

Florida Atlantic University
Student Government
Student Body Statutes

Title VII. Boca Raton Student Government
Chapter 700. Boca Raton Student Government Statutes

700.000 Intent and Declaration of Policy

700.100 Chapter 700 is hereby established to provide the guidelines and structure as well as procedures specific to the Boca Raton Student Government.

701.000 Definitions and Defining Authority

701.100 Boca Raton Student Government Programs – An organization that receives its operating expenses directly from the Boca Raton allocations of the Activity and Service Fee budget.

701.200 Boca Raton Student – A student enrolled at Florida Atlantic University taking at least 50% of all FAU credits on the Boca Raton Campus.

701.300 Eligibility for the Boca Raton Student Government Positions

701.310 Must be a Boca Raton student at the time of election, appointment and/or approval, and throughout his/her term of office.

701.320 Must meet the minimum qualifications for student officers as defined by the Student Government Constitution, Student Government Statutes, and University Regulation 4.006.

702.000 Boca Raton Student Government Officers

702.100 Executive Branch Officers

702.110 Boca Raton Student Body Governor

702.111 The Boca Raton Campus elected Chief Executive Officer

702.112 Powers and Duties of the Boca Raton Governor

701.112.a Shall be set forth by the Student Government Constitution, Article IV, Section 5.

701.112.b May work up to twenty (20) hours a week.

701.112.c Shall hold Governor's Administrative Cabinet (GAC) meetings on a schedule to be determined by the Governor with appropriate public notice given.

701.112.d Shall sit as a member of the hiring committee's for all Director's appointments within their campus jurisdiction.

702.120 Boca Raton Governor's Administrative Cabinet

702.121 Appointments and Procedures

- 702.121.a Shall be submitted to the House of Representatives under the Governor's Report with the name and job title.
- 702.121.b The appointee shall be present and answer questions posed by the Representatives.
- 702.121.c Confirmation requires a majority vote by the House.
- 702.121.d Hiring committees shall assist the Governor in appointing the following positions:
 - 702.121.d.i Chief of Staff
 - 702.121.d.ii Treasurer
 - 702.121.d.iii Marketing Director
 - 702.121.d.iv Multicultural Programming Director
 - 702.121.d.v Council of Student Organizations Director
 - 702.121.d.vi Students Advocating Volunteer Involvement Director
 - 702.121.d.vii Student Government Program Board Director
 - 702.121.d.viii Peer Education Team Director
 - 702.121.d.ix NightOwls Director
 - 702.121.d.x Boca Raton Graduate Council Director
 - 702.121.d.xi Campus Recreation Advisory Board members
 - 702.121.d.xii Student Union Advisory Board members
- 702.121.e The hiring committee shall consist of the Governor, the Governor's Chief of Staff, Student Government Advisor, the Speaker of the House, and the relevant program Student Affairs advisor.
- 702.121.f All position postings for Directors and Program staff must be posted on the Student Employment People Admin website via the SG Advisor as soon as a vacancy is announced.
 - 702.121.f.i The SG Advisor will verify eligibility for each candidate before the interviews may commence.

702.122 Chief of Staff

- 702.122.a Shall report directly to the Governor.
- 702.122.b Shall be responsible for the overall management of the Governor's Administrative Cabinet.
- 702.122.c Shall be the chief liaison between the Governor and the Student Government Programs.
- 702.122.d Shall preside over the Governor's Cabinet meetings in the absence of the Governor.
- 702.122.e Shall assist the Governor with anything deemed necessary and proper that benefits Student Government.
- 702.122.f Shall be appointed by the Governor and approved by a majority vote of the House of Representatives.
- 702.122.g Shall create, maintain and post meeting agendas, minutes and executive memorandums.

702.123 Boca Raton Campus Treasurer

- 702.123.a Shall report directly to the Governor.
- 702.123.b Assist with maintaining accurate records of all financial transactions concerning the Boca Raton Campus.
- 702.123.c Aid with the accounting for all expenditures of the Boca Raton Student Government funds.
- 702.123.d Submit a weekly report on the status of student funds to the House of Representatives.
- 702.123.e Advise the Governor and House of Representatives on all financial affairs affecting the Boca Raton Campus.
- 702.123.f Adhere to all policies, procedures, and guidelines as required for proper financial management and ensure the utilization of such by all Student Government funded accounts under his/her jurisdiction.
- 702.123.g Inform Student Government officials of any account where there seems to be mismanagement, inappropriate or unauthorized spending or failure to comply with established policies, procedures or guidelines.
- 702.123.h Shall perform all necessary and proper duties delegated by the Governor.
- 702.123.i Shall be appointed by the Governor and approved by a majority vote of the House of Representatives.
- 702.123.j Shall attend and report to all GAC meetings.

702.123.k May work up to twenty (20) hours per week.

702.124 Director of Marketing

702.124.a Shall report directly to the Governor.

702.124.b Shall develop and implement a marketing plan for the Boca Raton Student Government.

702.124.c Shall advertise services and activities provided by Student Government, and Student Government Programs.

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

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

702.125.f Shall report to the Boca Raton House of Representatives monthly.

702.124.g Shall attend and report to all GAC meetings.

702.125 Directors of Student Government Programs

702.125.a All powers and duties of the Directors shall be delineated in the following statutes:

702.125.a.i Multicultural Programming in 704.100

702.125.a.ii Council of Student Organizations in 704.200

702.125.a.iii NightOwls in 704.300

702.125.a.iv Peer Education Team in 704.400

702.125.a.v Students Advocating Volunteer Involvement in 704.500

702.125.a.vi Student Government Program Board in 704.600

702.125.b Shall report directly to the Governor.

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

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

702.125.e Shall attend and report to all Governor Administrative Cabinet meetings.

702.125.f Shall report to the Boca Raton House of Representatives monthly.

