



## **FLORIDA MEMORIAL UNIVERSITY**

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### *Student Government Association*

*Constitution*

## **Preamble:**

We, the students of Florida Memorial University, do hereby promise to promote the welfare of the student body, develop a sense of leadership and responsibility for growth through initiative, discipline, self-direction, and to execute to the fullest the powers, responsibilities and duties entrusted to us by the administration. Our goal is to encourage a clear and continuous exchange of ideas between student, faculty, and administration. We will endeavor to promote academic freedom and loyalty with the belief that these are essential to the welfare of this liberal arts university, while recognizing the need for guidance from the Lord Jesus Christ in the attainment of said goals. This constitution is established in consonance with the authority delegated by the Board of Trustees and the president of Florida Memorial University.

### **Article I.                    Name**

This organization shall be known as the Student Government Association of Florida Memorial University, Inc. hereafter known as SGA.

### **Article II                    Purpose**

Section One:                To promote active, responsible, and cooperative citizenship through participation in self-government.

Section Two:                To promote social experiences through non-academic activities in harmony with individual interests, recognized needs and in support of the goals of SGA.

Section Three:              To promote a close intellectual, social, and spiritual relationship within the university family.

### **Article III                   Membership**

Every enrolled student, as defined by the regulations of this University, shall be a member of the SGA and shall have a voice and vote therein.

### **Article IV                   Authority**

The Florida Memorial University SGA is recognized by the Board of Trustees, the Administration, and the faculty and staff as the official voice of the student body.

### **Article V                    Organization**

The SGA is organized into three branches: Legislative, Executive, and Judicial.

**Article VI**

**Legislative Branch**

Section One:

The legislative power of the SGA shall be vested in the Student Senate. All rules created that will be used for the purposes of recognizing, establishing, and regulating student organizations must be done so in the Student Senate.

Section Two:

The Student Senate shall be composed of the following officers:

- a. Vice President of SGA
- b. Each Class President will appointment one senator to represent their respective class.
- c. Each Fraternity and Sorority that has been officially recognized by the institution and is duly registered with the SGA will appoint and be represented by one senator.
- d. Each Club and Organization that has been officially recognized by the institution and is duly registered with the SGA will appoint and be represented by one senator.
- e. Clerk of the Senate will be elected from the Student Senate when it is constituted.

Section Three:

The Student Senate will be convened by the fourth week of August each academic year. Senators in good standing shall serve until the end of the academic school year or until the Student Senate adjourns for the academic year.

Section Four:

A member of the Student Senate shall be removed from the said body when:

- a. He or she accumulates more than two un-excused absences from the regular Student Senate meeting during the academic year or exceed the one proxy vote per semester allowed. An absence shall be defined as a voting member not present at regular meetings and/or a voting member submitting their vote via proxy in lieu of attending a regularly scheduled meeting. An excused absence is obtained in advance by coordinating the absence with the Clerk of the Senate or by obtaining an excused absence from the Office of the Vice President for Student Affairs.
- b. He or she resigns or is impeached.
- c. When a Senator's membership in his or her constituent organization is interrupted or terminated.
- d. He or she is in violation of University policies, rules, and procedures.
- e. He or she has committed and/or convicted of any civil or criminal acts, as defined by local, state, and federal laws.

Section Five: There shall be bi-weekly meetings of the Student Senate during the academic year (day and time of the meeting to be determined at the initial meeting in the fall term).

Section Six: A quorum shall be declared at any meeting of the Student Senate when a roll call shows fifty (50) percent of the duly elected and duty appointed members of the Student Senate or the official proxies are present.

Section Seven: The Student Senate shall within the area of student authority act as follows:

- a. Make recommendations on matters concerning students and student affairs, including University policies and community affairs.
- b. Submit recommendations for accepting on campus groups' petition for recognition.
- c. Approve, by two-third (2/3) vote of those present at a duly constituted meeting, the appropriation of SGA funds to a requesting campus organization in support of a special activity.
- d. Approve, by two-third (2/3) vote of those present at a duly constituted meeting, any changes made to the student handbook by which all students are regulated by.
- e. Remove "for cause" any person appointed by the SGA President; a two-thirds (2/3) vote of those present at a duly-constituted meeting of the Student Senate except where otherwise provided for in this constitution.
- f. Elect an Elections Commissioner and Election Board to officiate and oversee all student elections.
- g. Conduct Student Senate proceedings in accordance with the current edition of Roberts Rules of Order.
- h. Prepare and submit minutes of each Senate meeting to the Executive Board of the SGA within seven days following the adjournment of the meeting.
- i. Maintain the power to have the SGA President to request Cabinet Meetings.

