

**Student Government Association  
By-Laws  
2003-2004**

**Article I - Membership**

**Section 1: Qualifications for Senate Membership**

- A. Must be a member of the Student Body and represent one of the following student body groups: Social Science, Natural Science, Humanities, and freshman or undeclared majors.
- B. Must be enrolled in at least twelve (12) hours of academic work.
- C. Must have a 2.00 cumulative grade point average in total academic work and must be in good standing with the College.
- D. Must be a bona fide member of the group he or she seeks to represent. Members and applicants will be checked through the Registrar's Office.

**Section 2: Qualifications for House Membership**

- A. Must be a member of the Student Body.
- B. Must be enrolled in at least twelve (12) hours of academic work.
- C. Must have a 2.00 term grade point average in total academic work from Florida Southern College and transfer grades and must be in good standing with the college.
- D. Must be a bona fide member of the group he or she seeks to represent. Members will be checked through the organization he or she represents.

**Section 3: Term of office**

Elected members of the Senate shall assume duties of the elected office at the time of installation and will serve for one academic year, or until a successor is duly elected and installed, whereas Freshman or Undeclared students shall be elected in the fall election (after two weeks of classes) and shall serve a one year term.

**Section 4: Voting**

Elected members of the Senate and Executive Board, excluding President, shall have one vote in Senate meetings. All House members will have one vote each House meeting.

**Section 5: Removal of Membership**

Removal of membership shall be considered by the Senate upon submission to the Chairman of the By-laws Committee a written statement by any member of the Senate or Executive Council giving reasons for impeachment. Any one officer of the Executive Board or the Senate may be impeached by a two-thirds

(2/3) vote of the Senate and Executive Council for any of the following reasons given below.

Removal of membership of the House shall be considered by the House upon submission to the By-Laws Committee Chairman a written statement by any member of the Executive Board or the House. Any member of the House may be impeached by two-thirds (2/3) vote of the total membership of the House for any of the following reasons:

- A. Violation of or disregard for any part of the Constitution, its By-Laws, or the Oath of Office.
- B. Failure to maintain the standard of student conduct outlined by the Student Handbook of Florida Southern College.
- C. Must have at least a 2.0 term grade point average. There will be no probationary period for scholastic reasons.
- D. Failure to earn a 2.0 term for each semester including semesters holding office and elections.
- E. Senate: Having more than two unexcused absences from meetings of the Senate in the year. The Student Government: President, Executive Vice-President, or Committee Chair will approve excused absences.
- F. House:
  - i. Having more than two unexcused absences from mandatory House committee meetings in a semester. The Student Government: President, Executive Vice-President, or Committee Chair will approve excused absences.
  - ii. Having more than two unexcused absences from meetings of the House in a semester. The Student Government: President and Executive Vice-President will approve excused absences.

#### **Section 6: Attendance**

- A. Senate: Each Senate member is expected to attend all meetings for the group they represent including committee meetings and Student Government Association sponsored events. In the event that a member is unable to attend a meeting of a Student Government Association sponsored activity, he or she must notify in writing the President of the Student Government Association twenty-four hours in advance. The President of the Student Government Association along with the Executive Board will determine if the absence is excused or unexcused. Two unexcused absences from Senate meetings per year will result in removal of membership.
- B. House: House Representatives be granted the authority to represent up to two clubs/organizations at House meetings. Each Representative may vote once. No organization may have more than one voting Representative. The committee representation shall be discerned by the Representative.

## **Article II - Qualifications of Executive Officers**

### **Section 1: Qualification of Officers**

- A. All executive officers will have an overall 2.5 grade point average from Florida Southern College and transfer grades average in all academic work, certified through the Dean of Student's Office.
- B. The candidates for President shall have earned at least sixty (60) semester hours, which may include hours in which enrolled during semester of candidacy. At least sixty (60) hours must have been earned at Florida Southern College. A 2.5 cumulative grade point average is needed to run for the office of Student Government President. Candidates for Executive Offices of the Student Government excluding the office of Student Government President and VP of Student Activities must have been a member of the Senate for one year.
- C. The candidates for Executive Vice President, Academic Vice-President, Vice-President of Student Activities, Vice President of Finance, Student Advocate, and Secretary shall have earned at least thirty (30) semester hours, including hours enrolled in during semester of candidacy, with at least thirty (30) hours earned at Florida Southern College.
- D. House representatives must be registered and active members of the organization they seek to represent.
- E. If a member does not meet the necessary requirements they must step down when asked to after sufficient review be the Executive Board and member in question.
- F. An executive member who does not meet the requirements for their office may apply for an office's requirements they meet and become a candidate for that opening.