702.125.g May work up to twenty (20) hours per week.

702.126 Volunteer Appointments

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

702.127 Terms of Office

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

702.130 Removal Procedures

- 702.131 In the event a situation arises that calls for the removal of a member of the Governor's Administrative Cabinet (GAC) the following procedures will be followed.
- 702.132 The Campus Governor shall have the authority to remove any member of the GAC, subject to confirmation by a majority vote in the House of Representatives.
- 702.133 The House of Representatives shall have the authority to remove any member of the GAC by a majority vote.
 - 702.133.a The campus Governor may then veto the removal or sign it.
 - 702.133.b The House of Representatives may over-ride the Governor's veto by a two-thirds (2/3) vote.

702.200 Legislative Branch Officers

702.210 Boca Raton Speaker of the House of Representatives

702.211 Eligibility for Boca Raton Speaker of the House of Representatives

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

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

- 702.212.a Shall appoint Chairs of the House of Representatives Standing Committees, Parliamentarian, and House Secretary, subject to House approval, before the adjournment of his/her second (2nd) meeting as Speaker of the House of Representatives.
- 702.212.b Shall assign committee membership to all Standing Committees in a matter that evenly distributes House membership.
- 702.212.c Shall coordinate the weekly House of Representatives meeting agenda according to the outline for such meeting in Chapter 400.
- 702.212.d The Speaker may add additional contents to the agenda as needed.
- 702.212.e Shall assign administrative tasks to the Chairs of the Standing Committees.
- 702.212.f Shall use the order of succession, as defined in 702.500, when selecting a designee to preside over the House of Representatives when temporarily leaving the chair.
 - 702.212.f.i The Speaker may regain the chair and resume presiding over the Assembly provided s/he has been admitted into the Chamber.
- 702.212.g Will vote last after all Representatives' votes have been cast.
- 702.212.h Shall forward all legislation approved by the House of Representatives to the Governor within five (5) business days after approval.
- 702.212.i May work up to twenty (20) hours per week.
- 702.212.j Shall appoint chairs for all established Ad-Hoc Committees
- 702.212.k Shall submit electronic copies of approved meeting minutes, meeting agendas, and all legislation to the Student Government webmaster for inclusion on the Student Government website.

702.220 Boca Raton Speaker Pro-Tempore

702.221 Eligibility for the Speaker Pro-Tempore

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

702.222 Election Procedures for the Speaker Pro-Tempore

- 702.222.a Upon vacancy of the Pro-Tempore, the Speaker shall open the floor for nominations from the Representatives.
- 702.222.b The Speaker shall interview all nominees and choose the two (2) most qualified candidates before the next House meeting.
- 702.222.c The Pro-Tempore shall be elected by a majority vote of the House of Representatives at the next House meeting.
- 702.222.d The Speaker will only vote in the Pro-Tempore election in the event of a tie

702.223 Powers and Duties of the Speaker Pro-Tempore

- 702.223.a Shall directly report to the House Speaker.
- 702.223.b Shall be a non-voting, consulting member of all Boca Raton Standing Committees, with the exception of Committee on Committee.
- 702.223.c Shall be the Chair of the Committee on Committees and shall vote only in the event of a tie.
- 702.223.d Shall serve at least ten (10) hours per week during his or her term of office.
- 702.223.e Shall update attendance points upon receiving meeting attendance records and absence appeals for inclusion in the following week's agenda.

702.230 Boca Raton House Parliamentarian

702.231 Eligibility for House Parliamentarian

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

702.232 Procedures of Appointment for the House Parliamentarian

- 702.232.a Shall be appointed by the Speaker of the House and approved by a majority vote of the House of Representatives.
- 702.232.b The term of office shall be for the duration of the semester in which the House of Representatives confirmed him or her provided that there are at least fourteen (14) academic days remaining in the semester.
 - 702.232.b.i In the event that there are fewer than fourteen (14) academic days left in the semester in which he or she was confirmed, then the term will be extended to include the duration of the next semester as well.

702.233 Powers and Duties of the House Parliamentarian

- 702.233.a Shall report directly to the House Speaker.

- 702.233.b Shall ensure that proper parliamentary procedure is used during all House and House Committee meetings.
- 702.233.c Shall preside over the Boca Raton House of Representatives in the absence of the Speaker and the Speaker Pro-Tempore.
- 702.233.d Shall preside over the Committee on Committees in the absence of the Speaker Pro-Tempore.
- 702.233.e Shall be responsible for presenting at least one (1) parliamentary procedures workshop per semester for House members.
- 702.233.f Shall create and maintain materials for distribution and training on proper parliamentary procedure.
- 702.233.g Shall be a non-voting, consulting member of all Boca Raton Standing Committees, with the exception of Committee on Committees and Rules and Policies Committee.
- 702.233.h Shall be a voting member of the Committee on Committees and Rules and Policies Committee.
- 702.233.i Shall serve at least ten (10) hours per week during his or her term of office.

702.240 Boca Raton House Secretary

702.241 Eligibility for Secretary

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

702.242 Appointment Procedures for the House Secretary

- 702.242.a Shall be appointed by the Speaker of the House and approved by the House of Representatives.
- 702.242.b The term of office shall be for the duration of the semester in which the House of Representatives confirmed him or her provided that there are at least fourteen (14) academic days remaining in the semester.
 - 702.242.b.i In the event that there are fewer than fourteen (14) academic days left in the semester in which he or she was confirmed, then the term will be extended to include the duration of the next semester as well.

702.243 Powers and Duties of the House Secretary

- 702.243.a Shall report directly to the House Speaker.
- 702.243.b Shall audio record and write a summary of minutes at all House meetings, including beginning and ending roll calls.
- 702.243.c Shall submit a typed copy of the meeting minutes to the Speaker for inclusion in the following week's agenda.
- 702.243.d Shall submit an electronic copy of the approved minutes to the Student Government webmaster to be uploaded to the Student Government website.

