

Title XI. University-wide Programs

Chapter 1100.000 Graduate Student Association

1100.100 Purpose of the Graduate Student Association

1100.110 The purpose of the Graduate Student Association (GSA) at Florida Atlantic University shall be;

1100.111 To advocate for the interests of the university-wide graduate student community and enrich graduate students' experiences by providing academic, cultural, social, and networking opportunities, and

1100.112 To act as a conduit for the resolution of the needs and concerns unique to graduate students, and

1100.113 To facilitate communication and be proactive in working with the Graduate College, Student Government, University administration, faculty from individual colleges, and the external community, and

1100.114 To allocate and manage funding for graduate student events and activities.

1100.200 Organization and Composition of the Graduate Student Association

1100.210 GSA is organized into two levels; the Graduate Student Association Advisory Board (GSAAB) and three campus-based councils, hereafter known as – the Boca Raton Graduate Council (BRGC), the Broward Graduate Council (BGC), and the Northern Campuses Graduate Council (NCGC).

1100.300 GSA Eligibility

1100.310 To be able to run for and maintain an elected office in GSA, GSAAB or a Campus-based Graduate Council a student must meet the minimum qualifications as stated in University Regulations.

1100.320 All GSA and GSAAB and Campus-based Graduate Council appointed or elected graduate student members must be accepted into an FAU degree seeking program and enrolled in a minimum of 6 graduate credits on one of FAU's campuses during the Fall and Spring semesters, with the exception of graduating students who are registered for dissertation or final semester credits.

- 1100.330 All members must be in good academic standing (current semester and cumulative 3.0 GPA).
- 1100.340 Exceptions for the eligibility can be made by the Vice President of Student Affairs or his or her designee.
- 1100.400 Graduate Student Association Advisory Board (GSAAB)
- 1100.410 The GSAAB shall be an oversight committee established to assist and guide both short term and long term goals of the GSA.
- 1100.420 GSA members who are full time faculty and staff may not hold elected or appointed positions with voting power in the GSA or the GSAAB.
- 1100.500 The Purpose of the GSAAB
- 1100.510 To serve as the advocate for the graduate student community and Campus-based Graduate Councils.
- 1100.520 To ensure diversity of individual campus representation on the GSAAB.
- 1100.530 To encourage representation on the University Graduate Council, an academic organization through the Graduate College. It may include one (1) Master's degree seeking student and one (1) Doctoral degree seeking student.
- 1100.600 Powers and Duties of the GSAAB
- 1100.610 Review and approve the budget plan submitted by each Campus-based Graduate Council, and prepare the overall GSA budget request for the Student Government University Budget and Appropriations Committee.
- 1100.620 Allocate campus funds after the A&S budget is approved by the University proportionate to graduate student enrollment of the prior academic year on each campus and in consideration of facilities and other capital expenditures.
- 1100.630 Maintain and, when deemed necessary, revise the GSA Statutes along with all other pertinent policies and procedures pertaining to the GSA as a university-wide entity. Any and all changes to statutes will be submitted to the Student Senate for approval.
- 1100.640 Plan, implement and fund university-wide events and programs.

- 1100.650      Redistribute all unused funds are redistributed by a 2/3 vote of the total active membership of the GSAAB by April 30 of each year.
- 1100.660      Create ad hoc committees to manage special requests.
- 1100.670      Approval and removal of GSAAB Chair and Vice Chair.
- 1100.700      Meetings
- 1100.710      Robert’s Rules of Order, Newly Revised, shall be the authority of conducting business by the GSAAB and the Campus Graduate Councils unless otherwise specified by general law, university regulations, or by the Constitution of the Student Government of Florida Atlantic University, or the Student Government Statutes.
- 1100.720      Hold public meetings to discuss GSA business at least three times per fiscal year: prior to the annual budget meeting; within three weeks of the close of the fall semester and within three weeks of the close of the Spring semester. When called by the Chair, the GSAAB can also meet for special sessions.
- 1100.730      To conduct official GSA business, quorum will consist of a simple majority of the total active membership.
- 1100.800      Composition of the GSAAB
- 1100.810      The GSAAB shall be comprised of eleven (11) voting members and two (2) non-voting members of the University administration as outlined below:
- a. The Student Body President or Vice President -voting
  - b. The Student Government Advisor – non-voting
  - c. The Dean of Graduate Studies or designee – non-voting
  - d. One (1) graduate student representative from each college with a graduate program - voting
  - e. The Directors (3) of the BRGC, BGC, and the NCGC - voting
- 1100.820      From the voting members of the GSAAB, one (1) member will be elected as the Chair and one (1) member will be appointed as the Vice Chair with approval from the GSAAB.
- 1100.900      Chair of the GSAAB
- 1100.910      The Chair of the Board will represent the collective voice of the GSAAB. The Chair should have knowledge of graduate student

needs and concerns and should have participated in graduate clubs or have prior experience in Student Government.

