Florida Agricultural and Mechanical University

System of

Student Body Statutes

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TITLE I  DEFINITIONS, INTERPRETATIONS, AND CONSTRUCTION OF AND COMPLIANCE WITH THE STATUTES

Chapter 1  System of the Student Body Statutes

The following shall be the System of the Student Body Statutes which shall be observed by the Student Senate in enacting statutes and by the Attorney General in exercising statutory revision.

1.1  There shall be nine (12) titles, each dealing with related and similar topics, and each composed of a numerically designated chapter as follows:

Title I (1-99)  Definitions, interpretations, and construction of and compliance with the statutes
Title II (100-199)  Membership, Powers, and Purposes of the Student Government Association
Title III (200-299)  The Executive Branch
Title IV (300-399)  The Legislative Branch
Title V (400-499)  The Student Judicial System
Title VI (500-599)  Qualifications for Office
Title VII (600-699)  Election Code
Title VIII (700-799)  Finance Code
Title IX (800-899)  H. Manning Efferson Campus Activities Board
Title X (900-999)  Official SGA Policies, Procedures, and Actions
Title XI (1000-1099)  University Royal Court
Title XII (1100-1199)  Sunshine Act
Title XIII (1200-1204)  Ethics Code
Title XIV (1300-1303)  SGA Website

1.2  Each chapter may be subdivided by means of a decimal arrangement. For instance, chapter 99 may be divided into sections 99.1, 99.2, 99.3, etc., and each section may in turn be subdivided by means of further decimal places so that as many subsections are obtained as necessary.

Chapter 2  All students serving in any capacity whatsoever with the Student Government Association or as Student Body officers must comply with the Student Government Statutes and the Constitution. Willful and deliberate disregard of the Statutes or any section of the Constitution shall subject the student(s) to removal from office by proper procedure (pursuant to F.S. 1004.26).

Chapter 3  There shall be one official book, The Florida Agricultural and Mechanical University Student Government Association Official Public Record, adopted by the Student Senate to be compiled, maintained, and kept updated by the Attorney General under the authority of the Student Senate. There shall also be as many copies of the official statutes as is necessary for the student body use.

3.1  There shall be an official book containing the SGA Constitution, System of Student Body Statutes, and Senate Rules of Procedure to be compiled, maintained, and updated by the Attorney General under the authority of the Student Senate. This shall be the official governing document of the Student Government Association and the student body in accordance with related university, state, and federal laws, rules, and regulations.

3.2  Electronically manipulated changes to the System of Student Body Statutes shall take place on the second Tuesday of each month in the presence of the Attorney General, Student Senate Judicial and Rules Committee Chairperson, Senate Secretary and Solicitor
General or their designee(s). They shall be entered by the Senate Secretary only as prescribed by the corresponding legislation.

3.3 Unless otherwise stated in corresponding or related legislation, legislation shall take effect immediately after signature by the SGA President or an overriding vote by the Student Senate, unless it requires the approval of the Board of Trustees.

Chapter 4 The Public Record

1. A book, the Florida Agricultural and Mechanical University Student Government Association Official Public Record, shall be compiled and maintained by the Attorney General.
   a. This book shall contain copies of all legislation, session and committee minutes and any other items that become property of the Student Senate body. It shall be the responsibility of the Senate Secretary to compile and present said information to the Attorney General no later than one week following the Senate meeting in which said items become Senate property.
   b. This book shall also contain an official copy of vote totals from all student body elections and referendums, signed by the Electoral Commissioner and all SGA officials present for vote count. It shall be the responsibility of the Commissioner to prepare said document and provide it to the Attorney General no later than one week following each vote.
   c. This book shall also contain the verdict and vote totals from all cases presented to the Supreme and Traffic Courts, a written majority opinion and a written dissenting opinion, any written minutes of court proceedings, and any other documentation that becomes property of the Supreme Court. It shall be the responsibility of the Clerk of the Supreme Court and the Chief Justice of the Traffic Court to provide information to the Attorney General no later than two business days following said action.

2. The Public Record shall be organized in the Following manner:
   a. A volume shall contain information, documentation, and materials related to one academic school year. Volumes shall correspond, in numerical order, to years or groups of years, including Volume V, which shall be composed of items related to 1994.
   b. A book shall contain information, documentation, and materials related to one academic semester. Book One shall be composed of Fall Semester information; Book Two shall be composed of Spring Semester information; Book Three shall be composed of Summer Semester information.
   c. A chapter shall contain information, documentation and materials related to one branch of government in addition to other appropriate chapters as designed by the Attorney General. Chapter One shall be composed of Student Senate information, Chapter Two shall be composed of Executive Branch information. Chapter Three shall be composed of Supreme Court information and Chapter Four shall be composed of Traffic Court information.
   d. A section shall contain information, documentation, and materials organized as designed by the Attorney General.

Example: Volume V, Book 1, Chapter 1, Section 2 would refer to information related to 1994, Fall Student Senate, Minutes.
4.1 In the event of the inability of the Attorney General to perform any of the duties respectively prescribed in this chapter, they shall be assumed by the Deputy Attorney General. In the event of inability of the Deputy Attorney General to perform any of the duties respectively prescribed in this chapter, they shall be assumed by the Senate Secretary. In the event of inability of the Senate Secretary to perform any duties respectively prescribed in this chapter, they shall be delegated by Student Senate majority vote. All duty assumption shall continue only until such time as they can be performed by the superior hierarchical official as specified by this chapter.

4.2 The Attorney General shall create and/or maintain a library containing the Constitution, System of Student Body Statutes, Rules of Procedure, Public Record, and any other designated information. This library shall be accessible in reference manner to general public during SGA operational hours.

4.3 The SGA President shall make available funds as necessary to perform the functions outlined in this chapter.

4.4 Updated and Certified Copies

A. Updated official copies of the System of Student Body Statutes and Student Body Constitution, signed by the SGA President, Senate President, Chief Justice of the Supreme Court, Attorney General, Senate Judicial and Rules Chairman and Senate Secretary, shall be made available as necessary to the general public and any SGA Official. This includes copies which shall be sent to the SGA President, Student Senate President, Chief Justice of the Supreme Court, Attorney General, SGA Office Manager, Student Senate Judicial and Rules Committee Chairperson, Vice-President of Student Affairs, Dean of Students, Director of Student Activities, and all SGA Faculty Advisors. Copies shall be made available, upon request, to all other SGA officials.

B. All public records and documents shall be made available in alternative electronic formats in the Student Government offices upon request.

4.5 Updated official copies shall be prepared and made available in accordance with this chapter by the second Tuesday of the second month of Fall and Spring semesters, and by the third Tuesday of the third month of the Summer semester.

4.6 Copies of the governing documents shall be prepared and made available in accordance with this chapter by the second Tuesday of the second month of the Fall and Spring semesters, and by the third Tuesday of the third month of the Summer semester.

TITLE II MEMBERSHIP, POWERS, AND PURPOSES OF THE STUDENT GOVERNMENT ASSOCIATION

Chapter 100 Membership of the Student Government Association complies with Article I, Section II of the Student Government Constitution.

Chapter 101 The purpose of the Student Government Association complies with the Preamble of the Student Government Association Constitution.

Chapter 102 Presidential Appointments

Any Cabinet or Judicial appointment by the Student Government President must be submitted for confirmation to the Student Senate within two weeks after such appointment is made by him/her. These appointments shall not be effective until Student Senate approval by a two-thirds vote (2/3) has been obtained. The SGA President shall assume all duties and responsibilities of the vacant appointments.
Chapter 103

Any appointment by the Student Government President submitted to the Student Senate for confirmation in proper form shall be acted upon by the Senate no later than two weeks after submission by the Student Government President.

TITLE III  THE EXECUTIVE BRANCH

Chapter 200

The President’s Cabinet

200.1 The President’s Cabinet shall be composed of the Departments listed below:

1. Office of the Chief of Staff
2. Office of the Comptroller
3. Office of the Attorney General
4. Department of Student Welfare
5. Department of State
6. Department of Academic Affairs
7. Department of Communications
8. Department of Student Lobbying
9. Department of Community Affairs
10. Department of Economic Development
11. Office of Surgeon General
12. Department of Athletic Affairs

200.2 All appointments to the Cabinet offices in the Executive Branch shall be made by the President of the Student Government Association and are subject to approval by the Student Senate.

200.3 Any cabinet member appointed by the Student Government President shall be, upon confirmation by the Student Senate, eligible for salary.

200.4 Each officer or department head may recommend to the SGA President any such appointment he/she deems necessary to carry out the functions of that office or department.

200.5 Department Deputies may be appointed by the SGA President and confirmed by the Student Senate to assist the department head in fulfilling the duties of the department.

Chapter 201

The Chief of Staff

The duties of the Chief of Staff shall be:

1. to serve in an advisory capacity on the Student Government President’s Cabinet.
2. to coordinate all activities of the Executive Branch such as cabinet meetings and activities, rallies, lectures, appointments, etc.
3. to sit in all Executive Branch meetings and committees that requires or entails contractual negotiations.

Chapter 202

Comptroller

202.1 The Comptroller is responsible for the disbursement of all Student Government Association funds.

202.2 The Comptroller is responsible for compiling and submitting the annual Student Activities Budget to the President of the Student Government Association to be presented to the Student Senate.
202.3 He/she may, with the approval of the Student Government President, stop any organization from spending its budget if he/she can verify funds are being misused. This action shall be subjected to review by the Supreme Court, within one week following such action. The Supreme Court may reverse or uphold this action.

202.4 The Comptroller will make periodic audits of all Activities and Service Agency budgets. The Comptroller also reserves the right to reject/rescind any requisition which will exceed the budgeted amount of the academic year for the submitting Activity and Service organization.

Chapter 203 Attorney General

203.1 The Attorney General shall be the Legal Advisor to the President of the Student Government Association and shall hand down legal opinions concerning the Constitution and Statutes to any member of the Student Body who requests the same in writing.

203.2 It shall be the power, duty, and function of the Attorney General to undertake statutory revision. He/she will conduct a systematic and continuous study of the Student Body Statutes for consistency and clarity. He/she will prepare and submit to the Student Senate recommendations for revision.

203.3 The Attorney General shall also be responsible for representing the best interest of the Student Government Association and the governing documents before the Supreme Court.

203.4 The Attorney General shall be the Chief Law Enforcement Officer of the Student Government Association. It will be his/her duty and authority to enforce compliance of all Statutes.

203.5 The Chief Law Enforcement Officer shall have the authority to bring suit against any individual and/or entity governed by the Student Body Constitution and/or Statutes; to be referred and summoned by the Student Supreme Court.

203.6 As the Chief Law Enforcement Officer, the Attorney General will intercept and investigate all complaints regarding the Student Government Association and any entity that is governed by the Student Body Constitution and/or Statutes. If the matter cannot be resolved, it will be referred and filed as a suit to the Supreme Court for adjudication.

203.7 The Attorney General has the authority to appoint and maintain Student Prosecutors.

Chapter 204 Department of Student Welfare

204.1 The Department of Student Welfare is specifically concerned with all projects and activities, which directly affect the student body.

204.2 The duties of the Secretary of Student Welfare shall be:
1. to assist the Career Center in finding and publicizing student employment and internship opportunities.
2. to handle problems relating to student matters and services of general welfare.
3. to research and advertise available private scholarships provided from within and outside of the university.
4. to serve as liaison between the housing governing associations and student government.
5. to coordinate activities that promote school spirit and student unity.
6. to coordinate entertainment activities to offset the day-to-day rigors of higher academia.

Chapter 205  Department of State

205.1 The Department of State is responsible for promoting goodwill for Florida A&M University and its Student Government Association in the Tallahassee area and throughout the State of Florida.

205.2 The duties of the Department of State shall be:
1. to aid in welcoming guests and visitors to the Florida A&M University Student Body campus.
2. to establish sound relationships between students and student visitors.
3. to establish a sound relationship between students and visiting dignitaries.
4. to serve as coordinator and official host of all Student Government Association social functions.
5. to aid the President of the Student Government Association in the appointment of members to the host bureau.
6. to serve on the advisory board to Mr. and Miss FAMU and their Court.
7. to interact with the student governments of other colleges and universities across the country, especially other HBCU’s, and to relate all learned information to the FAMU SGA.

Chapter 206  Department of Academic Affairs

206.1 The Department of Academic Affairs is concerned directly with the Student Government Association’s involvement in the educational process. The Secretary shall represent the Student Government Association’s role in the creation of a more intellectually and culturally aware student body.

206.2 The duties of the Secretary of Academic Affairs shall be:
1. to make an annual faculty evaluation.
2. to compile a report on his/her evaluation of the faculty and publish it so that the Student Body may utilize it.
3. to serve as a member of the University Curriculum Committee.
4. to be responsible for accepting and acting upon all complaints of students about their academic situation including class size, course fallacies, and teacher inadequacies.

Chapter 207  The Department of Communications

The duties of the Secretary of Communications shall be:
1. to provide publicity, press releases, and communications from the Student Government Association to the Student Body and the General Public.
2. to coordinate a minimum of two town hall meetings per semester that address concerns of the student body.
3. to submit a summary of all newly enacted legislation amending the Student Government Statutes, all proposed amendments to the constitution, and minutes from every senate meeting to the student published university newspaper.
4. to provide publicity, press releases, communication, and lobby for the publication of all newly enacted senate resolutions to the staff of the student published newspaper and other media outlets as deemed necessary by the Student Senate.

Chapter 208    Department of Student Lobbying

The Director of Student Lobbying shall be the student lobbyist for the FAMU Student Government Association. He/she shall lobby the interests of the FAMU Student Body as directed by the SGA President in accordance with applicable University regulations and state and federal laws.

The duties of the Department of Student Lobbying shall be:
1. to promote goodwill between Florida A&M University’s Student Body and the Florida State Legislature, as well as the Board of Governors.
2. to organize a lobby group to represent the Florida A&M Student Body in matters brought before the Florida State Legislature and all other city, state and federal governing bodies.
3. to work with the Florida Student Association (FSA), and to attend the meetings as directed by the SGA President.

Chapter 209    Department of Community Affairs

209.1 The purpose of the Department of Community Affairs is to establish an entity that would allow volunteering to various service projects. It is to act as a nucleus for individuals, as well as groups, who would be able to participate in community service projects.

209.2 The Secretary of Community Affairs’ duties shall be:
1. to administrate and delegate tasks to the volunteers.
2. to act as a spokesperson/liaison between the person(s) and SGA.
3. to research and provide opportunities for students to participate in community service events.

Chapter 210    Department of Economic Development

210.1 The purpose of the Department of Economic Development is to enhance the economic situations of students and student organizations.

210.2 The duties of the Secretary of Economic Development shall be:
1. to coordinate sessions to help small clubs and organizations and A&S agencies put together productive fundraisers to supplement their budgets or accounts.
2. to implement programs that teach students how to create wealth and properly manage their assets (i.e. becoming an entrepreneur, investments, etc.).
3. to handle negotiations with public and private firms concerning economic advantages and incentives for students.
4. to expose the student body to networking opportunities, encourage entrepreneurship, and promote economic empowerment.
5. to foster and develop corporate relationships for the sponsorship of major student government events (i.e. Be Out Day, State of the Black Student Summit, etc.)

Chapter 211    Office of the Surgeon General
The purpose of the Office of the Surgeon General is to provide leadership in promoting the awareness of health initiatives and exposing health disparities among our campus and community. It will strive to provide quality programming for students at Florida A & M University and to inform students on how to live a healthy lifestyle.

The duties of the Surgeon General shall be:
1. Protect and advance the health of students through education, research, programs, and activities.
2. To promote health awareness through workshops and seminars.
3. Assist the activities of the University Health Educator.
4. Work as liaison between health related organizations on campus.
5. Play an integral role in the planning and facilitation of “Relay for Life.”
6. Compile and provide a list of health service professionals for health services not provided at the university health clinic (i.e. dentists).

Chapter 212
Department of Athletic Affairs

The purpose of the Department of Athletic Affairs is to establish a sound relationship between the athletic department and student government.

The duties of the Department of Athletic Affairs shall be:
1. to address the concerns of the athletes as it relates to their campus life.
2. to show support for all athletic teams.
3. to provide a monthly newsletter highlighting the academic accomplishments of various athletes.
4. to serve on the athlete advisory board.

Chapter 213
Department of Graduate Affairs

The Purpose of the Student Government Association Department of Graduate Affairs is to:
A. Provide means for responsible and effective student participation in planning and conduct of University affairs.
B. Work in conjunction with the existing Graduate Student Association (GSA) and the Graduate class.
C. Assist with the matriculation of incoming graduate students within the University.
D. Assist with Graduate Student Orientation.
E. Coordinate events that cater to graduate students at large, both traditional and non-traditional.
F. Provide means of support for the many undergraduates contemplating a graduate level education.
G. Serve as a liaison between the Graduate students, faculty, administration and Student Government Association.
H. Promote Graduate education at FAMU.

Chapter 214
Cabinet Deputies

These positions shall not be required; in the event these positions are appointed they shall be treated as cabinet officials for confirmation purposes.

To assume acting powers of the department/ office head upon the request of the SGA President.

To assist the department/ office head in general policy and administration of the individual departments or offices.¹

¹ History: Revised by 34th Student Senate, SB05SP-007
TITLE IV  The Legislative Branch

Chapter 300  Organization of the Senate

300.1 The Senate shall meet in weekly sessions every Monday of each month.

300.2 Senate Offices

The following shall be Student Senate Officers:
1. The Senate President shall be elected by the majority vote from within the membership of the Senate.
2. The President Pro-Tempore, elected by a majority vote of the Senate, shall assist the President in his/her duties and preside in the absence of the President.
3. The Chaplain/Parliamentarian shall be the chairperson of the Judicial and Rules Committee.
4. The Secretary of the Student Senate shall be appointed by the Senate President from outside the Student Senate membership.

