

Florida Atlantic University  
Student Government  
Student Body Statutes

Title VII. Boca Raton Student Government

**Chapter 700. Boca Raton Student Government Statutes**

702.000 Boca Raton Campus Student Government

702.100 Boca Raton Campus Executive Branch

702.110 Boca Raton Student Body Governor

702.111 The Boca Raton Campus elected Chief Executive Officer

702.112 Powers and Duties of the Boca Raton Governor

- A. Shall be set forth by the Student Government Constitution, Article IV, Section 5.
- B. May work up to twenty (20) hours a week.
- C. Shall hold Governor's Cabinet (GAC) meetings on a schedule to be determined by the Governor with appropriate public notice given.
- D. Shall sit as a member of the hiring committees for all Directors' appointments within their campus jurisdiction.
- E. Shall report to the Boca House of Representatives a minimum of twice (2) a month.

702.120 Boca Raton Governor's Senior Staff

702.121 Appointments and Procedures

- A. Shall be submitted to the House Speaker no later than Wednesday at 5:00 P.M. for placement on the agenda with the name and job title.
- B. The appointee shall be present and answer questions posed by the Representatives.
- C. Confirmation requires a majority vote by the House.
- D. Hiring Committees shall assist the Governor in appointing the following positions:
  - i. Chief of Staff
  - ii. Treasurer

iii. Marketing Director

- E. The hiring committee shall consist of the Governor, the Governor's chief of staff, Student Government Advisor, the Speaker of the House, and the relevant program Student Affairs advisor, or a designee chosen by the absent party.
- F. All position posting for Director and Program staff must be posted on the Student Employment People Admin website via the SG Advisor as soon as a vacancy is announced.
  - i. The SG Advisor will verify eligibility for each candidate before the interviews may commence.

702.122 Chief of Staff

- A. Shall report directly to the Governor.
- B. Shall be responsible for the overall management of the Governor's Administrative Cabinet.
- C. Shall be the chief liaison between the Governor and the Student Government Programs
- D. Shall preside over the Governor's Cabinet meetings in the absence of the Governor.
- E. Shall assist the Governor with anything deemed necessary and proper that benefits Student Government.
- F. Shall be appointed by the Governor and approved by a majority vote of the House of Representatives.
- G. Shall create, maintain and post meeting agendas, minutes and executive memorandums.
- H. May work up to twenty (20) hours a week.

702.123 Boca Raton Campus Treasurer

- A. Shall report directly to the Governor.
- B. Assist with maintaining accurate records of all financial transactions concerning the Boca Raton Campus.
- C. Aid with the accounting for all expenditures of the Boca Raton Student Government funds.
- D. Submit a report twice a month on the status of student funds to the House of Representatives.
- E. Advise the Governor and the House of Representatives on all financial affairs affecting the Boca Raton Campus.

- F. Adhere to all policies, procedures, and guidelines as required for proper financial management and ensure the utilization of such by all Student Government funded accounts under his/her jurisdiction.
- G. Inform Student Government officials of any account where there seems to be mismanagement, inappropriate or unauthorized spending or failure to comply with established policies, procedures or guidelines.
- H. Shall perform all necessary and proper duties delegated by the Governor.
- I. Shall be appointed by the Governor and approved by a majority vote of the House of Representatives.
- J. Shall attend and report to all GAC meeting.
- K. May work up to twenty (20) hours per week.

702.124      Director of Marketing

- A. Shall report directly to the Governor.
- B. Shall develop and implement a marketing plan for the Boca Raton Student Government.
- C. Shall advertise services and activities provided by Student Government and Student Government Programs.
- D. Shall perform all necessary and proper duties delegated by the Governor.
- E. Shall be appointed by the Governor and approved by a majority vote of the House of Representatives.
- F. Shall report to the Boca Raton House of Representatives at least once a month.
- G. Shall attend and report to all GAC meetings.
- H. May work up to (20) hours per week.

702.125      Associate Treasurer

- A. Shall report directly to the Governor
- B. Shall develop and implement a marketing plan for the Boca Raton Student Government
- C. Shall advertise services and activities provided by Student Government and Student Government Programs.

D. Shall perform all necessary and proper duties delegated by the Governor.

702.126 Volunteer appointments

- A. The Governor shall have the power to create and appoint volunteer positions in his or her administrative cabinet as deemed necessary.
- B. All appointments must be approved by a majority vote of the House of Representatives.

702.127 Boca Police Liaison

A. Powers and Duties of the Boca Police Liaison

- i. Shall report directly to the Chief of Staff
- ii. Shall mention communication between the Governor and the Florida Atlantic University Police Department
- iii. Shall make reports on general campus safety to the House of Representatives at least once pre-month or as needed concerning:
  - a. Updates from the FAU PD 702.532
  - b. Updates on new safety initiatives from FAU PD
- iv. Shall report student concerns regarding safety to the FAU Chief of Police
- v. Shall attend any safety or FAU PD meetings relating to the position as assigned by the FAU Chief of Police or the Governor.
- vi. Shall sit on the University-Wide Safety Committee at the discretion of the Student Body President

702.128 Freshman Class Council Liaison

- a. Shall be appointed by the Governor and approved by the majority vote of the House of Representatives
- b. Shall report directly to the Governor
- c. Shall assist the Freshman Class Council with anything deemed necessary for the functioning of the program
- d. Shall attend all FCC committee and General assembly meetings
- e. Shall be responsible for overall management of the Freshman Class council.
- f. Shall act as the chief liaison between the Boca Raton Campus Governor and the Freshman Class Council.
- g. Shall attend and report to all GAC meetings

702.130 Boca Raton Governor's Administrative Cabinet

702.131 Appointments and Procedures

- A. Shall be submitted to the House Speaker no later than Wednesday at 5:00 P.M. for placement on the agenda with the name and job title.
- B. The appointee shall be present and answer questions posed by the Representatives.
- C. Confirmation requires a majority vote by the House.
- D. Hiring Committees shall assist the Governor in appointing the following positions:
  - i. Student Government Multicultural Programming Director
  - ii. Council of Student Organization Director
  - iii. Students Advisory Volunteer Involvement Director
  - iv. Student Government Program Board Director
  - v. Peer Education Team Director
  - vi. Night Owls Director
  - vii. Boca Raton Graduate Council Director
  - viii. Campus Recreation Advisory Board members
  - ix. Student Union Advisory Board member
- E. The hiring committee shall consist of the Governor, the Governor's chief of staff, Student Government Advisor, the Speaker of the House, and the relevant program Student Affairs advisor, or a designee chosen by the absent party.
- F. All position posting for Director and Program staff must be posted on the Student Employment People Admin website via the SG Advisor as soon as a vacancy is announced.
  - i. The SG Advisor will verify eligibility for each candidate before the interviews may commence.

702.132 Terms of office

- A. All Executive Cabinet member positions and their Student Government Program staff positions have a team limit beginning upon the approval of their appointment and ending no later than the end of the Spring Semester each year.

702.133 Removal procedures

- A. In the event a situation arises that calls for the removal or a member of the Governor's Administrative Cabinet (GAC) the following procedures will be followed.
- B. The Campus Governor shall have the authority to remove any member of the GAC, subject to confirmation by a majority vote in the House of Representatives.

- C. The House of Representatives shall have the authority to remove any member of the GAC by a majority vote.
  - i. The campus Governor may then veto the removal or sign it.
  - ii. The House of Representatives may over-ride the Governor's veto by a two-thirds (2/3) vote.

702.200

Legislative Branch Officers

702.210 Boca Raton Speaker of the House of Representatives

702.211 Eligibility for Boca Raton Speaker of the House of Representatives

- A. Must be a Representative during the legislative session in which s/he is to serve.
- B. Must have served in the House of Representatives at least two consecutive semesters prior to the legislative session in which s/he is to serve. In the event that no Representative served at least two consecutive semesters, any Representative shall be eligible.

702.212 Responsibilities of the Speaker of the House of Representatives in Addition to Those Defined in Chapter 400.

- A. Shall appoint Chairs of the House of Representatives Standing Committees, Parliamentarian, and House Secretary, subject to House approval, before the adjournment of his/her third (3rd) meeting as speaker of the House of Representatives.
- B. Shall assign committee membership to all standing committees in a matter that evenly distributes House membership.
- C. Shall coordinate the weekly House of Representatives meeting agenda according to the outline for such meeting in chapter 400.
- D. The Speaker may add additional contents to the agenda as needed.
- E. Shall assign administrative tasks to the chairs of the Standing Committees.
- F. Shall use order of succession, as defined in 702.500, when selecting a designee to preside over the House of Representatives when temporarily leaving the chair.
  - i. The speaker may regain the chair and resume presiding over the Assembly provided s/he has been admitted into the chamber.
- G. Will vote last after all representatives' votes have been cast.
- H. Shall forward all legislation approved by the House of Representatives to the Governor within five (5) business days after approval.

- I. May work up to twenty (20) hours per week.
- J. Shall appoint chairs for all established Ad-Hoc committees.
- K. Shall submit electronic copies of approved meeting agendas, and all legislation to the Student Government Webmaster for inclusion of the Student Government website.
- L. Must add any legislation to agenda that are submitted 48 hours prior to meeting time.

702.220 Boca Raton Speaker Pro-Tempore

702.221 Eligibility for the Speaker Pro-Tempore

- A. Must be a Representative during the legislative session in which s/he is to serve.
- B. Must have served in the House of Representatives at least one semester prior to the legislative session in which s/he is to serve. In the event that no Representative served at least one prior semester, any Representative shall be eligible.

702.222 Election Procedures for the Speaker Pro-Tempore

- A. Shall directly report to the House Speaker.
- B. Shall be a non-voting, consulting member of all Boca Raton standing Committees, with the exception of Committee on Committee.
- C. Shall be the chair of the Committee on Committees and shall vote only in the event of a tie. He or she will count towards quorum in all Committees.
- D. May work up to fifteen (15) hours per week during his or her term of office.
- E. Shall update attendance points upon receiving meeting attendance records and absence appeals for inclusion in the following week's agenda.
- F. Shall ensure that all Committee Chairs appoint a Vice Chair within fourteen (14) days of approval.

702.230 Boca Raton House Parliamentarian

702.231 Eligibility for House Parliamentarian

- A. Must be a representative during the legislative session in which she/he is to serve.
- B. Must have served in the House of Representatives at least one semester prior to the legislative session in which s/he is to serve. If no Representative served at least one prior semester, any Representative shall be eligible

702.232 Procedures of Appointment for the House Parliamentarian

- A. Shall be appointed by the Speaker of the House and approved by a majority vote of the House of Representatives.
- B. The term of office shall last for two (2) consecutive semesters once confirmed by the House of Representatives confirmed him or her provided that there are at least fourteen (14) academic days remaining in the semester.
  - i. In the event that there are fewer than fourteen (14) academic days left in the semester in which he or she was confirmed, then the term will be extended for the duration of the legislative session.