- 1100.920 The Student Body President shall convene and call to order the meeting of the GSAAB for the purpose of electing a Chair at the first meeting of the fiscal year. Upon election, the Chair shall immediately assume the Chair.
- 1100.930 Nomination for Chair shall be taken from the graduate student representative from each college and shall require a second. Students may self-nominate.
- 1100.940 The Student Body President or Vice President, and Campus Council Directors may not be nominated to the GSAAB Chair position.
- 1100.950 The Student Body President or Vice President will Chair the GSAAB only in the absence of both a Chair and Vice Chair.
- 1100.960 The Chair shall be elected through a majority vote of their total active membership.
- 1100.970 The term of office shall end at the close of following Spring semester.

Chapter 1101.000 Removal of the GSAAB Chair

- 1101.100 The GSAAB Chair may be removed for nonperformance of duties, a violation of the Student Code of Conduct or other failure to remain eligible to participate in student government. Complaints must be submitted in writing to the Student Body President or Vice President and Student Government Advisor and brought before the Board. Removal must be then be approved by a two thirds (2/3) majority vote of the total active membership of GSAAB.
- 1101.200 The Vice Chair will take on the role of Acting Chair immediately upon removal of the Chair and the process of electing a new Chair will begin within two weeks of removal from office.

Chapter 1102.000 Powers and Duties of the GSAAB Chair

- 1102.100 Organize and conduct a minimum of three (3) GSAAB meetings per year.
- 1102.200 Submit the annual GSA budget request to the Student Government University Budget and Appropriations Committee by the designated deadline set forth in the Student Government statutes.

- 1102.300 Act as a GSA representative, along with one other student representative, on the University Graduate Council.
- 1102.400 Help promote and recruit for the voting members of the GSAAB in conjunction with the Student Body President and Campus-based Graduate Council Directors.
- Chapter 1103.000 GSAAB Vice-Chair
- 1103.100 The Vice-Chair will act as support to the Chair of the GSAAB. The Vice-Chair should have knowledge of graduate student needs and concerns and express the desire to serve the graduate student community.
- 1103.200 At the first GSAAB meeting of the fiscal year, the newly appointed and approved Chair will nominate an appointment for the Vice Chair and shall require a second, followed by approval by the GSAAB by a majority vote of their total active membership.
- 1103.300 The term of office shall end at the close of following Spring semester.
- Chapter 1104.000 Removal of the GSAAB Vice Chair
- 1104.100 The GSAAB Vice Chair may be removed for nonperformance of duties, a violation of the Student Code of Conduct or other failure to remain eligible to participate in student government. Complaints must be submitted in writing to the Student Body President or Vice President and Student Government Advisor and brought before the Board. Removal must then be approved by a two thirds (2/3) majority vote of the total active membership of GSAAB.
- 1104.200 The process of electing a new Vice Chair will begin within two weeks of removal from office.
- Chapter 1105.000 Powers and Duties of the GSAAB Vice-Chair
- 1105.100 Shall act as Chair of the GSAAB in the absence of the Chair.
- 1105.200 Shall record minutes and attendance at all GSAAB meetings.
- 1105.300 Shall ensure that information pertaining to the GSAAB is posted at each SG Office and on the GSA website for public viewing.
- Chapter 1106.000 GSAAB College Representatives

- 1106.100 Student representatives from each of the colleges with a graduate program will take a proactive approach to ensure that the GSAAB is aware of the needs of each individual college, thus enhancing the voice of the collective graduate student population. Each student representative should articulate knowledge and a growing interest in the needs of graduate students.
- 1106.200 At the beginning of each Student Body President's term of office, potential graduate student college representatives will submit an application to the Student Body President. The President will interview and appoint the representatives with approval by majority vote of the Student Senate no later than six (6) weeks after their inauguration.
- 1106.300 The term of office shall end at the close of the following Spring semester.
- Chapter 1107.000 Removal of the GSAAB College Representatives
- 1107.100 The GSAAB College Representatives may be removed for nonperformance of duties, a violation of the Student Code of Conduct or other failure to remain eligible to participate in student government. Complaints must be submitted in writing to the Student Body President and Student Government Advisor and brought before the Board. Removal must be recommended by the Student Body President to the Student Senate and then be approved by a two thirds (2/3) majority vote of the total active membership of the Student Senate.
- 1107.200 The process of electing a new College Representative will begin within two weeks of removal from office.
- Chapter 1108.000 Powers and Duties of the College Representatives on the GSAAB
- 1108.100 Report on the individual needs of their respective college during each session of the GSAAB.
- 1108.200 Present university wide proposals or statements to the members of the GSAAB for consideration during the next GSAAB meeting.
- 1108.210 Proposals must be submitted in writing to the Chair no later than seventy-two (72) hours prior to a posted GSAAB meeting and must be approved by a majority vote of the total active membership of the GSAAB.
- Chapter 1109.000 Campus-based Graduate Councils, consisting of the BRGC, BGC, and NCGC
- 1109.100 Purpose of the Campus-based Graduate Councils