Section Eight: Clerk of the Senate:

- a. Will attend all Student Senate Meetings and serve as the official secretary of all proceedings.
- b. Shall be responsible for contacting all Senators regarding Student Senate Meeting dates.
- c. Shall issue excused absence statements and proxy voting forms to members who coordinate their absence in advance of a regularly scheduled meeting.
- d. Shall publish and distribute all Senate meeting minutes to all Senators within seven days of a meeting.

**Article VII**

**Executive Branch**

Section One: The executive powers shall be vested in the SGA President and Vice President.

Section Two: The Executive officers of the SGA shall be:

- a. President
- b. Vice-President
- c. Miss Florida Memorial University
- d. Chief of Staff
- e. Executive Secretary
- f. Attorney General
- g. Chief Justice
- h. Comptroller

Section Three: The President shall:

- a. Recommend, for consideration by the Student Senate, such measures as he or she shall deem necessary and expedient in the performance of his or her executive duty;
- b. Approve or veto all acts of the Student Senate, provided that he or she exercises such power within seven (7) calendar days; if the SGA President does not act on a measure within this period of time, the measure shall be considered adopted.
- c. Address the Senate from time to time.
- d. Preside over all SGA Student Body, Cabinet and Special Call Meetings.
- e. Announce the business before the assembly in the order in which it is to be acted upon;
- f. Be the only SGA officer authorized to request Cabinet Meetings.
- g. Work with the University administration to help coordinate and be familiar with planned activities.
- h. Validate that organizations seeking to sponsor activities are duly registered with SGA.
- i. Appoint members to SGA Standing Committees and recommend students to serve on institutional committees.
- j. Delegate responsibility to Cabinet members not granted in this constitution as need arises.
- k. Appoint a Chief Justice and Associate Justices.
- l. Sign all requisitions representing disbursements from the SGA budget (requisitions must be subsequently approved by the SGA Advisor, and the Vice President for Student Affairs in accordance with institutional expenditure policies).
- m. Coordinate with the Director of Student Activities during the summer months in order to develop goals and

- objectives for the new academic year; submit initial plans on or before the third week of August.
- n. Assist in the implementing and planning of the Induction Ceremony for his/her administration and all Florida Memorial University student leaders.
  - o. Assist in the planning and implementing of the Student Leadership Retreat, which is to be held in the month of September.
  - p. Serve as the official spokesperson for the SGA.
  - q. Attend all meetings of the Board of Trustees for Florida Memorial University.

Section Four: The Vice President shall:

- a. Serve as the President of the Student Senate and vote only when the Senate is equally divided.
- b. Assist the SGA President in the execution of his or her duties and assume said duties in the event of the temporary absence of the President.
- c. Oversee all committees and divisions assigned to him/her by the President.
- d. Coordinate and compile all reports of senate standing committees.
- e. Provide a copy of the SGA Constitution and Senate Bylaws of Florida Memorial University at the first Senate Meeting, along with the Senate's calendar of events and meetings.
- f. Shall publish and distribute all Senate Meeting minutes to all Senators within seven days of a meeting.

Section Five: Miss Florida Memorial University shall:

- a. Serve and represent the student body as the official female spokesperson of the University and to assist the SGA President and his/her Cabinet when deemed necessary.
- b. Represent the student body as an ambassador of goodwill at various community, civic, local, and university activities as might be required.
- c. Represent the University at any designated competitions and/or pageants (i.e. Miss Collegiate African-American Pageant).
- d. Participate in the planning and implementing of designated Homecoming activities and events, as requested.
- e. Serve as a member of the Executive Board.
- f. Serve on any other University councils or committees where stated.

- g. Assist in planning and coordinating the Miss Florida Memorial University Coronation scheduled annually on or before the second weekend in October.