300.3 Calling of Senate Meetings

All meetings shall be held as required by the Constitution; however, that the President of the Senate may call special meetings at his/her discretion.

300.4 Parliamentary Authority

Robert’s Rules of Order shall be the parliamentary authority for the conduct of the Senate except when in conflict with the Constitution and Statutes of the Student Body or Senate Rules of Procedure.

300.5 Majority and Two thirds (2/3) Votes

A majority vote of the Senate shall be a majority of the members of the Senate present and voting. A two-thirds vote of the Senate shall be no less than two thirds (2/3) of the members of the Senate present and voting.

300.6 Quorum

A quorum for the purpose of holding a meeting and transacting business shall consist of a simple majority of the members presently holding office at the time of the meeting.

300.7 Standing Committees in the Student Senate shall be as follows:
1. SENATE EXECUTIVE COMMITTEE
2. JUDICIAL & RULES COMMITTEE (J&R)
3. ELECTIONS & APPOINTMENTS COMMITTEE (E&A)
4. ORGANIZATION & FINANCE COMMITTEE (OFC)
5. STUDENT RELATIONS COMMITTEE (SRC)

The Senate may deem other committees necessary and from time to time establish such committees.

300.8 Senate Executive Committee

2History: Revised by 35th Student Senate, SB05F-008
The Senate Executive Committee shall consist of the chairperson of each standing committee, the Senate President and the Senate President Pro-Tempore, with the Pro-Tempore serving as Chairperson. The powers and duties of the Senate Executive Committee shall be:

1. to approve the proposed budget for the Senate presented by the Senate President.
2. to approve any expenditures outside of the budget above two percent of the entire budget.
3. to resolve issues of conflict between various senators, committees, and/or senate staff members within the Senate.
4. to prepare the platform of the Student Senate.
5. to spearhead Senate Enrichment functions (i.e. banquets, retreats, information sessions, etc.).

300.9 Senate Officers

A. The powers and duties of the Senate President shall be:
1. to propose the budget of the Student Senate to the Executive Committee.
2. to act as the chief liaison and spokesperson of the Senate to outside agencies.
3. to oversee all expenditures of the Student Senate.
4. to provide direction for the Senate body in times of crisis and in situations where sudden decisions must be made.
5. to appoint and remove, with just cause, chairpersons of the standing committees with the consent of the majority of the Senate body.
6. to sign all measures and writs, issued by order of the Senate.
7. to appoint and remove, with just cause, all non-voting members of the Legislative Branch.
8. to serve as the chairperson of all Senate meetings.
9. to serve as a non-voting ex-officio member of all standing and ad-hoc committees.
10. to appoint ad-hoc, standing, and such committees as he/she deems necessary. Any committee appointment may be altered by a two-thirds (2/3) vote of the Senate.

B. The powers and duties of the Senate President Pro-Tempore shall be:
1. to perform periodic performance checks on all chairpersons and/or staff members.
2. to serve in an advisory capacity to the Senate President.
3. to ensure the efficient and rightful operation of the Senate Office and proper usage of office space.
4. to perform the official grade and hour check each semester for the entire Student Government Association and to inform all branch heads in writing of any infractions.
5. to serve as chairperson of the Senate Executive Committee.
6. to assume the powers and duties of the Senate President at his/her request or in case of his/her inability to discharge his/her duties.
7. to serve as a voting ex-officio member of all standing and ad-hoc committees.
8. shall be responsible for keeping the minutes of the Senate Executive Committee meeting and submitting the minutes to the Senate Secretary no less than forty-eight (48) hours prior to a regular Senate meeting.

C. Financial Custodian

The financial custodians of the Legislative Branch of the Student Government Association shall be the Senate President and the Organization and Finance
Committee Chairperson. Each custodian shall be kept abreast of all expenditures of the Student Senate.

D. Senate A&S Liaison

The powers and duties of the Senate A&S Liaison shall be:
1. to sit as a voting member of the Senate OFC.
2. to call for an audit of an A&S agency with the approval of a majority of the Student Senate.
3. to review along with the Senate President fiscal reports submitted by A&S Agencies each month.
4. to attend the Senate A&S Agency and Small Club and Organization workshops.
5. to assign all Student Senators to an A&S Agency in order to aid with the A&S budgeting process.

Chapter 301  Numbering of Bills and Resolutions

301.1 All bills and resolutions shall be assigned consecutive numbers by the Senate Secretary immediately upon approval by the Student Senate.

301.2 Filing of Bills and Resolutions

The Senate Secretary shall keep a file, in numerical order, of all Senate resolutions. Each resolution shall have, attached to it, a statement signed by the Secretary attesting to the accuracy of the resolution as contained in the file and the following information: numerical designation, Senate Sponsor, date of passage, and vote.

301.3 Each Bill shall have attached to it:
1. A statement signed by the Secretary attesting to the accuracy of numerical designation, Senate Sponsor, date of second reading, date of passage by the Senate, and the vote.
2. A statement signed by the President of the Student Government Association by the Secretary to the effect that the President had failed to act within five (5) days, or a statement by the Secretary that the veto had been overridden.

Chapter 302  Approval of Bills by the Student Body President

302.1 The Senate Secretary shall forward a bill, as passed, to the Senate President for his/her signature within twenty-four hours of the passage of the bill. The Senate President shall sign the bill attesting to the accuracy of the bill, as passed, within twenty-four (24) hours of the receipt of the bill from the Senate Secretary.

302.2 The Senate Secretary of the Student Senate shall transmit to the President of the Student Government Association, for his/her approval or veto, accurate copies of all bills passed by the Senate as expeditiously as possible.

302.3 Before each session of the Student Senate, a written report shall be made by the Secretary to the Senate stating what actions or inaction has been taken by the Student Government President on bills passed by the Senate.

302.4 In the event that a bill is vetoed by the President of the Student Government, the Senate President shall reintroduce the bill to the Senate under unfinished business at the first meeting following this action, in order that the President’s veto may be overridden by a two-thirds (2/3) vote of the Senate or the bill amended.
Chapter 303  Publication of Senate Notes

303.1  The Senate Secretary shall submit, to the Secretary of Communications, copies of all newly enacted legislation amending the Student Government Statutes, all newly enacted senate resolutions, all proposed amendments to the Constitution, and minutes of every Senate meeting.

303.2  A Senate Newsletter may also be published by the Student Senate to manifest the actions of the Student Senate on recent and current legislation.

Chapter 304  Roll Call Votes

The Senate Secretary shall record, upon request, all votes on resolutions, Constitutional Amendments, bills, and amendments to bills. Results of these votes shall be included in the minutes of each meeting.

Chapter 305  Senator’s Term and Vacancies in the Senate

Terms of Office

1. The members of the Student Senate shall take office immediately upon being installed.
2. Senators shall terminate their offices at the installation of their successors.
3. The Summer Senate shall consist of those members of the regular Senate that are enrolled in school during the Summer Semester.

Chapter 306  Job Audits

The Student Senate shall conduct periodic performance audits related to each SGA Executive Branch Official.

1. Said audits will be limited to one per semester, and shall be conducted by the Elections and Appointments Committee, in a manner consistent among all officials audited, as designed by the Elections and Appointments Committee and adopted by the Student Senate by majority vote.
2. Audit results shall be made part of the public record. It shall be the responsibility of the chairperson of the Elections and Appointments Committee to provide the Attorney General with job audit information.
3. Audited officials have the right to request and receive an additional audit. The results of this audit are to be made public record in accordance with this chapter.

Chapter 307  Legislative Review

The Student Senate shall be authorized to monitor, evaluate, and review organizations and/or entities funded by Activity and Service (A&S) Fees, governed by the Student Body Constitution and/or Student Body Statutes.

307.1  The organization and/or entity shall be subject to review and/or evaluation by the Student Senate and/or appropriate Senate committee:

1. An evaluation of best practices and alternatives that would result in the administration of the entity in a more efficient and/or effective manner,
2. An examination of a entity’s performance of functions, and
3. An evaluation of the cost and benefits of the agency.
The reviews and/or evaluations shall be presented to the Student Senate in resolution form, to be adopted by majority two-thirds (2/3) vote.

307.2 Each standing committee of the Student Senate shall review and study, on a continuing basis, the application, administration, and execution of those laws, or parts of laws, the subject matter of which is within the jurisdiction of that committee.

TITLE V The Student Judicial System

Chapter 400 The Judicial Branch

The Judicial Branch shall be composed of the Student Supreme Court and the Student Traffic Court and other courts as the State of Florida legislature may ordain and establish as needed.

Chapter 401 The Supreme Court

The Supreme Court shall be the High Court of the Student Government Association. All infraction of rules, disciplinary problems, and issues amounting to constitutional controversies shall be presented to the Supreme Court for adjudication.

Chapter 402 Sessions

The sessions shall proceed as a modern court session, i.e.:

1. As the justices enter the courtroom, the bailiff commands, “all rise.” Individuals in the courtroom shall remain standing until the Chief Justice says, “be seated.”
2. The Chief Justice and six Associate Justices sit during sessions and shall render decisions. In the event all of the justices cannot attend or sit during a given trial, at least five justices must be present in order to attain quorum. A trial cannot be heard in the absence of quorum.
3. Decisions rendered shall be determined by majority vote of the justices.
4. Announcements and decisions shall be made by the Chief Justice. All decisions shall be published in public record with statement of case and reason for decisions.
5. A defendant may select his/her own lawyer from the student body or he may plead his own case. It is the counselor’s responsibility to be knowledgeable of courtroom practice and procedure.
6. The seats of the seven justices are arranged according to length of service on the bench: the Chief Justice in the center, flanked by the Senior Associate Justice on his right, the second ranking on his left, the third ranking justice on his right, the fourth ranking on his left, and continuing alternating in declining order senior of seniority.

Chapter 403 Officers of the Court

403.1 The out-going Chief shall recommend to the President of SGA one of the Associate Justices to become Chief Justice. The President is bound only by custom and tradition to accept the Chief Justice’s recommendation. The appointment, however, is not legal until the prospective Chief Justice has been approved by the Student Senate.

403.2 The Chief Justice shall preside at all court sessions and shall appoint all necessary officers not here in mentioned to assist him in performing his duties. He/she shall be

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addressed as “Your Honor” and such other legal terms commonly used in modern courts. This respect shall not be abridged.

403.3 The Associate Chief Justice shall perform such duties as authorized by the Chief Justice. He/she shall perform the duties of the Chief Justice in his/her absence.

403.4 The six Associate Justices shall at least be of sophomore status. They shall perform all duties consistent with the duties of a judge and shall sit at all sessions (unless the justice disqualifies himself/herself from the proceedings because of a conflict of interest).

403.5 The Bailiff

A. Shall prepare the courtroom, initiate announcement of the session, and shall supervise the conduct of all personnel during the session.

403.6 Legal Counsel

A. The legal counsel shall be the chief legal advisor to the Student Judicial System.

403.7 The Solicitor General

A. The Solicitor General shall be the chief legal advisor to the Student Judicial System. He/She shall be appointed by the Chief Justice of the Supreme Court and approved by a majority vote of the Student Senate.

B. The Solicitor General shall:
   1. receive records of all cases brought to the Student Judicial System from the appropriate authorities
   2. counsel each defendant as to his/her rights under the law and appoint a Defense Counselor to the case.
   3. maintain and supervise a staff of defense counselors.
   4. docket each case in the appropriate court, notifying all parties as to time and place of trial.

Chapter 404 Pre-Trial Procedure

404.1 For the sake of brevity (e.g., elections violations, whereby a speedy trial is needed), all SGA trials shall be scheduled within three full working days after the offense has been filed with the SGA Supreme Court.

404.2 Discovery Period

The three-day period between the date of filing and the actual date of the trial shall allow a period of discovery. The discovery period shall include data or documents that any party involved in the legal action of a trial is compelled to disclose to all other parties prior to the proceedings. In the event of an SGA trial, the parties are as follows: the Defendant and/or Defense Attorney, Chief Prosecutor (SGA Attorney General), and SGA Supreme Court Justices. Any discoveries shall, first, be verbally presented and then typewritten to all of the aforementioned parties. Any discoveries found after the proceedings have begun should also be reported.

404.3 Witnesses and Depositions

During the three-day preparation period, time shall be allotted to take recorded and typewritten depositions of all witnesses.
The prosecution and defense shall provide a list of all witnesses whom they wish to present. This list shall be compiled and given to the proper authorities (Supreme Court) who will then distribute the lists to the remaining parties. This will take place two working days prior to the trial.

Any problems with witnesses and/or depositions; along with new witnesses, shall be discussed at a pre-trial motion hearing to be held during day three of the preparation period.

404.4 Admission of Evidence

The documentary or verbal statements and material objects admissible as testimony in court shall be known as evidence. All evidence must first be reviewed by the SGA Supreme Court Justices, giving both attorneys the opportunity to object to any evidence. There is no limit to the amount of evidence a party may introduce. The SGA Supreme Court reserves the right to admit or deny any evidence. Admissions of evidence shall be conducted during the pre-trial motion hearing, which will be held on the third day of the preparation period.

404.5 Pre-Trial Motion Hearing

Prosecution and Defense, along with SGA Supreme Court Justices shall meet one-day prior to the scheduled trial date to discuss any pre-trial motions, which may include, but not be limited to the following:

1. Pleas
2. Complications with trial date and/or continuances
3. Problems with witnesses and/or depositions
4. Discovery violations or infractions
5. Additional witnesses and any other evidence, or other compilations

Chapter 405 Courtroom Procedure

405.1 At the sound of the gavel, the Bailiff shall announce, “All rise, the court is now in session.” All persons attending the session shall stand.

405.2 The Justices will enter and take their respective seats. The Chief Justice will say, “be seated.” He/she shall then ask the litigants “are the parties ready?” Each will signify by saying “yes, your honor.”

405.3 Opening Statement

The Prosecuting Attorney shall then proceed to read his/her opening statement to the court. Prosecution’s opening statement may include any pertinent information that tends to provide facts that he/she wishes to prove throughout the course of the trial regarding the alleged charges. In extreme cases, for the sake of brevity, time limits may be imposed by the Justices.

Next, the Defense Attorney will read his/her opening statement. Defense’s opening statement may include any pertinent information that tends to provide facts that he/she wishes to prove throughout the course of the trial regarding the alleged charges. In extreme cases, for the sake of brevity, time limits may be imposed by the Justices.

405.4 Presentation of Case By Prosecution

Upon completion of the readings of opening statements, the Prosecution shall call its' witnesses to testify on the stand. Prosecution may introduce its witnesses, and give direct
examination. Defense may cross-examine all witnesses. Following cross-examination, prosecution may give a re-direct examination. At this time, the Prosecution can also enter in as evidence materials relevant to the case.

405.5 Presentation of Case By Defense

Following the Prosecution resting in case, the Defense shall call its witnesses to testify and shall enter in evidence. Defense may introduce its witnesses, and give direct examination. The Prosecution may cross-examine all witnesses. Following cross-examination, the Defense may give a re-direct examination.

405.6 Following the close of the fact-finding portion of the trail, there shall be a brief recess where the Justices retire to their chambers for the sole purpose of providing a brief break that will prevent the disruption of the second portion of the trial. No deliberation about the case shall take place. The Chief Justice shall determine the length of this recess.

As the Justices leave the courtroom, the Bailiff shall announce “all rise.”

After the recess, the Bailiff shall announce, “All rise, court is now reconvened.”

The Justices will re-enter and take their respective seats. The Chief Justice will Say, “be seated.”

405.7 Oral Arguments

At this time, the Prosecution and Defense shall begin oral arguments that shall address the points of law that are being appealed to the Student Supreme Court. Each side will receive thirty (30) minutes to present oral arguments. The Prosecution shall go first, followed by the Defense. The Justices may interject questions at any time. Answering questions from the Justices shall count against their total time allotment. The Bailiff shall give a five-minute warning and an expired time notice.

405.3 Closing Statements

Following the resting of the oral arguments portion of the trail, the closing statements (or summations) shall be heard. The Prosecution shall present its Summation followed by the Defense.

Chapter 406 Post Trial Procedure

406.1 The Verdict

Following the summation, the Justices shall retire to its chambers for the purpose of deliberating a verdict. Before retiring the Chief Justice will set a time and place for the rendering of the verdict.

As the Justices leaver the courtroom, the Bailiff shall announce, “all rise.” After the Justices have passed out of the courtroom the Bailiff shall announce “this case is adjourned until….” (the time that the court reconvenes).

406.2 Printing of Trial

A full typewritten version of the trial, including the verdict, shall be given to all parties involved with extra copies given to the SGA President, Director of Student Activities,
and the Vice-President for Student Affairs. This shall be the responsibility of the Clerk of the Courts.

406.3 The Supreme Court, under the direction of the Chief Justice, shall cause to be published in the appropriate news media brief notices of all cases adjudicated in the Supreme Court; these shall identify no persons, state charge, penalty and date of decisions by case number.

406.4 Survey

To ensure orderly operation of trials, each trial shall serve as a learning experience for future trials. Moreover, the SGA Attorney General’s Office shall provide an in-depth survey to be completed by all parties involved.

Chapter 407 Sanctions for Students

407.1 Refer to University Regulation 2.012, Student Code of Conduct, Sections (21), (22) and (23).

407.2 Maximum and Minimum Supreme Court Penalties

Refer to University Regulation 2.012, Student Code of Conduct, Sections (21), (22) and (23).

