



Student Representative Board Bylaws

Embry-Riddle Aeronautical University
Daytona Beach Florida
Student Government Association

These SRB Bylaws were last amended and ratified effective 28 August 2012.

Contents:	Page #:
Article I: Jurisdiction and Objective	3
Section 1. Jurisdiction	3
Section 2. Objective	3
Article II: Membership	4
Section 1. Representatives	4
Section 2. Vacant Positions	4
Section 3. Re-Elections	5
Section 4. Eligibility	5
Article III: Conduct of Business	6
Section 1. Meetings	6
Section 2. Minutes	6
Section 3. Closed Sessions	6
Section 4. Conduct of Business	7
Article IV: SRB Membership Responsibilities	8
Section 1. Vice-President	8
Section 2. Representatives	8
Section 3. SRB Parliamentarian	8
Section 4. SRB Secretary	8
Article V: Committees and Liaisons	9
Section 1. Qualifications and Appointments	9
Section 2. Duties of Committees Members	9
Section 3. Term of Committee Representatives	9
Section 4. Description and Duties	9
Article VI: Amendments to SRB Bylaws	11
Section 1. Amendments	11
Section 2. Approval	11

Article I: Jurisdiction and Objective

Section 1. Jurisdiction

The provisions of these bylaws shall apply to the members of the Student Representative Board (SRB) of the Daytona Beach Campus.

Section 2. Objective

The intent of these bylaws is to provide clarification and details necessary for the execution of the Constitution and for such other legislation as may be included. No provision of these bylaws, interpretations thereof, or subsequent amendments shall be construed or enacted to conflict with, abridge, or abrogate the Constitution. Where such conflicts arise, the Constitution or its interpretation by the Student Court shall prevail.

Article II: Membership

Section 1. Representatives

- a. Representatives are the voting members of the Student Representative Board (SRB). The SRB is made up of the following positions:
 1. College of Arts and Sciences
 2. College of Aviation
 3. College of Business
 4. College of Engineering
 5. Resident Life
 6. International Student
 7. Graduate Student
- b. The number of representatives in the College of Arts and Sciences, College of Aviation, College of Business, and College of Engineering will be determined by the following equation:

$$2 + \left[\frac{(P * 100) - 7}{7} \right]$$

where P = % of students in college of student population

Example:

Assuming 50% of student population is enrolled in the College of Aviation

$$2 + \left[\frac{(0.50 * 100) - 7}{7} \right] = 8 \text{ Representatives for the College of Aviation}$$

It is understood that no college shall have less than two (2) Representatives.

- c. Resident Life, International Student, and Graduate student are represented by a single seat each.
- d. Representatives are elected to office during the Spring elections of the Student Government Association.
- e. Should the number of representatives produced by the equation in Article II, Section 1, Letter b not be a whole number then the number will be rounded according to the following examples:

Example:

If the number of representatives is 6.24 or below then the number will be 6.

If the number of representatives is 6.25 or up then the actual number will be 7.

Section 2. Vacant Positions

- a. In the event a seat becomes vacant and the next SGA elections are more than thirty (30) days away, the SRB will attempt to fill it following the procedures within the SRB Vacancy Guidelines
- b. SRB members will have the option to deem “No candidate qualified.”
- c. In the event no candidate is found to fill the position the seat will remain vacant until the first thirty (30) days of the following Fall or Spring semester.

Section 3. Re-Elections

All persons holding elected positions are eligible for re-election provided eligibility requirements for the office have been met. Any person running for election or re-election may not serve on the Elections Committee.

Section 4. Eligibility

- a. The requirements for a candidate to hold a seat in the SRB are as follows:
 1. They must have attended Embry-Riddle Aeronautical University Daytona Beach Campus for one full semester prior to running for a seat in the SRB.
 2. They must have and maintain a CGPA of 2.5
 3. They must have and maintain a course load of no less than six (6) credit hours per each Fall and Spring semester. Note: The members of the SRB are not required to be present for the summer terms, but are encouraged to be.
 4. They must also be able to carry out a full term of office as defined by Article VI, Section 8 of the SGA Constitution.
- b. All graduate and undergraduate students are eligible to run for a seat in their respective college.
- c. Any person living in the Residence Halls is eligible to run for the Resident Life seat.
- d. Any International Student in attendance for a full school year may run for the International Student seat.
- e. Any student enrolled in any Graduate degree program may run for the Graduate student seat.