702.233 Powers and Duties of the House Parliamentarian

- A. Shall report directly to the House Speaker.
- B. Shall ensure that proper parliamentary procedure is used during all House and House Committee meetings.
- C. Shall preside over the Boca Raton House of Representatives in the absence of the Speaker and the Speaker Pro-Tempore.
- D. Shall be responsible for presenting at least one (1) parliamentary procedures workshop for per semester for House members.
- E. Shall create and maintain materials for distribution and training on proper parliamentary procedure.
- F. Shall be non-voting, consulting member of all Boca Raton Standing Committees, with the exception of Rules and Policies Committee.
- G. Shall be a voting member of the Committee on Committees and Rules and Policies Committee.
  - i. May work up to ten (10) hours per week during his or her term of office.

702.240 Boca Raton House Secretary

702.241 Eligibility for Secretary

- A. Must be a Representative during the legislative session in which s/he is to serve.

702.242 Appointment Procedures for the House Secretary

- A. Shall be appointed by the Speaker of the House and approved by the House of Representatives.
- B. The term of office shall last for two (2) consecutive semesters once confirmed by the House of Representatives confirmed him or her provided that there are at least fourteen (14) academic days remaining in the semester.
  - i. In the event that there are fewer than fourteen (14) academic days left in the semester in which he or she was confirmed, then the term will be



extended for the duration of the legislative session.

702.243 Power and Duties of the House Secretary

- A. Shall report directly to the House Speaker.
- B. A monthly report about events, plans, and future vision in SG to be posted on OWL Central and to be approved before posting by Speaker, Governor, and President of FAU SG.
- C. The secretary shall provide content to SG Boca Raton Marketing Director about the House events to be posted on social media every two weeks.

702.260 Boca Raton Legislative Assistant

702.261 Eligibility for the Boca Raton Legislative Assistant

- A. The Assistant must be a House Representative during the legislative session in which he/she is to serve.
- B. The Assistant must maintain all eligibility requirements that are required to be a representative.

702.262 Appointment Procedures for the Boca Raton Legislative Assistant

- A. Shall be appointed by the Speaker of the House and approved/confirmed by the House of Representatives.
- B. The appointment shall be over the duration of the term in which the confirmation took place provided there are at least fourteen (14) academic days remaining in the semester.
  - i. In the event there are fewer than fourteen (14) academic days remaining in the semester if the aforementioned appointment, the term will be extended to include the duration of the next academic term as well.

702.263 Responsibilities of the Boca Raton Legislative Assistant

- A. The Legislative Assistant will report to the Speaker of the House.
- B. Shall be actively aiding the Secretary for five (5) hours a week to accomplish House management tasks.
- C. Shall aid the Speaker in maintaining administrative order over House materials.

702.270 Boca Raton Representative

702.271 Eligibility for House Representative

- A. A House Representative is as a member of the Boca Raton House of Representative as elected by the Boca Raton Student Body in the Student Government Elections or in the House Elections processes.

- B. Boca Raton House Representatives may only be Boca Raton Students.

702.272 Responsibilities of Boca Raton House Representatives

- A. Each Representative must attend the weekly House of Representatives meetings and their respective Committee meeting(s)
- B. Each Representative must attend a Standing Committee meeting within two (2) weeks of their first House meeting.
  - i. A Representative shall be appointed by the Speaker to any (1) of the standing Committees and/or Ad-Hoc Committees as seen fit.
  - ii. After the one (1) week period, absences will accrue towards a Representative's attendance record.
  - iii. Resignation from a standing committee shall not be permitted during the first four (4) weeks of the Fall, Spring, and full Summer semesters unless approved by the both the Speaker and Committee chair.
  - iv. A member of a standing Committee may switch Committees with another Representative with the approval of both the Speaker and pertinent committee Chairs.

702.273 Powers and Duties of Boca Raton House Representatives

- A. Shall elect a Speaker of the House by a majority vote from among its membership.
- B. Shall enact legislation by a majority vote that is necessary and proper for the general welfare of the Boca Raton Student Body.
- C. May choose to override the Boca Raton campus Governor's veto of campus-based legislation by two-thirds (2/3) vote of Student Body President's veto of campus-based legislation by a three-fourths (3/4) vote.
- D. Shall oversee and approve the allocation of Activity and Service (A&S) Fees on the Boca Raton Campus.
  - i. Shall have access to both the House Contingency and House Projects accounts for review in the Student Government Accounting and Budget Office.
- E. Shall enact campus statutes, by a majority vote that are necessary and proper for the general operation of the Boca Raton Student Government.
- F. Shall administer In-House Election in accordance with the Student Government Constitution and Statutes.
- G. Shall establish its own rules and procedures, as well as meeting times, in accordance with the Student Government Constitution and Statute.

- H. Recommend to the Student Senate any Constitutional Amendments as may be deemed necessary.
- I. May remove any non-elected Boca Raton Student Government official by a majority vote as per Student Government Constitution and Statutes.

702.280 Boca Library Liaison.

702.281 Eligibility for Boca Library Liaison

- A. Must be a Representative during the legislative session in which they are to serve upon.

702.282 Appointment Procedures for Boca Raton Library Liaison

- A. Shall be appointed by the Speaker of the House and approved by the House of Representatives.
- B. The term of office shall be for the duration of the semester in which the House of Representatives confirmed them provided that there are at least fourteen (14) academic days remaining in the semester.
- C. In the event that there are fewer than fourteen (14) academic days left in the semester in which they were confirmed, then the term will be extended to include the duration of the next semester as well.

702.283 Powers and Duties of the Boca Library Liaison

- A. Shall report directly to the House Speaker.
- B. Shall maintain communications between the House of Representatives and the Florida Atlantic University Libraries Dean and/or Director of External Relations.
- C. Shall make reports on Library projects, events, or issues at least once (1) per month or as needed.
- D. Shall sit on the FAU Student Library Advisory Committee.

- 702.310 After the presiding officer has called the House of Representatives to order, Representatives shall sit in the Assembly which is the first four (4) rows of the Senate Chambers, or other alternate meeting room in which a House meeting may be held.
- 702.320 Meetings will begin the second week after school begins each semester, Fall, Spring and the full Summer term.
- 702.330 The last meeting of the Fall and Spring semesters shall be held during the last week of classes prior to final exams. The last meeting of the Summer semester shall be held on the last week of classes of Summer term 3.
- 702.340 House Committee meeting will meet every week while the House is in session unless the academic institution is closed due to national holidays, reading days, exams, or special circumstances, or by the discretion of the House Speaker.
- 702.350 House meetings will be convened atleast twice a month on Friday at 3.30 pm. Additional meetings may be held, at the discretion of the Speaker of the House, if he/she deems such an action necessary.
- 702.551 The house may decide on an alternative date and time to meet by a two-thirds (2/3) vote.
- 702.360 House Committee meeting will meet every week while the House is in session unless the academic Institution is closed due to national holidays, reading days, exams, or special circumstances.

702.400 In- House Elections

- 702.410 In-House elections is the process by which vacancies within the House of Representatives are filled between general elections.
- 702.411 In-House Election Process
- A. Upon vacancy of a House seat, any eligible Boca Raton Student may apply for In- House candidacy.
  - B. Student Affairs confirmation of eligibility shall be given to the speaker prior to submitting the application to the House of Representatives for House approval.
  - C. During an In-House election, all eligible candidates will have the opportunity to run for the total amount of open seats
  - D. Representatives will vote on which applicants will fill the open seats.
  - E. Individuals elected through the In-House process shall become a Representative immediately following the Oath of Office by the House speaker.
  - F. In-House elections must take place prior to the end of the semester

702.500 Succession of Officers in Boca Raton Student Government

703.000 Legislative Procedures for Boca Raton Student Government

703.100 Bill Preparation Procedures

703.110 All proposed legislation shall be submitted electronically to the House Speaker no later than Wednesday at 5:00 P.M. prior to a House meeting.

703.120 The legislation shall then be assigned a legislative number by the Speaker with adherence to Chapter 400 and placed on the agenda as New Business.

703.130 The header of the proposed legislation shall be centered at the top of the first page and contain the following:

Florida Atlantic  
University

Student  
Government

Boca Raton House of Representatives

(Session Number) Legislative Session BRH

(B or R) (Legislative Number) "Title"

Author(s): (Name (s)) Sponsor(s): (Name(s))

703.140 The Author(s) is the person(s) who wrote the legislation.

A. Author(s) may be anyone, including members of the House.

703.150 The Sponsor(s) is the Boca Raton Representative(s) at the time of submission who wishes to support the legislation.

703.160 All monetary legislation must include a line itemed budget attached to the House bill describing in detail how allotted funds will be spent and any other fund going towards the project (including those

703.200 Course of Boca Raton House Legislation and Voting

703.201 After legislation has appeared on the agenda as New Business, the House has the option to review legislation as needed before any motions are made for its direction amendment or vote for approval.

703.202 Exceptions may be granted by the Speaker with regards to the reading of all legislation before motions for amendment or approval are made.

703.203 Legislation will be forwarded to the appropriate all standing

Committee(s) unless a motion is made to vote on the legislation at that meeting.

### 703.300 Meeting Minutes

- 703.310 The House Secretary, or the Speaker's designee, shall record the minutes of every House meeting with the following information:
- A. Agenda header with the date of the meeting.
  - B. The names of all Representatives present and absent, during the first and final roll calls.
  - C. The name of those who speak in open forum with highlighted point if speeches.
  - D. The time of convening and adjourning.
  - E. All reports of Officers and Committees.
  - F. All motions made during meetings.
  - G. Vetoed, Tabled, Old and New Business
    - i. Main motions, movers and seconds
    - ii. Voting record
  - H. Announcements made during Open Forum including name of speaker.
  - I. The voting record of each Representative when applicable.
  - J. The names of Representatives who are absent due to Points of Person Privilege (POP) exceeding the time limit of thirty (30) minutes.
  - K. The Student Government Seal is to be present at the top of all approved minutes before being submitted to the SG Webmaster.

### 703.400 Attendance Policy for the Boca Raton House of Representatives

- 703.410 An absence shall be defined as failure to be present for the first, last or both roll calls of a meeting (be it Standing Committee or House of Representatives meeting).
- 703.411 A Representative wishing to leave the Assembly while a meeting is in session must rise to a Point of Personal Privilege (POP), and request permission to do so. Such permission may then be granted by the Speaker or his/her designee.
- 703.412 Any Representative who does not return within thirty (30) minutes will be deemed as absent, unless an exception is made of extenuating circumstance by the Speaker.
- 703.413 The Speaker Pro-Tempore will keep track of the time away for

Representatives taking a POP.

703.420 Each Representative shall be permitted to incur no more than a total of six (6) absence points where an absence in a Committee meeting will count as one (1) of a point, and an absence in a House meeting will count as two (2) points.