Chapter 408 Sanctions for SGA officials

408.1 The Supreme Court shall have the power to enjoin, for cause, any officer of the government or of any organization holding a charter from the university in any official act, by issuing a Writ of Injunction, to require the officer to cause and not perform a given function or a unity; to require any officer to show cause why he should not perform a certain function, by issuing a Writ of Mandamus; to require an officer to show by what authority he holds his office or performs certain acts the court would issue a Writ of Quo Warrants. The Chief Justice or in his/her absence the Associate Chief Justice may issue temporary restraining orders at the request of any member of the Student Body against a particular act by any officer of the Student Government Association or against any club holding a charter provided there is just cause for such an order. The Chief Justice will preside over all impeachment proceedings, the Senate shall determine guilt or innocence by a two-thirds (2/3) vote.

408.2 The Supreme Court shall have the power to interpret this Constitution, and may rule upon the constitutionality of statutes and official actions of magistrates upon written request by any SGA official. The Supreme Court shall interpret any part of the Constitution or any part of the petition with no less than twenty student signatures. The petition shall include the students’ classification, address, and telephone number.

Chapter 409 Student Traffic Court

409.1 The FAMU Student Traffic Court shall serve as an official hearing body for the disposition of unresolved non-moving student traffic tickets arising from cited violations. The Student Traffic Court is under the general supervision of the Division of Student Affairs and will be coordinated by the Dean of Student Affairs.

409.2 Jurisdiction
The Student Traffic Court shall have jurisdiction over all non-moving traffic violations referred by the FAMU Campus Parking Services. Student traffic violation referrals will be made only after the student has had ample time to pay the traffic fine(s).

409.3 Student Responsibility

A. All students are required to register their respective vehicles with the University Parking Services, acquire a decal, and familiarize themselves with FAMU’s traffic regulations. Ignorance of FAMU’s traffic regulations is no defense for a violation.  
B. All students are required by Florida Statutes, Chapter 240.266 to pay for all non-moving traffic violations charged to them. The place of payment is at FAMU Parking Services.

409.4 Membership

A. The Court shall consist of five students, one of whom shall act as Chief Justice, another of whom shall act as Associate Chief Justice.  
B. The members of the Court shall be appointed by the SGA President, subject to a two-thirds (2/3) vote of the Student Senate for confirmation.  
C. Each member of the Court must have been enrolled in the University as a full-time student for a minimum of one semester and be in good standing with the University.

409.5 Quorum

For purposes of a traffic court hearing, the quorum shall consist of three (3) members.

409.6 Authorized Sanctions or Actions:

A. Impose and/or determine length of vehicle operating privileges on campus  
B. Impose oral or written warnings  
C. Authorize a hold on registration for payment or non-payment of traffic fines

409.7 When Court Shall Convene:

A. The Student Traffic Court shall convene the first day of classes each term through the week prior to finals.  
B. The Chief Justice shall have the power to call special meetings of the Court when his/her judgment, circumstances, conditions, or workload demand such.

409.8 Procedural Due Process:

Each student referred to the Student Traffic Court shall be afforded due process, which shall include the following:  
A. the right to be notified, in writing, of the charges against him/her with sufficient time to ensure opportunity to prepare for a hearing  
B. the right to a prompt hearing before the Court  
C. the right to present evidence in his/her behalf  
D. the right to appear with counsel (Counsel here means any person the student may determine to advise him/her).  
E. the right to appeal

409.9 Appeals

All appeals of the decisions of the Student Traffic Court shall be made in writing to the Dean of Student Affairs within five (5) working days after the Court has rendered its decision. The reviewing official has the right to set aside the action of the Court.
TITLE VI  QUALIFICATIONS FOR OFFICE

Chapter 500  Qualifications

500.1 The following elected and appointed offices shall be designated as major offices:
A. President of the Student Government Association, Senate President, Vice-President of the Student Government Association, Senate President Pro-Tempore, Chief Justice of the Supreme Court, and such others or offices as the Student Senate may designate.
B. All candidates for major offices shall be required to have and maintain while holding office an overall cumulative grade point average of 2.8 unless lowered by Constitutional Authority of their organization. All other elected and appointed offices shall be required to have and maintain while holding office a minimum 2.5 cumulative grade point average unless otherwise stated by the SGA Constitution.

500.2 It is the intent of the Constitution that candidates for the President of SGA, Vice President of SGA, Mr. and Miss Florida A&M University, Class Attendants, and the King and Queen of Orange & Green meet the appropriate class standing at the time they take office. It must be clearly understood that a person may qualify for any office, and win the popular vote, but if he/she is not a member of the proper class, as stated in Article VIII of the Constitution, he/she will be ineligible to hold that office.

500.3 Restriction of Candidacy

No student shall hold two elected, two appointed and confirmed offices by the Student Senate, or a combination of an elected and an appointed confirmed office of the Student Body concurrently.

TITLE VII  ELECTION CODE

Chapter 600  General Primary Election Schedule

600.1 Election Schedule

The election schedule shall be as follows:
1) Declaration of Candidacy
2) Dead Days
3) Campaign Period
4) Election Day
5) Run-off Election Day

600.2 Declaration of Candidacy

A. Fall Timeframe:
1. Declaration of Candidacy will take place during the third (3rd) week of the Fall Semester (Monday - Friday). Declaration of Candidacy will run from 9:00 a.m. until 6:00 p.m. each day. Declaration of Candidacy forms may be obtained from the Electoral Commissioner no earlier than 9:00 a.m. on the first school day of the third week of the Fall Semester, and must be submitted by 6:00 p.m. on the last day of the Declaration Period. The Candidate/Ticket shall sign and date the form. The Electoral Commission shall sign and date the form "received."

B. Spring Timeframe:

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2 History: Revised by 36th Student Senate, SB06F-002
4 History: Revised by 35th Student Senate, SB06SP-008
Declaration of Candidacy for Spring Elections will take place during the first week of February in the Spring Semester (Monday - Wednesday). Declaration of Candidacy will run from 9:00 a.m. until 6:00 p.m. each day. Declaration of Candidacy forms may be obtained from the Electoral Commissioner no earlier than 9:00 a.m. on the first school day of the first week of February, and must be submitted by 6:00 p.m. on the last day of the Declaration Period. The Candidate/Ticket shall sign and date the form. The Electoral Commission shall sign and date the form "received".

C. Candidates Responsibilities:
1. All Candidates/Tickets must sign the Candidate's Statement of Understanding indicating that he/she will adhere to the rules submitted by the Electoral Commission. Any candidate not adhering to the rules will be subject to suspension from all campaigning activities.

D. Electoral Commission Duties and Responsibilities
1. The Electoral Commission shall immediately post an un-official list of the Candidates/Tickets filing for office on the Election Bulletin Board at 6:00 p.m. on the last day of the Declaration of Candidacy Period.
2. The Electoral Commission shall provide all potential Candidates/Tickets:
   a. A copy of the Election Code
   b. An Election Schedule detailing all elections activities/meetings.
   c. All the forms required to be used in Chapter 600 shall be made available upon request, in alternative electronic formats, as defined in the Americans with Disabilities Act of 1990, Public L. No 101-33b, and 42 U.S.C. ss. 1202 et. Esq. by the Electoral Commission.

E. Responsibilities of the Attorney General.
1. The Attorney General shall provide the Electoral Commission with a current, indexed pamphlet of the Election Code prior to the Declaration of Candidacy Period. The cost of printing the pamphlets shall be paid out of funds appropriated for conducting elections.

F. All tickets are valid only as declared. Changes will not be made after 6 p.m. on the last day of the Declaration of Candidacy Period.

G. Changing Declaration of Candidacy Period:
The Student Senate with 2/3 vote of all those present and voting may change the time of the declaration with at least two weeks notice prior to the original date of declaration. This change will only be in effect for the current academic semester.

H. Students may only be declared for candidacy for one position per election.
I. The Electoral Commission shall allow students to declare candidacy when away from school during the declaration period.

600.3 Dead Days

A. Spring and Fall Timeframe:
Dead Days will take place from the first day after the Declaration Period ends until the day before the first day of the Campaign Period.

B. Period of Dead Days: The Electoral Commission shall
1. Verify all campaign materials.
2. Approve all campaign materials
3. Obtain and approve sample ballots for each voting academic class to be approved by all Candidates/Tickets. Candidates/Tickets shall meet with the Electoral Commissioner the first Monday of the Dead Day period between 9:00am and 6:00pm. to verify that he/ she is accurately represented on the ballot for his/her academic class. All candidates/Tickets who fail to meet this deadline forfeit this opportunity.
600.4    Campaign Period

Campaign Period (Wednesday-Tuesday) shall commence on the first school day following the Dead Days and end on Election Day.

600.5    Election Day

A. A General Election shall be held on the final day of Campaign Period from 8:00 a.m. to 6:00 p.m.
B. The Electoral Commissioner shall post, at each voting precinct, the Voter’s Bill of Rights and Responsibilities. This document shall be passed by a two-thirds (2/3) vote of the Student Senate.

600.6    Run-off Election

If no candidate/ticket in any race achieves a majority (50 % +1) of all votes cast for that race, a Run-off Election shall be held. If a Run-off Election is required:
A. The Run-off Election shall be held within two (2) business days after the general elections.
B. The two candidates receiving the highest vote count in the general election shall run in the Run-off Election, which shall be subject to the following exceptions:
   1. In any election in which there is a tie for first place in the general election, only the names of the candidates/tickets so tying shall be placed on the ballot in the run-off election.
   2. In any election in which there is a tie for second place in the general election and the candidate/ ticket placing first did not receive a majority of the votes cast, the name of the candidate/ticket placing first and the names of the candidates/tickets tying for second shall be placed on the ballot in the Run-off election.
   3. The candidate who receives the highest number of votes cast for the office in the Run-off shall be declared elected. In case of a tie another run-off shall occur.
D. There shall be no write-in votes cast in a Run-off Election.
E. Run-off Elections for multiple seat races will only be held in case of a tie for the last seat.

600.7    Secret Balloting

In all elections held on any subject which may be submitted to a vote, the voting shall be by secret, official ballot printed and distributed as provided by this code, and no vote shall be received or counted in any election, except as prescribed by this code.

Chapter 601   The Electoral Board

601.1  The Electoral Board shall be composed of the Electoral Commissioner and the Elections and Appointments Committee.5

601.2  The Elections and Appointments Committee (E & A)

A. The Student Senate Elections and Appointments Committee Chairperson or his/her designee shall act as the ex-officio voting member of the Electoral Commission. These duties shall be as follows:
   1. to enforce, Amend, and revise the Election Codes.

5 History: Revised by 34th Student Senate, SB05SP-006
2. to serve as the official liaison between the Electoral Commission and Student Government Association.

B. If a member of the Elections and Appointments Committee will be a candidate/ticket or contribute to a candidate/ticket, he/she must submit a letter of temporary resignation to the Senate President upon the declaration of candidacy of that particular ticket.

601.3 The Electoral Commission

A. Composition of the Electoral Commission

1. Electoral Commissioner
2. Deputy Electoral Commissioner
3. Five to eight (5-8) Precinct Supervisors
4. Volunteers who are students at large.

B. Requirements of Electoral Commission Members

1. Each Commission Member must have a minimum cumulative grade point average of 2.5 on a 4.0 scale.
2. The Deputy Electoral Commissioner and five to eight (5-8) and the Precinct Supervisors shall be appointed by the Electoral Commissioner and subject to approval of the Student Senate by two-thirds 2/3 vote.
3. The Electoral Commissioner must also submit a list of volunteers to the Student Senate for approval by majority vote, prior to the primary election. The list must contain the name, major, grade point average, FAMU student ID number, and contact information of each volunteer. Volunteers shall not be actively identified with any candidate or campaign for an elective office, nor act in any partisan manner during membership on the Electoral Commission.
4. The Electoral Commissioner must advertise and provide applications for the positions of Deputy Electoral Commissioner and Precinct Supervisors for a period of no less than two weeks prior to each election.
5. Commission Members shall not hold any other Student Government Position.
6. Commission Members must never have been convicted by the University Disciplinary Board or the Student Supreme Court.
7. The Electoral Commissioner shall not serve consecutive terms.

C. Duties of the Electoral Commission:

1. Shall supervise and direct the Commission.
2. Shall make advance arrangements for voting materials for the Elections.
3. All voting materials immediately after the polls close.
4. Appear before the Student Senate prior to the elections to deliver his/her plans for elections.
5. The Electoral Commissioner or his/her designee shall make all official statements to the press.
6. Submit a list of Rules and Procedures to the Student Supreme Court for approval by majority vote before each Election.
7. Provide each student enrolled the opportunity to register to vote in local, state, and national elections and/or to update a voter registration record on each campus at least once a year. The Electoral Commissioner may also provide voter registration services at other times and places, such as upon application for financial aid, during admissions, at registration, upon issuance of student identifications, and at new student orientation. He/She shall also sponsor campaigns to actively register all students to vote for local, state and national elections.

D. Electoral Commission Members Shall:
a. Post and serve minimum of three (3) office hours per
week beginning with the week of Declaration of Candidacy until the election is over. The office of the Electoral Commission should be staffed from 9:00 a.m.-6:00 p.m.

b. Check the campus every day for any unauthorized campaign materials, throughout the Election Schedule, or use thereof, during the period between the days before the start of active campaigning and the days after.

c. Remove all unauthorized campaign materials immediately and initiate appropriate action to fulfill the requirements of this Election Code.

d. Post, on the Election Bulletin Board, all election results on the evening of the elections, as soon as the results are known.

e. Notify all Student Media of the results of the Election (in memorandum form) within twenty-four (24) hours of the confirmation of the election results.

f. Submit a list of problems, solutions, or possible changes to the Election Code (in Memorandum Form) within two (2) weeks following each Election to the Student Senate Elections and Appointments Committee.

g. Conduct a meeting to explain the Election Code, and to answer questions concerning them, for all Candidates/Tickets within four (4) calendar days after the end of Declaration of Candidacy. Each candidate or a representative of the candidate must attend this meeting.

h. Send a copy of the Election Code to all Student Media, notifying them that these Statutes will be used in the upcoming election.

i. Check the qualifications of all Candidates, and shall post the names of those qualified on the Election Bulletin Board, within four (4) School Days after the end of Declaration of Candidacy.

j. Appropriately advertise all elections. Advertisements must include, but are not limited to, posters and student media. These advertisements shall begin at least two (2) weeks before Declaration of Candidacy, during both the Spring and Fall terms, and shall occur on a daily basis (or as often as published student print media). Such posters shall be posted in multiple locations on at least the main building of each college and school. Additional advertisements shall begin at least ten (10) days prior to all elections, and shall include the date, time, place of voting, and offices to be elected and the rules regarding how and where to vote based on classification.

k. Organize, publicize, and take all the responsibilities of establishing a Candidate Pageant (open to the public), and determine where the rally will be held (in a large-capacity area). The rally will take place during the Campaign Period.

l. Notify the Candidates of the date, time and place of the Candidate Pageant upon Declaration of Candidacy and at the Mandatory Candidates Meeting.

m. Organize a SGA Presidential and Vice Presidential Candidate Debate. This rally would also include candidates seeking the positions of Junior Senator and the Electoral Commissioner.

n. Notify all Student Media at least seven (7) days in advance of the date, time, and place of the rally and the Presidential Debate.

O. Maintain a notebook containing all pertinent information related to violations of the Election Code. This notebook shall include, but not be limited to, notices of violations, actions taken,
Supreme Court decisions, and all material relevant to reaching these decisions. The contents shall be added to the public record at the conclusion of each Election Period.

p. Develops all forms used during elections shall be developed by the Electoral Commission, and in accordance with the Election Code. The aforementioned forms shall be approved by the Electoral Commissioner during the campaign rule-making process and shall be documented in a formal document of Election Rules.

q. Keep a list of all Candidates/Tickets names and two telephone numbers.

r. Perform in-house elections at the request of on-campus organizations and clubs.

s. Organize and publicize at least three question-and-answer forums with the questions coming directly from the moderator, the candidates, and the students present; one for Mr. and Miss FAMU candidates, one for SGA President and Vice President Candidates, and one for electoral commissioner candidates. These forums shall be held at separate times during the week of campaigning.

t. The Electoral Commission may promulgate rules establishing an approved time, place, and manner of restrictions that regulate the displaying or posting of campaign materials during campaign rallies, debates, or pageants.

u. Adopt standard operating rules and procedures regarding the internal practices to be used and passed down year-to-year.

v. Debrief each day during campaigning days to discuss violations and any other pertinent information. The meeting time and location shall be posted and open to the general public.

w. Construct a voter’s bill of rights and responsibilities, which shall be approved by the Student Senate by a majority vote.6

D. Electoral Commission Advisor

1. In addition to a staff member in the office of Student Activities, The Electoral Commission may have an advisor with academic knowledge of elections and electoral systems such as a professor of political science. The Electoral Commission shall have the power and authority over the election process.

601.4 Funding

A. Sufficient funds for the Election Process and student state and federal voter registration activities shall be allocated to the Electoral Commission from the Activity and Service Fees.

B. The Electoral Commissioners salary shall be specified in the Activity and Service Fee Budget.

601.5 Removal and Resignation

A. If the Electoral Commissioner or an Electoral Commission member is dismissed due to professional misconduct by the Adjudication Process or by referendum, he/she shall receive no salary, as specified in the Dismissal Clause of the OPS contract.

B. If the Electoral Commissioner or an Election Commission Member resigns

6 History: Revised by 34th Student Senate, SB05SP-008
voluntarily during the election, he/she shall receive only a fraction of the salary, based upon the time portion of the contract that was fulfilled.