- 702.243.e Shall provide the attendance list and roll call votes as recorded in all House meetings, to both the Speaker and the Pro-Tempore.
- 702.243.f Shall perform other necessary and proper clerical duties as assigned by the Speaker.
- 702.243.g Shall serve at least 10 hours per week during his or her term of office.

702.250 Boca Raton House Representative

702.251 Eligibility for House Representative

- 702.251.a A House Representative is as a member of the Boca Raton House of Representatives as elected by the Boca Raton Student Body in the Student Government Elections or In-House Elections processes.
- 702.251.b Boca Raton House Representatives may only be Boca Raton Students.

702.252 Responsibilities of Boca Raton House Representatives

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

702.253 Powers and Duties of Boca Raton House Representatives

- 702.253.a Shall elect a Speaker of the House by a majority vote from among its membership.
- 702.253.b Shall enact legislation by a majority vote that is necessary and proper for the general welfare of the Boca Raton Student Body.

- 702.253.c May choose to override the Boca Raton campus Governor's veto of campus-based legislation by two-thirds (2/3) vote or Student Body President's veto of campus-based legislation by a three-fourths (3/4) vote.
- 702.253.d Shall oversee and approve the allocation of Activity and Service (A&S) Fees on the Boca Raton Campus.
- 702.253.e Shall enact Campus Statutes, by a majority vote, that are necessary and proper for the general operation of the Boca Raton Student Government.
- 702.253.f Shall administer In-House Elections in accordance with the Student Government Constitution and Statutes.
- 702.253.g Shall establish its own rules and procedures, as well as meeting times, in accordance with the Student Government Constitution and Statutes.
- 702.253.h Recommend to the Student Senate any Constitutional Amendments as may be deemed necessary.
- 702.253.i May remove any non-elected Boca Raton Student Government official by a majority vote as per Student Government Constitution and Statutes.

702.300 Regular House Meetings

- 702.310 Meetings will begin the second week after school begins each semester, Fall, Spring, and the full Summer term.
- 702.320 The House may decide on an alternative date and time to meet by a two-thirds (2/3) vote.
- 702.330 The last meeting of the Fall and Spring semesters shall be held during the last week of classes prior to final exams. The last meeting of the Summer semester shall be held on the last week of classes of summer term 3.
- 702.340 After the Presiding Officer has called the House of Representatives to order, Representatives shall sit in the Assembly which is the first four (4) rows of the Senate Chambers, or other alternate meeting room in which a House meeting may be held.

702.400 In-House Elections

- 702.410 In-House elections is the process by which vacancies within the House of Representatives are filled between general elections.

702.411 In-House Election Process

- 702.411.a Upon vacancy of a House seat, any eligible Boca Raton Student may apply for In-House candidacy.
- 702.411.b Student Affairs confirmation of eligibility shall be given to the Speaker prior to submitting the application to the House of Representatives for House approval.

- 702.411.c During an In-House election, all eligible candidates will have the opportunity to run for the total amount of open seats
- 702.411.d Representatives will vote on which applicants will fill the open seats.
- 702.411.e Individuals elected through the In-House process shall become a Representative immediately following the Oath of Office by the House Speaker.
- 702.411.d In-House elections must take place prior to the end of the semester

702.500 Succession of Officers in Boca Raton Student Government

702.510 The succession of officers for the Boca Raton Student Government shall be as follows:

702.511 Governor

702.512 House Speaker

702.513 House Speaker Pro-Tempore

702.514 House Parliamentarian

702.515 Rules and Policies Chair

702.516 Ways and Means Chair

702.517 Campus Action Chair

702.518 Campus Budget Committee Chair

702.519 Representative with the longest amount of continuous service in the House of Representatives

702.519.a If there is more than one student with longest amount of continuous service, then one may step down, or an In-House election for the open position must be held.

703.000 Legislative Procedures for Boca Raton Student Government

703.100 Bill Preparation Procedures

703.110 All proposed legislation shall be submitted electronically to the House Speaker no later than forty-eight (48) hours prior to a House meeting.

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

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

Florida Atlantic University
Student Government
Boca Raton House of Representatives
(Session Number) Legislative Session

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

Author(s): (Name(s))

Sponsor(s): (Name(s))

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

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

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

703.160 All monetary legislation must include a line itemed budget attached to the House Bill describing in detail how allotted funds will be spent and any other fund going to towards the project (including those from other sources). Monies cannot be spent in any fashion other than how they are line itemed in the legislation.

703.200 Course of Boca Raton House Legislation and Voting

703.210 After legislation has appeared on the agenda as New Business, it is to be read to the House before any motions are made for its direction amendment or vote for approval.

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

703.220 Legislation will be forwarded to the appropriate standing committee(s) unless a motion is made to vote on the legislation at that meeting.

703.230 Standing Committees shall review legislation and offer suggestions to the House.

703.240 Upon approval of the House of Representatives, the legislation will be sent by the House Speaker to the Boca Raton Governor for approval within five (5) business days.

703.250 All legislation must go to a roll call vote when motioned to be approved for the purpose of creating a voting record for each Representative.

703.260 All legislation that is passed, tabled indefinitely or that fails will be submitted by the Speaker to the Student Government webmaster with an attachment that includes a full roll call vote and executive signature sheets if applicable.

703.300 Meeting Minutes

703.310 The House Secretary, or the Speaker's designee, shall record the minutes of every House meeting with the following information:

703.310.a Agenda header with the date of the meeting.

703.310.b The names of all Representatives, present and absent, during the first and final roll calls.