Section Six: SGA Appointed Executive Officers Positions and Duties

- a. The SGA Executive Officer positions appointed by the SGA President are as follows: Chief of Staff, Executive Secretary, Attorney General, Chief Justice, and Comptroller.
- b. All persons appointed to a Cabinet position must have achieved and maintain a grade point average of 2.5 of all work completed at Florida Memorial University
- c. Must not be or have been on academic and/or social probation
- d. Must exemplify high moral character.

Section Seven: The Chief of Staff shall:

- a. Serve in an advisory and supervisory capacity within the Executive Branch of the SGA.
- b. Coordinate the Student Government President's schedule as well as the various schedules that relate to Cabinet Meetings and the like.
- c. Serve as immediate supervisor to all SGA office personnel.
- d. Serve as third in line in the SGA's Chain of Command.
- e. Complete all other tasks assigned by the SGA President.

Section Eight: The Executive Secretary shall:

- a. Be present and record all minutes of the SGA Executive Board meetings, emergency meetings, and all other general meetings of SGA.
- b. Prepare and distribute minutes of the aforementioned meetings to appropriate SGA staff, board, and advisors.
- c. Inform all Executive Board members of all meetings.
- d. Serve as Co-chairperson of the Publicity Committee for SGA, and handle all internal and external correspondence.

Section Nine: The Attorney General shall:

- a. Serve as chief legal advisor to SGA President
- b. Handle all internal and external litigation matters relative to the SGA.
- c. Remain abreast of all local, state, and national legislative and governmental concerns.
- d. Shall nominate students to the Vice President of Student Affairs to serve on the Standards of Conduct Committee (SCC) and the Judicial Affairs Committee (JAC).

- e. Complete all other tasks assigned by the SGA President.

Section Ten:

Chief Justice:

- a. Shall serve as the chief presiding officer in the Judicial Council.
- b. Shall be responsible for all Judicial Council meetings including scheduling and meeting date.
- c. Must demonstrate non-bias and fairness in all cases and investigations.
- d. Will be responsible for giving the final ruling for matters brought before the judiciary and for authoring supporting opinions for submission to the SGA President.

Section Eleven:

Comptroller:

- a. Shall be responsible for all SGA disbursements, subject to the approval by the SGA President.
- b. Shall compile and submit annual budget to the SGA President for approval.
- c. Serve as the fiscal officer for the SGA.
- d. Shall receive and account for organizations' registration fees collected.
- e. Will manage the SGA's Agency account; make monthly reports on the SGA accounts to the Executive Cabinet; and will maintain authorization documents (minutes or SGA decisions) and receipts substantiating all disbursements.
- f. Shall perform all other tasks assigned by the SGA President.

Section Twelve:

The Executive Cabinet:

- a. Shall be composed of all executive officers as defined in this constitution.
- b. Shall meet on a weekly basis as designated by the SGA President.
- c. The SGA President shall serve as chair and the SGA Vice-President shall serve as vice chair
- d. Upon recommendation from the SGA President and after an Executive Cabinet hearing, an executive officer can be dismissed from office if his/her conduct is found not to be in the best interest of the SGA and Student Body.
- e. Shall meet in special session to hear evidence to affirm or reject a recommendation to dismiss an executive officer for cause; a majority vote of the Cabinet is required to support a dismissal recommendation.

- f. Meetings shall be conducted in accordance with the current edition of Robert's Rules of Order.
- g. Shall promulgate minutes within three days and distribute to Executive Cabinet and Advisor.

Section Thirteen: Succession within the Executive Branch shall be the following:

- a. In the event the office of the SGA President becomes vacant, the SGA Vice President shall assume the duties of the presidency and the new SGA President shall appoint a new SGA Vice President from the Student Senate to serve for the remainder of the term.
- b. In the event both the SGA President and the SGA Vice President positions becomes simultaneously vacant, a general election shall be held to fill said vacancies within fourteen days of the occurrence of said vacancies.

**Article VIII                      Judicial Branch**

Section One: The Judicial Council shall be composed of the following members who shall be appointed by the SGA President and approved by the Student Senate.