C. If the Electoral Commissioner is dismissed, or voluntarily resigns, the Deputy Electoral Commissioner shall assume the responsibilities of the Electoral Commissioner, and a Deputy Electoral Commissioner shall be appointed from and by the Commissioner. This appointment is subject to approval by 2/3 vote of the Student Senate.

D. In the event any appointed Commission Member violates the Election Code, he/she may be dismissed by a majority vote of the Student Supreme Court.

601.6 Election Reform Committee

An Election Reform Committee shall convene immediately following each fall and spring election. This committee shall consist of past, current, and newly elected Electoral Commissioners, the Elections and Appointments Committee chairperson, the Attorney General, a member of the Judicial and Rules Committee, three to five (3-5) students appointed by the SGA President, and one member from each branch. The election reform committee shall review the operations of the electoral process and it’s compliance with the election code. The findings and recommendations of the committee shall be submitted to the Student Senate. The total number of persons on this committee shall not exceed fifteen (15) individuals.

Chapter 602 Election Procedures

602.1 Rules and Regulations for Candidates Governing Student Elections

A. Official campaigning will start at 7:00 a.m. on the first day of Campaign Period.
B. All candidates are required to sign a "Statement of Agreement" indicating that he/she will adhere to the rules submitted by the Commission. Any candidate not adhering to the rules will be subjected to suspension from all campaigning activities.
C. Bribery will not be tolerated.
D. There will be no candidate/ or representative leading voters to the polls. (Do not walk voters to the polls).
E. All forms, memorandums, etc., must be typed and time stamped at the Student Activities Office before being submitted to the Electoral Commission.
F. Radio, T.V. and newspaper announcements will be permitted during the Campaign Period.
G. Campaigning will be allowed the day of elections; however, only 50 feet outside the polling place. There should be no campaigning or campaign materials beyond the designated area that will be clearly marked Election Day.
H. Posters must be no smaller than 17 x 22 and no bigger than 18" x 24" in size. No Banners will be permitted on campus.
I. The statement "Please Do Not Post" must be clearly marked on any advertisement and endorsements not of poster size, including but not limited to flyers, quarter sheets, handouts, etc.
J. No campaign materials shall duplicate in any way or combine the copyrighted trademarks, logos, slogans, or related promotional materials of any public or private patented entity(s) without the specified permission. All copyrighted or patented logos, slogans, and images to be used in campaigns must be submitted along with written documentation on official company letterhead permitting the use from the company department overseeing copyright usage with a contact person, their company title, and a contact number for verification; The Electoral Commissioner shall approve or disapprove submitted materials during the Dead Days period as outlined in the Election Schedule. Candidates shall also be required to sign an indemnification agreement at the mandatory candidates’ meeting in which candidates assume liability in the event that the copyrighted entity opts to take legal action due
K. Candidates can place only one (1) poster on the Student Union. (The student union consists of the T.V. room, SGA, post office, Ratter’s Edge, and Rattler’s Den.)

L. The candidates shall only be permitted to use bullhorns/megaphones between 9am to 9pm during campaigning on campus.

M. The candidate's name and two phone numbers must be placed on the back of all posters, which must be laminated.

N. Clear packaging tape is required to post all posters.

O. Candidates shall report all missing posters to the Electoral Commission.

P. No posters shall overlap another candidate's poster.

Q. All campaign materials must reflect the ticket declared.

R. All campaign material must be removed from the campus within 24 hours of the final day of the election, by the candidate/ticket.

S. Defamation of one's character by another candidate and/or representatives of either party is prohibited.

T. Off-Campus campaigning shall be permitted.

U. All posters and stakes must have the official approval stamp from the Office of Student Activities before being displayed.

V. The use of chalk on all university grounds is strictly prohibited.

W. Stakes are prohibited from being placed on/in university grounds.

X. Parading, or the use of vehicles (moving or stagnant) that may impede the flow of traffic on any area of the campus, is prohibited.

Y. Campaigning in any manner, is strictly prohibited in Lee Hall and the SGA section of the Student Union.

Z. No cups, paper, or any other materials may be used in the fences to act as campaigning for any candidate.

602.2 Voting

A. Each voting student must present a FAMU Student ID Card or a Picture ID to verify his/her status and identity.

B. Voter Roles must have two columns for signatures in addition to the student’s current information. These two columns must be placed within the same row of each student’s name. One column will be designated for the signature of the student voting during the general election and the second column will be designated for the signature of the student voting during the run-off election.

C. Each voting student must sign his/her name within the designated signature column for each specified Election Day.

D. All students shall be eligible to vote only once during each election.

E. Students shall vote according to their classifications as recorded by the University Registrar.

F. Exceptions may be made for:
   1. Students in their first year of enrollment at Florida Agricultural & Mechanical University wishing to vote for:
      a. Freshman Class positions in the Fall Elections.
      b. Sophomore Class positions in the Spring Elections.
   2. Students who have earned more credit hours than the maximum required for the classification in which they desire to vote must present a copy of the first page of his/her unofficial transcript at the time of voting. The Precinct Supervisor will verify that the voter’s date of entry into the university

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7 History: Revised by 36th Student Senate, SB06F-001
corresponds with that of all students in that classification.

3. Students wishing to vote for graduate positions shall be those students enrolled in a Florida A&M University Graduate Program and have declared graduate status through the university registrar.

G. The following locations shall be precincts:
   1. Grand Ballroom; Lobby
   2. Tucker Hall; Charles Winterwood Theater Lobby
   3. Dyson Pharmacy; Patio
   4. Engineering Building; Lobby
   5. School of Business and Industry; Bull and Bear Lounge
   6. New Pharmacy Building; Student Lounge
   7. College of Law; Lobby

H. Students enrolled in the following colleges and schools shall vote in the following precinct:
   Precinct 1: All Freshmen, School of Architecture, CESTA (College of Engineering Sciences, Technology and Agriculture)
   Precinct 2: College of Arts and Sciences and Education, School of Journalism and General Studies
   Precinct 3: School of Nursing, School of Allied Health
   Precinct 4: College of Engineering
   Precinct 5: School of Business and Industry
   Precinct 6: College of Pharmacy
   Precinct 7: College of Law; Lobby

GI. Opening and Closing of Polls,
   1. The polls shall be open at the voting precincts at 8:00 a.m., on the day of the election, and shall be kept open until 6:00 p.m., of the same day.
   2. If an emergency occurs, preventing any precinct from opening at the appropriate time, that precinct’s closing time shall be extended. The precinct shall be open for an additional amount of time equal to the amount of time its opening was delayed. In such case, the new closing time shall be calculated and posted no later than one hour after the precinct has opened.
   3. The electoral commissioners and staffers shall make public proclamation of the opening and closing of the polls. During the election and canvass of votes, the ballot box shall not be concealed.

Note: All Graduate Students will vote in the precinct for their respective majors

602.3 Write-in Candidacy

A. Write-in votes shall be legal in the election process
B. Write-in Candidates/Ticket must file a Declaration of Candidacy form with the Electoral Commission at least forty-eight (48) hours before the commencement of voting, with the understanding that they must adhere to the Election Code, just as any other Candidates/Tickets.
C. Any voter who writes in the name of a student who is not qualified to hold office shall have his/her vote disqualified for that office and that office only.

602.4 Balloting

A. Candidates shall be listed in alphabetical order, based on last name.
B. All ballots for primary elections shall have a space for write-in candidates.
C. All ballots containing only one candidate listed for any office shall have a space for "NONE OF THE ABOVE." (N.O.T.A.)
D. If N.O.T.A. wins, the race shall be disqualified and a Declaration of Candidacy shall be held.

E. The Electoral Commissioner shall post sample ballots for each classification on the Elections Bulletin Board prior to election day for voters’ reference. If no report is filed to the commission, stating any inaccuracy of information on the ballot, the ballot shall remain valid.

F. Ballots for freshmen shall be made available at every voting precinct. No student’s name shall appear on more than one voter roll in more than one precinct.

G. The precinct supervisors shall use the classification indicated on the voter roll unless the voter wishes to vote outside of his or her classification. (606.2 D)

602.5 Counting of Ballots

A. One (1) Member of the Executive Branch, one (1) Member of the Judicial Branch, (1) Member of the Student Senate Elections and Appointments Committee must be present as observers of the process only. The Electoral Commission (Commissioner, Deputy Commissioner and Precinct Supervisors; excluding volunteers), the Director of Student Activities or his/her designee and/or University Official must be present at the ballot counting, and are the only persons authorize to manage ballots. No other persons are allowed to be present at ballot counting if they do not represent any of the aforementioned stated parties which should not exceed 15 persons, excluding the Director of Student Activities or his/ her designee.

B. Disqualified ballots shall not be counted

C. No ballot shall be disqualified if the voter’s intentions are determined “legal” and “clear” by the Electoral Commissioner, one (1) member of the Student Senate Elections and Appointments Committee, and one (1) and one (1) member of the Judicial Branch.

D. Candidates/Tickets will be elected by a majority of the votes cast for that office.

E. If the difference of votes between two (2) candidates is ten (10) or fewer, the ballots shall be recounted by hand.

F. If ballots are not to be counted, immediately following their collection, they shall be locked and sealed in the presence of the Electoral Commissioner one (1) member of the Student Senate Elections and Appointments Committee, and one (1) member of the Judicial Branch.

G. Candidates for the Senate will be elected according to the eight candidates who receive the highest amount of votes.

602.6 Absentee Balloting

A. Any student who is unable to be on campus on the day of any student election may submit a request for an absentee ballot to the Electoral Commissioner. The Electoral Commission must receive a written request no later than ten (10) business days prior to the day of elections. A copy of the student’s identification and verification of enrollment must accompany the written request to the Electoral Commission. The Electoral Commissioner shall mail all absentee ballots no later than five days preceding the election. All ballots must be received by the Electoral Commission no later than 6:00 p.m. the day preceding the election. The ballots shall be placed in the custody of the Electoral Commissioner or his/her designee who shall place them in a safe until the counting of the ballots on Election Day. A member of Elections & Appointments committee and the Judicial Branch must be present when the absentee ballots are placed in the safe. The ballot shall be opened and counted at the time of counting regular election ballots. Before the absentee ballot is counted, the accompanying photocopy of university identification shall be used as a means of verifying the student's enrollment status and to prevent duplication of voting. Any appeal must list reasons for appealing the decision of the Electoral Commission.
B. Voting absentee ballots in person.
Any qualified and registered voter may pick up and vote by absentee ballot in person at the office of, and under the supervision of the Electoral Commissioner or his/her designee. Before receiving the ballot, the voter must present current and valid picture identification. If the voter fails to furnish the required identification, he/she shall not be provided an absentee ballot. The ballots shall be placed into a sealed envelope by the voter, handed directly to the Electoral Commissioner or his/her designee and stored in a safe until the counting of the ballots.

602.7 Ballot Accountability
A. To ensure the safety of ballots, each ballot shall have an identification number printed on its front. The identification number shall begin with a letter representing the class (F=Freshman, S=Sophomore, J=Junior, S=Senior, G=Graduate, L=Law) and also numbered consecutively starting from the number (1) one to provide for the easy tracking of the ballots. Each class of ballots shall begin their numbering with the number (1) one. If all ballots are not properly accounted for the vote count cannot stand as the final tally of votes. The vote shall not be considered final until all ballots are collected and accounted for.
B. If a machine is inoperative, the students shall be allowed to immediately insert their ballot into the side panel of the machine. Under no circumstance should ballots be handed to an Electoral Commission member or volunteer.

602.8 Ballot Transferability
A. Ballot Transfer forms must be completed if a transfer of ballots from one precinct to another is necessary. The form must be constructed by the Electoral Commission and must include the identification numbers of the ballots being transferred, what precinct they are being transferred from and to, who is transferring and transporting them, and the reasoning of them being transferred.

602.9 Withdrawing Candidacy
A. Students may rescind their candidacy declarations at any time before the end of the Declaration of Candidacy.
B. Withdrawing from a race after the end of Declaration of Candidacy will require a statement signed by the candidate or all members of a ticket.
C. Candidates/Tickets may file withdraws at any time during the Election Schedule.
D. Candidates/Tickets may not re-enter a race once they withdraw. However, candidates/tickets that withdraw from one race are still eligible to enter another as a write-in.
E. Candidates/Tickets that withdraw before the printing of ballots shall be removed from the ballot.
F. Notice of withdrawals occurring after the printing of ballots must be displayed by the Electoral Commission at each precinct on Election Day.

Chapter 603 Violations
A. All candidates must sign a statement explaining that they are aware that they are liable to be penalized for violating the Student Government Election Codes.
B. The Electoral Commission shall create a point system where points are levied to a candidate/ticket for violating various Election Codes. The amount of points amassed per each violation shall correlate directly to the severity of that violation. The Electoral Commission shall also set a limit, specifying the maximum amount of points that each candidate/ticket can accumulate. Once that limit is met or surpassed, the candidate/ticket is disqualified.
C. The point system, including the maximum point limit, must be approved by the Student Senate with 2/3 of all those present and voting in order to go into effect.

D. The Electoral Commission shall meet and determine whether an actual candidate/ticket violated the election codes. If the candidate/ticket is found responsible for committing the violation, the Electoral Commission shall assess the corresponding amount of points.

E. Points must be assessed and posted by the Electoral Commission within twenty-four (24) hours after they have charged a candidate with a violation. The Electoral Commissioner shall post the points on the election bulletin board.

F. Points for violating the election codes can be assessed at any time during the campaign season (from the time the candidate/tickets declares candidacy to the time that the election results are announced).

G. Everyday of the election, the Electoral Commissioner must post a signed and dated list detailing all candidates/tickets and the amount of points they have accumulated throughout the election.

H. In the event that ticket/candidate is disqualified, the Electoral Commissioner must send a memorandum to the Student Supreme Court and the Elections and Appointments Committee Chairperson within twenty-four (24) hours, detailing why the candidate/ticket was disqualified. The memorandum must include a list of violations, the points assessed for each violation, and the total amount of points accumulated by the candidate/ticket.

Chapter 604 Contestment/Appeals

A. Any contestment/appeal of a campaign, Electoral Commission decision, or an election by a Candidate/Ticket shall be submitted in the form of a typewritten letter and signed in ink. This letter of contest shall be hand-delivered to the SGA Solicitor General no later than 24 hours following the public posting of Election Results. The Solicitor General shall notify the Chief Justice within two (2) school days.

B. Any appeal must list reasons for appealing the decision of the Electoral Commission or list charges or violations purportedly committed by a Candidate/Ticket or Electoral Commission.

C. Upon receiving the appeal, the Supreme Court shall determine within ten business days the type of appeal and course-of-action available as specified below:

1. Candidates/Tickets Appealing an Electoral Commission Decision: The Supreme Court shall determine whether the Election Commission's decision was incorrect, procedurally or substantively. It may uphold, overturn, or change the Electoral Commission's decision.

2. Contempt based on Electoral Commission Members Violating Election Code: The Supreme Court shall determine if the Electoral Commission Member(s) violated statute, and, if so; did this affect the election results? If this is the case then the Supreme Court may call for a New Election and/or may require that the Electoral Commission member(s) receive no salary, based on the dismissal clause of the OPS contract.

3. Contempt based on Candidates/Tickets Violating Election Code: The Supreme Court shall determine whether the Candidate/ticket committed no violation, a minor violation, or a major violation. The Supreme Court shall disqualify the Candidate/Ticket, and call for a Special Election if the Candidate/Ticket has committed a major violation of the Election Code. If it finds that a Candidate/Ticket committed a minor violation, it shall assess the Candidate/Ticket between one and thirty points for each violation.

D. The Electoral Commission shall have all the rights and privileges of students, as outlined in the System of Student Body Statutes.

E. All decisions made by the Electoral Commissioner or the Supreme Court for candidates shall be posted by the Electoral Commission on the Election Bulletin Board immediately.
F. If someone feels the Supreme Court has violated his/her rights to a fair hearing or due process, he/she may appeal to the proper appellate or administrative entity.

G. A New or Special Election will be held at least five (5) business days following the end of the adjudication process.

Chapter 605  Other Elections

605.1 Special Election

Special Election will occur only if the winning Candidate/ Ticket are disqualified. Only qualified Candidates/Tickets who ran in the Primary Election, including Write-in Candidates/Tickets, will be placed on the Election Ballot. There will be no new Write-in Candidates/Tickets for Special Elections.

605.2 New Election

New Election shall occur if the Race is "Invalidated" by the Supreme Court. Only qualified Candidates/Tickets who ran in the Primary Election, including Write-in Candidates/Tickets will be placed on the new Election Ballot. Write-in candidates/tickets from the primary election shall also run as write-in candidates in the new election.

Chapter 606  Referendums and Petitions

A. The Electoral Commissioner shall conduct referendums and petitions at the request of the Student Senate.

B. The official ballot for a referendum or petition shall include space for the voter to indicate approval or disapproval.

C. Complete copies of the subject of referendums or petitions shall be made available at the polling places.

D. The official ballot for a referendum or petition shall include an explanation of the significance of selecting each option written by the Judicial and Rules Committee of the Student Senate. The explanation(s) must be ruled “fair and not leading” by majority vote of the Supreme Court during Dead Days.

E. All referendums must be received by the Electoral Commission at least 10 business days prior to election.

Chapter 607  Definitions

A. **Active Campaigning** - Any verbal or visual advertising or distribution of information for a Candidate/Ticket for an Elective Office of the Student body.

B. **Authorized by Candidate** - Candidate's written or verbal approval.

C. **Authorized Campaign Materials** - Any publicity approved by the Electoral Commission which contributes to a Candidate’s campaign

D. **Bribery** - a gift, not necessarily of pecuniary value, bestowed to influence the conduct of the receiver

E. **Contribution** - Any service, goods, or sum of money donated to the Candidate with the intent of promoting or aiding the Candidate in his/her Campaign.