- 703.310.c The names of those who speak in open forum with highlighted points of speeches.
- 703.310.d The time of convening and adjourning.
- 703.310.e All reports of Officers and Committees.
- 703.310.f All motions made during meetings.
- 703.310.g Vetoed, Tabled, Old and New Business.
 - 704.310.g.i Main motions, movers and seconds
 - 704.310.g.ii Voting record
- 703.310.h Announcements made during Open Forum including name of speaker.
- 703.310.i The voting record of each Representative when applicable.
- 703.310.j The names of Representatives who are absent due to Points of Personal Privilege (POP) exceeding the time limit of thirty (30) minutes.

703.400 Attendance Policy for the Boca Raton House of Representatives

- 703.410 An absence shall be defined as failure to be present for the first, last, or both roll calls of a meeting (be it Standing Committee or House of Representatives meeting).
- 703.420 A Representative wishing to leave the Assembly while a meeting is in session must rise to a Point of Personal Privilege (POP), and request permission to do so. Such permission may then be granted by the Speaker or his/her designee.
- 703.421 Any Representative who does not return within thirty (30) minutes will be deemed as absent.
- 703.422 The Speaker Pro-Tempore will keep track of the time away for Representatives taking a POP.
- 703.423 Extended POPs may be granted for time in excess of thirty (30) minutes for extenuating circumstances, and only at the discretion of the Speaker.
- 703.430 Each Representative will receive one-half (1/2) of an attendance point per missed roll call, effective in the Standing Committee meetings and one (1) point per missed roll call, effective in the House meetings. A total of one (1) absence will be given at each Standing Committee meeting and a total of two (2) absences at each House meeting for missing both roll calls.
- 703.440 An excused absence shall include, but not be limited to:
 - 703.441 Severe illness, medical emergency.
 - 703.442 Death in the immediate family.
 - 703.443 Religious holiday.
 - 703.444 Jury duty.
 - 703.445 Military service.

- 703.450 An absence record of every Representative shall be included in the minutes of every House meeting.
- 703.460 All absence appeals must include documentation or else no point will be appealed.
- 703.470 Once four (4) points are reached by a Representative he or she will be notified by the House Speaker that they are being resigned.
- 703.471 All resignations due to accumulation of attendance points may be appealed to the Committee on Committees.
 - 703.471.a If no appeal is submitted within one (1) week of notification of resignation, the Representative will be immediately resigned.

703.500 Impeachment of Boca Raton House Representatives

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

703.600 House of Representatives Committees

703.610 General Committee Provisions

- 703.611 The Speaker of the House shall establish Standing Committees and Ad-Hoc Committees as deemed necessary and proper for the conduct of its business.
- 703.612 All Standing Committees shall be chaired by Representatives appointed by the Speaker.
- 703.613 Each chairperson must appoint a Vice Chair within fourteen (14) days of becoming Chair, with the exception of the Committee on Committees.
- 703.614 All Standing Committees shall meet weekly at a time agreed upon by a majority vote of the committee within the first seven (7) business days upon the appointment of the Chair and committee membership by the House Speaker.
- 703.615 No more than twenty-five percent (25%) of the membership of the House of Representatives shall be permitted to sit on any Standing Committee.
- 703.616 The Committee on Committees shall meet after all standing and ad-hoc committees have met.
- 703.617 The removal of a committee Chair shall be made by a majority vote of the House. The Speaker shall then have seven (7) business days to appoint a new committee Chair and to be approved by a majority vote of the House.

703.700 Committee on Committees

- 703.710 The Committee on Committees of the House of Representatives is hereby established to ensure the active cooperation and oversight of all Standing and Ad Hoc Committees.
- 703.720 The Chair is the Speaker Pro-Tempore and the Vice Chair is the House Parliamentarian.
 - 703.721 The Chair is the official voice of the committee to the House of Representatives.

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

703.723 The Chair notifies all House Representatives of their absence record.

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

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

703.730 The Committee on Committees shall be composed of the Chairs of all Standing Committees. If a committee Chair is not present, his or her Vice Chair must be present to submit a report to the Speaker Pro-Tempore.

703.740 The Committee on Committees reviews, monitors, and records all standing and ad hoc committee reports, agendas, and minutes.

703.800 Standing Committees of the Boca Raton House of Representatives

703.810 Rules and Policies Committee

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

703.812 Chair of the Rules and Policies Committee

703.812.a Shall be the official voice of the Committee to the House of Representatives.

703.812.b Shall be a standing member of the Boca Raton House of Representatives Committee on Committees.

703.812.c Shall perform other administrative duties as assigned by the Speaker of the House for the betterment of the Committee.

703.812.d Shall submit a weekly report to the Committee on Committee meeting, a written report to the House Secretary for inclusion in the meeting minutes, and an electronic report to the SG Advisor and webmaster for public record and posting on the SG website.

703.812.e Shall sit in on meetings of the Governor's Administrative Cabinet no less than twice a month.

703.813 Powers and Duties of the Rules and Policies Committee

703.813.a Shall have the authority to review and suggest amendments to the Boca Raton Campus Chapter 700 Statutes of the Student Government Statutes.

703.813.b Shall have the authority to review and suggest amendments to any legislation submitted to the House with regard to that legislation's adherence to the Student Government Constitution, Statutes, and other pertinent Rules and Regulations.

703.813.c Shall have the authority to review and suggest policy and procedure changes to Student Government programs via the Governor with regard to the programs' adherence to the Student Government Constitution, Statutes, and other pertinent Rules and Regulations.

703.820 Ways and Means Committee

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

703.822 Chair of the Ways and Means Committee

703.822.a Shall be the official voice of the Committee to the House of Representatives.

703.822.b Shall be a standing member of the Boca Raton House of Representatives Committee on Committees.

703.822.c Shall perform other administrative duties as assigned by the Speaker of the House for the betterment of the Committee.

703.822.d Shall submit a weekly report to the Committee on Committee meeting, a written report to the House Secretary for inclusion in the meeting minutes, and an electronic report to the SG Advisor and webmaster for public record and posting on the SG website.