703.421 An excused absence shall include, but not be limited to:

- i. Friday exams (Math department or make up exams)
- ii. Trips for academic conferences or with clubs or other campus organizations provided that documentation is presented to the Committee on Committees.
- iii. Religious holidays, Jury Duty or Military Service provided that documentation is presented to the Committee on Committees.

703.430 Each Representative will receive one-half (1/2) of an attendance point per missed roll call, effective in the standing Committee meetings and one (1) point per missed roll call, effective in the House meetings.

703.431 A Representative-Elect missing their first meeting will receive a six (6) point penalty.

703.440 All excused absences presented to the Committee on Committees must include documentation or else no point will be excused.

703.450 Once three (3) points for House or Committee meetings are reached by a Representative, the Pro-Tempore shall notify them that an additional three (3) absence points will result in their resignation.

703.451 All resignations due to accumulation of six (6) absence points may be appealed to the Committee on Committees provided that documentation is provided and the reason is deemed an extenuating circumstance such as illness, immediate family emergency, or medical emergency.

703.452 Appeals must be submitted no more than five (5) days of the notification of resignation otherwise the representative will be automatically resigned.

703.500 Impeachment of Boca Raton House Representatives

703.510 Shall be delineated in the Student Government Constitution, Article VIII, Section 1.D and in Chapter 100 of the Student Body Statutes.

703.600 House of Representatives Committees

703.610 General Committee Provisions

703.611 General Committee Meetings shall be held on any day Monday through Friday at the discretion of the Chair appointed that best suits the times for their committee members. The committee shall meet after the agenda with attached legislation has been distributed by the Speaker of the House, so that they may discuss, review,

and research the legislation they will vote on.

703.612 Legislation that has not passed through committee prior to the deadline set in 703.110 shall not be voted on in the next general meeting.

703.700 Committee on Committees

703.710 The Committees on Committees of the House of Representatives ensures the active cooperation and oversight of all Standing and Ad Hoc Committees.

703.720 The chair is the Speaker Pro-Tempore and the Vice Chair is the House Parliamentarian.

703.721 The Chair is the official voice of the Committee to the House of Representatives.

703.722 The chair votes only in the case of a tie.

703.723 The chair notifies all House members of their absence record. All Absence Appeal Forms shall be turned in the following Wednesday by 5:00 P.M.

703.724 The chair shall perform other administrative duties as assigned by the House Speaker for the betterment of the Committee.

703.725 The chair shall submit a weekly report to the House of Representatives, a written report to the House Secretary for inclusion in the meeting minutes, and an electronic report to the SG Advisor and Webmaster for public record and posting on SG website.

703.730 The Committee on Committees shall be composed of the Chairs of all Standing Committees. If a Committee Chair is not present, his or her Vice Chair must be present to submit a report to the Speaker Pro-Tempore. The Vice Chairs of the Standing Committees shall only vote and count toward quorum in the event that the respective Chairs are absent.

703.740 The Committee on Committees reviews, monitors, and records all standing and Ad Hoc Committee reports, agendas, and minutes.

703.800 Standing Committees of the Boca Raton House of Representatives

703.810 Rules and Policies Committee

703.811 The Rules and Policies Committee is a Standing Committee of the House of Representatives to ensure that the Boca Raton Student Government Statutes, programs, and legislation adhere to the Student Government Constitution, Statues, and other pertinent Rules and Regulations.

703.812 Chair of the Rules and Policies Committee

A. Shall be the official voice of the Committee to the House of Representatives.



- B. Shall be a standing member of the Boca Raton House of Representatives Committee on Committees.
- C. Shall perform other administrative duties as assigned by the Speaker of the House for the betterment of the Committee.
- D. Shall submit a weekly report to the Committee on Committees and the general house meetings.
- E. The Parliamentarian shall serve as the Vice-Chair for the Rules and Policies Committee.
- F. May work up to ten (10) hours per week during his or her term of office.
- G. The term of office shall last until the end of summer once appointed.

703.813 Powers and duties of the Rules and Policies Committee

- A. Shall have the authority to review and suggest amendments to the Boca Raton Campus Chapter 700 Statutes Government Statutes.
- B. Shall have the authority to review and suggest amendments to any legislation submitted to the House with regard to that legislation's adherence to the Student Government Constitution, Statutes, and other pertinent Rules and Regulations.
- C. Shall have the authority to review and suggest policy and procedure changes to Student Government programs via the Governor with regard to the Programs' adherence to the Student Government Constitution, Statutes, and other pertinent Rules and Regulations.

703.820 Ways and Means Committee

703.821 The Ways and Means Committee is a Standing Committee of the House of Representatives to ensure the sound expenditure of Activity and service (A&S) Fees allocated to the accounts on the Boca Raton Campus.

703.822 Chair of the Ways and Means Committee

- A. Shall be the official voice of the Committee to the House of Representatives.
- B. Shall be a standing member of the Boca Raton House of Representatives Committee on Committees.
- C. Shall perform other administrative duties as assigned by the Speaker of the House for the betterment of the Committee.
- D. Shall submit a weekly report to the Committee on Committees and the general House meetings
- E. Shall assist in the processing of all purchases and transfers enacted through legislation and keep record of all transactions and related documents.
- F. May work up to ten (10) hours per week during his or her term of office.

- G. The term of office shall last for two (2) consecutive semesters once appointed provided that there are at least fourteen (14) academic days remaining in the semester.

703.823 Powers and Duties of the Ways and Means Committee

- A. Shall have the authority to review requests all allocation of funds written as legislation or expense requests from the account of the Boca Raton Student Government and to make recommendations to the House regarding such requests.
- B. Shall request financial sources and other appropriate documentation from any department, program, club or organization requesting funds form the House of Representatives via legislation.
- C. Shall, within budget constraints, recommend funding from the Boca Raton Student Government accounts.

703.830 Campus Action Committee

703.831 The campus Action Committee is a Standing Committee of the House of Representatives to hear, consider, and advocate student concerns on behalf of Boca Raton Student Government, as well as to express the intent of the Boca Raton House of Representatives.

703.832 Chair of the Campus Action Committee

- A. Shall be the official voice of the Committee to the House of Representatives.
- B. Shall be a standing member of the Boca Raton House of Representatives Committee on Committees.
- C. Shall perform other administrative duties as assigned by the speaker of the House for the betterment of the Committee.
- D. Shall submit a weekly report to the Committee on Committees and the general House meetings.
- E. Shall oversee monthly events meant to reach out to students and gage student opinion.
- F. Shall oversee the presenting of any legislation aimed at addressing university Policies, Regulations or Facilities to the appropriate University Departments or Administration.
- G. May work up to ten (10) hours per week during his or her term of office.
- H. The term of office shall last until the end of the Summer semester once appointed.

703.833 Powers and Duties of the Campus Action Committee

- A. Shall have the authority to directly solicit from students any concerns, problems, or suggestions that they may have in the operation of the Boca Raton Student Government and Campus.

- B. Shall have the authority to develop and implement any policies, or programs to solve students' problems on the Boca Raton Campus legislation.
- C. Shall have the authority to review legislation and to make recommendations to the House regarding such requests with regard to campus impact or needs of the Boca Raton Student Body.
- D. Shall have the duty of advertising house meetings, legislation, vacant seats in the House and upcoming In-House Elections to students on the Boca Raton Campus.

703.840 Boca Raton Campus Budget Committee

703.841 The Campus Budget Committee is hereby established as an Ad-Hoc Committee of the House of Representatives to hear, amend, and approve requests for the annual fiscal budget for Boca Raton Student Government Programs.

703.842 Chair of the Campus Budget Committee

- A. Shall be the official voice of the Committee to the House of Representatives.
- B. Shall be an Ad- Hoc voting member of the Boca Raton House of Representatives
- C. Shall be an Ad-Hoc voting member on the Committee on Committees.
- D. Shall be the Vice Chair and a voting member of the Ways and Means Committee.
- E. Shall perform other administrative duties as assigned by the Speaker of the House for the betterment for the Committee.
- F. Shall submit a weekly report to the Committee on Committees and the general House meetings.
- G. May work up to twenty (20) hours per week during his or her term of office.

703.843 Powers and Duties of the Campus Budget Committee

- A. Shall have the authority to request budget materials from Boca Raton A&S account managers via the SG Advisor or SGAB Office within a reasonable deadline during the annual budget allocation process.
- B. Shall have the authority to hold hearings with the account managers who request and submit budgets to the Committee via the SGAB Office during the annual budget allocation process.
- C. Shall have the authority to develop and propose a fiscal budget for the Boca Raton A&S allocation that, after completed, will be proposed to the House of Representatives as legislation, during the annual budget allocation process.

- D. Shall sit four (4) House of Representatives members on the Committee.

704.000 Boca Raton Student Government Programs

704.100 Student Government Multicultural Programming

704.110 Student Government Multicultural Programming is charged with the responsibility to create and enrich cultural unity through Student Government Multicultural Programming and present and emphasize cultural achievements on the Boca Raton Campus.

704.120 Organizations and Composition

704.121 Structure of the STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING Executive Board

- A. The STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING Executive board shall consist of a Director of STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING, Associate Director, Program Coordinator, Marketing Director, and a Secretary.

704.122 Appointments to the STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING Executive Board

- A. Director of STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING shall be appointed by the Boca Raton Governor with approval by a majority vote of the Boca Raton House of Representatives.
- B. The Associate Director of STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING shall be appointed by the Director of STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING with approval by a majority vote of the Boca Raton House of Representatives.
- C. The Program Coordinator of STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING shall be appointed by the Director.
- D. The Secretary of STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING shall be appointed by the Director.
- E. The Marketing Director of STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING shall be appointed by the Director.
- F. The Director must include the Governor and the current advisor to STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING in the hiring and appointment interviews for all staff positions.

704.123 Procedures for Filling Vacant Seats on the STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING Executive Board

- A. In case of absence, removal, or resignation of the position of Director of STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING, the Associate Director of STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING shall assume the position of Director with all the duties, powers, and privileges of the STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING Director until a new Director is appointed.
- B. The Governor shall follow the procedures for filling the vacant STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING Director position delineated in these statutes.
- C. In case of resignation or removal of the position of the Associate Director of STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING, the Director shall be responsible for filling the vacant position with the approval of by majority vote of the Governor's Administrative Cabinet.
- D. In case of the resignation or removal of the position of the Program Coordinator of STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING, the Director shall be responsible for filling the vacant position with the approval of the Governor.
- E. In case of absence, removal, or resignation of both the Director and Associate Director of STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING, the Program Coordinator shall act as the STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING Director until the Governor fills the position following the procedures delineated in these statutes.
- F. In case of resignation or removal of the position of Secretary, the Director shall be responsible for filling the vacant position with the approval of the Governor.
- G. In case of resignation or removal of the position of Marketing Director, the Director shall be responsible for filling the vacant position with the approval of the Governor.

704.124 Powers and Duties of STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING

- A. Director of STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING
  - i. Shall report to the Governor and attend all GAC meetings.
  - ii. Shall be the chief administrator and the official voice of STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING.