F. **Dead Days** - the period following Declaration of Candidacy for the purpose of verifying candidates’ eligibility and preparing election materials. Campaigning is prohibited during this period.

G. **Declaration of Candidacy** - the official act of expressing an intent to pursue an elective office


I. **Major Violation** - any violation that affects the outcome of an Election; repeated or multitude of Minor Violations, or repeated blatant disregard of the Election Codes.

J. **Minor Violation** - Any violation that does not affect the outcome of an
Election.
K. Semesters - The academic semesters (Fall and Spring) excluding the summer sessions.
L. Majority Vote - Fifty percent of total votes, plus one (1).
M. Single Seat Race – a position that can be won and held only by one ticket.
N. Multiple seat Race – positions that can be won and held by more than one ticket.
O. Pecuniary - monetary; relating to money; financial consisting of money or that which can be valued in money.
P. Week - any calendar week containing at least three (3) school days.
Q. Multitude of Minor Violations - at least three (3) offenses not arising from the same action or event and each of which must occur after at least one (1) proper formal sanction or warning by the Electoral Commissioner of the same kind of offense.

Chapter 608 Qualifications for Office

608.1 Qualifications

A. The following are requirements to declare for and to hold elected office:
   1. The SGA President and Vice-President, and Mr. and Miss Florida Agricultural & Mechanical University must have a minimum cumulative grade point average of 2.8.
   2. A minimum cumulative grade point average of 2.5 for all other elected offices.
   3. Must not have had any major judgments rendered against them by the Student Supreme Court or by any Administrative Hearing Panel or Academic Panel.
   4. Shall not have any civil or criminal convictions against them.
   5. Class Presidents, Class Vice-Presidents and Attendants must be of the relevant class standing by the first day of the Fall semester of their prospective term.
   6. The SGA President, Miss and Mr. Florida Agricultural & Mechanical University must be of at least junior standing by the first day of the Fall semester of his/her prospective term.
   7. The SGA Vice-President, King and Queen of Orange and Green, and Electoral Commissioner must be of at least sophomore status by the first day of the Fall semester of his/her prospective term.
   8. Must be enrolled as full-time students at Florida Agricultural & Mechanical University.
   9. Once a candidate has declared candidacy under a certain classification that student, may not be eligible for appointed positions of another class standing.

608.2 Eligibility

A. Class standing shall normally be based on classification as recorded with the University Registrar’s Office:
   1. Freshmen are those students with the 29 hours or less, or first-time-in-college students.
   2. Sophomores have 30-59 credit hours, Juniors have 60-89 credit hours, and Seniors are those students having 90 or more credit hours.
   3. Graduate students are those students who are enrolled in and have declared graduate status Florida Agricultural and Mechanical University Graduate Program through the university registrar.

B. Certain specific expectations may be more for students in regards to a particular class standing:
   1. Freshmen with hours from International Baccalaureate or Advance
Placement Exams, Dual Enrollment Programs, or other hours that would cause them to have more than 29 hours at the time of Declaration of Candidacy shall be allowed to run for a Freshmen Class office.

2. Non-Freshmen who have (or will have upon time of assuming office) hours above the maximum for their class standing may use alternate qualifications for class standing:
   a. Sophomores are students in their second year of enrollment
   b. Juniors are students in their third year of enrollment.
   c. Seniors are students in their fourth year of enrollment.
   d. Graduate students are student enrolled in a FAMU Graduate Program.

C. Students who feel they should be included in a particular class, but do not meet the requirements stated in points A or B of this section may request an eligibility hearing before a panel consisting of the Electoral Commissioner and Deputy Electoral Commissioner, three (3) members of the Elections and Appointments Committee of the Student Senate, and two (2) member of the Student Supreme Court.
   1. Any request must be submitted to the Electoral Commission no later than the end of the Declaration of Candidacy period.
   2. All hearings must take place before the end of the Dead Days period.
   3. The student requesting eligibility is responsible for providing all evidence that may help him/her establish his/her claim.
   4. Five (5) members must be present to hold a hearing.
   5. A majority decision of the members present is needed to establish eligibility.

D. No student may run for a particular class specific office more than once.

**TITLE VIII  FINANCE CODE**

**Chapter 700  Introduction**

700.1 The Student Government Association (SGA) administers the allocation of Activity and Service (A&S) Fees at Florida A&M University. A&S Fees are authorized under Sections 1001.74(11) and 1009.24, Florida Statutes (See Appendix A). The university collects A&S Fees as a component of tuition in the amount recommended annually by the Activity and Service Fee Committee (ASFC), with one-half of the members being students selected by the SGA President. The remainder of the committee shall be appointed by the University President, and final approval by the Florida A&M University Board of Trustees (F.S. 1009.2410A)

700.2 Section 1009.24(9), Florida Statutes establishes the use of A&S Fees as follows:

“The student activity and service fees shall be expended for lawful purposes to benefit the student body in general. This shall include, but shall not be limited to, student publications and grants to duly recognized student organizations, the membership of which is open to all students at the university without regard to race, sex, or religion. The fund may not benefit activities for which an admission fee is charged to students, except for Student Government Association sponsored concerts. ”

“The allocation and expenditure of the fund shall be determined by the Student Government Association of the university. Unexpended funds and undisbursed funds remaining at the end of a fiscal year shall be carried over and remain in the student activity and service fund and be available for allocation and expenditure during the next fiscal year.”

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8 History: Revised by 36th Student Senate, SB06F-003
Section 1009.24(9)(b), Florida Statutes establishes that the President of the university has final veto authority over all Activity and Service fees. The statute provides that the President may veto any line item or portion thereof within the budget. All unexpended A&S funds are subject to similar, final university presidential authority.

Chapter 701 Purpose and Scope

701.1 Title VIII, the Finance Code, defines the financial policies established by the SGA to outline responsibilities, provisions, and penalties related to the use of A&S Fees at Florida A&M University.

701.2 The Finance Code is applicable to the SGA and to all student organizations, university departments, and other entities that are funded by A&S Fees.

701.3 The Finance Code governs the budgets, transfers, and expenditures of A&S Fees allocated by the SGA Senate to the SGA and to all certified student organizations, university departments, and other activities.

Chapter 702 Authority

702.1 The allocation and expenditure of student A&S Fees shall be determined by the SGA Senate under the applicable provisions of the laws of the State of Florida, the rules of the Board of Trustees, and the provisions of this Finance Code.

702.2 The Senate Organization and Finance Committee (OFC) is responsible for supervision, review, and periodic updates of the policies expressed in the Finance Code.

702.3 The SGA Comptroller shall review and monitor the A&S accounts to determine compliance with the policies outlined in the Finance Code and shall make monthly reports to the Student Senate and Student Body President.

702.4 The use of A&S Fees shall be governed by the Student Body Constitution and System of Student Body Statutes, and where applicable, the laws of the state of Florida and of the United States of America.

702.5 University President Veto Authority

A. The University President has the final veto authority of the use of A&S fees. The University President has delegated authority and accountability to the Vice President of Student Affairs as his/her representative in the administration and management of A&S Fees.

B. It shall be the responsibility of the University President or his/her designee to evaluate the recommendations of allocations for all A&S Recipients, and all matters that deserve the attention of the University President.

C. If the University President has any vetoes, he/she shall state to SGA the veto’s rational with suggested alternatives for reallocation within 15 business days of initial receipt of the Annual Budget from SGA. If the University President takes no action within 15 business days, the recommended budget shall be deemed approved. If the University President takes action, SGA has 15 business days to present a new budget recommendation to the University President. If SGA does not provide a new budget recommendation to the University President within 15 business days, then the University President may reallocate the vetoed line items as authorized by law.

Chapter 703 Definitions
703.1 A&S Funded Organization refers to any student organization registered and certified by the Office of Student Activities or a university department, which may be funded partially or entirely by A&S Fees.

703.2 Fiscal Year refers to the fiscal year for A&S fees at Florida A&M University, which shall be from July 1 to June 30.

703.3 Annual Budget refers to the primary means of allocating A&S Fees to certified student organizations, university departments, and other activities. This process takes place during the spring semester and involves the SGA Senate’s allocation of funds for the next fiscal year from the projected collection of A&S Fees. The Annual Budget is a line-item budget.

703.4 Senate Unallocated Account refers to all additional revenues beyond the Annual Budget established by the SGA Senate and all unused and unencumbered funds from every A&S account, which shall be deposited into the A&S Unallocated Account at the end of each fiscal year.

703.5 Special Allocation Request refers to funds requested throughout the fiscal year for expenses not previously budgeted for. The funding source for special allocation requests is the A&S Unallocated Account. Special Allocation Requests shall be allocated through a Senate Appropriation Bill.

703.6 Budget Transfer refers to a transaction that moves allocated A&S funds from an original line item to another line item.

703.7 Just cause is defined as violations of the SGA Finance Code, University Regulations, and laws of the State of Florida.

Chapter 704 Prohibited Expenditures of Activities and Service Fees

The Student Government Association and all specific entities funded by Activity and Service Fees must follow the Florida A&M University Purchasing Rules and Procedures. Prohibited expenditures of Activity and Service fees are classified as follows:

1. Funding of Social Greek Letter organizations (Sororities and Fraternities) and their auxiliary (e.g. Sweethearts, Interest Clubs, etc.) organization; (Honor Societies that are represented by Greek lettering are not included.)
2. Funding of councils representing Greek organizations.
3. Direct or indirect financial support to a political candidate, political party, or political committee continuous existence as defined in Florida Statutes, Section 106.001.
4. Subsidize dues of any organizations.
5. Alcohol and any illegal substance
6. Use of Activity and Service Fees to raise funds, except for SGA sponsored concerts.
7. Booster Clubs or any fundraising entities.

Chapter 705 Responsibilities of All Funded Entities

Each entity funded by A&S Fees are responsible for:

1. Obtaining a copy of the Finance Code from SGA
2. Signing and submitting the “Statement of Understanding” (see Chapter 711) to SGA

* History: Revised by 36th Student Senate, SB07SP-002
3. Attending one of two mandatory training sessions scheduled by the Senate Organization and Finance Committee (OFC), either at the end of the spring semester or beginning of the fall semester.
4. Spending within their line-itemized budget allocations
5. Acting in compliance with the policies outlined in this Finance Code
6. Having two financial custodians, who will be responsible for reporting financial information to SGA.

Chapter 706

Allocation Procedure of A&S Fees

706.1 The SGA Senate has the authority to disburse A&S funds through:

A. The Annual Budget, which allocates the A&S budget for the subsequent fiscal year from projected A&S income.
B. Senate Appropriation Bill for a special allocation request, which allocates monies out of the A&S Unallocated Account throughout the fiscal year for:
   1. Expenses not previously budgeted for by A&S Funded Recipients
   2. Registered and certified student organizations/university departments who may not have submitted a request through the Annual Budget process or who may have been denied A&S funds through the Annual Budget process, as long as funds are available
      a. The student organization/university department cannot request funds for the same items if a previous request was made through the Annual Budget process and was denied funding
      b. Receiving funds in this matter shall not circumvent the entire Annual Budget process
      c. Student Organizations are limited to Special Allocation Requests once per semester. A&S Funded University Departments may submit additional Special Allocation Requests if it effects university operations.
      d. The Senate Organization and Finance Committee will be responsible for reviewing all Special Allocation Requests before Senate approval

706.2 No disbursement of A&S Fees may be made by any party without the approval of the SGA Senate.

706.3 Funding Eligibility

All student organizations seeking funding from A&S Fees must be registered with the Office of Student Activities as a certified organization. It is the student organization’s responsibility to re-register with the Office of Student Activities annually.

All university departments or non-student organizations seeking funding from A&S Fees must provide a detailed itemization of its operating budget that identifies all funding sources and their respective funding amounts for the current and subsequent fiscal year.

When reviewing budget requests, the A&S Budget Committee (ASBC) and SGA Senate will consider criteria that judges, among other things: the effect of proposed events on the entire student body, the lifespan and prior participation of the requestor in student and campus life, the number of students within the requestor’s entity, fundraising capabilities, and the nature of the request itself.

In addition, the applicant must have:
   1. Functioned as an organization registered with the Office of Student Activities or university department for one academic year
2. Identified two financial custodians, with at least one being a student
3. Not have had any judicial decision rendered against it or been suspended by any campus official in the past two years
4. Exhibited a continuity of programming

706.4 Annual Budget Process

The Annual Budget is the primary means of allocating A&S Fees to certified student organizations, university departments, and other activities. This process takes place during the spring semester and involves the SGA Senate’s allocation of funds for the next fiscal year.

706.5 The University Budget Director will determine in collaboration with the Vice President of Student Affairs the projected enrollment and projected collections and will estimate the amount of A&S Fees to be available during the following year.

706.6 Budget Request Preparation

A. Completed Annual Budget Applications should represent the organization’s budget needs for the next fiscal year as accurately as possible.
B. Annual Budget Applications will be provided by the A&S Budget Committee (ASBC)
   A. The deadline for submission of the Annual Budget Application is in the spring semester. This deadline shall be advertised at least 30 days in advance in a campus-wide publication, such as The Famuan and through email.
   B. Budget requests submitted after the deadline will not be accepted.

706.7 Budget Process

A. A&S Budget Committee (ASBC) Governance

   An Internal Rules of Procedure, to be approved by a majority of the SGA Senate, present and voting, shall govern the ASBC.

B. A&S Budget Committee (ASBC) shall be comprised of:
   1. The Organization and Finance Committee Chairperson, who will chair the ASBC
   2. The A&S Liaison, who will serve as the vice-chair of the ASBC
   3. The SGA Comptroller, who will serve as the recording secretary of the ASBC
   4. Five (5) student senators, with one from each academic class, appointed by the Senate President.
   5. Five (5) students at large, with one from each academic class, who shall be subject to Senate approval, appointed by the respective class presidents.

C. Budget Hearings

   After submitting the Annual Budget Application, the organization will receive notice of their mandatory hearing with the ASBC at least three (3) business days prior. For student organizations, notice of budget hearings shall be given by the ASBC to the respective President and Advisor via the contact information provided on the Annual Budget Application. For university departments, notice of budget hearings shall be given by the ASBC to the respective Department Chair and Dean via the contact information provided on the Annual Budget Application.

A. Devising the Budget
The ASBC shall make necessary amendments to the individual budget applications/requests and line itemize all budgets to restrict spending to the original requested expense.

B. Approving the Budget
   1. The ASBC shall present the Annual Budget to the SGA Senate on or before the last week of March. The SGA Senate shall review, amend if necessary, and approve the Annual Budget.
   2. Upon approval by the majority two-thirds (2/3) vote of the SGA Senate present and voting, the Annual Budget requires the approval and signature of the Student Body President. The Student Body President has line-item veto authority. Any vetoes must be submitted to the Student Senate within seven (7) business days. A line-item veto may be overturned by the SGA Senate by a two-thirds (2/3) vote.
   3. The Annual Budget approved by the SGA must be presented to the University President, who has final veto authority over any line item or portion thereof within the budget.

The allocations approved in the Annual Budget will be available at the start of the subsequent fiscal year on July 1.

706.8 Timeline for the Annual Budget Process (subject to change upon approval by the Student Senate with a two-thirds (2/3) vote.)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Budget Applications are distributed</td>
<td>First Week of November</td>
</tr>
<tr>
<td>Deadline for Annual Budget Applications</td>
<td>Second Week of January</td>
</tr>
<tr>
<td>Budget Hearings, the ASBC prepares the Annual Budget</td>
<td>Third Week of January thru Last Week of February</td>
</tr>
<tr>
<td>ASBC presents the Annual Budget to the Senate on or before the second week of March</td>
<td>Second Week of March</td>
</tr>
<tr>
<td>SGA Senate approves the Annual Budget on or before the Last week of March. The Annual Budget then requires the approval of the Student Body President.</td>
<td>Third Week of March</td>
</tr>
<tr>
<td>The allocated funds will be available at the beginning of the fiscal year on July 1.</td>
<td>July 1</td>
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</table>

Chapter 707 Guidelines for the A&S Budget Committee

707.1 The A&S Budget Committee shall have been appointed by the end of the tenth week of every Fall Semester by two-thirds (2/3) vote of the Student Senate.

707.2 The University Comptroller shall estimate A&S Fees that will be available during the following fiscal year, on projected enrollment for that upcoming fiscal year.

707.3 During the Fall Semester, the Committee shall establish, confirm, or revise the short-range goals and priorities for the use of Activity and Service Fee allocation.
The ASBC may require any information pertaining to Activity and Service Fees funds from the various A&S Funded Organizations, including all sources and amounts of outside income. The Board may require the SGA President or Senate President to provide for surveys of student opinions and desires for the Activity and Service Fee allocation.

The finished Board guidelines, along with the standard budget application forms, instructions and the year’s budgeting schedule, shall be distributed at an advisory meeting held by the Board in December of the Fall Semester to all identified A&S Agencies requesting A&S Fee Funds.

Chapter 708 Non-consideration of A&S Fee Budget Request

708.1 The ASBC may, with just cause, decide not to consider the budget of any agency, club, or organization

708.2 A decision of non-consideration made by the ASBC may be overturned by a majority vote of the SGA Senate.

Chapter 709 Clubs & Organizations Fund Special Allocation Procedure

709.1 All clubs and organizations must submit a complete typed detailed budget request to the SGA Senate Organization Finance Committee (OFC) in the term in which funding is being requested. The request must be submitted seven weeks prior to the day money is required. If the application is not received in a timely manner, funds cannot be guaranteed at the requested time and approval will be left to the discretion of the SGA Senate OFC.