703.822.e Shall be a voting member of the both the COSO Executive Board and the Campus Budget Committee.

703.822.f Shall assist in the processing of all purchases and transfers enacted through legislation and keep record of all transactions and related documents.

703.823 Powers and Duties of the Ways and Means Committee

703.823.a Shall have the authority to review requests for allocations of funds written as legislation or expense requests from the accounts of the Boca Raton Student Government and to make recommendations to the House regarding such requests.

703.823.b Shall request financial sources and other appropriate documentation from any department, program, club, or organization requesting funds from the House of Representatives via legislation.

703.823.c Shall, within budget constraints, recommend funding from the Boca Raton Student Government accounts.

703.830 Campus Action Committee

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

703.832 Chair of the Campus Action Committee

- 703.832.a Shall be the official voice of the Committee to the House of Representatives.
- 703.832.b Shall be a standing member of the Boca Raton House of Representatives Committee on Committees.
- 703.832.c Shall perform other administrative duties as assigned by the Speaker of the House for the betterment of the Committee.
- 703.832.d Shall submit a weekly report to the Committee on Committee meeting, a written report to the House Secretary for inclusion in the meeting minutes, and an electronic report to the SG Advisor and webmaster for public record and posting on the SG website.
- 703.832.e Shall oversee monthly events such as town-hall meetings and/or focus groups meant to reach out to students and gage student opinion.
- 703.832.f Shall oversee the presenting of any legislation aimed at addressing University Policies, Regulations or Facilities to the appropriate University Departments or Administration.

703.833 Powers and Duties of the Campus Action Committee

- 703.833.a Shall have the authority to directly solicit from students any concerns, problems, or suggestions that they may have in the operation of the Boca Raton Student Government and campus.
- 703.833.b Shall have the authority to develop and implement any policies, or programs to solve students' problems on the Boca Raton Campus via legislation.
- 703.833.c Shall have the authority to review legislation and to make recommendations to the House regarding such requests with regard to campus impact or needs of the Boca Raton Student Body.
- 703.833.d Shall have the duty of advertising housing meetings, legislation, vacant seats in the House and upcoming In-House Elections to students on the Boca Raton Campus.

703.840 Boca Raton Campus Budget Committee

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

703.842 Chair of the Campus Budget Committee

- 703.842.a Shall be the official voice of the Committee to the House of Representatives.

- 703.842.b Shall be an Ad-Hoc voting member of the Boca Raton House of Representatives Committee on Committees.
- 703.842.c The Chair shall not be required to sit on any of the Standing Committees while the Budget committee is in session.
- 703.842.d Shall perform other administrative duties as assigned by the Speaker of the House for the betterment of the Committee.
- 703.842.e Shall submit a weekly report to the Committee on Committee meeting, a written report to the House Secretary for inclusion in the meeting minutes, and an electronic report to the SG Advisor and webmaster for public record and posting on the SG website.

703.843 Powers and Duties of the Campus Budget Committee

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

704.000 Boca Raton Student Government Programs

704.100 Multicultural Programming (MP)

- 704.110 Multicultural Programming (MP) is charged with the responsibility to create and enrich cultural unity through multicultural programming and present and emphasize cultural achievements on the Boca Raton Campus.

704.120 Organization and Composition

704.121 Structure of the MP Executive Board

- 704.121.a. The MP Executive Board shall consist of a Director of MP, Associate Director, Program Coordinator, Marketing Director, and a Secretary.

704.122 Structure of the Multicultural Assembly

- 704.122.a Shall be coordinated by the MP Executive board
- 704.122.b Shall consist of one delegate per each officially recognized Multicultural Club.
- 704.122.c Shall grant voting rights upon receiving an official application from each club at the beginning of every semester.

704.123 Appointments to the MP Executive Board

- 704.123.a. Director of MP shall be appointed by the Boca Raton Governor with approval by a majority vote of the Boca Raton House of Representatives.

- 704.123.b The Associate Director of MP shall be appointed by the Director of MP with approval by a majority vote of the Boca Raton House of Representatives.
- 704.123.c The Program Coordinator of MP shall be appointed by the Director.
- 704.123.d The Secretary of MP shall be appointed by the Director.
- 704.123.e The Marketing Director of MP shall be appointed by the Director.
- 704.123.f The Director must include the Governor and the current advisor to MP in the hiring and appointment interviews for all staff positions.

704.124 Procedures for Filling Vacant Seats on the MP Executive Board

- 704.124.a In case of absence, removal, or resignation of the position of Director of MP, the Associate Director of MP shall assume the position of Director with all the duties, powers, and privileges of the MP Director until a new Director is appointed.
- 704.124.b The Governor shall follow the procedures for filling the vacant MP Director position delineated in these statutes.
- 704.124.c In case of resignation or removal of the position of the Associate Director of MP, the Director shall be responsible for filling the vacant position with the approval of both the Governor and the House of Representatives.
- 704.124.d In case of the resignation or removal of the position of the Program Coordinator of MP, the Director shall be responsible for filling the vacant position with the approval of the Governor.
- 704.124.e In case of absence, removal, or resignation of both the Director and Associate Director of MP, the Governor or his/her designee shall act as the MP Director until the Governor fills the position following the procedures delineated in these statutes.
- 704.124.f In case of resignation or removal of the position of Secretary, the Director shall be responsible for filling the vacant position with the approval of the Governor.
- 704.124.g In case of resignation or removal of the position of Marketing Director, the Director shall be responsible for filling the vacant position with the approval of the Governor.

704.125 Powers and Duties of MP

704.125.a Director of MP

- 704.125.a.i Shall report to the Governor and attend all GAC meetings.
- 704.125.a.ii Shall be the chief administrator and the official voice of MP.
- 704.125.a.iii Shall be the Chair of the Executive Board.
- 704.125.a.iv Shall be the Chair of the Multicultural Assembly.