- iii. Shall be the Chair of the Executive Board.
- iv. Shall chair the meetings in accordance with the latest edition of Robert's Rules of Order.
- v. Shall hold bi-weekly Executive Board meetings and provide public notice of these meetings and all Committee meetings.
- vi. Shall hold bi-weekly Multicultural Assembly meetings and provide public notice of these meetings and all Committee meetings.
- vii. Shall have the authority to appoint volunteers to Standing and/or Ad-Hoc Committees, as well as create or dissolve Ad-Hoc Committees and volunteer positions.
- viii. Shall post, interview and appoint all positions.
- ix. Must report to the House of Representatives at least once per month.
- x. Shall liaison with the Student Government Program Director on events and activities as needed.

**B. Associate Director of STUDENT GOVERNMENT  
MULTICULTURAL PROGRAMMING**

- i. Shall report to the Director of STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING.
- ii. Shall be the Vice Chair of the Executive Board.
- iii. Shall preside over the Executive Board in the absence of the Director.
- iv. Shall preside over the Multicultural Assembly in the absence of the Director.
- v. Shall perform other administrative duties as assigned by the Director for the betterment of STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING.
- vi. Shall sit on the hiring Committee for all other STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING staff appointment.

**C. Program Coordinator of STUDENT GOVERNMENT  
MULTICULTURAL PROGRAMMING**

- i. Shall report to the Director of STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING

- ii. Shall be responsible for coordinating all programs and events consistent with Student Involvement and Leadership and University policy.
- iii. Shall submit a complete itinerary for each program and event to the Director and Program's Student Affairs staff advisor.
- iv. Shall present calendar events to the Executive Board for approval.
- v. Shall perform other administrative duties as assigned by the Director for the betterment of STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING.
- vi. Shall be responsible for the creating and coordination of events for each heritage month.
- vii. Shall attend heritage month Committee meeting as a representative for STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING.
- viii. Reports to the Director about each month's activities.
- ix. Shall plan campus-wide cultural activities, events, and programs based around the major ethnic and cultural theme months.

D. Secretary of STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING

- i. Shall report to the STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING.
- ii. Shall be responsible for the recording of all Executive Board meetings and minutes.
- iii. Shall keep and maintain all documents belonging to STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING.
- iv. Shall keep a record of attendance for all meetings.
- v. Shall notify Committees and their tasks and ongoing business.
- vi. Shall keep track of all financial record of STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING and make monthly financial reports to the Executive Board.
- vii. Shall maintain a schedule of office hours for all STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING Executive Board members and

help make appointments.

E. Marketing Director of STUDENT GOVERNMENT  
MULTICULTURAL PROGRAMMING

- i. Shall develop and implement a campus-wide marketing plan for STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING.
- ii. Shall create and advertise programs and activities campus-wide provided by STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING.
- iii. Shall liaison with the Governor's Marketing Director.

704.125 Powers and Duties of the Executive Board of  
STUDENT GOVERNMENT MULTICULTURAL  
PROGRAMMING

- A. Shall provide a written budget request and justification to the Boca Raton House of Representatives Campus Budget Committee with approval from the Program's Student Affairs staff advisor.
- B. The expenditure and disbursement of Activity and Service Fees allocated to STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING from the House of Representatives shall be approved by a majority vote of the STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING Executive Board with approval from the Program's Student Affairs staff advisor.
- C. Shall present any proposed STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING statute amendments and/or policy changes to the House of Representatives.
- D. Shall attend all Executive Board meetings, training sessions, and special STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING events.
- E. Shall accept and vote upon Sponsorship Request Forms.
- F. Shall only approve Sponsorship Request Forms by a majority vote.

704.126 Guidelines for Event Sponsorship

- A. All Sponsorship Request Forms must be submitted to STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING at least five (5) weeks prior to the event.
- B. Upon approval, all necessary paperwork requested by STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING for the event must be submitted at least three (3) weeks prior to the event.
- C. If these time lines are not met, STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING reserves the right to



pull sponsorship from the event.

704.127 Advisor of STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING A. This program's advisor shall be designated by Student Affairs.

704.200 Council of Student Organizations (COSO)

704.210 COSO is charged with the responsibility to provide an official voice for student organizations, inform all students of COSO activities and encourage participation in them, and objectively allocate A&S Fees granted by the Campus Budget Committee in accordance with COSO's statutes and procedures so as to not violate the Student Government Constitution or Statutes.

704.220 Organization and Composition

704.221 Structure of the COSO Executive Board

- A. The COSO Executive Board shall consist of a COSO Director, an Associate Director, one Assistant Director of Finance, one Assistant Director of Student Resources, and the House of Representatives Ways and Means Chair.
- B. Executive Board members must vote on all business unless that business directly benefits themselves or the club(s) that they are or have been affiliated with.
  - i. Business that directly affects Executive Board members must be stated on the record.

704.230 Appointments and Council Chair Elections

704.231 The Director shall be appointed by the Governor and approved by a majority vote of the House of Representatives.

704.232 The Associate Director of Student Government Council of Student Organizations shall be appointed by the Director of COSO with approval by a majority vote of the Boca Raton Governor's Administrative Cabinet and the Boca Raton Governor.

704.240 Powers and Duties of COSO

702.241 Director of COSO

- A. Shall be the Chair of the Executive Board.
- B. Shall chair the meetings in accordance with the latest edition of Robert's Rules of Order.
- C. Must report to the House of Representatives at least once per month Shall chair the meetings in accordance with the latest edition of Robert's Rules of Order.
- D. Shall make an orderly and systematic accounting of the collection and disbursement of registered student organization funding.

- E. Shall be a voting member only in the instance of a tie.
- F. Shall provide a written budget to the Boca Raton House of Representatives Campus Budget Committee with approval from the Program's advisor.
- G. Shall be a resource for student organizations

704.242 Associate Director of COSO

- A. Shall report to the Director of COSO.
- B. Shall be the Vice Chair of the Executive Board.
- C. Shall be responsible for recording all Executive Board meeting minutes and posting them for public record including the Student Involvement (SI) Website via the SI Advisor or Webmaster.
- D. Shall be a resource for student organizations.
- E. Shall perform other administrative duties as assigned.

704.243 Assistant Directors of Finance

- A. Shall report to the Director of COSO.
- B. Shall be Voting Members of the Executive Board.
- C. Shall be a resource for student organizations in regards to financial matters.
- D. Shall perform other administrative duties as assigned.

704.244 Assistant Director of Student Resources

- A. Shall report to the Director of COSO.
- B. Shall be Voting Members of the Executive Board.
- C. Shall be a resource for student organizations in regards to service requests.
- D. Shall perform marketing and organizational outreach duties.

704.245 Executive Board

- A. Shall set a deadline for budget requests from clubs in cooperation with the SGAB Office annual budget process timeline and as per Student Body Statutes Chapter 200 Fiscal and Finance Code.
- B. The expenditure and disbursement of Activity and Service Fees allocated to COSO from the House of Representatives shall be approved by a majority vote of the COSO Executive Board with approval from the Program's Student Affairs staff advisor.
- C. Shall present any proposed COSO statute amendments and/or policy changes to the House of Representatives.

- D. Shall conduct meetings at least twice a month during the academic year while classes are in session.
- E. Shall have the power to conduct an inquiry into any club accounts and, place a hold on any club's accounts pending an investigation or inquiry by a majority vote of the Executive Board with approval from the Program's Student Affairs staff advisor.
  - i. If an organization fails to meet mandatory requirements to receive registered student organization status their accounts are liable.

704.250 Procedures for Filling Vacant Seats of the COSO Executive Board

- 704.251 In case of absence, removal, or resignation of the position of COSO Director, the Associate Director of COSO shall assume the position of Director with all the duties, powers, and privileges of the COSO Director until a new Director is appointed.
- 704.252 The Governor shall follow the procedures for filling the vacant COSO Director position delineated in these statutes.
- 704.253 In case of resignation or removal of the position of the Associate Director of COSO, the COSO Director shall be responsible for filling the vacant position.
- 704.254 In case of absence, removal, or resignation of both the Director and Associate Director of COSO, the Governor or his or her designee shall act as the COSO Director until the Governor fills the position following the procedures delineated in these statutes.
- 704.255 In case of resignation or removal of the position of Council Chair, the procedures delineated in these statutes shall be followed.

704.260 Absences, Vacancies, and Removal from Office

704.261 Executive Board Absences

- A. Each executive board member of COSO must attend all COSO and Council meetings on which they serve.
- B. Absences may be excused by a majority vote of the COSO Executive Board provided that adequate documentation is provided.
- C. An excused absence shall include, but not be limited to:
  - i. Severe illness, medical emergency
  - ii. Death in the immediate family
  - iii. Religious holiday
  - iv. Jury duty
  - v. Military Service

- D. An absence shall be defined as failure to be present for the first, last, or both roll calls of a meeting, be it the COSO Executive Board committee or the respective council meetings.
- E. If Board members are absent during either the first or last roll calls, they will receive one-half (1/2) of an absence.
- F. If Board members are absent during both roll calls, they will receive one (1) whole absence.
- G. Executive Board shall be considered removed from the executive board.
- H. Absences may be appealed to the Executive Board by submitting written verification to the COSO Director by the next regularly scheduled COSO meeting, provided that members were given a minimum of forty-eight (48) hours' notice of their removal.
- I. Members shall be considered automatically resigned if they do not submit their written justification to the COSO Director by the next regularly scheduled COSO meeting.

704.270 COSO Funding Processes and Procedures

704.271 Annual Budget Requests

- A. COSO Executive Board members must hold hearings with registered student organizations to review budget requests, prior to the fiscal year allocations per Student Body Statutes Chapter 200 Fiscal and Finance Code.
- B. Council Chairs and Directors shall be the voices of the registered student organizations they represent to the Executive Board when allocations take place.
  - i. All members shall vote objectively pertaining to all student organizations and may abstain in the case of a conflict of interest.
- C. COSO Executive Board must meet and vote on all budget requests that are submitted by the posted deadline.
  - i. Registered student organizations who submit budget requests after the posted deadline may submit a request for emergency or new organization funding form later in the year but will not participate in the annual budget allocation process.

704.272 New Organization/Emergency Funding Requests

- A. Additional funding opportunities must be available to all registered student organizations for new organization or emergency funding based on documented need and voted upon by the COSO executive board.
- B. Applications for new organization/emergency funding must be turned in by the posted deadline set by the COSO Director via Owl-Central.

704.273 Criteria for Funding

A. The registered student organizations that request funds must:

- i. Be registered with Student Involvement (SI).
- ii. Must be present at the next meeting for the COSO Board to hear their request in order to be allocated any funds.
- iii. Submit budget and/or supplemental funding requests on time.

