

Be available upon request.

10.05.13 The Administrative Director shall have the following duties:

Maintain contact with CLS for philanthropy/community service projects and workshop attendance sheets.

Maintain contact with the Centers for Student Engagement for all attendance sheets.

Take attendance at student organization summits.

Post all student organization summit minutes within 48 hours of the meeting and provide a copy to the Student Body President.

Send all Executive Board meeting minutes to the RSOC officers and adviser within 48 hours of the executive board meetings.

Establish and maintain all RSOC files and archives.

Collect and manage all officer and advisor information for organizations each semester in an excel sheet.

Create polls/surveys and report results to E-Board.

File all office paperwork appropriately.

Carry out official assignments given by the Director.

Must attend all Executive Board and General meetings unless it is excused by the Director and Advisor.

Set and maintain a minimum of 5 weekly in-office hours (Directly notifying the Director, 48 hours in advance, about any issues regarding office schedule).

Be available upon request.

Organize transition period training for new officers.

Provide paperwork records and End-of-Year RSOC Council Evaluation to the new Executive Board members.

Collect and update all organization officer and advisor contact information in general email accounts.

Review all Change of Officer and Change and Advisor forms and make necessary updates in contact lists.

Respond to all general emails in a timely manner (within 2 business days).

Tag/Star/Forward emails for the appropriate officer and maintain email inbox.

10.05.14 The Marketing Director shall have the following duties:

Create office flyers if necessary.

Manage the council presence online and in-person.

Run Social Media accounts & Panther Connect.

Oversee PantherNOW article outreach.

Collect all important RSOC news, point opportunities, and other announcements from campus into the Panther Connect-update news, calendar, events, and meetings.

Advise the Executive Board before interviews with the student media.

Coordinate and participate in presentation programs for incoming freshmen and transfers.

Seek information on events that are going on on-campus and work with the Administrative Director to advertise them.

Work with Campus Life Publications office to create flyers for club fair and all other RSOC Events.

Seek important on-campus events that promote RSOC's mission and work with the Administrative Director to get the event information out to E-board members.

Be available to organizations to help and find resources to promote their events.

Work with Campus Life Grad Student to work on monthly organization newsletters where student organizations can see their points tallied.

Carry out official assignments given by the President and Vice-President.

Be available upon request.

Set and maintain a minimum of 5 weekly in-office hours (Directly notifying the Director, 48 hours in advance, about any issues regarding office schedule).

Maintain clear and constant communication with all E-Board members and advisor.

Must meet frequently with Executive Board members and Advisor.

Plan and carry out club fair each semester.

Plan and carry out a RSOC Meet & Greet/Social event each semester.

Reserve all rooms and necessary AV equipment for meetings and RSOC events.

Maintain contact information of all vendors used for club fair, banquet, and other RSOC events for future reference in PantherConnect.

- 10.05.15 Registered student organizations will be recognized and registered by completing the forms and procedures outlined in the RSO Manual.
- 10.05.16 The quorum for a meeting of the Executive Board is 4/5 of all Executive Board members.
- 10.05.17 RSOC utilizes an application and selection process to determine its leadership.
  - 10.05.17.1 The outgoing Director is responsible for coordinating the application and selection process. In the event that the outgoing Director is an applicant for an E-board or Director Position, the highest-ranking officer not applying for a position will coordinate the process.
  - 10.05.17.2 The Director, along with the Advisor, will establish a nominations committee to assist with interviews and provide input throughout the process. The committee will consist of: The highest-ranking member of RSOC leadership not re-applying for consideration, and/or the outgoing Director of RSOC if not reapplying; A current member of RSOC not applying for a leadership role; RSOC's graduate assistant (if applicable); The RSOC 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.
  - 10.05.17.3 The nominations committee of RSOC shall review all applications for Director. It shall then nominate a student to be the Director of RSOC, 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.
  - 10.05.17.4 The Director of RSOC must be confirmed by a simple majority vote of the SGA Senate. Should the Senate reject a nominee, the nominations committee 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.

- 10.05.17.5 To select the rest of the E-board positions, a committee may be established which is not required to include SGA representation, but shall include the newly selected Director if already confirmed by the Senate.
- 10.05.18 If a vacancy occurs in the position of Director, then the Vice Director of Finance will automatically become the interim Director until special elections can be held.
- 10.05.19 When a vacancy occurs in any other Executive Board position, it will be filled through a process of nominations and selection through a majority vote of the RSOC E-Board members present in the next meeting, and last until the next official selections.
- 10.05.20 Officers of RSOC shall be subject to removal by the internal RSOC process or by the SGA Supreme Court.
- 10.05.20.1 The basis for removal of an RSOC member shall be malfeasance, misfeasance, nonfeasance, incompetence, permanent inability to perform official duties, conviction of a felony, and/or any violations of RSOC or SGA policies.
- 10.05.20.2 Any member of the Executive Board who misses or accumulates three (3) unexcused absences of executive board meetings during a semester may be removed by a two-thirds (2/3) vote of the voting members present at an executive board meeting.
- 10.05.20.3 For any member who fails to complete their duties, they will first receive a verbal warning, then a written warning, and lastly may be removed from the Executive Board by a two-thirds (2/3) vote of the voting members present at an executive board meeting.
- 10.05.20.4 Alternatively, any student may file a Writ of Removal or Writ of Censure against an RSOC officer at the SGA Supreme Court for a hearing and trial of the officer to determine whether they shall be removed, censured, or acquitted. This shall follow the process outlined for the Judicial Branch in the Student Body Statutes.
- 10.05.21 Amendments to these statutes may only be made through a bill passed by SGA. However, the RSOC executive board may recommend changes to these statutes, to be considered by the SGA Senate through the Student Life and Academic Concerns Committee (SLAC) of the SGA Senate.