Article III: Conduct of Business

Section 1. Meetings

- a. The Student Representative Board (SRB) shall meet at the time and place specified by the SRB Chairperson and agreed upon by a 2/3 vote of the SRB membership.
- b. The SRB Chairperson may, at any time, change the meeting time if the SRB membership is also in a 2/3 agreement.
- c. The SRB Chairperson shall choose a meeting time that is convenient to the student body and ensure that the meeting is well publicized.
- d. No voting shall take place at an SRB meeting unless a quorum of at least 2/3 of the active voting members is present.
- e. All SRB meetings are open to the student body with the exception of Closed Sessions.
- f. The first SRB meeting of the Summer, Fall and Spring semesters shall be during the first full week of classes.
- g. The last SRB meeting of the Summer and Fall semesters shall be during the last full week before exams begin. The last SRB meeting of the Spring semester shall be two full weeks before exams begin. The last full week before exams, the newly elected Representatives shall meet with the SGA President elect, the Vice-President elect, the Treasurer elect and the Assistant Director of Student Activities / SGA Advisor for the purpose of orientation.

Section 2. Minutes

- a. Typed copies of approved Minutes shall be made available to Embry-Riddle students upon request.
- b. A copy of the Minutes shall be placed in a central file or binder to be kept in the SGA office.

Section 3. Closed Sessions

- a. Only the SRB Chairperson, Assistant Director of Student Activities / SGA Advisor, voting members and pertinent guests appointed by the Chairperson shall be present.
- b. Any SRB member may move that the meeting be called into Closed Session.
- c. The SRB Secretary will record the Minutes of the Closed Session.
- d. The Minutes of the Closed Session shall be retained by the SRB Chairperson for the remainder of his / her term. The SRB Chairperson shall turn the Closed Session Minutes over to the Assistant Director of Student Activities / SGA Advisor at the end of his / her term.

- e. Releasing a copy of the Closed Session Minutes to anyone shall be determined by a 2/3 vote of the SRB.

Section 4. Conduct of Business

- a. When circumstances arise that cannot be interpreted according to the Constitution or Bylaws, the matter will default to Robert's Rules of Order for interpretation.
- b. Minutes of the previous meeting, and any items requiring evaluation, will be placed in the SRB members' mailbox or on Blackboard at least two (2) business days before the SRB's next regularly scheduled meeting.
- c. Any person or group of persons wishing to formally address the SRB must submit a written request to the SRB Chairperson twenty-four (24) hours prior to the meeting.
- d. All new formal proposals presented to the SRB must be tabled for one week. Exceptions to this must be approved by a separate 2/3 vote. The floor is then open to discussion and normal voting procedures concerning the proposal may proceed.

Article IV: SRB Membership Responsibilities

Section 1. Vice-President

Shall perform duties as specified in Article IV, Section 2 of the SGA Constitution.

Section 2. Representatives

- a. The number of representatives and eligibility is determined by Article II of these bylaws.
- b. The fulfillment of the following duties by each representative is required to receive compensation by the University.
 1. Serve three (3) office hours per week, preferably one hour at a time.
 2. These office hours will be submitted in writing to the SRB Chairperson at the first meeting of the semester with their class schedule. This schedule should list any other commitments the representative will have each week.
 3. Submit a summary report at the end of their term of office.
 4. Serve as a member of at least one committee or liaison as specified by Article V of these bylaws.
 5. College representatives shall work with individual degree coordinators and/or deans to hold forums for each degree in their respective college.
- c. Absences, tardiness and removal from office shall be done according to Article V, Section 2 of the SGA Constitution.

Section 3. SRB Parliamentarian

- a. Shall be a member of the SRB body.
- b. Shall be appointed by the SRB Chairperson and confirmed by a 2/3 vote of the SRB.
- c. Shall be responsible to instruct the SRB on parliamentary procedure.
- d. Shall chair the meetings in the absence of the SRB Chairperson.
- e. Shall be responsible for taking roll and keeping records of attendance.

Section 4. SRB Secretary

- a. Shall be a member of the SRB body.
- b. Shall be appointed by the SRB Chairperson and confirmed by a 2/3 vote of the SRB.

- c. Shall be responsible for recording the minutes of the SRB meetings, and distributing the minutes in a timely manner.
- d. Shall keep records of attendance from the SRB meetings.
- e. Shall perform duties as assigned by the SRB Chairperson.