- 1109.110 Uphold the purpose of GSA by advocating for the individual campus-based needs and interests of graduate students.
  - 1109.120 Work closely with the other Campus-based Graduate Councils to strengthen the collective voice of the university-wide graduate community.
  - 1109.130 To ensure campus equality on the GSAAB.
  - 1109.140 To organize and assist in event and program planning at the local or University-wide level.
  - 1109.150 To prepare the Campus-based Graduate Councils budget plans for the GSAAB budget request and revise the budget plan as necessary upon receipt of allocated or reallocated funds.
- Chapter 1110.000 Composition of Campus-based Graduate Councils
- 1110.100 Shall consist of one (1) paid Director and one (1) paid Associate Director and any number of volunteer graduate student members on that campus.
  - 1110.200 The Northern Campuses Graduate Council will consist of two Directors, one based on the Jupiter Campus and one based on the Treasure Coast campus, with no Associate Director.
- Chapter 1111.000 Meetings of Campus-based Graduate Councils
- 1111.100 Campus-based Graduate Councils must hold public meetings at least once per month.
- Chapter 1112.000 Directors of the Campus-based Graduate Councils
- 1112.100 The Directors will be instrumental in facilitating collaborations between the Campus-based Graduate Councils and various members of University administration, faculty, Student Government, and the FAU student body.
- Chapter 1113.000 Appointment of Campus-Based Graduate Council Directors
- 1113.100 The Campus Governor will post the Director position for their campus prior to June 1 of each year, or as needed.
  - 1113.200 The Campus Governors shall call and chair an ad hoc Appointment Committees for the purpose of appointing the campus Council Directors no later than June 1 of each year, or as needed.
  - 1113.300 Appointment Committee membership will consist of:

- a. The Campus Governor (voting).
  - b. A minimum of two graduate students whose class registration is primarily on that campus (voting).
  - c. The SG Advisor for that campus (non-voting).
  - d. In the case of the NCGC, the Campus Governors and SG Advisors on both campuses will participate as well as a minimum of two graduate students each primarily registered on both of those campuses for a total of four students.
  - e. In the event of only one NCGC Director vacancy, only the Campus Governor, SG Advisor and two graduate students from that particular campus will participate in the appointment process.
- 1113.400 The Appointment Committee on each campus will interview and recommend the appointment for the Director position on their campus to the respective Campus House of Representatives.
- 1113.500 The Governor's appointment of the Campus-based Graduate Council Director must be approved by a majority vote of the total active membership of the Campus House of Representatives.
- 1113.600 The term of office shall end at the close of the following Spring semester.
- Chapter 1114.000 Removal of the Directors
- 1114.100 Campus-based Graduate Council Directors may be removed for nonperformance of duties, a violation of the Student Code of Conduct or other failure to remain eligible to participate in student government. Complaints must be submitted in writing to the Campus Governor and Student Government Advisor. Removal must be recommended by the Campus Governor to the Campus House of Representatives and then be approved by a two thirds (2/3) majority vote of the total active membership of the Campus House of Representatives.
- 1114.200 The process of electing a new Campus-based Graduate Council Director will begin within two weeks of removal from office.
- Chapter 1115.000 Compensation of Campus-based Graduate Council Directors
- 1115.100 Directors receive a graduate student tuition waiver by meeting the minimum qualifications for employment as a graduate assistant, as defined by the university guidelines for graduate assistantships.