709.2 The OFC shall recommend all allocations to the SGA Senate. All requests shall be allocated with at least two thirds (2/3) vote of a quorum of the Senate.

709.3 If, upon the approval of a request by a least a two-thirds (2/3) vote of the SGA Senate, there is a need to add, delete, or modify information essential to the distribution process, the small club or organization shall be required to adhere to the following:

1. Any changes that are financially pertinent regarding the distribution of A&S Funds to small clubs and organizations must be relayed to an OFC member not to exceed fourteen (14) days to the appropriation of funds.
2. Any changes that are non-financially pertinent regarding the distribution of A&S Funds to small clubs and organizations must be relayed to an OFC member not to exceed fourteen (14) days to the appropriation of funds.

Failure to uphold the above requirements shall result in the immediate cancellation of A&S Funds, as well as the termination of any work and effort made towards the completion of the distribution process.

Chapter 710 Request of A&S Entities

710.1 All A&S Agencies are requested to submit a report each month which shall include, but not be limited to, the following:

1. The name of the agency
2. The email addresses and phone contact information for the Advisor and President.\(^\text{10}\)
3. Purpose of agency

\(^{10}\) History: Revised by 35th Student Senate, SB05F-001
4. Activities for the current month, fulfilled goals for the current month, future goals and upcoming events, and areas for improvement

5. The agency’s account number and all expenditures for the current month

710.2 The report shall be used in performing the annual evaluation of A&S Agencies during interviews for Annual Budget funding by the ASBC. Failure to submit the monthly reports, with the appropriate financial information, by the specified dates shall be considered in the A&S budgeting process.

710.3 The format of the report shall be established and readily made available to A&S Agencies by the A&S Liaison by the first week of the Fall Semester.

710.4 The report shall be submitted to both the SGA Comptroller and the A&S Liaison the first Monday of each month, except on holidays, where reports shall be submitted on the Wednesday of that week. Reports shall be kept in a locked file, which shall be available to browse upon request.  

710.5 The A&S Liaison shall send correspondence to A&S Agencies each month, requesting this report, and shall stress the possible impact of the report on their budget for the next school year.

Chapter 711 Special requirements of A&S Agencies, Small Clubs and other entities that receive A&S funding.

711.1 Student Organizations must keep an accurate, and up to date membership roster and provide this information to Student Government upon request.

711.2 Upon the allocation of A&S funds, the president or financial custodian shall be required to sign the following statement of understanding:

_Statement of Understanding_

_The Understanding herein designated as (Name of Organization) fully understands the Student Government Finance Code which applies to all A&S Fees allocated through the SGA Senate, and that the undersigned will adhere to all procedures for expending said funds; and further that the undersigned understands that any violations of this said Finance Code will be prosecuted to the full extent of the law Refer to Chapter 720_

711.3 All agencies, organizations, clubs, and other entities receiving A&S funds must credit said funding, regardless of the proportion or amount, in any and all brochures, pamphlets, programs, posters, mailings, tickets to events, and advertisements by the inclusion of the Student Government Association logo and the following statement:

“(Name of department, club, or organization) is funded through the Activities and Service Fees, as allocated by the Student Government Association of Florida Agricultural and Mechanical University.”

Disregard for this requirement can be considered sufficient cause to freeze present funds and/or deny further funding.

Chapter 712 SGA Reserves Account

11 History: Revised by 35th Student Senate, SB05F-001
712.1 The SGA Reserves Account shall be established to hold Funds used for emergencies and contingencies when funding is necessary to further operation of the entity, and all other funds are unavailable or have been exhausted.

712.2 Any request for funding out of the SGA reserves account must be submitted in writing with an itemization of the proposed expenses and a justification to the Senate President 48 hours before it is entertained on the Senate Floor.

712.3 In order for SGA to open the Senate Floor to a motion that would involve an appropriation from SGA Reserves, two thirds (2/3) of the entire Student Senate must approve by a vote of all SGA Senate present and voting.

712.4 Once the Senate Floor is opened to the issue the allocation may be approved by a two-thirds vote of all SGA Senate present and voting.

Chapter 713 Financial Control

713.1 All entities receiving A&S Fee funding shall be subject to audit by the Student Government Association, at any time.

713.2 The SGA Senate may, with just cause, request an audit by majority vote on any agency, club, or organization receiving A&S Fee funds. Once requested, an audit committee shall be created and consist of the SGA Comptroller, who shall chair the committee, the A&S Liaison, who shall be the vice-chair of the committee, and one member of each Senate standing committee. These senators shall be considered members of the audit committee for the duration of the audit. The audit shall not exceed two-weeks. If additional time is needed, the new time limit must be approved by two-thirds (2/3) of the Senate.

713.3 Property purchased through Activity and Service Fee funding is the property of the State of Florida, as administered by the Student Government of Florida Agricultural and Mechanical University, and as such is subject to periodic inventory. Repeated loss or theft can be sufficient cause to deny further funding.

713.4 Any department funded by A&S Fees may transfer up to 5% from any budget area, such as General Expenses, Other Personal Services (OPS), and Operating Capital Outlay (OCO) by notifying the SGA Comptroller.

713.5 Any entity, except University departments, that wishes to transfer funds over 5% must submit a budget transfer request to the SGA Comptroller within ten (10) business days of said request. Upon recommendation of the SGA Comptroller, the transfer must be approved by a two-thirds (2/3) vote of the SGA Senate.

713.6 Senate Bills allocating money from Senate Unallocated/SGA Reserves or C&O Accounts must include:
   A. A detailed breakdown of all proposed expenditure
   B. The purpose of the proposed expenditures
   C. A date by which the allocations shall be expended or revert.

Chapter 714 Freezing of funds of A&S-funded agencies, clubs, and organizations

714.1 The SGA President may freeze the funds of an organization in violation of this Finance code, SGA Statutes or the intention of the allocation for a period not to exceed ten (10) business days. Two days prior to such freezing, the SGA President must notify in writing
the chief officer of the organization whose funds are being frozen and the Senate, giving
the reason for the action and the duration of the account freeze. Upon two-thirds (2/3)
vote of the SGA Senate, any action of the SGA President may be overturned.

**714.2**
The Senate, by majority vote, may freeze the funds of an organization for a period not to exceed ten (10) business days, upon finding said organization in violation of this Finance Code, the intent of the allocation or the SGA Statutes. The Senate President must notify in writing, two days prior to such freezing, the chief officer, and the SGA President, the reason for such action and the duration of the freeze. The SGA President may veto any action to freeze funds of an account. Upon two-thirds (2/3) vote of the Senate, any action of the SGA President may be overturned.

**714.3**
Following correction of the violation, the party initiating the freeze may rescind the freeze by written notice to the financial custodian of that organization.

**714.4**
If the cause for the freeze is not corrected by the end of the freeze period, the Senate with a two-thirds (2/3) vote may order the balance of the account to be placed into the Senate Unallocated Account.

**714.5**
Upon receipt of notice of sanction, the affected entity may appeal in writing within seventy-two (72) hours to the Dean of Students whose decision shall be final. The appeal must be based on substantive issues. The Dean of Students shall consider reason(s) for freezing of funds, and rule based on the entity’s compliance with the Finance Codes.

**Chapter 715  Budget Deficits**

**715.1**
Any A&S Entity that acquires a deficit in any budget category (Expense, OPS, or OCO) shall be placed on probation by the SGA President or by a majority vote of the SGA Senate. The probation shall terminate when said deficit is eliminated.

**715.2**
During the probation period the organization shall be required to eliminate the deficit.

**715.3**
Any organization that has not eliminated its deficit at the conclusion of the fiscal year will not be able to receive funds for the following year unless/until said deficit is eliminated.

**715.4**
Notice of probation and removal from probation shall be given in writing by the respective SGA President or Senate President.

**Chapter 716  Student Government Association (General Policies)**

**716.1**
All branches and members of the Student Government Association must adhere to this Finance Code.

**716.2**
Each branch of Student Government Association must have two (2) financial custodians.

**716.3**
All Student Government Officials summer contracts shall not exceed the amount designated during the previous spring semester, based on the contracts bi-weekly pay amount.

**716.4**
The Executive Branch of Student Government Association exercises financial control over the following accounts:
1. Student Government Association Executive Branch
2. Special Projects

716.5 The SGA Senate exercises financial control over the following accounts:

1. Student Senate Allocation
2. Student Senate Unallocated/SGA Reserves
3. Small Clubs and Organizations

716.6 The Judicial Branch shall exercise financial control over the Judicial Branch account.

Chapter 717 Senate Allocated/Unallocated Account

A Senate Allocated account shall be established to handle all administrative and operating expenses of the SGA Senate.

A Senate Unallocated account shall be established to hold unallocated and unexpended cash.

All monies swept from the individual A&S accounts on June 30 (end of the fiscal year), shall be deposited into the Senate Unallocated Account.

Chapter 718 SGA Joint Operations

718.1 An SGA Joint Operations account shall be established to fund all those expenses jointly shared by Executive, Legislative, and Judicial Branches of Student Government. These shall include:

1. All salaried non-student employees approved by two-thirds (2/3) vote of the Student Senate.
2. Office Supplies
3. Office Equipment and Machinery
4. Office Furniture
5. Maintenance of all of the above
6. All expenditures for the line item “General Entertainment” must be jointly approved/signed by the current Student Body President and the Senate President.

718.2 Approval of requisitions from this account shall be constituted upon the signature of the Dean of Students and at least one of the three branch heads.

Chapter 719 Vacancies in Student Government

The Legislative, Executive, and Judicial Branches of the Florida A&M University Student Government Association shall be required to fill all funded vacancies according to the governing documents of the Student Government Association. The funds of all unfilled vacancies shall be transferred to the Senate Unallocated account.

Chapter 720 Sanctions for A&S Funded Entities

720.1 The ability to freeze funds of any A&S funded Entity, except University Departments, as outlined in Chapter 714 of the Student Body Statutes will be defined through the following sanctions; that can be recommended to the Student Senate after an audit has been conducted (unless otherwise stated by said sanction) of A&S Entity; to be enacted upon 2/3 vote of the Student Senate:
A. Warning: notice that continuation of specified conduct may be cause for disciplinary action; issued by Organization and Finance Committee (OFC)
B. Censure: written reprimand, which shall remain in organization’s file for a time period not to exceed two years.
C. Probation: allows entity to remain A&S funded, however, presented before Student Senate, not to exceed fifteen (15) working days. The Student Senate Organization and Finance (OFC) chair and/or Comptroller can enact probation with Senate President’s approval.
D. Interim Suspension – allows entity to remain A&S funded, however, each expense must be approved by a two-thirds (2/3) vote of the Student Senate, which may delegate authority to Organization and Finance Committee (OFC); no to exceed one (1) academic year.
E. Suspension – activity and Service funded entity is cited for misuse of funds, entity is excluded from participation and privileges of Activity and Service funding, not to exceed one (1) academic year.

720.1 Maximum and Minimum A&S Entity Sanctions
1. The maximum penalty that may be imposed by the Student Senate shall be suspension
2. The minimum penalty for an offense shall be a warning
3. Any sanction can be appealed to the Dean of Students, who can deliberate or refer to the Student Judicial System. (Student Body Statute 714.5)
4. Any sanction can be removed by two-third (2/3) vote of the Student Senate

Chapter 721 Miscellaneous
The authority and responsibility of SGA Senate to determine the allocation and expenditure of A&S funds does not:
1. Convey authority to enter into contractual agreements not heretofore authorized
2. Convey authority to hire, supervise, or terminate personnel of the A&S Fee funded organization
3. Convey authority to make operational decisions of the A&S Fee funded organization
4. Convey authority in any way to deviate from laws, regulations, and procedures pertaining to budgeting, allocation and/or expenditure of public funds of the State of Florida

TITLE IX H. Manning Efferson Campus Activities Board (CAB)

Chapter 800 The name of this organization shall be the H. Manning Efferson Campus Activities Board (CAB)

Chapter 801 Purpose
A. To formulate and execute policies relative to the social, recreational, and educational programs of the Union.
B. To provide for wholesome leisure through programs and activities.
C. To establish and assist the Union Staff in enforcing regulations governing the use of the Union.
D. To establish means through which the student body can actively participate in the formation of policies in the Union.
E. To submit a proposed budget for the Union to the proper Activity and Service (A&S) Committees.
F. To assist the Student Activities Director and his/her staff in the upkeep of the Union.
G. To provide financial support for programs and functions taking place in the Union when necessary and proper.
H. To ensure that the use of Union facilities is available to all students and student activities without regard to political, social, ethnic, or economical standing.

Chapter 802 Membership

A. Membership of the H. Manning Efferson Campus Activities Board shall consist of the following:
   1. President of each academic class
   2. Vice-President of each academic class
   3. Director of Student Activities

802.1 Qualification of Members
1. The Chairperson shall be elected by the current membership and student elects of the Campus Activities Board.
2. All members of the H. Manning Efferson Campus Activities Board must be in good standing with the University.
3. All student members must maintain a 2.5 minimal cumulative grade point average.

802.2 Methods of Election of Members
A. The Campus Activities Board Chairperson shall be elected from the current membership and new student elects of the Campus Activities Board three weeks after spring elections.
B. The Presidents and Vice-Presidents of each academic class shall be elected in school-wide elections.
C. All appointees must be students.
D. The term of membership shall be for one academic school year.

802.3 Duties of Members
A. Any member with two unexcused absences from a Campus Activities Board meeting during a semester is subject to removal from the board and/or impeachment. Each such case will be refereed by the Chairperson to the Student Senate for appropriate action.

Chapter 803 Officers

803.1 Officers of this body shall consist of a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, and Parliamentarian.

803.2 Qualifications for Office
A. The Chairperson shall be the Campus Activities Board Chair elect.
803.3 **Methods of Election**

A. The officers with the exception of the chairperson will be elected by the members of the board with a majority vote.

B. Elections for Vice-Chairperson and Parliamentarian shall take place in the first meeting in the fall semester in which at least six members are present.

C. A candidate for both the Secretary and Assistant Secretary must be presented by the Chairperson for the board’s approval at the first meeting. A majority vote is needed for approval.

803.4 **Tenure of Office**

The tenure of all officers of the board shall be one academic school year.

Chapter 804 **Duties of Executive Board Officers**

804.1 **Chairperson**

A. The Chairperson shall preside over all board meetings, call special meetings, coordinate events, coordinate activities of the board,

B. Administer the responsibilities of the committees,

C. Serve as the Student accounting officer for The Board, and as

D. Liaison officer between the Campus Activities Board Director of Student Activities, University Administrators, Student Government Association, other Organizations, and the entire Student Body.

804.2 **Vice-Chairperson**

The Vice-Chairperson shall assist the Chairperson, serve as ex-officio member on all committees, preside over meetings in the absence of the Chairperson, serve as committee coordinator, and be prepared to assume the duties and responsibilities of the Chairperson. The ex-officio shall have voting rights.

804.3 **Secretary**

The Secretary shall prepare and read the minutes during the meeting, provide each Board member and the Senate President with an agenda for each meeting 24 hours in advance of the meeting, keep permanent records of the organization on file, publish the Board Calendar, and count all votes and record results. Copies of these items must be kept on file in the Senate office.

804.4 **Assistant Secretary**

The Assistant Secretary shall serve as the Corresponding Secretary and Press Secretary, compile and keep on file all the minutes of the committee meetings, and assume duties of the Secretary in his/her absence.

804.5 **Parliamentarian**

The Parliamentarian shall keep the meetings in order by proper parliamentary procedures, via Robert’s Rules of Order and shall be responsible for meditations at the beginning of meetings and other activities.

804.6 **Advisor**

The Advisor of the H. Manning Efferson Campus Activities Board shall be the Director of Student Activities

Chapter 805 **Impeachment of Officers and Members**

805.1 All officers and member duly elected or appointed to carry out the functions of their respective offices are subject to removal from office. The procedure of removal shall be
All infractions of this Constitution or any governing document of the Student Government Association by any member of the Union Board are to be reported to the SGA President, Senate President, and Supreme Court Justice.

805.2 Resignation, Dismissals, and Withdrawals of Officers
A. All officers or member of the H. Manning Efferson Campus Activities Board may resign by way of a written statement at least 10 days preceding the effective date of resignation.
B. In the event of a resignation, withdrawal, or dismissal of an officer, the position shall be filled by the proper parliamentary procedures.

Chapter 806 Committees

806.1 Committees are open to any student enrolled at Florida A&M University. Persons seeking membership on any committee of the H. Manning Efferson Campus Activities Board must be enrolled at Florida A&M University and must complete an informational application for membership that is to be kept on file by the Chairperson. These memberships are also bound by this Constitution.

806.2 Composition
A. The Chairperson of the Union Board shall select Chairpersons of each committee from those members on the board at the first meeting in the Fall Semester in which six members are present.
B. All committees shall consist of at least two members of the Union Board. Committees are to consist of a reasonable number of people.
C. The Committee Vice-Chairperson shall be elected at the first meeting of the entire committee with at least two thirds present and voting.
D. Other officials shall be appointed by the committee chairpersons as needed.

806.3 Ad Hoc Committees
Ad Hoc Committees shall be appointed by the Chairperson as needed by the organization.

806.4 Standing Committees
The purpose of all Union Committees shall be to organize, develop, and promote programs relative to their respective areas. With the assistance of the Union Staff, they shall plan all phases of their committee involvement. The standing committees shall be:

A. Union Events and Entertainment Committee
   This committee shall plan, propose to the board, and implement programming in the Union. Such programming might include debate series, discussion groups, concerts, films, lectures, and other social functions.