## **Article III - Duties and Powers of Executive Officers**

### **Section 1: Duties and Powers of the President**

- A. The President of Student Government Association shall be the President of the Senate.
- B. The President of the Student Government Association shall preside over all Senate and Executive Council meetings.
- C. The President of the Student Government Association and Executive Council of the Student Government Association shall excuse members from Senate meetings.
- D. The President of the Student Government Association shall ultimately oversee all school activities as expressed in these By-Laws.

- E. The power of the President of the Student Government Association shall be that which is required for the effective execution determined by the Executive Board.
- F. The President of the Student Government Association shall not hold any other major office in any campus organization. Exceptions can be made according to the Dean of Students and the Executive Committee.
- G. The President of Student Government shall act as co-signer for all vouchers expending Senate funds.
- H. The President of the Student Government shall help oversee all activities of campus organizations.
- I. The President of the Student Government Association with the Finance Committee shall prepare and submit a proposed itemized budget at the first Senate meeting of the year.
- J. The President of the Student Government Association will make sure that funds either for Association of Campus Entertainment or Student Government are spent in a manner that benefits the entire Student Body. This includes discretionary funds; gifts may be purchased at the end of the year for members of outstanding service, but must be a nominal gift as outlined by the **Congressional Gifts Reform Act**.
- K. President shall be entitled to a single room on-campus if desired. President will cover all financial obligations.
- L. The President of the Student Government Association shall receive a stipend of \$750 per semester.

**Section 2:** Duties and Powers of the Executive Vice President

- A. The Executive Vice President shall serve as a member of the Executive Council and non-voting member of the House except when a tie must be broken.
- B. The Executive Vice President of SGA shall chair the meeting of the House and keep a record of the meetings through elected secretary who records minutes from the meetings.
- C. The Executive Vice President of Student Government will assume duties given to them by the President.
- D. The Executive Vice President of the Student Government shall serve as an ex-officio member of all House committees.
- E. He/She will assume the duties of the President when the President is incapable of fulfilling them.
- F. The Executive Vice President of the Student Government Association will make sure that funds either for Association of Campus Entertainment or Student Government are spent in a manner that benefits the entire Student Body. This includes discretionary funds; gifts may be purchased at the end of the year for members for outstanding services but must be a nominal gift as outlined by the **Congressional Gifts Reform Act**.

- G. The Executive Vice President of the Student Government Association shall receive a stipend of \$500 per semester.

**Section 3: Duties and Powers of the Academic Vice President**

- A. The Academic Vice President shall chair the Senate in the absence of the SGA President.
- B. The Academic Vice President will research and recommend improvements in the academic environment and the Senators as they do the same.
- C. The Academic Vice President shall serve as a member of the Executive Council and Senate.
- D. The Academic Vice President shall oversee all committees within the Senate and along with the President, develop a committee structure that will benefit the students of Florida Southern College.
- E. The Academic Vice President of the Student Government Association shall receive a stipend of \$500 per semester.

**Section 4: Duties and Powers of the Vice President of Student Activities**

- A. The Vice President of Student Activities will serve as President of the Association of Campus Entertainment (A.C.E.); serve as a member of the Executive Council, and the Senate.
- B. The Vice President of Student Activities will be responsible for planning, initiation, and administration of student-orientated activities on the campus of Florida Southern College.
- C. It will be the goal of the Vice President of Student Activities to improve upon old programs and search out original programs that will provide entertainment, education, and social interaction for all segments of Florida Southern College.
- D. He/She will designate a representative from A.C.E. to report activities to the House.
- E. The Vice President of Student Activities will spend Student Activity money allocated in their budget or funds in an accordingly manner that is beneficial to the entire Student Body. The Executive Council will only interject to financial matters if a member questions expenditures, in that the funds were not spent accordingly.
- F. The Vice President of Student Activities shall receive a stipend of \$500 per semester.

**Section 5: Duties and Powers of the Vice President of Finance**

- A. The Vice President of Finance shall supervise the allocation of any money delegated to Student Government.
- B. He/She will be a voting member of the Finance Committee of the Senate.
- C. He/She will act as Chairman of the Finance Committee of the Senate.
- D. He/She will be a member of the Executive Council and Senate.

- E. The Vice President of Finance shall keep a timely and accurate account of the receipts and expenditures of Senate funds.
- F. The Vice President of Finance will sign, with the President of the Student Government Association, all vouchers for the disbursement of funds from the Senate Account.
- G. He/She will deposit all Senate Funds in an account to be kept in a Student Government Association account.
- H. The Vice President of Finance will make a financial report to the Senate each meeting.
- I. The Vice President of Finance shall receive a stipend of \$500 per semester.