704.280 Advisor of COSO

704.281 The Advisor to this Student Government Program will be designated by Student Affairs

704.290 COSO Policies and Procedures

704.291 Refer to the COSO Policies and Procedures for additional information regarding the Council of Student Organizations. COSO Policies and Procedures will be updated once per academic year.

704.300 Student Government Night Owls Service

704.310 STUDENT GOVERNMENT NIGHT OWLS SERVICE is charged with the responsibility to provide safe, convenient, and efficient student transportation on the Boca Raton Campus. It is a student-run, non-law enforcement service providing transportation for students, faculty, and staff around the Boca Raton Campus at night, through the use of student driven golf carts.

704.320 Organization and Composition

704.321 Structure and Eligibility of the STUDENT GOVERNMENT NIGHT OWLS SERVICE Staff.

A. The STUDENT GOVERNMENT NIGHT OWLS SERVICE shall consist of a Director of STUDENT GOVERNMENT NIGHT OWLS SERVICE and Associate Director of STUDENT GOVERNMENT NIGHT OWLS SERVICE, and STUDENT GOVERNMENT NIGHT OWLS SERVICE Drivers.

B. All STUDENT GOVERNMENT NIGHT OWLS SERVICE staff must have a valid United States Driver's License and an acceptable driving record.

C. All STUDENT GOVERNMENT NIGHT OWLS SERVICE staff must receive golf cart certification from the Office Environmental Health and Safety prior to beginning their employment.

D. All STUDENT GOVERNMENT NIGHT OWLS SERVICE staff must meet all employment requirements of the University and Student Government.

704.322 Staff Appointments

A. The Director of STUDENT GOVERNMENT NIGHT OWLS SERVICE.

- i. Shall be appointed by the Governor and approved by a majority vote of the House of Representatives.

B. The Associate Director of STUDENT GOVERNMENT NIGHT OWLS SERVICE.

- i. Shall be appointed by the Governor and approved by a majority vote of the House of Representatives.

C. STUDENT GOVERNMENT NIGHT OWLS SERVICE Drivers

- i. Shall be appointed by the Director.

704.330 Powers and Duties of STUDENT GOVERNMENT NIGHT OWL SERVICE

704.331 Director of STUDENT GOVERNMENT NIGHT OWLS SERVICE

- A. Shall be the chief administrator of STUDENT GOVERNMENT NIGHT OWLS SERVICE.
- B. Shall chair staff meetings and hire, train, recommend for termination, and supervise staff.
- C. Must report to the Boca Raton House of Representative at least once per month.
- D. Must receive special training for the Night Owls Shuttle from FAU PD
- E. Must train new Night Owls Shuttle Driver as soon as Driver is hired
- F. Shall maintain copies of Student Government Night Owls Manual and employee contact information.
- G. Shall maintain a professional and efficient service at all times, as well as maintain and account for all Student Government Night Owls equipment.
- H. Shall notify the Governor and STUDENT GOVERNMENT NIGHT OWLS SERVICE Advisor by email and telephone immediately of any problems, issues or emergency, including but not limited to:
  - i. Equipment failure and/or damage.
  - ii. Personal injuries.
  - iii. Collisions.
  - iv. Incidents when University Police are notified or involved.
  - v. Staffing inadequacies.
  - vi. Failure to operate normally or any change in normal operation.

- vii. Any change in operational hours.
- I. Shall have signature authority over STUDENT GOVERNMENT NIGHT OWLS SERVICE expenditures, along with the Governor and SG STUDENT GOVERNMENT NIGHT OWLS SERVICE Advisor.
- J. Shall be the official voice of the STUDENT GOVERNMENT NIGHT OWLS SERVICE.
- K. Shall draft and submit annual budget requests to the Campus Budget Committee with the assistance of the Associate Director and with approval from the SG Advisor.
- L. Shall see to the completion of all duties by STUDENT GOVERNMENT NIGHT OWLS SERVICE staff

- M. Shall work on projects assigned by the Governor as a member of the Governor's Administrative Cabinet.
- N. Shall ensure clear and wide distribution of STUDENT GOVERNMENT NIGHT OWLS SERVICE operating hours campus-wide.
- O. Shall provide dispatch services.

704.332 Associate Director of STUDENT GOVERNMENT NIGHT OWLS SERVICE

- A. Shall perform the duties of the Director of STUDENT GOVERNMENT NIGHT OWLS SERVICE in the absence of the Director.
- B. Shall keep an updated inventory of office supplies and equipment including golf carts.
- C. Shall create weekly reports from the evening shift reports and submit them to the Director, Governor, and the SG Advisor each Monday.
- D. Shall make recommendations to the Director in regards to the expenditure of funds.
- E. Shall ensure cart repairs, maintain, and gas fillings are performed as required.
- F. Shall assist the Director in the training and supervision of STUDENT GOVERNMENT NIGHT OWLS SERVICE Drivers.
- G. Shall help promote and advertise STUDENT GOVERNMENT NIGHT OWLS SERVICE campus-wide.
- H. Shall provide dispatch services.

704.333 STUDENT GOVERNMENT NIGHT OWLS SERVICE Drivers

- A. Shall maintain a clean driving record, valid Driver's License, and golf cart certification while employed.
- B. Shall provide evening and occasional daytime or special event shuttle transportation to FAU students, faculty and staff while on shift.
- C. Shall operate golf carts safely and efficiently.
- D. Shall be assigned their specific golf cart which they will be responsible for maintaining. For example, fueling, tire change, and washing.
- E. Shall be responsible for washing their perspective golf cart on a bi-weekly basis.
- F. Shall employ sound judgment and excellent customer service skills while on shift.

704.340 Absences, Vacancies, and Termination of Employment

704.341 Absences of the STUDENT GOVERNMENT NIGHT OWLS SERVICE Staff

- A. Each staff member must attend all staff meetings and assigned shifts.



B. Absences may be excused by the Director of STUDENT GOVERNMENT NIGHT OWLS SERVICE for exams, illness, death in family, military duty, or religious holiday observation.

- C. Upon accumulation of three (3) unexcused absences, the STUDENT GOVERNMENT NIGHT OWLS SERVICE Staff shall be recommended for termination to the Governor by the Director with approval from the STUDENT GOVERNMENT NIGHT OWLS SERVICE Advisor.
- D. Staff may also be recommended for termination for documented repeated or egregious failure to adhere to the powers and duties listed above, or committal of a felony or other violation of the Student Code of Conduct.
- E. In such cases the recommendation for removal will also be submitted to the Dean of Students Office.
- F. Every member has the right to appeal any termination recommendation based upon absenteeism to the House of Representatives, and to the Student Court for any other reason.

704.350 Procedures for Filling Vacant Positions Within STUDENT GOVERNMENT NIGHT OWLS SERVICE Staff

- 704.351 In case of removal or resignation of the position of STUDENT GOVERNMENT NIGHT OWLS SERVICE Director, the Associate Director of STUDENT GOVERNMENT NIGHT OWLS SERVICE shall assume the position of Director with all the duties, powers and privileges of the STUDENT GOVERNMENT NIGHT OWLS SERVICE Director until a new Director is appointed.
- 704.352 The Governor shall follow the procedures for filling the vacant STUDENT GOVERNMENT NIGHT OWLS SERVICE Director position delineated in these statutes.
- 704.353 In case of resignation or removal of the position of the Associate Director STUDENT GOVERNMENT NIGHT OWLS SERVICE, the STUDENT GOVERNMENT NIGHT OWLS SERVICE Director shall be responsible for filling the vacant position.
- 704.354 In case of absence, removal, or resignation of both the Director and Associate Director of STUDENT GOVERNMENT NIGHT OWLS SERVICE, the Governor or his or her designee shall act as the STUDENT GOVERNMENT NIGHT OWLS SERVICE Director until the Governor fills the position following the procedures delineated in these statutes.
- 704.355 In case of resignation or removal of the position of the STUDENT GOVERNMENT NIGHT OWLS SERVICE Driver, the STUDENT GOVERNMENT NIGHT OWLS SERVICE Director shall be responsible for filling the vacant position.

704.360 Advisor to STUDENT GOVERNMENT NIGHT OWLS SERVICE

- 704.361 This Student Government Program's Advisor will be a staff member within Student Affairs.

704.400 Psychoeducational Programming (PEP)

704.410 Mission Statement-

PEP is charged with the responsibility to offer student support, education, and resources for FAU students in all areas of mental health wellness.

704.411 Vision: To foster an environment of mental health awareness through a combination of preventative outreach and comprehensive services that meet the mental health needs of the student body. Service areas should be competent in the following areas:

- A. Diversity and Internationalism
- B. Multidisciplinary Approach
- C. Sociological Imagination
- D. Self-Expression
- E. Mental Health Literacy
- F. Reduction of Stigma

704.420 Structure of the PEP board

704.421 The program shall comprise of The Director of PEP, The Associate Director of PEP, Mental Health Advocates, and Volunteers.

704.430 Appointments

704.431 Pep Director

- A. Shall be appointed by the Governor and approved by a majority vote of the House of Representatives

704.432 Associate Director of PEP

- A. Shall be appointed by the Director of PEP and approved by a majority vote of the House of Representatives

704.433 Mental Health Advocates

- A. Shall be appointed by the Director & Associate Director of PEP.

704.434 PEP Volunteers

- A. Shall be appointed by the Director & Associate Director of PEP

704.440 Powers and Duties of the PEP Board

704.441 PEP Director

- A. Shall work up to 20 hours per week

- B. Shall serve as the official administrator of PEP.
- C. Shall be appointed by the Governor and approved by majority vote of the House of Representatives
- D. Shall attend all required GAC Meetings
- E. Shall chair all meetings that pertain to the function of the program.
- F. Shall work directly with professionals from CAPS to exercise the voice of the students.
- G. Shall assess the program's impact (PEP) on the Boca Raton campus.
- H. Must report to the house of the representatives at least once per month.

#### 704.442 PEP Associate Director

- A. Shall work up to 20 hours per week.
- B. Shall report information on the internal affairs of the program to the Director on a weekly basis.
- C. Shall attend all PEP Meetings and chair in the absence of the Director.
- E. Shall record meeting minutes for all meetings that pertain to the function of the program.
- F. Shall communicate with any student groups to uphold the mission of the program.

#### 704.443 Mental Health Advocates

- A. Shall work up to 10 hours a week.
- B. Shall communicate with the student body via written, oral, and auditory channels. Including but not limited to: newsletters, social media platforms, flyers, posters, etc.
- C. Shall develop and implement a marketing plan for PEP.
- D. Shall submit a weekly report to the Director of PEP.

#### 704.444 PEP Volunteers

- A. Shall work at the discretion of the Director and Associate Director
- B. Shall assist the Director and Associate Director in their Duties
- C. Shall communicate with the Director and Associate Director.

#### 704.450 Procedures for Filling Vacant Seats of the Director and Associate Director

704.451 In case of absence, removal, or resignation of the Director of PEP, the Associate Director of PEP shall assume the position of Director with all the duties, powers, and privileges of the Director of PEP until a new Director is appointed.