- a. Chief Justice who shall be chosen from the Associate Justices.
- b. Four Associate Justices with one each representing the Senior Class, Junior Class, Sophomore Class, and Freshman Class.

Section Two: The duties of the Judicial Council shall be:

- a. To pass on any questions concerning campaigns, balloting, elections, nominations, qualifications, removal, and succession of candidates and office holders;
- b. To render decision upon any election dispute or irregularity within seventy-two (72) hours after the filing of such complaint.
- c. To verify election returns; verified returns will be final unless contested within 72 hours after the polls close or after election results are announced.
- d. To pass on the validity of a recall petition or election.

Section Three: The judicial power of the SGA shall extend over all cases involving violation of this Constitution and the Bylaws of the SGA.

Section Four: The Chief Justice shall preside over all cases of impeachment that involve all elected officers.

Section Five: Each student appointed as a member of the Judicial Council must have an overall GPA of 2.5 or higher at the time of appointment.

Section Six: Any member of the Judicial Council may be removed for cause by four-fifths (4/5) of the voting members of that body and with the approval of the Executive Cabinet.

Section Seven: A duly constituted meeting of the Judicial Council shall consist of the presence of four-fifths (4/5) of the voting members of that body.

Section Eight: In order to be eligible for election to a SGA elected office, a Judicial Council member must resign from said body.

Section Nine: A Judicial Council Member sanctioned for committing a major disciplinary infraction (as outlined in the Standards of Conduct Section in the Student Handbook) will be automatically replaced on the Council after appeal efforts have been exhausted.

**Article IX**                      **Elections**

Section One: Election Board:

- a. The Election Board will consist of five members elected from the Student Senate with the member receiving the most votes being appointed to serve as Election Commissioner.
- b. The Election Board shall serve from the time of their election in the Fall semester until the time they are replaced by a new board the following Fall semester.
- c. Should a vacancy occur during the course of the academic year, another board member will be elected from the Student Senate membership to serve the remaining term.
- d. The duties of the Election Board shall be:
  1. To conduct all student elections.
  2. To announce dates and procedures for all student elections consistent with this constitution.
  3. To qualify candidates for election.
  4. To identify poll commissioners, as needed.
  5. To familiarize poll commissioners with assigned duties.

Section Two: In order to be eligible for election to the offices of SGA President, Vice President, and Miss Florida Memorial University, a student must meet all of the qualifications set by this constitution.

Section Three: Class Officers:

- a. Each class shall elect a President, Vice President, and Class Queen in accordance with the election policies set by this constitution and the Election Board.

Section Four: Candidates for the office of the **SGA President** must meet the following qualifications:

- a. Must have completed at least sixty-four (64) credit hours of university work, of which at least thirty-five (35) credit hours must have been earned at Florida Memorial University prior to running for the office.
- b. Must have achieved a grade point average of a least 2.7 of all course work completed at Florida Memorial University.
- c. Must not be or have been on academic and/or social probation.
- d. Must agree to live on campus in the designated SGA President's Quarters. Room shall be paid by Florida Memorial University, but not Board.
- e. Must not have been married or become married during his/her tenure as the President.
- f. Must not have fathered or have had a child prior to or during his/her tenure.
- g. Must exemplify high moral character.

Section Five: Candidates for the office of **SGA Vice President** must meet the following qualifications:

- a. Must have attained at least forty-five (45) credit hours university work, of which at least thirty (30) credit hours must have been earned at Florida Memorial University prior to running for the office.
- b. Must have achieved a grade point average of at least 2.7 of all work completed at Florida Memorial University.
- c. Must not be and/or have been on social or academic probation.
- d. Must not have been married or become married during his/her tenure as the Vice President.
- e. Must not have fathered or have had a child prior to or during his/her tenure.
- f. Must exemplify high moral character.

Section Six: Candidates for the title of **Miss Florida Memorial University** must meet the following qualifications:

- a. She should have attained at least sixty (60) credit hours of university work, of which thirty (30) credit hours must have been earned at Florida Memorial University prior to running for the office.