Article V: Committees and Liaisons

Section 1. Qualifications and Appointments

- a. SRB Committee Chairpersons shall be appointed by the SRB Chairperson and approved by a 2/3 vote of the SRB.
- b. SRB members shall be appointed to University committees first, followed by SRB committees, if such committees are available.
- c. The SRB Chairperson shall appoint members of the SRB or students at large to sit on University committees or SRB committees provided they meet the criteria set forth in Article II of these Bylaws and are approved by a 2/3 vote of the SRB.

Section 2. Duties of Committees Members

- a. Committee Chairpersons shall give a weekly report to the SRB.
- b. Standing committee members are responsible for informing the Committee Chairperson if they are unable to attend a committee meeting.
- c. University committee members are responsible for informing the Committee Chairperson and the SRB Chairperson if they are unable to attend a committee meeting so that an alternate may be sent.
- d. Committee Chairpersons shall present, at the end of their term of office, a written outline of the committee achievements in the past year.

Section 3. Term of Committee Representatives

A SRB member shall sit on no more than three (3) university committees, SGA committees or a combination of the two types per semester.

Section 4. Description and Duties

- a. The SRB shall maintain the following Committees and Liaisons:
 - 1. Constitution Committee
 - 2. Environmental Awareness Committee
 - 3. Academic Committee
 - 4. Progress Committee
 - 5. Marketing Committee
 - 6. Safe Ride Committee

7. Legal Eagle Liaison
 8. Task Force One
 9. Suggestion Box Liaison
 10. Flight Line Liaison
- b. The SRB shall also appoint Representatives of the Board to participate and serve on all University Committees in which the University allows or requests participation of a student member.
 - c. The Constitution Committee shall be responsible for reviewing all governing documents of the SGA, ensuring that there are no conflicts between documents, and other duties as specified in the SGA Constitution. The Constitution Committee shall be composed of at least one member from the Student Representative Board, Student Finance Board, Student Court, and an Executive Board member from Touch-N-Go, Eagles FM, and *The Avion*.
 - d. The Environmental Awareness Committee shall be responsible for promoting student involvement in recycle programs and other environmentally sound projects, as well as working within the University and the community to promote environmental programs and activities. The Environmental Awareness Committee shall also ensure that the Student Representative Board fulfills all contractual obligations of the Adopt-A-Road Program of Volusia County.
 - e. The Academic Committee shall be responsible for assisting the University's students in their academic pursuits while working to innovate and develop new solutions to aid students in their learning endeavors.
 - f. The Progress Committee shall be responsible for developing, reviewing, and executing ideas and projects to benefit the general student body of the University.
 - g. The Marketing Committee shall develop and maintain the SRB Brand. This will include but is not limited to creating logos for each SRB committee as well as maintaining a SRB Marketing Handbook. The Marketing Committee shall create and maintain a template for all promotional publications including: flyers, tri-fold brochures, a-frames, and posters. The Marketing Committee shall be responsible for choosing, reviewing, collecting feedback, and ordering any give-a-way or *swag* items for the SGA. The Marketing Committee shall bear ultimate responsibility for reviewing all promotional publications. The Marketing Committee shall be responsible for creating and maintaining a Promotional Database that will include:
 1. Number and location of bulletin boards
 2. Potential locations for all promotional publications
 3. A contact list of personnel for advertising
 - h. The Safe Ride Committee shall run all Safe Ride Programs as designated by the SRB Chairperson and/or the Executive Board.
 - i. The Legal Eagle Liaison shall be responsible for communicating with a representative of the firm providing the Legal Eagle service and reporting their activities concerning Embry-Riddle students to the SRB.

- j. The Task Force One Liaison shall be responsible for attending all Task Force One general and executive meetings, representing Task Force One on the SRB and shall serve in an advisory role to Task Force One.
- k. The Suggestion Box Liaison shall be responsible for maintaining and monitoring all suggestion boxes on a weekly basis and distributing all suggestions to the appropriate Student Representative or SRB Committee within a reasonable amount of time. They will also verify that the student who made the suggestion is contacted within ten (10) school days.
- l. The Flight Line Liaison shall be responsible for addressing concerns and needs of the students with the Embry-Riddle Aeronautical University Flight Line.

Article VI: Amendments to SRB Bylaws

Section 1. Amendments

Any amendments to the bylaws may be proposed by members of the SRB, in writing, to the SRB Chairperson to be placed on the Agenda for discussion.

Section 2. Approval

The bylaws may be amended with a 2/3 vote of the SRB.

These SRB Bylaws were last amended and ratified effective 28 August 2012.