



# *Student Government Association Bylaws*

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## *Article I: Objectives*

The objectives of the student government association shall be to:

1. Provide students with avenues of learning by integrating cultural, social and academic opportunities.
2. Represent the university's student population, striving to uphold their rights and liberties, at all times.
3. Prepare a complete financial report of all funds assigned or fundraised.
4. Submit a detailed report of all related operations.

## *Article II: Policy*

This organization shall not restrict or deny membership on the premise of race, national origin, color, age, religious affiliation, disability, sex, gender, or sexual orientation.

## *Article III: Name*

The organization shall be called the Florida National University Student Government Association. Hereafter, the organization may be interchangeably referred to as the SGA.

## *Article IV: Membership*

All active students who meet the minimum criteria, as outlined in the bylaws, are eligible for membership. All members shall be voted into office through an official election, held once a year (or as needed).

## *Article V: Officers*

Section A.

The officers of this organization shall be the President, the Vice President, the Treasurer and the Secretary. Additionally, each academic program may assert the right to have representation in the Student Government Association.

## Section B.

Terms for all positions will last a calendar year. Officers may be re-elected for no more than (1) additional term. Elections will take place in November.

## *Article VI: Duties of Officers*

The following outlines the basic duties of each officer. Upon assuming their respective positions, the officers will exercise their powers in accord with the rules, regulations, duties and responsibilities of the Student Government Association and of the university.

It is the duty of members to uphold the bylaws of the organization.

### *Section A.*

*The SGA President shall be responsible for:*

1. Arranging of a weekly meeting at the Campus over which s/he presides and for informing the other members of the SGA of place and time of the meeting.
2. Commencing, guiding, presiding and adjourning the meeting while it is in session.
3. Delegating power and duties among all members of the SGA, or according to his/her evaluation of each individual situation.
4. Serving as a liaison between faculty, staff, the student body and the surrounding community.
5. Assisting the Campus Dean, Director of Student Services and the SGA Advisor in making the community aware of the SGA's presence and allocating information that will both help the Student Body and Florida National University.
6. Retrieving a copy of the weekly minutes and being aware of the activities that are being handled each week.
7. Having a meeting with the Director of Student Services or the SGA Advisor weekly to report the SGA progress and to ask for his/her permission or advice on any matter that might be pending.
8. Informing the SGA Advisor of any and all activities in which the SGA is participating.
9. Scheduling participation in seminars.

10. Supervising all SGA activities.
11. Informing the student body of events.
12. Engaging officers and students in community service projects.
13. Actively participating in University Council meetings and Honor Court.
14. Maintaining at least 2 office hours per week (exclusive of SGA meetings).
15. Other duties as assigned.

#### Section B.

*The SGA Vice President shall be responsible for:*

1. Assisting the president in the arrangement of a weekly meeting at the Campus over which s/he presides and to inform the other members of the SGA of place and time of the meeting.
2. Assisting the President in announcing all future meetings to the officers and the entire student body and to all faculty and/or staff involved.
3. Commencing, guiding, presiding and adjourning the meeting while it is in session, in the event that the President is unable to attend.
4. Ensuring that voting is conducted appropriately if the President is unable to fulfill this duty and conduct all decisions that must be made during the meeting.
5. Delegating power and duties among all members of the SGA, or according to his/her evaluation of each individual situation.
6. Serving as a liaison between faculty, staff, the student body and the surrounding community.
7. Assisting the President, Campus Dean, Director of Student Services and the SGA Advisor in making the community aware of the SGA's presence and allocating information that will both help the Student Body and Florida National University.
8. Retrieving a copy of the weekly minutes and being aware of the activities that are being handled that particular week.

9. Meeting with the Director of Student Services or SGA advisor weekly to report the SGA's progress.
10. Informing the SGA Advisor of any and all activities in which the SGA is participating.
11. Actively participating in University Council meetings and Honor Court.
12. Assuming all responsibilities of the President when s/he is absent.
13. Maintaining at least 2 office hours per week (exclusive of SGA meetings).
14. Other duties as assigned.

### Section C.

*The Secretary shall be responsible for:*

1. Recording of all meeting minutes.
  - a. Providing a copy to the SGA advisor and Director of Student Services.
2. Maintaining all SGA records up to date.
  - a. Record and Archive:
    1. List of SGA members
    2. Activities
    3. Members present during each meeting
    4. Ballots cast during voting
3. Publicizing meetings and events.
4. Recruiting and listing of volunteers for SGA activities.
5. Keep track of the SGA Officers' Office hours and submit them on a weekly basis to the SGA President or Vice President for review and approval.
6. Composing letters to be sent to faculty, staff, students, or outside organizations.
7. Maintaining at least 2 office hours per week (exclusive of SGA meetings).
8. Other duties as assigned.