**Section 6: Duties and Powers of the Student Advocate**

- A. The Student Advocate will act as the official Ombudsman for SGA.
- B. He/She shall be the liaison between students, student government, and college administration.
- C. He/She shall work with the Development Office to set up and chair a Senior Class Committee.
- D. The Student Advocate shall serve as a member of the Executive Council, the Senate, and a non-voting member of the House.
- E. The Student Advocate shall receive a stipend of \$500 per semester.

**Section 7: Duties and Powers of the Secretary**

- A. The Secretary shall keep detailed minutes of Executive Council and Senate meetings in a book of records in a Student Government Association file.
- B. The Secretary shall handle all correspondence of the Senate in the proper execution of the Secretary duties.
- C. The Secretary will publicize the minutes prior to the next meeting.
- D. He/She shall be responsible for supervising the SGA web page.
- E. He/she will be responsible for the notices and communication from the Executive Board to the Senate of the Student Government Association.
- F. The Secretary shall be a member of the Executive Council and the Senate.
- G. The Secretary shall receive a stipend of \$500 per semester.

**Article IV- Elections**

**Section 1: Election Date**

All officers and members of the Student Government shall be elected in a general election to be held with at least two Senate meetings left in the school year for newly elected officers to serve, except elections for Freshman or Undeclared majors shall be held no sooner than the second week of the year in which they are to serve.

**Section 2: Election Regulations**

- A. Senators will be voted upon by bona fide members of their academic area of study.
- B. The executive officers shall be voted upon by full time students of the Student Body.
- C. In the event of a deadlock tie, the outgoing Senate shall cast the tie-breaking vote with a vote of two-thirds (2/3).
- D. Elections will be conducted in a place or places designated by the Election and Honors Committee, who shall designate a person or persons as election proctors. At the discretion of the Senate, proctors may or may not be connected with the College by membership in any organization represented on campus.
- E. The polls shall be open from 10:20AM-2:00PM and 4:30PM to 7:00PM and only appointed persons shall be at the polls. Students wishing to vote shall present a current Student I.D. Completed ballots shall be counted directly after the closing of the polls or on the College's next business day by the Vice President of Student Life or an appointed assistant, Chairman of the Election and Honors Committee, and the President of the Student Government Association, if not a candidate.
- F. Candidates may not campaign within 30 feet of the polling areas. Any candidate for the Senate who campaigns in any way at the polls will automatically be brought for review to the outgoing Executive Council. If the Executive Council finds substantial evidence within forty-eight (48) hours it will send the issue to the Senate floor. A two-thirds (2/3) vote is required to find guilt. If found guilty the election results will be thrown out and there will be a re-vote for that office held within one week.

### **Section 3: Nominations**

Nominations for office shall be made by individual applications submitted to the Student Government Office. Responsibility of certifying eligibility rests with the Vice President of Student Life. It is the duty of the Elections and Honors Committee to see that the candidates shall strictly adhere to all regulations. Actions will be taken by the Executive Board for violation of the election rules.

### **Section 4: Office Vacancies**

- A. A vacancy in the office of President will be filled immediately by the Executive Vice President for the remainder of the term of office.
- B. A vacancy in the office of Executive Vice President will be filled immediately by the Academic Vice President.
- C. A vacancy in the office of Academic Vice President, Treasurer, Student Advocate, or Secretary will be filled for the remainder of the term by another member of the Senate, having the necessary status, approved by a majority vote by the Senate.

### **Section 5: Senate Membership Petitioning**

- A. First semester freshman students who enter Florida Southern College on academic probation shall not be allowed to petition, campaign or run for any campus office.
- B. Should a vacancy occur in the Senate, excluding the Executive officers, petitions of nomination to fill said vacancy shall be authorized by the President at the meeting in which the vacancy occurs; such petition shall be submitted to the Chairman of the Elections and Honors committee and eligibility determined before the next meeting.
- C. All campaigning shall come under the jurisdiction of the Elections and Honors Committee. This committee shall post publicly a notice of roles and regulations of conduct of campaigners on the same day as applications are made available and shall cause this notice to remain posted until elections are completed. All campaigning shall follow the guidelines in the By-Laws.

### **Section 6: Run-off Elections**

A candidate receiving a plurality of votes cast will be deemed elected. In the event no one candidate receives a plurality exceeding the margin of error, a run-off election will be held between the candidates falling within the margin of error. The run-off election will be within one week of the original election. The winner must receive a plurality of all total votes cast.