- b. Must have achieved a grade point average of at least 2.7 of all course work completed at Florida Memorial University.
- c. Must not have been married or become married during her tenure.
- d. Must not have had children or become pregnant during her tenure.
- e. Must not be or have been on academic or social probation.
- f. Must exemplify high moral character, poise, loyalty, affable personality and friendly attitude.
- h. Must agree to live on campus in the designated SGA President's Quarters. Room shall be paid by Florida Memorial University, but not Board.

Section Seven: Candidates for the title of **Mr. and Miss Homecoming** must meet the following qualifications:

- a. He or she should have attained at least forty-five (45) credit hours of university work, of which twenty-five (25) credit hours must have been earned at Florida Memorial University prior to running for office.
- b. Must have achieved a grade point average of at least 2.7 of all course work completed at Florida Memorial University.
- c. Must not have been married or become married during his/her tenure.
- d. Must not be or have been academic or social probation.
- e. Must not have fathered or have had a child prior to or during his/her tenure.
- f. Must exemplify high moral character, poise, loyalty, affable personality and friendly attitude.

Section Eight: Candidates for the office of **Class President, Vice President, or Class Queen** must meet the following qualifications:

- a. With the exception of incoming freshmen, he or she should have attained the amount of credit hours that is commensurate with classification.
- b. Must have achieved a grade point average of at least 2.7 of all course work completed at Florida Memorial University.
- c. Must not be or have been on academic or social probation.
- d. Must not have been married or become married during his/her tenure.
- e. Must not have fathered or have had a child prior to or during his/her tenure.
- f. Must exemplify high moral character, poise, loyalty, affable personality and friendly attitude.

Section Nine: Voting Rules:

- a. In elections in which two or more positions are to be filled from the list of candidates running, voters shall be allowed to cast one vote for each position that is open.
- b. In the elections for Miss Florida Memorial University and her court, voters shall be allowed to cast one vote. The candidate with the highest vote will be declared the queen, with the second and third highest vote being automatically designated 1<sup>st</sup> and 2<sup>nd</sup> runners-up.

Section Ten: Nominations shall be made by:

- a. A candidate filing with the Election Board during the established filing period by the board for his/her choice of office.
- b. The Election Board Confirmation of his/her eligibility in accordance with other sections of Article IX. A seven-day period of filing shall be opened twenty-one (21) days before the date of the election.

Section Eleven: Special Elections:

The Election Board will conduct a special election within four weeks of the commencement of the fall semester to fill the freshmen class and all other vacant positions, to pass referendum or constitutional changes, or any other items, which may require a vote of the student body.

Section Twelve: General Elections:

A general campus election shall be conducted by the Election Board April 1 and April 15 of each year. All elections shall be held campus wide for one (1) day. The SGA President, Vice President, Miss Florida Memorial University and all class officers and queens shall be elected at this time.

Section Thirteen: Termination of Term of Office:

The term of office of any officer under this constitution may be terminated by either of the following procedures and steps outlined therein:

- a. Impeachment:  
By filing of impeachment charges of three-fourths (3/4) of the members of the Student Senate at a regular meeting of the senate.
  - 1. Upon receipt of impeachment charges, a hearing will be conducted at the next regularly scheduled Senate Meeting.
  - 2. The impeachment hearing will be presided over by the Chief Justice of the Judicial Council, where evidence and testimony will be presented to substantiate or refute the impeachment charges.

3. A three-fourths (3/4) affirmative vote for conviction of those present at the duly constituted Student Senate Meeting, voting by secret ballot, is required to sustain an impeachment, or

b. Recall:

1. By submission of a petition to the Election Board signed by forty percent (40%) of the student body or the constituents of the office concern (i.e., Class Presidents or Queens)
2. By the Election Board setting provisions for recall election within two weeks after the petition is submitted, and
3. By a majority of those voting in accordance with the provisions of this constitution.

Section Fourteen: All officers elected under this constitution shall be officially installed at the annual SGA Induction Ceremony.

**Article X** **Remuneration**

Section One: The SGA President:

- a. Shall be entitled to a \$ 2,000 tuition stipend (\$1,000 per semester Fall/Spring).
- b. Shall be entitled to a gift and clothing allowance in the amount of seven hundred (\$700) dollars (\$350 per semester Fall/Spring).
- c. Shall be entitled to a private room on campus designated for the SGA President.
- d. Shall attend university functions on or off-campus without a fee.