- 1115.200 Directors may be employed for an hourly rate as approved through the A&S budget process and work for no more than 20 hours per week.
- 1115.210 On the Northern Campuses the hourly compensation will not exceed 10 hours per week.
- Chapter 1116.00 Powers and Duties of the Campus-based Graduate Council Directors
- 1116.100 Advocate for the interests and concerns of their local graduate student population.
- 1116.200 Enforce the Student Government Constitution and Statutes.
- 1116.300 Plan and facilitate local Graduate Council programs
- 1116.400 Shall work with graduate student clubs to organize and co-sponsor academic, social and cultural events.
- 1116.500 Work with the Graduate College and the Division of Student Affairs to organize the Fall and Spring Graduate Student Orientation programs.
- 1116.600 Shall work with the Graduate College, Division of Student Affairs and University Press to publicize graduate news and events.
- 1116.700 Balance their Campus-based Graduate Council budget and maintain accurate and up-to-date financial balance sheets and financial records files.
- 1116.800 Shall advertise, interview, and appoint, upon approval by majority vote of the GSAAB, for the open position of Campus-based Graduate Council Associate Director.
- 1116.900 Shall sit as a voting member on the GSAAB and participate fully therein.
- Chapter 1117.000 Associate Directors of the Campus-based Graduate Councils
- 1117.100 Associate Directors of the Campus-based Graduate Councils are expected to work closely with their Directors to facilitate a strong relationship with SG and the campus graduate student population.
- 1117.200 Associate Directors are recommended by their Directors for approval by the GSAAB, following an interview process by the Director, Campus Governor and SG Advisor.

- 1117.300 The Director's appointment of the Campus-based Graduate Council Associate Director must be approved by a majority vote of the total active membership of the GSAAB no later than July 15 of each year.
- 1117.400 The term of office shall end at the close of the following Spring semester.
- Chapter 1118000 Removal of the Associate Directors
- 1118.100 Campus-based Graduate Council Associate Directors may be removed for nonperformance of duties, a violation of the Student Code of Conduct or other failure to remain eligible to participate in student government. Complaints must be submitted in writing to the Chair of the GSAAB and Student Government Advisor. Removal must be recommended by the Chair of the GSAAB and approved by a two thirds (2/3) majority vote of total active membership of GSAAB.
- 1118.200 The process of electing a new Campus-based Graduate Council Associate Director will begin within two weeks of removal from office.
- Chapter 1119.000 Powers and Duties of the Associate Director
- 1119.100 Develop and implement graduate programs and events on their campus.
- 1119.200 Publicize all graduate events, proceedings, and achievements on the GSA website and in their campus GSA or SG Office.
- 1119.300 Perform tasks as needed to assist the Director.
- 1119.400 Prepare, post, distribute and file meeting agendas, minutes and related documentation of all Campus-based Graduate Council meetings.
- 1119.500 Shall take on the role of Acting Director immediately upon removal of the Director until a new Director is appointed.
- Chapter 1120.000 Compensation of the Campus-based Graduate Council Associate Directors
- 1120.100 Associate Directors receive a graduate student tuition waiver by meeting the minimum qualifications for employment as a graduate assistant, as defined by the university guidelines for graduate assistantships.
- 1120.200 Associate Directors may be employed for an hourly rate as approved through the A&S budget process and work for no more than 20 hours per week.
- 1120.210 On the Northern Campuses the hourly compensation will not exceed 10 hours per week.

Chapter 1125.000 Homecoming

1125.100 Homecoming is a University-wide Program of the Student Government responsible for the programming and implementation of a week-long festive celebration promoting Florida Atlantic University and enhancing school spirit.

Chapter 1126.000 Homecoming Committee

1126.100 The Homecoming Committee will unite the Florida Atlantic University's students, administration, faculty and alumni in an inclusive celebration of the University's past accomplishments, present initiative and future vision.

Chapter 1127.000 Membership of the Homecoming Committee

1127.100 The Homecoming Committee will include seven student officers and as many ex-officio members as desired.

1127.110 The Committee's officers will include the Director, two Assistant Directors, Marketing Coordinator, Talon Coordinator, King and Queen Coordinator and Special Events Coordinator.

1127.200 The Chair of the Committee will be the Homecoming Director, or the Associate Director of Student Development and Activities in their absence.

1127.300 The Committee will include the Advisors to the Homecoming Committee who are the Assistant and Associate Directors of Student Development and Activities.