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

704.125.b Associate Director of MP

- 704.125.b.i Shall report to the Director of MP.
- 704.125.b.ii Shall be the Vice Chair of the Executive Board.
- 704.125.b.iii Shall be the Vice Chair of the Multicultural Assembly
- 704.125.b.iv Shall preside over the Executive Board in the absence of the Director.
- 704.125.b.v Shall preside over the Multicultural Assembly in the absence of the Director.
- 704.125.b.vi Shall perform other administrative duties as assigned by the Director for the betterment of MP.
- 704.125.b.vii Shall sit on the hiring committee for all other MP staff appointments.
- 704.125.viii Shall report to the Multicultural Assembly on event programming progress.

704.125.c Program Coordinator of MP

- 704.125.c.i Shall report to the Director of MP.
- 704.125.c.ii Shall be responsible for coordinating all programs and events consistent with Student Involvement and Leadership and University policy.
- 704.125.c.iii Shall submit a complete itinerary for each program and event to the Director and Program's Student Affairs staff advisor.
- 704.125.c.iv Shall present calendar events to the Executive Board for approval.

- 704.125.c.v Shall perform other administrative duties as assigned by the Director for the betterment of MP.
- 704.125.c.vi Shall be responsible for the creation and coordination of events for each heritage month.
- 704.125.c.vii Shall attend heritage month committee meeting as a representative for MP.
- 704.125.c.viii Reports to the Director (and, or Assembly members) about each months activities.
- 704.125.c.ix Shall plan campus-wide cultural activities, events, and programs based around the major ethnic and cultural theme months.

704.125.d Secretary of MP

- 704.125.d.i Shall report to the Director of MP.
- 704.125.d.ii Shall be responsible for the recording of all Executive Board and Multicultural Assembly meetings and minutes.
- 704.125.d.iii Shall keep and maintain all documents belonging to MP.
- 704.125.d.iv Shall keep a record of attendance for all meetings.
- 704.125.d.v Shall notify committees and their members of their tasks and ongoing business.
- 704.125.b.vi Shall keep track of all financial records of MP and make monthly financial reports to the Executive Board.
- 704.125.d.vii Shall maintain a schedule of office hours for all MP Executive Board members and help make appointments.

704.125.e Marketing Director

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

704.126 Powers and Duties of the Executive Board of MP

- 704.126.a Shall provide a written budget request and justification to the Boca Raton House of Representatives Campus Budget Committee with approval from the Program's Student Affairs staff advisor.
- 704.126.b The expenditure and disbursement of Activity and Service Fees allocated to MP from the House of Representatives shall be approved by a majority vote of the MP Executive Board with approval from the Program's Student Affairs staff advisor.

- 704.126.c Shall present any proposed MP statute amendments and/or policy changes to the House of Representatives.
- 704.126.d Shall attend all Executive Board meetings, training sessions, Multicultural Assemble meetings, and special MP events.
- 704.126.e Shall accept and vote upon Sponsorship Request Forms.
- 704.126.f Shall only approve Sponsorship Request Forms by a majority vote.

704.127 Membership of the Multicultural Assembly

- 704.127.a Members must be an officer within an officially recognized FAU cultural club on the Boca Raton campus.
- 704.127.b Each cultural club shall have only 1 (one) voting representative at any given time.
- 704.127.c Each club must submit an application of membership within the first 2 (two) weeks of each scholastic semester to be officially recognized as a voting member of the Multicultural Assembly.
- 704.127.d Members within the Multicultural Assembly must attend each meeting or be penalized with one (1) absence for each meeting missed.
- 704.127.e Members who have accrued 5 or more absences shall have their voting rights revoked and must reapply for their reinstatement at the beginning of the next semester.
- 704.127.f The executive board members of MP itself shall not be voting members in the Multicultural Assembly.

704.128 Powers and Duties of the Multicultural Assembly.

- 704.128.a Shall accept Event Concept Forms to be presented in front of the multicultural assembly and voted upon.
- 704.127.b Shall only approve Event Concept Forms by a majority vote.
- 704.128.c Shall be ran in accordance with the latest edition of Roberts rules of order.
- 704.128.d Shall approve or deny event concepts by a majority vote
- 704.128.e Shall not approve requests for funding of any kind.
- 704.128.f Shall ensure that all approved events are multicultural in nature.
- 704.128.g Shall welcome volunteers from the Multicultural Assembly to assist in the execution of approved event concepts.

704.129 Guidelines for Event Sponsorship

- 704.129.a All Sponsorship Request Forms must be submitted to MP at least five (5) weeks prior to the event.

704.129.b Upon approval, all necessary paperwork requested by MP for the event must be submitted at least three (3) weeks prior to the event.

704.129.c If these time lines are not met, MP reserves the right to pull sponsorship from the event.

704.130 Advisor of MP

704.129.a The Director of Multicultural Affairs shall be the MP's Student Affairs staff advisor.

704.200 Council of Student Organizations (COSO)

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

704.220 Organization and Composition

704.221 Structure of the COSO Executive Board

704.210 The COSO Executive Board shall consist of a COSO Director, an Associate Director, six (6) Council Chairs, and the House of Representatives Campus Action Chair or his or her designee.

704.221.b Executive Board members must vote on all business unless that business directly benefits themselves or the club(s) that they are or have been affiliated with.

704.221.b.i Business that directly affects Executive Board members must be stated on the record.

704.222 Structure of the Councils

704.222.a There shall be an Academic Council, a Graduate Council, a Greek Council, a Multicultural Council, a Special Interest Council, and a Sports Council.

704.222.b Each council shall consist of the Council Chair, the presidents and at least one member of each club within the council, and the designated University staff advisor as a non-voting member.