Section Two: The SGA Vice President:

- a. Shall be entitled to a \$ 1,500 tuition stipend (\$750 per semester Fall/Spring).
- b. Shall be entitled to a gift and clothing allowance in the amount of five hundred (\$500) dollars (\$250 per semester Fall/Spring).
- c. Shall stay on campus in a semi private room, depending on space availability.
- d. Shall attend university functions on or off-campus without a fee.

Section Three: Miss Florida Memorial University:

- a. Shall be entitled to a \$ 2,000 tuition stipend (\$1,000 per semester Fall/Spring).
- b. Shall be entitled to a gift and clothing allowance in the amount seven hundred (\$700) dollars (\$350 per semester Fall/Spring).
- c. Shall live on campus in a private room designated for Miss Florida Memorial University.
- d. Shall attend university functions on or off-campus without a fee.

Section Four: Mr. and Miss Homecoming:

- a. Both shall be entitled to a gift and clothing allowance in the amount of four hundred (\$400) dollars (\$200 per semester Fall/Spring).

**Article XI SGA Executive Appointed Positions and Duties**

Section One: Qualifications and Minimum Reporting Requirements:

- a. Appointments to positions delineated below will be made by the SGA President.
- b. All persons appointed to a position must have achieved a grade point average of 2.7 of all work completed at Florida Memorial University.
- c. Must not be or have been on academic and/or social probation.
- d. Must exemplify high moral character.
- e. Appointees will serve for one academic year (current year) regardless to appointment date.

Section Two: Associate Justices:

- a. Shall serve as a voting member of the Judicial Council.
- b. Must demonstrate non-bias and fairness in all cases and investigations.
- c. Will be responsible for the compilation and submission of all reports and verdicts.

Section Three: Secretary of Academic Affairs:

- a. With the approval of the Vice-President for Student Affairs, shall serve as the student representative to the institution's academic committee.
- b. Shall be responsible for recommending and implementing any academic programs relative to enhancing study habits, test-taking skills, and increasing student body knowledge relative to the "Black Experience."
- c. Will remain abreast of curricula changes and graduation requirements.

- d. Will formulate a working relationship with all academic division heads, with emphasis on familiarization with their respective divisions.
- e. Will entertain and seek answers to all academic related complaints and concerns.
- f. Shall perform all other tasks assigned by the SGA President.
- g. Must submit a bi-weekly report to the Chief-of-Staff.

Section Four: Secretary of International Affairs:

- a. Shall serve as a liaison between the SGA and all International/Caribbean organizations.
- b. Shall work with the International Student Advisor in meeting the needs of all international students.
- c. Shall meet with the leaders of all international organizations and serve as a non-voting member of the Student Leadership Council.
- d. Shall perform all other tasks assigned by the SGA President.
- e. Must submit a bi-weekly report to the Chief-of-Staff

Section Five: Secretary of Cultural Affairs:

- a. Shall coordinate cultural events in collaboration with the Director of Student Activities that will inform and educate students about various cultures, lifestyles, and traditions.
- b. Shall coordinate all SGA related cultural activities in collaboration with the Director of Student Activities that are fitting for Caribbean and other international students.
- c. Shall coordinate the annual SGA Cultural Bazaar.
- d. Shall perform all other tasks assigned by the SGA President.
- e. Must submit a bi-weekly report to the Chief-of-Staff.

Section Six: Secretary of Student Activities:

- a. Will coordinate all SGA related events, and submit the necessary reports to the SGA President for review.
- b. Shall work with the Director of Student Activities in implementing ideas for activities.
- c. Shall conduct surveys of the student body to determine specific interests in order to facilitate the programming and scheduling of activities.
- d. Shall perform all other tasks assigned by the SGA President.
- e. Must submit a bi-weekly report to the Chief-of-Staff.

Section Seven: Secretary of Religious Affairs:

- a. Will serve as official religious representative for the SGA.
- b. Will render invocation and prayer at all SGA functions.
- c. Will coordinate all SGA related religious events and activities.
- d. Shall perform all other tasks assigned by the SGA President.
- e. Must submit a bi-weekly report to the Chief-of-Staff.