B. Creative and Fine Arts Committee
   The Committee plays an important part in the development of a cultural program within the Union. Its responsibilities include the promotion of programs such as exhibits, recitals, lectures, and the Annual Fine Arts Festival during the spring.

C. Research and Evaluation Committee
   The purpose of this committee is to evaluate the total program which including: adherence to the finance code and drafting a preliminary budget

D. User Responsibility Committee
The purpose of this committee is to revise the internal rules and procedures of the Campus Activities Board and to make sure the Board adheres to the proposed documents during the year.

Chapter 807 Operations

807.1 Guidelines
Every year a set of regulations, as well as rules of procedure, pertaining to the operations of the Union Board shall be adopted by a majority vote of the Board. These regulations will include general policies of the Union, day-to-day activities and activities sponsored by outside sources. Any entity operating within the Union must obey these regulations. The board shall act any violation of these regulations on immediately. These guidelines may be amended throughout the year.

807.2 Student Concerns
It is the chief responsibility of this board to listen to concerns of students. All concerns about decisions of the Advisor and/or Chairperson may be referred to and addressed by the board. The board may send the issue for official review by the Senate with majority vote.

807.3 Limitations of Powers
A. In no way may this document, any other document, or decision of this body conflict with any state statutes, policies of the University as listed in the FANG, Student Government Constitution, Student Statutes and/or any of the decisions of the Student Supreme Court. The Student Supreme Court upon student complaint shall take up such violations.

B. Any decisions that are made that directly concern the Student Government Association’s Office Complex within the Union shall be approved by both the Student Government President and majority of the Senate in resolution form.

807.4 Calendar
The Secretary shall publish a detailed calendar of campus events in the Union once a month.

Chapter 808 Meetings

A. The H. Manning Efferson Campus Activities Board will meet the first Thursday of each month during the academic year at 5:00 p.m. This date is subject to change by the will of the Chairperson.

B. Special meetings may be called by the CAB Board Chairperson with twenty-four hour notice.

C. Committee meetings shall be held once a month or as the committee chairpersons deems necessary.

D. All meetings shall be open in accordance with State Statutes.

808.1 Voting
A. A quorum of the Board shall consist of one-half of the membership.

B. The Chairperson of the Board is only able to vote in case of a tie.

C. The Advisor shall never be able to vote.

D. All official members of the committees have the right to vote within the committee, when a division of the committee exists.

E. Only Board members are able to vote at Board meetings.

Chapter 809 Composition of Class Cabinets
809.1 Chief of Staff

The Chief of Staff shall:
A. To serve in an advisory capacity on the class cabinet
B. To be the liaison between the class President and Vice-President and cabinet
C. To coordinate all activities of the class

809.2 Chief Financial Officer

The Chief Financial Officer shall:
A. Assume responsibility for the funds of the Class,
B. Maintain the Class bookkeeping system and other financial records in an orderly and conscientious manner,
C. Under proper authorization, process all financial transactions for the Class,
D. Assume responsibility for the preparation of the Class budget and to present accounts preparations to the Board and/or Cabinet,
E. Serve as a financial liaison between the Executive Board and the Cabinet and be responsible for applying to the Senate for A&S funds,
F. Serve as purchasing agent for the Class.

809.3 Secretary of Communication

The Secretary shall:
A. Keep an accurate account of the minutes of every regular meeting,
B. Maintain current records of members, including their phone numbers and addresses;
C. Conduct all correspondence of the Cabinet and Class,
D. Be responsible for publicity
E. Make minutes available to the public within 48 hours of last meeting.

809.4 Chair of Committee

Committees shall be created at the discretion of the Class President and/or Class Cabinet Executive Board and outlined in their Internal Rules of Procedure.

The Chair shall:
A. Be appointed by the Class President and Vice-President
B. Coordinate efforts by the Class President and Vice-President
C. Executive planning and implementation of committee’s goal and/or purpose
D. Provide training and support to the committee members

TITLE X Official SGA Policies, Procedures, and Actions

Chapter 900 Student Government Vacancies

The following outlines the manner in which all vacancies in student government are to be filled.

A. The Legislative, Executive, and Judicial Branches of the Florida A&M University Student Government Association shall be required to administer campus-wide advertising with respect to their branches of any and all vacancies that exist in SGA within 10 business days following the occurrence of the vacancy.
B. The advertisement period must last at least 10 business days.
C. All appointment for any and all SGA vacancies not made by the newly elected SGA President should be forwarded to the Elections & Appointments Committee Chairperson 10 business days after the last day of the advertisement period.
D. All appointments made by the newly elected SGA President should be forwarded to the Elections & Appointments Committee Chairperson no later than 20 business days after the beginning of the fall semester.

Chapter 901  SGA Officer Accountability and Removal

901.1 The intent of this act is to comply with the revision of (F.S.1004.26), as mandated by the Florida Legislature, this act provides for the removal of office of any elected or appointed official. Any elected or appointed officer of the student government may be removed from office by majority vote of students participating in referendum of the Student Government official’s constituency.

901.2 Severability

Should the statutory requirement for the enactment of this chapter be repealed by the legislature or deemed unconstitutional by a court of competent jurisdiction, this entire section shall be null and void and withdrawn from student body law.

901.3 Definitions

As related to this document, the following definition will apply:
A. “Circulator” means an individual seeking to remove a SGA Officer from office and who solicits, supervises or other wise procures student signatures in support of a removal referendum of the affected officer.
B. “Constituency” means the people who are represented by a SGA officer and are eligible to vote for such an officer in general SGA elections. (A student body president’s constituency, for example, would include the entire student body while a student senator’s constituency would typically included students enrolled in a particular college or designated living area.)
C. “Constituent” means a registered student who is a member of a student government officer’s constituency.
D. “Felony” means an offense, as murder or burglary, of graver character than those called misdemeanors.
E. “Civilly Liable” A person is “civilly liable” for the purposes of the Act when a court of competent jurisdiction enters final judgment against him/her in a civil action.
F. “Entire seated membership” means the total number of member of the Student Senate, vacant seats notwithstanding, at the time that body takes action on an item before it. For example, if a Student Senate has eighty total seats, but only seventy are currently filled by senators, then the entire seated membership for that body at that time would be seventy.
G. “Ex post facto” means a law, act rule, or procedure passed after the occurrence of a fact or commission of an act, which retrospectively changes the legal consequences of relations of such fact or deed, See Black’s Law Dictionary.
H. “Incompetence” means the lack of ability, qualifications, or fitness to discharge a required duty.
I. “Removal referendum” means a ballot measure to put to a constituency affected. This shall be in the form of a petition, signed by a requisite number of constituents and in a form prescribed by student body law, that seeks to remove an elected or appointed student government official from office, solely on the grounds of malfeasance, misfeasance, incompetence, permanent inability of a felony.
J. “Registered student” means a person admitted to the University who is enrolled in at least one credit during the current academic term, is in good standing with the
University, and has paid their activity and service fees, or had their fees deferred by the University, for the current academic term.

K. “Student Government Association Officer” means any student holding an elected or appointed position in Florida A&M University Student Government. Such positions include, but are not limited to, the student body president, vice president, senators, members of the judicial branch, cabinet members, and all others elected or appointed officials who have control over any activity & service fees.

Chapter 902 Suspension from Office & Temporary Succession

Any SGA officer may be suspended from office if he or she is convicted of a felony notwithstanding any potential or pending appeal from said conviction by the Student Body president, or in case the affected officer is the Student Body President, by the Student Senate.

Chapter 903 Removal Referendum

Any registered student, or group of registered students, may petition for a removal referendum, to remove SGA officer from elected or appointed office, provided that the petitioning student(s) are constituents of the SGA officer to be removed from office.

Chapter 904 Removal Petition

A petition to recommend to Student Government the removal of any SGA officer must comply with the following:

A. A petition must be prepared naming the SGA officer sought to be recalled and containing a statement of grounds for removal in not more that 200 words limited solely to the grounds specified in sections 910.3 J. If more than one SGA officers is sought to be removed, a separate removal petition must be prepared for each SGA officer member sought to be removed.

B. Registered students who are constituents of the SGA officer and are making the charges contained in the statement of grounds for removal will be designated as the “committee.” A complete list of the members of the committee must accompany the petition. A specific person must be designated as chair of the committee to act for the committee.

C. The committee must determine initial interest in proceeding with the removal petition drive before the referendum process. The committee chair must submit conforming interest petitions to the Dean of Students equal to one-third of the total registered constituents at the time of the general election which elected the student government officers whose removal is sought. The removal petition shall contain the statement of grounds for removal specified in 910.621(A) and be accompanied by the names, original signature, addresses and student identification numbers (social security or otherwise).

1. Once the Dean had determined a sufficient number of valid electors exist to initiate petition drive, the Dean shall submit upon the student government officer whose removal is sought a copy of the petition and request that the officer prepare a defensive statement not to exceed 200 words. The student government officer shall have no more than five (5) days to draft the defensive statement and certify the same back to the Dean.

2. Once the Dean received the defensive statement or the five (5) days granted under subsection one (1) above expire without submission of a defensive statement, whichever is earlier, the Dean shall instruct the Electoral Commission to create the official removal from office petition. The official removal petition shall include:
   a. The removal statement and the defensive statement (if submitted), together on the same page in the same font and type size.
b. A separate line for each of the following for the elector’s information: printed name, student identification number (social security number or otherwise), permanent address and original signature of the elector.

c. A separate line for the circulator to affirm that the requirements of 910.621(E) were followed.

d. Each petition must contain a requisite number of spaces for ten (10) electors to provide their information and signatures.

3. Once created, the Electoral Commission shall forthwith deliver to the committee chair an official copy of the removal petition. Delivery of the petition to the committee chair shall be deemed the “filing date” under Florida statute 1004.26

4. Only the petition created by the Electoral Commission and true and correct copies of the same shall be deemed as official petitions.

D. The petition must be signed and completed by no less than one third of the total number of registered constituents at the time of the general election which elected or subsequently appointed the SGA officer whose removal is sought. All currently enrolled students in said constituency shall be entitled to sign a petition.

E. Each constituent signing an individual petition must sign his or her name in ink as it is registered with the University Registrar and must state on the petition his or her constituency, student identification number (social security or otherwise), local phone number and permanent address. Each petition must also contain an oath, to be executed thereof, verifying the fact that a circulator saw each constituent of the SGA officer’s constituency sign each individual petition, that each signature appearing thereon is the genuine signature of the constituent is purports to be, and the petitions were signed in the presence of a circulator on the date indicated.

F. The petition must be filed with the Dean of Students by the person designated as chair of the committee, and, when valid petitions meeting the requirements as well as paragraphs A through E above are followed, the Dean shall submit such petitions to the Electoral Commissioner who must, within a period of not more than 10 school days after the petitions are submitted to the Commissioner, determine whether the petitions contain the required number of valid signatures. The petitions cannot be amended after they are filed with the Dean.

G. If it is determined that the petitions do not contain the required signatures, the Electoral Commissioner shall inform the Student Body President and the Student Senate and file the petition without taking any further action, and the matter will be at an end. No additional petitions may be added, and the petitions must not be used in other proceedings.

H. Any student constituent who signed the original petition which was turned in to the Dean will have the right to demand in writing that his or her name be stricken from the petition. A written demand signed by the constituent must me filed with the Dean or Commissioner, and upon receipt of the demand, either must strike the name of the constituent form the petition and place his or her initials to the side of the signature stricken. However, no signature may be stricken after the Dean has delivered the signed copies of the “Petitions” and “Defense” to the Commissioner for counting.

Chapter 905

Resignation in Lieu of Referendum

If the SGA officer whose removal from office whose sought files, with the appropriate branch head, an official letter will be sent to the Electoral Commissioner verifying the resignation. A permanent successor will assume the vacated office as provided by the student body law, the permanent vacancy. If no provision for filling a permanent vacancy in such office is provided by student body law, the permanent vacancy will be filed by the appointment of the Student Body President with a 2/3 thirds approval of the Student Senate.
Chapter 906  Removal Referendum

906.1  In the absence of the resignation the Electoral Commissioner will fix a day for holding a referendum election for the removal of any affected SGA officer not resigning. Any such decision is held within 60 days of the filing of the petition.

906.2  The ballots at the recall election must conform to the following:

With respect to each person whose removal is sought, the question shall be submitted:

“Should _______ be removed from the office of _______ by recall?”

Immediately following each question there shall be printed on the ballots the two propositions in the order here set forth:

_______ (Name of SGA officer) should be removed from office.

_______ (Name of SGA officer) should not be removed from office.

906.3  Immediately to the side of each of the propositions will be places a square or line on which the electors, by making a cross mark (X), may vote either of the propositions. Voting machines or electronic or electro mechanical equipment which indicate each voter’s choice clearly and succinctly may also be used.

906.4  The Electoral Commission will submit a plan for conducting the removal referendum, following the same processes and procedures used for any regular SGA election as described in student body law and pursuant to this chapter, to the Student Senate for approval by resolution.

906.5  Following approval, the supervisor of elections will publicly announce the removal referendum and the details thereof.

906.6  Following the removal referendum held on the one day specified by the Electoral Commissioner, according to section 910.71 supra, and the plan submitted by the Electoral Commissioner and approved by the Student Senate, according to section 910.74 supra, the Electoral Commissioner will certify the results of the recall referendum to the officer sought to be recalled, the Student Body President, the Dean of Students, and the Senate post haste.

906.7  Following approval, the supervisor of the elections will publicly announce the removal referendum and details thereof.

906.8  Following the removal referendum held on the day specified by the Electoral Commissioner, the Electoral Commissioner will certify the results of the removal to the SGA official’s constituency. A majority of the votes is needed to remove an SGA officer from office.

Chapter 907  Offenses Relating to Petitions

907.1  No student will impersonate another, purposely write his or her name or constituency in the signing for removal or forge any name thereto, or sign any paper with the knowledge that he or she is not a constituent of the SGA officer whose removal from office is sought.
907.2 No expenditures for campaigning for or against an officer subject to removal referendum
will be made until the date on which the removal referendum is to be held is publicly
announced. Violations of this section will be considered as offenses against the SGA
Constitution and the Student Body Statues, violators will be penalized according to the
established SGA rules. No person will employ or pay another to accept employment or
payment for circulating a removal referendum petition.

Chapter 908 Applicability

908.1 This act shall not be ex post facto in its application. For the purposes of this act, the same
limitations applied to the state governments by Article I, Section 10 of the U.S.
Constitution, as well as the State of Florida specifically by Article I, Section 10 of the
Florida Constitution, shall apply to the Student Government Association.

908.2 This law shall be applicable in all elections occurring after July 1, 2002; thus, the first
officer who could be affected by this law will be those elected or appointed to office on
or after July 1, 2002, or elected or subsequently appointed by the Fall 20028 Student
Body Elections.

Title XI BYLAWS OF THE FLORIDA AGRICULTURAL AND MECHANICAL
UNIVERSITY ROYAL COURT

Chapter 1000 Name
Florida Agricultural and Mechanical University Royal Court

Chapter 1001 The Royal Court

1001.1 Composition
The Florida Agricultural and Mechanical University Royal Court shall be composed of
Mr. and Miss Florida Agricultural and Mechanical University, Senior, Junior,
Sophomore, Freshman, and Graduate Class Attendants, the King and Queen of Orange
and Green and five (5) Royal Escorts.

1001.2 Responsibilities
I. Mr. & Miss Florida Agricultural and Mechanical University shall have the specific
powers and duties to:
   A. Officially represent the entire student body at any function on or off the
      University campus as per request by the Student Government Association
      of or the Royal Court Advisor.
   B. Initiate and maintain several local community service project throughout
      their reign.
   C. To exhibit knowledge on political issues which concern the University
      Community.
   D. To always represent Florida Agricultural University in a positive light
during unofficial occasions as well as official occasions on and off the
campus of Florida A&M University.

II. The Freshman, Sophomore, Junior, Senior, and Graduate Attendants shall have the specific
powers and duties to:
   A. Officially represent their respective classes at any function on and off the
      University campus.
   B. Assist in the duties of Miss FAMU, and assume the duties of Miss FAMU
      upon her request.
   C. Represent Florida A&M University in a positive manner during unofficial
      occasions as well as official occasions.
   D. Shall be considered an automatic member of their respective class cabinets.
III. The King and Queen of Orange and Green shall have the specific powers and duties to:
   A. Keep the spirit of the Florida A&M University pep-rallies/spirit functions upon request.
   B. Host any university pep-rallies/spirit functions upon request.
   C. Officially represent the student body on and off the university community.

1001.3 Advisor to the Royal Court
I. There shall be an adult advisor to the Royal Court selected from among the University faculty and staff, by the Director of Student Activities.

II. The role of the Court Advisor shall be as follows:
   A. Advise Mr. and Miss FAMU, King and Queen of Orange and Green, The class attendants, and the royal escorts as to their intended role as ambassadors.
   B. Give advice on all matters that affect the Royal Court.
   C. Ensure the positive image and perception of the Royal Court at all times.
   D. Shall be the travel guardian for the Royal Court on all away trips that are sponsored by the University.
   E. Responsible for all administrative transactions regarding the Royal Court.
   F. Shall make reports to the Student Senate as the status of the Royal Court.
   G. Can make suggestions to the Student Senate for the removal of any member of the Royal Court.

Chapter 1002 Election of the Royal Court and Installation

1002.1 Election
Election of Mr. and Miss FAMU; the Sophomore, Junior, and Senior Attendants; King and Queen of Orange and Green shall be held in the Spring Semester of the year on second Tuesday of February, except in cases deemed necessary by the Electoral Commissioner with the approval of a two-thirds (2/3) vote of the Student Senate. Election for Freshman Attendant, and the Graduate Attendant shall be held in the Fall Semester of each year on the second Tuesday in September.