704.452 In case of absence, removal, or resignation of the Associate Director, the Director must fulfill all Associate Director duties until a new Associate Director is appointed.

#### 704.460 Advisor of PEP

704.461 The Advisement of PEP shall function under the collaborative advisement offered by Counseling and Psychological Services and Student Activities and Involvement.

#### 704.500 Students Advocating Volunteer Involvement (SAVI)

704.510 SAVI is charged with the responsibility of advocating for volunteer involvement in the community by working with local nonprofit organizations, other student service-focused organizations, and students in the academic service-learning courses to coordinate and support civic engagement opportunities for the students of the Boca Raton Campus.

#### 704.520 Organization and Composition

704.521 The Executive Board of SAVI shall consist of a Director of SAVI and an Associate Director.

#### 704.530 Appointments of SAVI Executive Board Members

##### 704.531 Director of SAVI

- A. Shall be appointed by the SAVI Director and approved by a majority vote of the Governor's Administrative Cabinet.
- B. Shall be a responsible and proactive student with previous community service involvement.

704.532 Associate Director of SAVI

- A. Shall be appointed by the SAVI Director and approved by a majority vote of the Governor's Administrative Cabinet.
- B. Shall be a responsible and proactive student with previous community service involvement.

704.533 Assistant Director of SAVI

- 704.533.a Shall be appointed by the SAVI Director and approved by a majority vote of the Governor's Administrative Cabinet.
- 704.533.b Shall be a responsible and proactive student with previous community service involvement

704.540 Powers and Duties of SAVI

704.541 Director of SAVI

- A. Shall be the official voice of SAVI.
- B. Shall attend all GAC meetings.
- C. Shall chair all general SAVI meetings.
- D. Shall be responsible for planning and executing all SAVI events and activities.
- E. Shall be responsible for program accounting and budget management and submitting annual budget requests with the approval of SAVI's Student Staff Advisor.
- F. Shall keep records of all volunteers, vendors, and charitable contacts.
- G. Must report to the Boca Raton House of Representative at least once per month.

704.542 Associate Director of SAVI

- A. Shall report to the Director of SAVI.
- B. Shall attend all SAVI and Executive Board meetings.
- C. Shall be responsible for advertising SAVI's events and projects on the Boca Raton Campus.
- D. Shall keep records of all advertising efforts, including best practices and expenditures, and present a monthly report to the SAVI Director.
- E. Shall post meeting agendas, and record meeting minutes for posting on the SG website via the SG Advisor or Webmaster.

704.543 Assistant Director of SAVI

- 704.543.a Shall report to the Director of SAVI
- 704.543.b Shall attend all SAVI and Executive Board meetings.
- 704.543 c Shall be responsible for assisting the Associate Director for advertising SAVI's

events and project on the Boca Raton Campus.  
704.543 d Shall perform other duties as assigned.

#### 704.550 Procedures for Filling Vacant Seats of SAVI Executive Board

704.551 In case of absence, removal, or resignation of the Director of SAVI, the Associate Director shall assume the duties, powers, and privileges of the Director of SAVI until a new Director is appointed.

704.552 In case of absence, removal, or resignation of the Associate Director the Director of SAVI shall assume the duties, powers, and privileges of the vacant Chair until a new Chair is appointed.

704.553 In case of absence, removal, or resignation of the Associate Director the Assistant Director shall assume the duties, powers, and privileges of the Associate Director of SAVI until a new Associate Director is appointed.

704.554 In case of absence, removal, or resignation of the Assistant Director the Associate Director shall assume the duties, powers, and privileges of the vacant chair until a new chair is appointed.

#### 704.560 Advisor of SAVI

704.561 The advisor for this Student Government Program will be designated by the Weppner Center for Civic Engagement and Service.

#### 704.600 Student Government Program Board (SGPB)

704.610 SGPB is charged with the responsibility to provide social programming and campus activities for the Boca Raton Campus.

#### 704.620 Organization and Composition

704.621 The SGPB Executive Board shall include the Director, Associate Director, Committee Chairs, Vice Chairs, and Secretary.

All Executive Board members are voting members except for the Director who shall only vote in the event of a tie.

704.622 SGPB Committees shall include the Committee Chairs, Vice Chairs and general committee members.

704.623 All Committee members are voting members except for the Director and Committee Chairs who chair their assigned committees, who shall only vote in the event of a tie.

#### 704.630 Appointments and SGPB Executive Board Members

704.631 Director of SGPB

A. Shall be appointed by the Governor and approved by a majority vote of the House of Representatives.

704.632 Associate Director

- A. Shall be appointed by the SGPB Director and approved by a majority vote of the Governor's Administrative Cabinet.

704.633 Committee Chairs of SGPB

- A. Shall be appointed by the SGPB Director with input from the Associate Director and the SGPB Program's Student Affairs staff advisor and approval by the Governor.

704.634 Vice Chairs of SGPB

- A. Shall be appointed by the Committee Chairs and approved by the Director and Associate Director of SGPB.

704.640 Procedures for Filling Vacant Positions in SGPB

- 704.641 In case of absence, removal, or resignation of the position of SGPB Director, the Associate Director shall serve as Director until a new Director is appointed.

- 704.642 In case of absence, removal, or resignation of the position of SGPB Associate Director, the Director shall appoint an Associate Director from the existing Committee Chairs until a new Associate Director is appointed.

- 704.643 In case of absence, removal, resignation of the position of Committee Chairs of SGPB, the Vice Chair of that committee shall assume the position of Committee Chair with all the duties, powers, and privileges of the Coordinator until a new Coordinator is appointed.

- 704.644 In case of absence, removal, resignation of the position of Vice Chair of SGPB, another member of that committee shall assume the position of Vice Chair with all the duties, powers, and privileges of the Vice Chair until a new Vice Chair is appointed.

704.650 Powers and Duties of SGPB

704.651 Director of SGPB

- A. Shall be the chief administrator of SGPB.
- B. Shall be the official voice of SGPB.
- C. Shall be the liaison between the Executive Board and the Student Affairs Advisor.
- D. Shall have direct oversight and approval of the direction of each committee, including but not limited to budgets, and semester plans.
- E. Shall be the Chair of the SGPB Executive Board Meetings to be held at least bi-monthly during the academic year.
- F. Shall chair Executive Board meetings in accordance with the latest edition of Robert's Rules of Order.
- G. Shall attend and report to all Governors' Administrative Cabinet meetings.
- H. Shall liaison with the Director of STUDENT GOVERNMENT MULTICULTURAL PROGRAMMING.



- I. Shall coordinate the annual SGPB calendar and ensure the successful implementation of SGPB events and activities.
- J. Shall maintain an orderly and systematic accounting of the collection and disbursement of all operational income and related Program funds.
- K. Shall prepare the annual budget request with approval from the SGPB Student Affairs staff advisor.
- L. Must Report to the Boca House of Representatives at least once per month.

704.652 Associate Director of Student Government Program Board

- A. Shall ensure that meeting agendas, public notice, and recording of minutes of Executive Board meetings occurs and will post minutes on the SG website via the SG Advisor or webmaster.
- B. Shall preside over the Executive Board in the absence of the Director.
- C. Shall ensure that the Secretary is keeping record of all committee meeting minutes.
- D. Shall oversee the breakdown of the budget and approve overall spending in accordance with the SGPB internal policy.
- E. Shall approve proposed event schedules from each committee with final approval coming from the SGPB Director.
- F. Shall perform other administrative duties as assigned.

704.653 Secretary

- A. Shall ensure that meeting agendas, public notice, and recording of minutes of Executive Board meetings occurs and will post minutes on the SG website via the SG Advisor or webmaster.
- B. Shall receive and organizes all committee meeting records including agendas, minutes and voting records.
- C. Shall oversee the equipment rental process.
- D. Shall oversee the recruitment and placement of SGPB volunteers.

704.654 Committee Chairs of SGPB

- A. Shall present programming ideas and information to the executive Board from their committees.
- B. Shall maintain contact with agencies, management, and booking corporations pertaining to their programming areas in accordance with the SGPB internal policy.
- C. Shall create and distribute event and activity publicity.
- D. Shall reserve all facilities, equipment, and materials for events and activities
- E. Shall solicit and coordinate staff and volunteer assistance as necessary in carrying out

committee responsibilities.

- F. Shall submit a semester event schedule at the beginning of each semester to the SGPB Director and Associate Director.
- G. Shall submit a committee event plan at the beginning of each semester to the SGPB Director and Associate Director.
- H. Shall submit program registration and evaluation forms before and after all approved events and activities to the SGPB Associate Director
- I. Shall Chair Committee meetings and create meeting agendas.
- J. Shall perform other duties as assigned by the SGPB Director and Associate Director, as well as any duties outlined in the SGPB internal policy.

704.655 Vice chairs of SGPB

- A. Shall assume the duties of the Committee Chairs of their committee in the absence of the Committee Chair.
- B. Shall assist in all areas of event or activity planning and implementation from start to finish as assigned by the Committee Chair.
- C. Shall record committee meeting minutes and submit them to the SGPB secretary to post to the SG website via the SG Advisor or Webmaster.
- D. Shall oversee and record service hours of committee members in accordance with the SGPB internal policy.

704.656 General Committee Members

- A. Shall assist in all areas of event or activity planning and implementation from start to finish as assigned by the Committee Chairs.

704.657 Executive Board

- A. Allocation adjustments between committees to meet changing priorities require a majority vote of the SGPB Executive Board.
- B. Shall approve all co-sponsorships by a majority vote.
- C. Shall vote on any other matters deemed necessary by the SGPB Director and Associate Director.
- D. Shall meet bi-monthly for reporting purposes.

704.658 Committees

- A. SGPB Committees shall include Special Events, Carnivowl, Showcase, Marketing Concerts, and Summer.

B. Committee Chairs will be assigned to committees upon appointment by the Director.

704.660 Advisor to SGPB

704.661 This Programs Advisor will be designated by Student Affairs.

704.800 Student Government Marketing and Branding

704.810 All marketing and advertising materials including but not limited to flyers, posters, banners, postcards, and the like must include the Student Government logo and the programs name as stated in these statutes.

705.000 Boca Raton Student Government Advisory Boards

705.100 Campus Recreation Advisory Board (CRAB)

705.110 CRAB is charged with the responsibility to involve user groups, primarily of students, in the planning, organization and administration of recreational programs on the Boca Raton Campus.

705.111 This will include, but not be limited to, maintenance and custodial services, finances, student employment, professional staffing, programming and general policy-making, and long-range planning (facilities, programs, staffing/personnel, and policies) of the associated areas.

705.120 Members, Absences and Removal, and Term of Office

705.121 The members of CRAB shall consist of six (6) students and three (3) University faculty/staff members.

- A. Each member of CRAB shall have one (1) vote.
- B. Five (5) members are required to establish quorum, a majority of whom must be students.
- C. The student members of CRAB shall serve one (1) year terms, held until the end of the following spring semester.