Section Eight: Secretary of Communications

- a. Responsible for all aspects of SGA Public Relations.
- b. With coordinate all correspondences to the student body.
- c. Serve as SGA representative on the Joint Publicity Committee.
- d. Shall compile a SGA Newsletter to be distributed monthly to Florida Memorial University students.
- e. Shall perform all other tasks assigned by the SGA President.
- f. Must submit bi-weekly report to the Chief-of-Staff.

Section Nine: Administrative Assistant:

- a. Shall work under the supervision of the Executive Secretary.
- b. Assist the Executive Secretary in the compilation of assorted reports and studies relative to the SGA.
- c. Shall perform all other tasks assigned by the SGA President.

Section Ten: Special Assistant to the President:

- a. Shall provide and prepare all necessary documents needed for Presidential presentations.
- b. Shall be responsible for publishing all cabinet meeting dates and the contacting of all cabinet members.
- c. Shall be responsible for the SGA President's scheduling and/or engagements.
- d. Shall perform all other tasks assigned by the SGA President.

Section Eleven: Continuing Education and Extension Program Liaison:

- a. Will serve as liaison to the Evening/Weekend and Satellite programs.
- b. Will inform the contact person at each Satellite program of all SGA functions.
- c. Will relay all difficulties and concerns from those programs to the Student Government President for resolution

- d. Shall perform all other tasks assigned by the SGA President.
- e. Must submit a bi-weekly report to the Chief-of-Staff.

Section Twelve:

Political Counsel:

- a. Shall advise the SGA of relevant political issues in the community.
- b. Shall provide strategies on political platforms.
- c. Shall provide statistical data on said issues and/or platforms.
- d. Must have an excellent grasp of parliamentary procedure.
- e. Shall perform all other tasks assigned by the SGA President.

Section Thirteen:

Historian:

- a. Will serve as official custodian of all SGA historical data and information.
- b. Must keep abreast of all historical information relative to black history.
- c. Shall perform all other tasks assigned by the SGA President.

Section Fourteen:

Artistic Consultant:

- a. Will coordinate all SGA artistic work.
- b. Will assist in the coordinating of all SGA related pageants, shows, flyers, announcements etc.
- c. Shall perform all other tasks assigned by the SGA President.

Section Fifteen:

Photographer:

- a. Will provide photographic coverage for all SGA functions.
- b. Shall perform all other tasks assigned by the SGA President.

Section Sixteen:

Advisor(s):

- a. Will monitor all SGA functions and activities.
- b. Shall be appointed by the SGA President.
- c. Must be a Faculty of Staff Member.
- d. Will provide objective advice in relation to major decisions and occurrences.
- e. Will perform advisory responsibilities as outlined in the Student Handbook

**Article XII**

**SGA Executive Standing Committees**

Section One:

Committee Composition:

- a. Each Standing Committee discussed below will consist of at least seven (7) members including the chairperson.
- b. Each committee, appointed by the SGA President, will have representation from each class and at least one member should represent the off-campus constituents.

Section Two:

Food Service Task Force:

- a. Will work in conjunction with the cafeteria management to handle any student conflict or discrepancy.
- b. Will monitor food items served, as well as the service and management rendered.
- c. Will devise programs to enhance both dining etiquette and manners.
- d. Will meet with cafeteria management bi-weekly and submit a report to the SGA President.
- e. Shall perform all other tasks assigned by the SGA President.

Section Three: Residential Life Committee:

- a. Will work in conjunction with the Residential Life Staff in handling any student conflict or discrepancy.
- b. Will monitor residence life, as well as the service rendered by the Residential Life Staff and the custodial staff.
- c. Will serve as a liaison between the SGA and residence councils.
- d. Will meet with the Residential Life Staff bi-weekly and submit a report to the SGA President.
- e. Shall perform all other tasks assigned by the SGA President.

Section Four:

Auxiliary Services Committee:

- a. Will work in conjunction with the Campus Safety office, the Bookstore, and the mailroom in handling any student conflicts, complaints, concerns, or discrepancies.
- b. Shall coordinate programs to improve the said services.
- c. Shall meet with the said services bi-weekly and submit a report to the SGA President.
- d. Shall perform all other tasks assigned by the SGA President.