### **Section 7: Installation and Oath of Office**

- A. The President of the College or a representative shall administer the Oath of Office to the President of the Student Government Association on a Bible held by the outgoing President.
- B. The Oath of Office to be taken by all persons serving elected terms in Student Government Affairs shall be:

"I, (name), do solemnly affirm, that I will faithfully execute to the fullest of my ability, the office of (office) of the Student Government Association of Florida Southern College, and shall strive continuously, to put forth giving above gaining, right above might, and to promote the common good of my fellow students, in the execution of my duties. I shall support the policies of Florida Southern College and the Constitution of the Student Government Association of Florida Southern College, so help me God."

- C. Each person taking the Oath of Office shall, following the oral oath taking ceremony, sign a printed or typewritten copy of the oath which shall be placed on file with the President of the College. No one person shall be eligible to discharge any officer of his or her responsibilities of his or her office until the Oath of Office is filed.



## **Article V - Passing Legislation**

### **Section 1: Resolution**

Resolutions shall require the approval of a simple majority of the Senate as designated by the Constitution.

### **Section 2: By-Laws Approval**

By-Laws shall require an absolute two thirds (2/3) approval of the Senate

### **Section 3: Proposed By-Laws**

Proposed By-Laws shall be submitted in writing and read before the Senate. They shall then be referred to the Committee on By-Laws who shall study the proposed legislation and report its findings to the Senate. The proposed legislation be read a second time, and shall be eligible for action.

### **Section 4: By-Laws Certification**

All legislation shall be recorded in a book of resolutions, or By-Laws, whichever book is pertinent, and in the book of minutes. The President, Secretary, and the chairman of the Committee on By-Laws, using the following form in the statement of certification, then shall ratify it:

"This is to certify that the above (By-Law or Resolution) number (\_\_\_\_) passed by the required number of the Senate on the (\_\_\_\_) day of the month (\_\_\_\_), in the year (\_\_\_\_)."

### **Section 5: Student Organizations**

A two-thirds (2/3) vote by the House shall be required to charter an organization petitioning for recognition as a student organization.

## **Article VI - Parliamentary Authority and Order Of Business**

### **Section 1: Parliamentary Authority**

The parliamentary authority of the Senate and its committees shall be Roberts' Rules of Order, Newly Revised, Ninth Edition.

### **Section 2: Order of Business**

The order of business shall be as follows:

Call to Order

Invocation

Roll Call

Minutes of the Last Meeting

President's Report

Special Business of the Day  
Academic Vice President's Report  
Vice President of Finance's Report  
Vice President of Student Activities Report  
Student Advocate's Report  
Committee Reports  
Old Business  
New Business  
Open Discussion  
Adjournment

## **Article VII - Standing Committees**

### **Section 1: Standing Committees**

Standing committees shall be appointed by the Academic Vice President with the approval of the President of Student Government at the first meeting following the installation of the new members. The chairman of each committee may appoint such sub-committees as deemed necessary to facilitate the activities of the committee and may request the aid and cooperation of any member of the Student Government Association and/or organization in accomplishing its duties.

### **Section 2: The Finance Committee**

- A. The Vice President of Finance shall be the chairman of this committee. The Vice President and Business Manager of the college and the Dean of Students shall be the faculty advisors.
- B. It shall be the duty of this committee to accept and recommend line item budgets for registered organizations to the Senate.
- C. The Senate shall make recommendations for its proposed budget by at least two thirds (2/3) affirmative vote.
- D. All funds in the administrative budget of the Association shall be deposited in an account at the Business Office in the name of Student Government Association of Florida Southern College. The President and Vice President of Finance of the Student Government Association who shall be responsible for these funds shall authorize all withdrawals.
- E. Any of the aforementioned Executive members may request a line itemization of how funds are being spent if not available through the Vice President of Finance.

### **Section 3: Assisting Funds**

- A. All applications for Assisting Funds are voted upon by the House.
- B. The Organization that asks for monetary donations must have attended meeting for the House without missing more than two meetings a semester.

- C. The donation must benefit the Student Body.
- D. The organization asking for a donation must ask at least two weeks in advance before the monetary denotation is needed.
- E. Funds will be prohibited for the following expenditures: food for an off campus event, gifts, philanthropies, and other reasons as determined by the House.
- F. Funds will not be distributed to College Departments. Students must be appointed to the offices of that organization every year to be qualified as a college organization worthy of donation.
- G. Organization must be in good standings with the College.