704.230 Appointments and Council Chair Elections

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

704.232 The Associate Director will be hired by the Director and approved by a majority vote of the House of Representatives.

704.233 Council Chairs shall be elected by a majority vote of the presidents of the respective council or their designee in a meeting chaired by the Director of COSO.

704.240 Powers and Duties of COSO

704.241 Director of COSO

704.241.a Shall be the Chair of the Executive Board.

704.241.b Shall chair the meetings in accordance with the latest edition of Robert's Rules of Order.

704.241.c Must report to the House of Representatives at least once per month.

704.241.d Shall make an orderly and systematic accounting of the collection and disbursement of club funding.

704.241.e Shall vote only in the instance of breaking a tie.

704.242 Associate Director of COSO

704.242.a Shall report to the Director of COSO.

704.242.b Shall be the Vice Chair of the Executive Board.

704.242.c Shall be responsible for recording all Executive Board meeting minutes and posting them for public record including the SG Website via the SG Advisor or webmaster.

704.242.d Shall be a resource for clubs and organizations.

704.242.e Shall perform other administrative duties as assigned.

704.242.f Shall only vote if there is a tie and the COSO Director is absent.

704.243 Executive Board

704.243.a Shall establish and post annual goals and objectives.

704.243.b Shall provide a written budget to the Boca Raton House of Representatives Campus Budget Committee with approval from the Program's Student Affairs staff advisor.

704.243.c Shall set a deadline for budget requests from clubs in cooperation with the SGAB Office annual budget process timeline and as per Student Body Statutes Chapter 200 Fiscal and Finance Code.

704.243.d The expenditure and disbursement of Activity and Service Fees allocated to COSO from the House of Representatives shall be approved by a majority vote of

the COSO Executive Board with approval from the Program's Student Affairs staff advisor.

704.243.e Shall present any proposed COSO statute amendments and/or policy changes to the House of Representatives.

704.243.f Shall conduct meetings at least twice a month during the academic year while classes are in session.

704.243.g Shall have the power to conduct an inquiry into any club accounts and, place a hold on any club's accounts pending an investigation or inquiry by a majority vote of the Executive Board with approval from the Program's Student Affairs staff advisor.

704.244 Council Chairs

704.244.a Shall provide and create an agenda for all Council meetings.

704.244.b Shall conduct meetings in accordance with the latest edition of Robert's Rules of Order.

704.244.c Shall conduct at least one (1) meetings per month per academic year.

704.244.d Shall be responsible for recording all meetings and minutes of the Council and posting them for public record including the SG Website via the SG Advisor or webmaster.

704.244.e Shall attend all Executive Board meetings, Council meetings, training sessions, and special COSO events.

704.244.f Shall present a Council Chair report at every Executive Board meeting.

704.244.g Shall be a voting member of the Council.

704.250 Procedures for Filling Vacant Seats of the COSO Executive Board

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

704.252 The Governor shall follow the procedures for filling the vacant COSO Director position delineated in these statutes.

704.253 In case of resignation or removal of the position of the Associate Director of COSO, the COSO Director shall be responsible for filling the vacant position.

704.254 In case of absence, removal, or resignation of both the Director and Associate Director of COSO, the Governor or his or her designee shall act as the COSO Director until the Governor fills the position following the procedures delineated in these statutes.

704.255 In case of resignation or removal of the position of Council Chair, the procedures delineated in these statutes shall be followed.

704.256 Upon a council chair vacancy, the subject must be added to new business for the upcoming COSO meeting, the moved to old business until the vacant position is filled.

704.260 Absences, Vacancies, and Removal from Office

704.261 Executive Board Absences

- 704.261.a Each member of COSO must attend all COSO and Council meetings on which they serve.
- 704.261.b Absences may be excused by a majority vote of the COSO Executive Board provided that adequate documentation is provided.
- 704.261.c An excused absence shall include, but not be limited to:
- 704.261.c.i Severe illness, medical emergency.
 - 704.261.c.ii Death in the immediate family.
 - 704.261.c.iii Religious holiday.
 - 704.261.c.iv Jury duty.
 - 704.261.c.v Military service.
- 704.261.d An absence shall be defined as failure to be present for the first, last, or both roll calls of a meeting, be it the COSO Executive Board committee or the respective council meetings.
- 704.261.e If Board members are absent during either the first or last roll calls, they will receive one-half (1/2) of an absence.
- 704.261.f If Board members are absent during both roll calls, they will receive one (1) whole absence.
- 704.261.g Upon accumulation of three (3) unexcused absences, the member of the COSO Executive Board shall be considered removed from the executive board
- 704.261.h Absences may be appealed to the Executive Board by submitting written verification to the COSO Director by the next regularly scheduled COSO meeting, provided that members were given a minimum of forty-eight (48) hours notice of their removal.
- 704.126.i Members shall be considered automatically resigned if they do not submit their written justification to the COSO Director by the next regularly scheduled COSO meeting.

704.270 COSO Funding Processes and Procedures

704.271 Annual Budget Requests

- 704.271.a COSO Councils must hold hearings with clubs and organizations to review budget requests, prior to the fiscal year allocations per Student Body Statutes Chapter 200 Fiscal and Finance Code.
- 704.271.b Council Chairs shall be the voices of the clubs and organizations they represent to the Executive Board when allocations take place.
- 704.271.c COSO Executive Board must meet and vote on all budget requests that are submitted by the posted deadline.
 - 704.271.c.i Registered clubs and organizations who submit budget requests after the posted deadline may submit an Emergency/New Club funding request form later in the year but will not participate in the annual budget allocation process.

704.272 Emergency/New Club Funding Requests

- 704.272.a Emergency/New Club funding applications must be available to all clubs and organizations for supplemental funding.
- 704.272.b Applications for Emergency/New Club funding must be turned in by the posted deadline set by the COSO Director.