1127.400 The Committee must also include representation from:

1127.410 The Broward, Jupiter and Treasure Coast campus groupings' Campus Vice-Presidents or their designee(s) from the Division of Student Affairs,

1127.420 The Boca Raton, Broward, Jupiter and Treasure Coast campus groupings' Program Boards,

1127.430 Alumni Affairs,

1127.440 Resident Student Associations in Boca Raton and Jupiter campuses,

1127.450 Housing and Residential Life in Boca Raton and Jupiter campuses,

- 1127.460 Greek Life,
  - 1127.470 Multicultural Affairs,
  - 1127.480 Athletics,
  - 1127.490 One (1) or more faculty member(s)-at-large from any University College.
- 1127.500 All members, students, faculty and staff will be voting members.
- Chapter 1128.000 Powers of the Homecoming Committee
- 1128.100 The Committee will have the following authority:
    - 1128.110 Assess the effectiveness of the current Homecoming activities.
    - 1128.120 Authorize and approve the schedule of the Homecoming activities and events that are funded by Activity and Service Fees.
- Chapter 1129.000 Meetings
- 1129.100 The Homecoming Committee shall meet at least bi-monthly January to November of each academic year.
- Chapter 1130.000 Policy and Procedure
- 1130.100 The Homecoming Committee shall establish its own internal policies and procedures for managing the planning and implementation of Homecoming.
- Chapter 1131.000 Procedures for the Selection of the Homecoming Director
- 1131.100 There shall be an Appointment Committee that interviews candidates for the Homecoming Director position posted by the Student Body President each November.
    - 1131.110 The Student Body President must charge the Appointment Committee each November after the conclusion of Homecoming.
    - 1131.120 The Appointment Committee will consist of the Student Body President, at least one student-at-large selected by the Student Body President, the SG Advisor, and at least one of the Homecoming Advisors.

1131.121 The staff advisors will be non-voting members of the Committee.

1131.130 The Committee will interview candidates and recommend a candidate for hire to the Student Body President.

1131.140 The Student Body President will appoint the candidate for Homecoming Director upon approval by the Student Senate who must approve with a two-thirds (2/3) majority vote each January.

Chapter 1132.000 Homecoming Director

1132.100 The Homecoming Director will:

1132.110 Appoint Assistant Directors and Coordinators to the Homecoming Committee by the end of each February,

1132.111 The Assistant Directors and Coordinator must be approved by a two-thirds (2/3) majority vote of the Homecoming Committee.

1132.120 Coordinate all activities, events, marketing to unite the campuses during Homecoming,

1132.130 Consult with the Homecoming Committee regarding the Homecoming Schedule,

1132.140 Submit a written and/or oral report to the Student Senate at each Senate meeting between January and November,

1132.150 Submit the annual Homecoming budget request for the following year to the University Budget and Appropriations Committee each Spring semester with oversight by the Homecoming staff Advisors,

1132.160 Receive a stipend for up to 20 hours of work performed per week between January and November if approved in the annual Homecoming budget,

1132.170 Manage the overall Homecoming budget and maintain accurate financial records.

Chapter 1133.000 Homecoming Assistant Directors

1133.100 The Assistant Directors will:

- 1133.110 Assist the Director with the coordination of all Homecoming activities, events and marketing,
- 1133.111 The Assistant Directors will be the primary coordinators of the Parade and Bonfire activities.
- 1133.120 Assist the Director with the preparation of the annual Homecoming budget request,
- 1133.130 The Assistant Directors receive a stipend for up to 20 hours of work performed per week between January and November if approved in the Homecoming budget.

Chapter 1134.000 Marketing Coordinator

1134.100 The Marketing Coordinator will:

- 1134.110 Create and implement a comprehensive University-wide marketing plan for Homecoming with oversight by the Homecoming Advisors.
- 1134.120 Facilitate the selection of a theme and all promotional materials design for Homecoming.

Chapter 1135.000 Talon Coordinator

1135.100 The Talon Coordinator will:

- 1135.110 Plan and implement the Talon Awards event as part of Homecoming in collaboration with the Alumni Affairs representative to the Homecoming Committee.

Chapter 1136.000 King & Queen Coordinator

1136.100 The King & Queen Coordinator will

- 1136.110 Plan and implement the King & Queen contest and Royal Court events in collaboration with appropriate Homecoming Committee members.

Chapter 1137.000 Special Events Coordinator

1137.100 The Special Events Coordinator will:

1137.110 Schedule, plan and implement the special events of Homecoming in collaboration with appropriate Homecoming Committee members.

Chapter 1138.000 Homecoming Advisors

1138.100 The Homecoming Advisors will:

1138.110 Support and advise the Homecoming student leaders in developing, planning, marketing and implementing the Homecoming program.

1138.120 Collaborate with the Homecoming Director and Assistant Directors in recruiting Homecoming Committee members.

1138.130 Exercise fiduciary responsibility by managing all contracts and agreements related to Homecoming activities.

1138.140 Approve all requisitions for expenditure of funds before forwarding them to the Student Government Accounting and Budget Office for processing.

1138.150 Oversee the Homecoming budget request preparation.

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