Section D.

*The Treasurer shall be responsible for:*

1. Collecting all monies from SGA fundraisers.
2. Opening a checking account for the SGA as a non-profit organization with the authorization of the Director of Student Services and his/her signature.
3. Keeping track of all transactions in the aforementioned account.
4. Effectively budgeting all monies available to SGA.
5. Issuing payments to parties that supply SGA, as needed.
6. Saving all receipts of purchases and payments for archive.
7. Maintaining at least 2 office hours per week (exclusive of SGA meetings).
8. Other duties as assigned.

Section E.

*Representatives shall be responsible for:*

1. Serving as the voice of their respective programs.
2. Informing the officers of ideas, opinions, etc., that students from the program might have.
3. Informing the officers of upcoming activities in their respective programs.
4. Participating in the university council and being a part of the Honor Court when deemed necessary.
5. Maintaining at least 2 office hours per week (exclusive of SGA meetings).
6. Other duties as assigned.

## *Article VIII – Bylaws*

### Section A.

The Student Government Association shall function as a non-profit organization.

Through the responsible exercise of the right to vote, the students at Florida National University elect their officers/representatives. Only students have the right to vote.

SGA members report to the Director of Student Services and the SGA Advisor.

### Section B.

Prior to running for office, prospective candidates must meet the following requirements:

S/he must be an active FNU student attending classes either in the morning or in the evening session. The student must complete a minimum of 12 credits at FNU (subject to approval by the administration). Additionally, the student must have and maintain, a minimum GPA of 3.00 before and during their time in office. Failing to maintain the required GPA will be sufficient to release the incumbent from office.

SGA members serve as role models for not only his/her fellow officers, but also for the entire student body and must, therefore, project an image of a hard-working, honest, and committed student. Furthermore, officers are expected to maintain a professional demeanor and a positive academic attitude that typifies Florida National University, at all times.

### Section C.

The Goals of the Student Government Association are:

1. To officially represent the student body.
2. To freely represent the student body in presence of university authorities.
3. To contribute to the creation of an environment conducive to learning.
4. To develop and create cultural, social, and academic activities that will benefit the students and help the institution enrich students' goals and objectives.

## Section D.

### Guidelines:

1. Officers, including the President, the Vice-President, the Secretary and the Treasurer, will be elected into office.
2. Decisions and/or changes must be made only by elections.
3. All elections must be posted on a bulletin board. Students must be informed at least (5) days prior to the election.
4. Election for new officers will be held once a year or when deemed necessary.
5. Discrimination is strictly prohibited. If any officer is found guilty of discrimination, in any way, s/he will be removed immediately from office and an election for a new officer will take place.
6. If removal of the President is found necessary, the Vice-President will assume the position and an election for Vice-President will take place.
7. Each academic program has the right to representation within the Student Government Association.
8. The Director of Student Services, the Campus Dean, and the SGA Advisor is responsible for advising the SGA and its members on institutional goals and objectives.
9. The Director of Student Services, Campus Dean, and the SGA Advisor is to serve as a resource to the SGA in the preparation and direction of meetings, coordination of activities, and any activities related to the students.
10. Rules and regulations must be updated and elaborated on, when necessary.
11. The SGA is responsible to create and turn-in a works plan during the first two weeks in office.
12. The Director of Student Services is responsible for advising the University President, Campus Deans, Vice-Presidents, and Chairman of the Board of all regulations that govern the Student Government Association according to the University Catalog, the Student Handbook and the by-laws of the SGA.

13. The SGA is to serve as a liaison between the administration and the students.
14. The SGA is responsible for disseminating rules and regulations that are covered in the Student Handbook and the University Catalog.
15. The SGA will ensure that any money collected for the, or by the students is used on related activities with the sole purpose of benefiting the students. Any income acquired through non-profit status of the SGA will be reported to the Director of Student Services at once.
16. Under no circumstance may SGA funds be used for any purpose other than the one intended, the students.
17. Funds received through the students, for services that will be related to student's activities, cannot involve, in any way, the use of alcohol, tobacco or any type of drugs. \*\*

\*\*Article 17 cannot be eliminated from the SGA by-laws according to the policies and procedures of the university.

### *Article IX- Order of Business*

The following order of business is to be followed during regular meetings of the organization:

- a. Meeting called to order
- b. Roll call of officers
- c. Review of the minutes of the previous meeting
- d. Reports
- e. Unfinished business
- f. New business
- g. Adjournment

### *Article X – Obligations*

I, \_\_\_\_\_ do solemnly swear, on my sacred honor, as a member of this organization, that I will faithfully discharge the duties of my office as \_\_\_\_\_ of Florida National University's Student Government Association, and that I will, to the extent of my ability, live by and enforce the bylaws of the organization and the policies of the university.