**Article XIII**

**SGA Senate Standing Committees**

Section One:

Committee Composition:

- a. Each Standing Committee discussed below will consist of five (5) active Senators, including the chairperson.

- b. Each committee is to be organized at a duly constituted meeting of the Student Senate, beginning with the first senate meeting of the calendar year.
- c. All senators present at said meeting will be eligible to be members of any committee listed below.
- d. Membership of committees shall consist of the five senators being elected from the Student Senate with the member receiving the most votes being appointed to serve as chairperson.
- e. No single Senator can serve as chairperson of two (2) committees.
- f. No single Senator can serve on two (2) different committees, unless all Senators have received committee assignment.
- g. A person may be removed from a committee if he or she misses two (2) consecutive meetings, or a total of three (3) meetings, or is removed as a Senator.
- h. The Student Senate maintains the power to create a special committee whenever it deems necessary, for a specified duration not to exceed the remaining calendar year.

Section Two: Food Service Task Force:

- a. Will work in conjunction with the cafeteria management to handle any student conflict or discrepancy.
- b. Will monitor food items served, as well as the service and management rendered.
- c. Will devise programs to enhance both dining etiquette and manners.
- d. Will meet with cafeteria management bi-weekly and submit a report to the Student Senate at the first senate meeting of each month.

Section Three: Residential Life Committee:

- a. Will work in conjunction with the Residential Life Staff in handling any student conflict or discrepancy.
- b. Will monitor residence life, as well as the service rendered by the Residential Life Staff and the custodial staff.
- c. Will serve as a liaison between the SGA and residence councils.
- d. Will meet with the Residential Life Staff bi-weekly and submit a report to the Student Senate at the first senate meeting of each month.

Section Four: Auxiliary Services Committee:

- a. Will work in conjunction with the Campus Safety office, the Bookstore, and the mailroom in handling any student conflicts, complaints, concerns, or discrepancies.
- b. Shall coordinate programs to improve the said services.
- c. Shall meet with the said services bi-weekly and submit a report to the Student Senate at the first senate meeting of each month.

**Article XIV**                      **Bylaws**

Section One:                      No part of a proposed bylaw shall conflict with the constitution or with institutional policies.

Section Two:                      Any proposed bylaw must be presented in writing at a duly constituted meeting of the Student Senate at least two weeks before the measure is to be considered by the Senate.

Section Three:                      A two-thirds (2/3) vote of present voting members of the Student Senate at a duly constituted meeting of the same is required to pass a bylaw.

**Article XV**                      **Amendments**

Section One:                      Amendments to the constitution may be proposed by a two-thirds (2/3) vote of present voting members of the student Senate or by a petition submitted to the SGA President signed by forty percent (40%) of the student body.

Section Two:                      Prior to considering a proposed amendment, the President of the Student Senate shall submit the proposed amendment to the Vice President for Student Affairs for compliance review. Proposed amendments must be consistent with published university policies.

Section Three:                      Proposed amendments shall become a part of this constitution after they are ratified by sixty percent (60%) of present voting members of the student body.

Section Four:                      The right of initiative is hereby given to the student body. If a petition is signed by forty percent (40%) of qualified voters requesting the adoption of a constitutional amendment, an election must be held between 14 and 21 days following the receipt and authentication of the petition. Approval of the amendment must meet the sixty percent (60%) ratification rule stipulated in Section Four above.

**Article XVI**

**Constitutional Convention**

Section One:

Because change is inevitable, and it is deemed necessary that this constitution has the ability to change, may it be established that a Constitutional Convention be eligible to be held by a (2/3) vote of the Student Senate.

Section Two:

For a Constitutional Convention to be held, there must: [1] not have been one held in the five (5) years prior to requesting the convention; [2] be proposed by a eighty percent (80%) vote of registered voting members of the Student Senate at a duly constituted Senate meeting, or by a petition submitted to the SGA President signed by one hundred percent (100%) of the student body..

**Oath of Office**

I \_\_\_\_\_, hereby solemnly affirm that I will carry out the duties of my office to the best of my ability in accordance with the Constitution of the Florida Memorial University Student Government Association and the policies and regulations of Florida Memorial University.