**Section 4:** The By-Laws, Election, and Honor Committee

This committee shall plan and supervise all Student Government Association elections and the election of Agnes Johnson Rowe and James C. Rogers Award.

It shall be the duty of this committee to study, investigate, and recommend to the Senate all proposed legislation.

**Section 5:** The Public Relations Committee

It shall be the duty of this committee to direct, subject to the approval of the President, public events and announcements of the Senate.

**Section 6:** Special Committees

The President of the Student Government Association may constitute such special committees, as he or she deems necessary. The Executive Vice President will choose the chair of the committee with approval of the President of the Student Government.

**ARTICLE XIII - Association of Campus Entertainment (A.C.E.)**

**Section1:** Qualifications of Student Activities Board Members

- A. Must be a member of the Student Body
- B. Must be presently enrolled in at least twelve (12) hours of academic work
- C. Must have a cumulative 2.0 grade point average and be in good standing with the College.
- D. All first semester freshmen must be in good standing with the college.

**Section 2:** Voting

Only the Vice President of Student Activities shall have a vote on the Senate floor. A.C.E. members shall have a vote only regarding a decision made within the Association of Campus Entertainment.

**Section 3:** Association of Campus Entertainment Spending

- A. Association of Campus Entertainment may spend their budget in an according manner that benefits the student body.
- B. Association of Campus Entertainment may have fundraisers, but the money raised must be used only to benefit the student body.
- C. The Finance Committee will recall any use of money not used appropriately. The Senate may overturn the Finance Committee's decision. The total amount of the Senators members needed to overturn that decision is a (2/3) majority.

## **Article IX - Agnes Johnson Rowe and The James C. Rogers Award**

### **Section 1: Qualifications**

Candidates for Agnes Johnson Rowe or James C. Rogers shall meet these qualifications:

- A. Must have been enrolled at Florida Southern College at least three semesters.
- B. Must have earned a minimum of ninety-four (94) credit hours the January preceding the election
- C. Must have an overall 3.00 grade point average at the time of election.
- D. Must be an active student interested in and participated in different phases of the college community.
- E. Must have held at least one executive office in a campus organization (president, vice president, secretary, treasurer, or as stated in the organizations' by-laws) and have been an active member of at least three recognized campus organizations and/or intercollegiate athletic teams (captain of an intercollegiate team is considered an executive office).
- F. Must be a member of the nominating organization, athletic team, or a resident of the nominating residence hall.

### **Section 2: The By-Laws, Election, and Honor Committee**

- A. The By-Laws, Election, and Honor Committee will establish the date of the election.
- B. The By-Laws, Election, and Honor Committee shall prepare, publish, and distribute well in advance the aforementioned qualifications and the election date.

### **Section 3: Review Board**

- A. The members of the Review Board shall be two representatives appointed by the Vice President of Student Life, president of the Student Government Association, and Chairman of the Elections committee.
- B. In the event a candidate is not considered qualified, the Review Board shall notify immediately the nominating body, which shall have the privilege of nominating another candidate.

### **Section 4: Candidate Approval**

The results of the Review Board are subject to approval by the President of the College.

**Section 5: Election of the Agnes Johnson Rowe and the James C. Rogers Awards**

- A. All full-time members of the Student Body, faculty, and administrative staff shall be eligible to vote for the Agnes Johnson Rowe and the James C. Rogers Awards.
- B. The President of the Student Government Association and Vice President of Student Life will count the ballots to determine the winner. If the President of the Student Government Association is a candidate, the chairman of the By-Laws, Election, and Honor Committee will assist in counting the ballots, unless the person is a candidate, then the Vice President of Student Life will appoint an executive member to count the ballots.

**Article X - Kimberly Pickering Female Senator of the Year And  
Hugh A. Moron Male Senator of the Year**

**Section 1: Eligibility**

- A. Recipient of the award must be a current member of the Senate, and have shown outstanding leadership and service to the Senate.
- B. The Executive Officers of the Student Government Association are not eligible.

**Section 2: Selection**

- A. The Senate shall recommend and approve the candidate.
- B. The Senate shall elect the candidate with a majority vote.

**Article XI - Gordona Cupurdija Female House Member of the Year  
and Dr. Richard R. Burnette Jr. Male House Member of the Year**

**Section 1: Eligibility**

- A. Recipient of the award must be a current member of the House, and have shown outstanding leadership and service to the House.
- B. The Executive Officers of the Student Government Association are not eligible.

**Section 2: Selection**

- A. The House shall recommend and approve the candidate.
- B. The House shall elect the candidate with a majority vote.