705.122 Three (3) unexcused absences will result in the removal of a CRAB member with the approval of the Governor and Director of Campus Recreation.

705.123 The Director of Campus Recreation shall serve as an ex-officio, non-voting member, advisor, and secretary to CRAB.

705.130 Appointments of Student Members

705.131 The six (6) students shall be appointed to CRAB by the Governor, under advisement of the Director of Campus Recreation, and be approved by a majority vote of the Boca Raton House of Representatives.

705.132 CRAB shall review and approve a set of qualifications for membership to guide the Governor in their selection of students for appointment.

- A. There shall be at least three (3) student members who may not hold office in FAU Student Government while a member of CRAB.

#### 705.140 Chair of CRAB

- 705.141 The Chair shall be selected from the existing student membership of CRAB by a majority vote of the membership.
- 705.142 The Chair shall vote only in the event of a tie.
- 705.143 The Chair shall call meetings of CRAB, preside at these meetings, and see that the regulations and policies adopted by CRAB are carried out.
- 705.144 The Chair shall perform other tasks generally associated with the position of the Chair.
- 705.145 The Chair must have served as a member of CRAB during a previous year if possible.

#### 705.150 Faculty/Staff Members of CRAB

- 705.151 The Director of Campus Recreation shall recommend six (6) potential faculty/staff members to the Senior Vice President for Student Affairs.
- 705.152 The Senior Vice President for Student Affairs or his/her designee shall review all requests and approve the final faculty/staff membership.

#### 705.160 Powers and Duties of CRAB

- 705.161 Shall propose policies to the Senior Vice President for Student Affairs through the Director of Campus Recreation regarding the overall operation of the Department of Campus Recreation.
- 705.162 Shall review, develop, and recommend budget requests for submission by the Director of Campus Recreation to the SGAB Office during the annual budget allocation process.
- 705.163 Shall be accountable to all University students and campus recreation members for:
  - A. Assessing needs for facility upgrades, additions or enhancements.
  - B. Reviewing the equitable allocation of space to best serve the needs of the students.
- 705.164 Shall ensure that discussion and review of major programs within the Department of Campus Recreation occurs prior to implementation.

#### 705.170 Meetings

- 705.171 CRAB will meet on a regularly scheduled basis as determined by the Chair at least once per month during the academic year.
  - A. The Chair or a majority of board members may request a meeting.
  - B. Public notice is required for all meetings.
  - C. Minutes must be posted on the SG website via the SG Advisor or Webmaster.

705.172 All meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order.

705.173 All items of business to be considered by CRAB shall be submitted to the Chair and Director of Campus Recreation for inclusion on the agenda no later than seventy-two (72) hours prior to the next regularly scheduled meeting.

#### 705.180 Director of Campus Recreation

705.181 Shall be responsible for keeping all records on file in the administrative offices.

705.182 Shall manage the programs, facilities, and services of the Department of Campus Recreation and shall be under the supervision of the Senior Vice President for Student Affairs.

705.183 Direct, supervise and oversee all employees of the Department of Campus Recreation.

705.184 Report to CRAB the needs and desires of the University community regarding recreation programs, services and facilities, as well as making recommendations pertaining thereto.

705.185 Formulate the annual budget request with input from CRAB.

705.186 It shall be the duty of the heads of the programs representing Campus Recreation to supervise their individual program areas and report to the Director.

#### 705.190 Campus Recreation Budget

705.191 The income of the Department of Campus Recreation shall be derived from A&S fees, user fees, rental of various rooms or facilities, gifts and state appropriations.

705.192 CRAB shall consult with the appropriate student and University officials regarding budgeting and administration of Campus Recreation facilities, programs and services.

705.193 CRAB shall review the annual budget request and make recommendation to the Director of Campus Recreation, as it deems necessary. The budget will then be forwarded to the SGAB Office for consideration in the annual budget allocation process

#### 705.200 Student Union Advisory Board (SUAB)

705.210 SUAB is charged with the responsibility to involve user groups, primarily of students, in the planning, organization, and administration of the Boca Raton Student Union.

705.211 This will include, but not be limited to, finances, student employment, professional staffing, programming and general policy-making, and long-range planning (facilities, programs, staffing/personnel, and policies) of the associated areas.

#### 705.220 Members, Absences and Removal, and Term of Office.

705.221 The members of SUAB shall consist of six (6) students and three (3)

University faculty/staff members.

- A. Each member of SUAB shall have one (1) vote.
- B. Five (5) members are required to establish quorum, a majority of whom must be students.
- C. The student members of SUAB shall serve one (1) year terms, held until the end of the following spring semester.

705.222 Three (3) unexcused absences will result in the removal of a SUAB member with the approval of the Governor and Director of the Student Union.

705.223 The Director of the Student Union shall serve as an ex-officio, non-voting member, advisor, and secretary to SUAB.

705.224 Other non-voting, ex-officio members shall include the Associate Director of the Student Union and the Associate Director of Student Involvement and Leadership.

#### 705.230 Appointment of Student Members

705.231 The six (6) students shall be appointed to SUAB by the Governor, under advisement of the Director of Campus Recreation, and be approved by a majority vote of the Boca Raton House of Representatives.

705.232 SUAB shall review and approve a set of qualifications for membership to guide the Governor in their selection of students for appointment.

- A. There shall be at least three (3) student members who may not hold office in FAU Student Government while a member of SUAB.

#### 705.240 Chair of SUAB

705.241 The Chair shall be selected from the existing student membership of SUAB by a majority vote of the membership.

705.242 The Chair shall vote only in the event of a tie.

705.243 The Chair shall call meetings of SUAB, preside at these meetings, and see that the regulations and policies adopted by SUAB are carried out.

705.244 The Chair shall perform other tasks generally associated with the position of the Chair.

705.245 The Chair must have served as a member of SUAB during a previous year if possible.

#### 705.250 Faculty/Staff Members of SUAB

705.251 The Director of the Student Union shall recommend six (6) potential faculty/staff members to the Senior Vice President for Student Affairs.

705.252 The Senior Vice President for Student Affairs or his/her designee shall review all requests and approve the final faculty/staff membership.

#### 705.260 Powers and Duties of SUAB

- 705.261 Shall propose policies to the Senior Vice President for Student Affairs through the Director of the Student Union regarding the overall operation of the Boca Raton Student Union.
- 705.262 Shall review and recommend budget requests for submission by the Director of the Student Union to the SGAB Office during the annual budget allocation process.
- 705.263 Shall review and provide recommendations for policies and regulations governing the usage of the Student Union.
- 705.264 Shall be accountable to University students, employees, alumni, guests and others for facilitating such needs of the University community as are appropriate and within the purposes and available resources of the facility.
- 705.265 Shall ensure that discussion and review of major programs that impact student users within Boca Raton Student Union occurs prior to implementation.
- 705.266 Shall provide recommendation on programs, services, and operations of the Boca Raton Student Union for consideration by the Director and Senior Staff.

#### 705.270 Meetings

- 705.271 SUAB will meet on a regularly scheduled basis as determined by the Chair at least once per month during the academic year.
  - A. The Chair or a majority of board members may request a meeting.
  - B. Public notice is required for all meetings.
  - C. Minutes must be posted on the SG website via the SG Advisor or Webmaster.
- 705.272 All meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order.
- 705.273 All items of business to be considered by SUAB shall be submitted to the Chair and Director of the Student Union for inclusion on the agenda no later than seventy-two (72) hours prior to the next regularly scheduled meeting.

#### 705.280 Director of the Boca Raton Student Union

- 705.281 Shall be responsible for keeping all records on file in the administrative offices.
- 705.282 Shall manage the programs, facilities, operations, and services of the Boca Raton Student Union and shall be under the supervision of the Senior Vice President for Student Affairs.
- 705.283 Direct, supervise and oversee all employees of the Boca Raton Student Union.
- 705.284 Report to SUAB the needs and desires of the University community regarding recreation programs, services and facilities, as well as making recommendations pertaining thereto.
- 705.285 Formulate the annual budget request with input from SUAB.

705.290 Boca Raton Student Union Budget

- 705.291 The income of the Boca Raton Student Union shall be derived from A&S fees, user fees, rental of various rooms or facilities, gifts and state appropriations.
- 705.292 SUAB shall consult with the appropriate student and University officials regarding budgeting and administration of Boca Raton Student Union facilities, programs and services.
- 705.293 SUAB shall review the annual budget request and make recommendations for revision to the Director of the Student Union as it deems necessary. The budget will then be forwarded to the SGAB Office for consideration in the annual budget allocation process.

706.000 The Freshman Class Council (FCC)

706.100 The purpose of the FCC is to cultivate the students' personal and professional growth of crafting lasting relationships between student leaders and prepare the young men and women to take on executive roles in the future.

706.110 The mission of Freshman Class Council is to cultivate the students' into their executive roles through practical involvement within all of Florida Atlantic University's Student Government operations as it pertains to executive roles. The Freshman Class Council program will foster the environment for personal and professional growth through involvement in designated programmatic services FAU Student Government has to offer for its students. Insight into a majority of campus activities and student government operations within all branches of government will exceedingly prepare all members for executive roles in the near future.

706.200 Overarching Organization Structure

706.210 The Freshman Class Council shall exist under the purview of the Boca Raton Governor and Chief of Staff.

706.220 The Boca Raton Campus Governor designates all members deemed appropriate to display the roles of individuals within the Executive Branch. Designees are set forth by the elected governor during their term.

706.230 The Boca Raton Campus Governor designates all appointed officials of the Boca Raton Governor's Administrative Cabinet to assist with the execution of committee involvement.

706.240 Members of the Boca Raton Governor's Administrative Cabinet (GAC) will provide the guided framework for all committees as it pertains to their position's involvement and will carry that information to the Chief of Staff at the beginning of each month after the first general FCC meeting is convened during the fall semester.

706.250 The Chief of Staff charges all students within the committee the particular task assigned by program directors for each respective committee.



### 706.300 Membership and Eligibility

706.310 Each member must be a degree-seeking full time student at Florida Atlantic University.

706.320 Each member should have no more than twenty nine accumulated credits during time of enrollment in the fall semester.

706.330 Each member must maintain the Minimum Qualifications for Student Officers as set forth by University Regulations 4.006.

706.340 Members of FCC are selected by the Boca Raton Campus Governor and Chief of Staff through an application and interview process.

706.350 All members of FCC should be selected during the first three weeks of the fall semester.

706.360 Appointed members are to shadow all designated elected and appointed officials of the Campus specific executive Branch and Boca Raton Governor's Administrative Cabinet through student government operations and campus activities.

### 706.400 Structure of Freshman Class Council

706.410 Freshman Class Council shall consist of one active council with a maximum capacity of students set at the discretion of the elected Boca Raton Governor.

706.420 Each individual member is required to join one standing committee for the entirety of their year long term.

706.430 The Chief of Staff is the overseer of all standing committees during the fall term of each Freshman Class Council session.