1002.2 Office Tenure
Mr. & Miss Florida Agricultural and Mechanical University; the Sophomore, Junior, and Senior Attendants; and the King and Queen of Orange and Green shall assume their reign of office on the day after the last day of finals in the Spring Semester, until the last day of the following Spring Semester.

1002.3 Coronation
The Coronation of Mr. Mrs. Florida Agricultural and Mechanical University and the Royal Court shall take place during the week of the fall semester after the fall elections. Mr. & Miss FAMU and the Royal Court shall then receive all royal adornments that shall be bestowed upon them by the Student Government Association President.

Chapter 1003 Court Attire/Decorum

1003.1 Attire
No member of the Royal Court may wear his/her own personal attire for official court functions without the expressed approval of the Court Advisor.

1003.2 Unofficial Decorum
A. All members of the Royal Court shall display proper decorum at all times. The Court Advisor shall dictate proper decorum.
B. There shall be dress code guidelines established by the Court Advisor and the Royal Court members, which shall be explained in detail to each member of the Court at the start of their reign.
C. All members of the Court are expected to follow all dress code and decorum guidelines as established by the Court Advisor and shall be held accountable to the Court Advisor and the Student Senate if guidelines are not (strictly) followed.

Chapter 1004 Royal Escorts

1004.1 Definition & Purposes
There shall be selected from the student body at large to serve as Royal Escorts. These persons shall be male and must be in good standing with the University. These males shall have the specific duties and responsibilities to serve in an assisting role to their assigned attendant.

1004.2 Qualifications
In order to be eligible for the position of Royal Court Escort, one must not have been convicted of any major offense by the Student Supreme Court or any Administrative Hearing Panel, have a minimum cumulative grade point average of 2.5 at the time he is appointed and maintain a 2.5 grade point average for his duration of service. No Royal Escort shall be a member of the Student Government Association or possess with any other A&S agency an OPS contract.

1004.3 Terms of Service
A. Each Royal Escort is limited to a total of two terms of service.
B. A term shall be defined as one full academic year.

1004.4 Selection Method
A. The Royal Escorts shall be selected by a panel consisting of, the Royal Court Advisor (or his/her designee), the incoming Mr. and Miss FAMU (1) one representative from SGA
B. All members of the selection committee shall be present in order for an interview to be conducted.
C. The Royal Court Advisor shall determine the rules that shall govern the interview process.
D. All the members on the interview panel shall have the same equal voting right as pertaining to the selection of the Royal Escorts.
E. The Committee to select the Royal Escorts shall first convene after the Election of Mr. and Miss FAMU in the Spring Semester.

1004.5 Duties and Responsibilities of Royal Escorts
Each Royal Escort shall have the specific responsibilities to:
1. Follow the instruction of Mr. FAMU and the Royal Court Advisor.
2. Follow the protocol for behavior as instructed by Mr. FAMU.
3. Assist their assigned Attendant as required by the court Advisor,
4. Assist Mr. FAMU with his chosen Community Service Project.

1004.6
Removal
Each Royal Court Escort is subject to removal for failure to complete prescribed duties and responsibilities. Any elected member of the Royal Court may initiate the removal of an escort by submitting to the Royal Court Advisor a written request for the Escort’s removal. The Royal Court Advisor must act on the complaint within (48 hours) forty-eight hours of receiving the claim by initiating an inquiry into the allegations. The Royal Court Advisor shall have the right to rule on any case of removal. If the Court Advisor chooses not to rule on the allegations she shall decide within 5 working days to direct the Student Supreme Court to investigate the allegations and render a decision to or not to remove an Escort.

Chapter 1005 Qualifications for Office

1005.1 Classification
The definition for classification shall be the same definition as defined Article VIII, Section 1 of in the Student Body Constitution and or the definition as determined by the Electoral Commissioner.

1005.2 Requirements
Persons running for a position on the Royal Court must meet the following requirements:

A. Mr. and Miss Florida Agricultural and Mechanical University

Candidates for these offices must be classified as a Junior or higher by day after the last day of finals in the Spring Semester during which he/she ran for office. He/She must have and maintain a minimum cumulative grade point average of 2.8 or better at the time of declaration of candidacy and during his/her reign, respectively, and must not have been convicted of any major offense(s) by the Student Supreme Court or any Administrative Hearing Panels.

B. Class Attendants

Candidates for these offices must meet the same requirements as Mr. and Miss FAMU, However, the Freshmen Class Attendant must obtain a minimum cumulative grade point average of 2.8 at the end of the first semester of her reign. All Class Attendants must be member of their respective classes at the time they take office.

C. King and Queen of Orange and Green

Candidates for these offices must be at least a sophomore or higher by the day after the last day of finals in the Spring Semester during which he/she ran for office. Each candidate must have and maintain a minimum cumulative grade point average of 2.8 at the time of the declaration of candidacy and maintain a cumulative grade point average of 2.8 throughout his/her reign. He/She also must not have been convicted of any major offense(s) by the Student Supreme Court or any Administrative Hearing Panels.

Chapter 1006 Impeachment

1006.1 Grounds for Dethroning
All members of the Royal Court may be dethroned for misfeasance, malfeasance, and/or nonfeasance of duty, or action contrary to or in violation of the Student Body Constitution, any subsidiary documents that govern the Royal Court, the Statutes of Florida Agricultural and Mechanical University, and/or University Policy. The Royal Court Advisor and a 1/3 vote of the Student Senate Membership shall initiate the dethroning of any member of the Royal Court. There shall be a trial held before the Student Supreme Court, and it shall be presided over by the Chief Justice of the Supreme Court. A two-thirds (2/3) majority vote shall be required to dethrone a sovereign Queen or King.

1006.2

**Definition of Dethroning**
The dethroning process shall be defined as making an accusation against a Royal Sovereign for dishonoring the crown, misfeasance, malfeasance, and/or nonfeasance of duty, to be tried before the Student Supreme Court.

**Chapter 1007**

**Succession of the Royal Court**

1007.1

**Succession of Mr. and Miss Florida Agricultural and Mechanical University**
Should Mr. or Miss Florida Agricultural & Mechanical University, for any reason, become unable to serve, the Electoral Commissioner shall be notified. The First Runner Up in the Spring Elections proceeding the reign of Mr. or Miss FAMU shall succeed him/her. If the Runner Up is unable to serve as Mr. or Miss FAMU, a special election shall be held with the consent of the Student Senate.

1007.2

**Succession of Class Queens and the King and Queen of Orange and Green**
Should any member of the Class Royalty, the King or Queen of Orange and Green, for any reason become unable to serve, the Electoral Commissioner shall be notified. The First Runner Up in the Spring Election proceeding the reign of that respective office shall succeed him/her. If the Runner Up is unable to serve in the necessary capacity, the Student Senate shall decide how and whether to fill the vacancy.

**Chapter 1008**

**Article IX**

**Amendments**

Amendments may be proposed to this document by any Elected member of the Royal Court, by any member of the Student Senate or by a petition of 10 percent of the Student Body. The Elected members of the Royal Court may decide by a two-thirds vote to amend these by-laws, subject to a two-thirds approval by the Student Senate, and the signature of the Student Body President. If the Student Body President vetoes the amendment, the Student Senate may choose to over-ride the veto pursuant to the SGA governing documents. The initiating of an amendment before the SGA President signs it into law. If the Student Senate receives the amendment first and if passed in the Senate it shall go to the Royal Court for a vote, and if failed by the Royal Court, the Student Senate may over-ride the Court by a majority vote. If the Royal Court initiates the amendment process, and the Student Senate fails to pass the amendment, the amendment will not be considered, unless compromise is reached between the two entities or it can be otherwise decided by referendum.

**Title XII**

**STUDENT GOVERNMENT IN THE SUNSHINE ACT**

**Chapter 1100**
1100.1 All bills, referendums, constitutional amendments, and resolutions shall be given a short descriptive phrase, and that is referred to committee, must be forwarded to the office of the Student Body President for publication on the SGA website.

1100.2 Notice of all meetings of any nature wherein Official Student Government business is to be conducted must be posted in a public place at least 24 hours in advance of such meetings.

1100.3 The time, place, and agenda of such meetings shall be incorporated in the notice. (F.S. 286.001)

1100.4 The copies of such notices shall be furnished to any FAMU student so requesting.

1100.5 Copies of all public meetings must be made available to any newspaper or newsletter or general student circulation so as to facilitate the dissemination of such information.

1100.6 All roll call votes on final passage of a bill or resolution must be advertised on the Student Government Web Page; this shall include names and votes of all voting Senators (i.e. “Yes [names of Senators voting against the measure], Abstain [names of Senators abstaining from voting].

1100.7 All organizations, agencies, divisions, and departments expending Activity and Service Fees are responsible for adhering to the requirements of this chapter; and enacted, that additional entries to this chapter shall be in bill form, and shall bear the signature of the SGA President.

1100.8 Committees

All committee Chairpersons shall post their committee meetings times, whereabouts, and agenda on the Student Government Association bulletin board.
A. All Committee Chairpersons shall submit a copy of such notice to the Senate President Pro Tempore.
B. These postings shall be:
   1. Time stamped by the official time-stamp machine within the Student Government Office
   2. Signed by the Committee Chairperson.
   3. Kept for records, either the original or a photocopy of the original, by the Chairperson.

TITLE XIII THE STUDENT GOVERNMENT ASSOCIATION WEBSITE

Chapter 1200 Purpose

The purpose of the Student Government Association Website (SGAWS) is to provide relevant information on the Student Government Association to the Student Body through internet form.

Chapter 1201 Jurisdiction

Administrative Jurisdiction over the SGAWS shall be held by the Department of Communications in the form of a committee to be known as the Rattler Reach Out Web Team (RROWT).

Chapter 1202 Duties of the RROWT
The RROWT shall be responsible for oversight of the SGA website according to this Title of the SGA by-laws and shall update the website in a timely manner to ensure that the business, proceedings, and officers of the SGA are well publicized and available to the campus online.

Chapter 1203 Composition of the Rattler Reach Out Web Team

1203.1 The RROWT shall be composed of the following:
A. A chairperson appointed by the Secretary of Communications from the Student Body at large and be subjected to the approval by the Student Body Senate.
B. A member from the Legislative and Judicial branches appointed by the Chief Officer of each branch.
C. Four (4) students at large shall be appointed by the Secretary of Communications, with one student serving as the official photographer of Student Government Association, and be subjected to the approval of the Student Body Senate.

1203.2 Web Content Manager

The Chairperson of the RROWT shall be known as the Web Content Manager (WCM). It shall be the duty of the WCM to oversee the modifications of the SGAWS as directed by this Title. The WCM shall be dismissed for failure to fulfill his/ her duties, at the discretion of the Senate by two-thirds (2/3) vote.

1203.3 The Official Student Government Association Photographer

It shall be the duty of the photographer to maintain current photos of all SGA officials on the SGAWS. In addition, the photographer, or his or her designee, should attend all SGA events in order to capture the programming of SGA on film and make it available on the SGAWS.

Chapter 1204 Submission

1204.1 General

Information (here defined as any document or information to be placed on the SGAWS or to be posted on the SGAWS) shall be submitted to the WCM in electronic form. The WCM standard duties do not include the retyping of lengthy information provided only in hardcopy. The WCM may- with RROWT approval- specify any reasonable format in which submissions are to be made. The RROWT shall determine sanctions for failure to submit in a timely fashion, with “timely fashion” here being defined by the RROWT or the appropriate by-laws.

1204.2 Responsibility of Submission

When an item is to be made available via the SGAWS and it is already made public by other means, it shall be the responsibility of that entity currently responsible for the information’s disbursement to submit a copy to the WCM. Otherwise, it shall be the duty of the RROWT to obtain the information that is outlined as mandated content.

1204.3 SGAWS Update Deadlines

The RROWT shall be responsible for updating the SGAWS according to submissions within two business days of the time of submission, unless otherwise specified by the WCM. In the event of technical difficulties this period may be extended to six (6) business days with the approval of the WCM.
Chapter 1205  Information on Hardcopy

Where information is only available on hardcopy the Department of Communications shall decide whether to leave that information off the SGAWS or shall designate someone to convert it into electronic form.

Chapter 1206  Mandated Content

The SGAWS shall include the following:

1. The most recent SGA Constitution
2. The most recent SGA by-laws
3. The most recent Rules of Procedure
4. The most recent A&S Budget
5. Copies of all Senate bills for, but not limited to, the current year, both in .PDF format, with the bills in current session available in both original and final versions. Furthermore, there must be information as to the committee to which they were referred and the current or final status of all bills, to be updated regularly.
6. Past and current Senate agendas and minutes
7. Standing advocacy, and other committees’ membership and regular meeting times and locations, as deemed appropriate by the RROWT.
8. Any useful links to useful information including the FAMU homepage, and Student Activities.
9. Any executive orders in effect; with the most recently issued executive orders being posted prominently on the front page of the SGAWS within 24- hours of issuance by the SGA President.
10. Any Judicial Branch Decisions and Procedures.
11. Any Student Government Hosted Event
12. Any official policies of the SGA
13. Information on current SGA elected and appointed officials as follows:
   a. Name and position
   b. A brief statement of intent
   c. Contact information (at least an email address)
   d. Office hours and Location
14. Information concerning Senate Meetings (for at least the current academic year) as follows:
   a. Minutes: The Senate Minutes shall be submitted within five days
   b. Agenda: The Agenda of each meeting shall be submitted 24 hours prior to the beginning of the Senate meeting during which the agenda was set and approved. The updated version must be submitted within 24 hours following the end of the Senate meeting.
   c. Senate Committee descriptions
15. Legislative information as follows:
   a. Final status of Legislation
16. Election Information as follows:
   a. The Voters Guide, which shall include at least voter’s rights and responsibilities. It shall be submitted no later than 24 hours prior to the time of hardcopy distribution.
   b. Poll locations and hours of operation
   c. Meet the Candidates section
   d. Election results (ballot tabulations). They shall be submitted no more than 24 hours after final tabulation.
17. All SGA forms including but not limited to A&S Eligibility and Small Clubs and Organization forms.

Chapter 1207  The SGA archives
It is the intent of the SGA that the SGA archives will be kept in electronic form. To the extent that this is feasible, it shall be done, at the discretion of the RROWT.\textsuperscript{12}

**TITLE XIV**

**ETHICS CODE**

**Chapter 1300**

**Statement of Intent**

The purpose of the Ethics Code is to set a higher standard of conduct for student government officials in upholding the integrity of the Student Government Association, inspiring the confidence, respect, and trust of the student body, and avoiding unethical and illegal behavior. It is essential to the proper conduct and operation of student government that its officials are independent and impartial, and that public office is held only for the benefit of the student body. Such officers should observe in their official acts, the highest standards of ethics consistent with this Code. Recognizing that promoting the public interest and maintaining the respect of the student body in their student government must be the foremost concern.

**Chapter 1301**

**General Principles**

1301.1 Conflict of Interest

A. No student government official shall participate in any student government activity which would place that person in a position where there may be a conflict between a private interest and the interest of the student body.

B. A conflict of interest shall be any situation in which regard for a private/personal interest may lead to a disregard of a public duty or interest.

706.4 Misuse of Student Government Property

No student government official shall use, authorize to use, or condone in any way the use of student government property or funds in any manner other than its intended use unless said official has the authority to do so. This shall include, but is not limited to, the use of student government property or funds for personal financial gain.

1301.3 Misuse of Student Government Office

A. No student government officer shall use or attempt to use his/her office for personal financial gain outside of his/her designated salary.

B. No student government officer shall willfully misrepresent himself/herself while acting in his/her official capacity.

C. No student government officer shall withhold information or documentation when mandated, or provide false or misleading information or documentation.

D. No student government officer shall deny any student his/her rights guaranteed by the federal and state governments, or by the Student Body Constitution.

1301.4 Inducing to Act

A. No student government officer shall knowingly aid, advise, encourage, or threaten another officer or student to act in violation of the governing documents or local, state, and federal laws.

B. Any student government officer who does so is also thereby violating that respective rule.

\textsuperscript{12} History: Revised by 35\textsuperscript{th} Student Senate, SB05F-009
Chapter 1302  Responsibilities to the Students of Florida A&M University

The responsibilities of student government officers to the student body shall be to:
A.  At all times think in terms of “students first,” always determining things in the light of how they affect the student in his/her education and college experience;
B.  Equally represent and pursue the interests of all students regardless of race, nationality, religion, personal interest, sexual preference, disability, age, political affiliation, or gender;
C.  Facilitate an open, transparent student government where students can freely observe and participate.

Chapter 1303  Responsibilities to the Student Government Association

The responsibilities of student government officers to the Student Government Association shall be to:
A.  Make decisions only after all facts bearing on a question have been presented and discussed;
B.  Respect the privacy of other student government officers and students;
C.  Promote the involvement and development of student government officers in decision-making that pertains to them;
D.  State all personal opinions as such and speak on behalf of the Student Government Association only if asked to do so by the appropriate authority.

Chapter 1304  Responsibilities to Oneself

The responsibilities of a student government officer to himself/herself shall be to:
A.  Take advantage of opportunities for improvement, making a great effort to understand his/her duties and enhance his/her knowledge, leadership skills, and representation of the student body;
B.  Acknowledge that he/she is a student first;
C.  Respect and follow the Fang (Student Code of Conduct), the Student Body Constitution, the System of Student Body Statutes, and this Ethics Code as he/she would observe his/her own personal morals and ethics.