706.440 Committees are put in place during the fall semester to mold and allow all members of Freshman Class Council to enhance their individual leadership characteristics as it pertains to their involvement outside of the Executive Branch within Student Government.

706.441 The standing committees and the associated areas of involvement from the Governor's Administrative Cabinet are as follows:

- a. Planning and Programming Activities: – Council Of Student Organizations, Students Advocating Volunteer Involvement, Program Board, Treasurer, and Homecoming
- b. Student Outreach and Inclusion – Multicultural Programming & Marketing
- c. Student Health & Academic Wellness: – Peer Education Team, Night Owls, and Chief of Staff.

### 706.500 Statutory Requirements for Fall Semester

706.510 Members of FCC are required to attend regularly scheduled FCC meetings set at the discretion of the Boca Raton Campus Governor.

706.520 Members of FCC are required to enroll in one active standing committee within the council.

706.530 Students are required to join and remain active in one standing committee for the duration of fiscal year.

706.540 Members of FCC are required to attend regularly scheduled meetings of their respective enrolled active standing committee within the council.

706.550 Students who serve in freshman class council must be able to attend at least one House of Representatives meeting per month.

706.560 Members of FCC are required to attend at least one standing committee meeting for all active standing committees within the House of Representatives per month.

706.570 Members of FCC must be in attendance for at least one senate meeting.

706.580 Members of FCC must be in attendance for at least one Governor's Administrative Cabinet and President's Administrative Cabinet meeting.

#### 706.600 Statutory Requirements for Spring Semester:

706.610 Members of FCC are required to attend regularly scheduled FCC meetings set at the discretion of the Boca Raton Campus Governor.

706.620 Members of FCC are required to enroll in one active standing committee within the council.

706.630 Students are required to join and remain active in one standing committee for the duration of the fiscal year.

706.640 Members of FCC are required to attend regularly scheduled meetings of their respective enrolled active standing committee within the council.

706.650 Students who serve in freshman class council must be able to attend at least one House of Representatives meeting per month.

706.660 Members of FCC are required to attend at least one standing committee meeting for all active standing committees within the House of Representatives per month.

706.670 Members of FCC must be in attendance for at least one senate meeting.

706.680 Members of FCC must be in attendance for at least one Governor's Administrative Cabinet and President's Administrative Cabinet meeting.

#### 706.700 Spring Committee In-House Elections:

706.710 Any member of Freshman Class Council who completes all of the following statutory requirements outlined in 706.500 are eligible to serve as the Committee Chairperson and Co-Chairperson within their respective committee.

706.720 Candidates for Chairpersons must serve one term and complete statutory requirements outlined in 706.500 for the committee one is currently serving.

706.730 Freshman Class Council shall host elections for Chairperson during the spring semester of every fiscal year for the following committees:

706.731 Planning and Programming Activities

706.732 Student Outreach and Inclusion

706.733 Student Health and Academic Wellness

706.740 Elections for Committee Chairperson will convene during the first meeting of the spring semester called at the discretion of the Boca Raton Campus Governor.

706.750 Only members of FCC are eligible to cast a vote for all potential candidates seeking to become a Committee Chairperson of their respective committee.

706.760 Members of FCC are required to cast a vote via roll call during the elections process of the first meeting.

706.770 The candidate who obtains the majority vote by the entire Freshman Class Council excluding Boca Raton Campus Governor and Chief of Staff will hold the position for their respective committee.

706.780 Installment of all new Committee chairpersons based on the majority vote of the council will occur during the first meeting convened during the spring semester of each year immediately after the election process is complete.

706.790 All elected Chairpersons for their respective committee are required to appoint a Co-Chairperson prior to calling their first committee meeting to order.

#### 706.800 Powers and Duties of Committee Chairperson

706.810 Shall serve as the official voice for their respective committee.

706.820 Shall be the presiding officer for their respective committee meetings.

706.830 Shall perform other administrative duties as assigned by the Boca Raton Campus Governor for the betterment of the committee.

706.840 Shall provide a report to Freshman Class Council during regularly scheduled meetings.

706.850 Shall oversee events set forth by their respective committee.

706.860 Shall serve as a student-at-large for the Homecoming Student Committee.

706.870 The committee chairperson shall serve for one spring semester once elected.

#### 706.900 Powers and Duties of Committee Co-Chairperson

706.900 Shall act as the presiding officer for committee meetings in the absence of their respective chairperson.

706.910 Shall act in immediate assistance set at the discretion of the Chairperson.

#### 707.000 Term, Absences and Removal of Office

707.100 All Committee Chairpersons and Co-Chairpersons hold the term of office for (1) spring

semester.

707.200 All Committee Chairpersons and Co-Chairpersons are only allotted (1) unexcused absences from their respective committee meetings for the duration of their term in office.

707.300 All Committee Chairpersons and Co-Chairpersons are allotted (2) excused absences from their respective committee meetings for the duration of their term in office.

- a. An excused absence shall be regarded as:
  - i. Severe illness, medical emergency
  - ii. Death in the immediate family
  - iii. Religious holiday
  - iv. Jury Duty
  - v. Military Services

707.400 Violation of statutes 707.200 and 707.300 shall result in automatic removal of office with the approval of the Boca Raton Campus Governor and Chief of Staff.

## 708.000 Psychoeducational Programming (PEP Talk)

### 708.100 Mission Statement

To educate students, social groups, and community members on the significance of mental health while simultaneously advocating for comprehensive mental health services to prompt systematic change.

### 708.200 Vision

Foster an environment of mental health awareness through a combination of preventative outreach and comprehensive services that meet the mental health needs of the student body. Service areas should be competent in the following areas:

- A. Diversity and Internationalism
- B. Multidisciplinary Approach
- C. Sociological Imagination
- D. Self-Expression
- E. Mental Health Literacy
- F. Reduction of Stigma

### 708.300 Overarching Organization Structure

708.310 PEP Talk shall exist under the purview of the Boca Raton Campus Governor.

708.320 The Boca Raton Campus Governor designates all relevant appointed officials of the Governor's Administrative Cabinet to assist with the essential functions of the program. i.e. Multicultural Programming and the Marketing Director, Student Advocating Volunteer Involvement, & Freshman Class Council.

708.330 The Boca Raton Campus Governor is responsible for working in collaboration with Counseling and Psychological Services to provide the essential training required for the proper functioning of the program.

708.331 Counseling and Psychological Services shall be responsible for securing training for any content that relates to psychoeducational topics.

708.332 The Boca Raton Campus Governor shall be responsible for securing training that relates to any Student Government operations, policies, and procedures.

A. The Governor shall designate any relevant persons to provide training to Executive members of the program.

#### 708.400 Membership and Eligibility

708.410 Each member must be a degree seeking full time enrolled undergraduate or graduate student.

708.420 Each undergraduate member must have a 2.80 GPA upon being appointed into the executive board position. i.e. Director and the Associate Director

708.430 Any graduate member must have a 3.0 GPA upon being appointed into the executive board position i.e. Director and the Associate Director

708.440 Each member must maintain the Minimum Qualifications for Student Officers as set forth by University regulations 4.006.

708.450 The Director and Associate is nominated by the Governor through an application and interview process and must be approved by the Boca Raton House of Representatives by a majority vote.

708.451 The hiring committee shall consist of the Governor, the Governor's Chief of Staff, Student Government Advisor, Speaker of the House, and representative from Counseling and Psychological Services.

708.452 All executive board members must be appointed no later than 10 business days prior to the convening of the fall semester of an academic calendar set forth by the University.

#### 708.500 Organization and Composition

708.510 The program shall comprise of The Director of PEP Talk, The Associate Director of PEP Talk, Mental Health Advocates, and Volunteers.

#### 708.520 Advisement

708.521 PEP Talk shall function under the collaborative advisement offered by Counseling and Psychological Services.

#### 706.600 Powers and Duties of Executive Board Members

706.610 The Director of PEP Talk

708.611 Shall work up to 20 hours per week

708.612 Shall serve as the official administrator of PEP Talk.

708.613 Shall be appointed by the Governor and approved by majority vote of the House of Representatives

708.614 Shall attend all required GAC Meetings

708.615 Shall chair all meetings that pertain to the function of the program.

708.616 Shall work directly with professionals from CAPS to exercise the voice of the students.

708.617 Shall assess the program's impact (PEP Talk) on the Boca Raton campus.

708.618 Must report to the house of the representatives at least once per month.

#### 708.620 The Associate Director of PEP Talk

708.621 Shall work up to 20 hours per week.

708.622 Shall report information on the internal affairs of the program to the Director on a weekly basis.

708.623 Shall attend all PEP Talk Meetings and chair in the absence of the Director.

708.624 Shall record meeting minutes for all meetings that pertain to the function of the program.

708.625 Shall communicate with any student groups to uphold the mission of the program.

#### 708.630 Mental Health Advocates

708.631 Shall work up to 10 hours a week.

708.632 Shall communicate with the student body via written, oral, and auditory channels. Including but not limited to: newsletters, social media platforms, flyers, posters, etc.

708.633 Shall develop and implement a marketing plan for PEP Talk.

708.634 Shall submit a weekly report to the Director of PEP Talk.

#### 708.700 Procedures for Filing Vacant Seats of PEP Talk Executive Branch

708.710 In the event of removal or resignation of the position of PEP Talk Director, the Associate Director of PEP Talk shall assume the position of Director with all the duties, powers and privileges of the PEP Talk Director until a new one is appointed.

708.720 In the case of absence, removal, or resignation of both the Director and Associate Director the Governor or the Governor's designee shall act as the overseer of the program until the Director position is filled.

708.730 The Governor shall follow the procedure delineated in the section Membership and Eligibility to appoint a new Director or Associate Director.

#### 708.800 Terms, Absences, and Removals

708.810 All Executive Cabinet member positions and their Student Government Program staff positions have a term limit beginning upon the approval of their appointment and ending no later than the end of the Spring Semester each year.

708.820 In the event a situation arises that calls for the removal of a member of the Governor's Administrative Cabinet (GAC) the following procedures will be followed.

708.830 Members of the program shall be made aware of the Governor's recommendation for removal within a seventy-hour period.

708.840 Upon receiving the Governor's recommendation the respective member shall be granted the opportunity to resign or petition the recommendation made by presenting it to the House of Representatives

708.850 The House of Representatives shall have the authority to remove any member of the GAC by a majority vote.

708.851 The campus Governor may then veto the removal or sign it.

708.852 The House of Representatives may override the Governor's veto by a two-thirds (2/3) vote.

Enacted September 17,2009, Revised July 11<sup>th</sup>, 2018  
(IXM) Revised BRHB 18-34 October 16, 2018 (IXM)  
Revised February 18<sup>th</sup>, 2019 BRHB 18-54 (IXM) Revised  
April 24<sup>th</sup>, 2019 BRHB 19-16, 19-22, and 19-24. (IXM)