704.273 Criteria for Funding

704.273.a The clubs and organizations that request funds must:

- 704.273.a.i Be registered with the Office of Student Involvement and Leadership (SIL).
- 704.273.a.ii Must be present at the next meeting for the COSO Board to hear their request in order to be allocated any funds.
- 704.273.a.iii Submit budget and/or supplemental funding requests on time.
- 704.273.a.iv Submit mid-year report

704.280 Councils

- 704.281 Councils shall have an University staff advisor assigned to them by Student Affairs.

704.290 Advisor of COSO

- 704.291 The Associate Director of Student Involvement and Leadership shall be COSO's Student Affairs staff advisor.

704.292 COSO Policies and Procedures

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

704.300 Night Owls Service (NOS)

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

704.320 Organization and Composition

704.321 Structure and Eligibility of the NOS Staff

- 704.321.a The NOS shall consist of a Director of NOS and Associate Director of NOS, and NOS Drivers.
- 704.321.b All NOS staff must have a valid United States Driver’s License and an acceptable driving record.
- 704.321.c All NOS staff must receive golf cart certification from the Office of Environmental Health and Safety prior to beginning their employment.
- 704.321.d All NOS staff must meet all employment requirements of the University and Student Government.

704.322 Staff Appointments

704.322.a The Director of NOS

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

704.322.b The Associate Director of NOS

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

704.322.c NOS Drivers

- 704.322.c.i Shall be appointed by the Director.

704.330 Powers and Duties of NOS

704.331 Director of NOS

- 704.331.a Shall be the chief administrator of NOS.
- 704.331.b Shall chair staff meetings and hire, train, recommend for termination, and supervise staff.
- 704.331.c Shall report at least one (1) House of Representatives meeting per month.
- 704.331.d Shall be responsible for keeping accurate records of all calls, transports, and incidents, and present this information to the House of Representatives, Governor, and SG Advisor monthly.
- 704.331.e Shall ensure that all shifts are filled with the support of the Associate Director and account for all employee hours for payroll purposes with the assistance of the Associate Director.
- 704.331.f Shall maintain copies of Night Owls Manual and employee contact information.
- 704.331.g Shall maintain a professional and efficient service at all times, as well as maintain and account for all Night Owls equipment.
- 704.331.h Shall notify the Governor and SG Advisor by email and telephone within twenty-four (24) of any problems, issues or emergency, including but not limited to:
 - 704.331.h.i Equipment failure and/or damage.
 - 704.331.h.ii Personal injuries.
 - 704.331.h.iii Collisions.
 - 704.331.h.iv Incidents when University Police are notified or involved.
 - 704.331.h.v Staffing inadequacies.
 - 704.331.h.vi Failure to operate normally or any change in normal operation.
 - 704.331.h.vii Any change in operational hours.
- 704.331.i Shall have signature authority over NOS expenditures, along with the Governor and SG Advisor.
- 704.331.j Shall be the official voice of the NOS.
- 704.331.k Shall draft and submit annual budget requests to the Campus Budget Committee with the assistance of the Associate Director and with approval from the SG Advisor.
- 704.331.l Shall see to the completion of all duties by NOS staff.

- 704.331.m Shall work on projects assigned by the Governor as a member of the Governor's Administrative Cabinet.
- 704.331.n Shall ensure clear and wide distribution of NOS operating hours campus-wide.
- 704.331.o Shall provide dispatch services.

704.332 Associate Director of NOS

- 704.332.a Shall perform the duties of the Director of NOS in the absence of the Director.
- 704.332.b Shall keep an updated inventory of office supplies and equipment including golf carts.
- 704.332.c Shall create weekly reports from the evening shift reports and submit them to the Director, Governor, and the SG Advisor each Monday.
- 704.332.d Shall make recommendations to the Director in regards to the expenditure of funds.
- 704.332.e Shall ensure cart repairs, maintain, and gas fillings are performed as required.
- 704.332.f Shall assist the Director in the training and supervision of NOS Drivers.
- 704.332.g Shall help promote and advertise NOS campus-wide.
- 704.332.h Shall provide dispatch services.

704.333 NOS Drivers

- 704.333.a Shall maintain a clean driving record, valid Driver's License, and golf cart certification while employed.
- 704.333.b Shall provide evening and occasional daytime or special event golf cart transportation to FAU students, faculty and staff while on shift.
- 704.333.c Shall operate golf carts safely and efficiently.
- 704.333.d Shall assist with maintenance of carts, gassing of carts, and dispatching as needed.
- 704.333.e Shall employ sound judgment and excellent customer service skills while on shift.

704.340 Absences, Vacancies, and Termination of Employment

704.341 Absences of the NOS Staff

- 704.341.a Each staff member must attend all staff meetings and assigned shifts.
- 704.341.b Absences may be excused by the Director of NOS for exams, illness, death in family, military duty, or religious holiday observation.
- 704.341.c Upon accumulation of three (3) unexcused absences, the NOS Staff shall be recommended for termination to the Governor by the Director with approval from the SG Advisor.
- 704.341.d Staff may also be recommended for termination for documented repeated or egregious failure to adhere to the powers and duties listed above, or committal of a felony or other violation of the Student Code of Conduct.
- 704.341.e In such cases the recommendation for removal will also be submitted to the Dean of Students Office.
- 704.341.d Every member has the right to appeal any termination recommendation based upon absenteeism to the House of Representatives, and to the Student Court for any other reason.

704.350 Procedures for Filling Vacant Positions Within NOS Staff

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

704.360 Advisor to NOS

- 704.361 The Student Government Advisor shall be the Program's Student Affairs staff advisor.

704.400 Peer Education Team (PET)

704.410 PET is charged with the responsibility to offer student support, education, and resources for FAU students in all areas of wellness including but not limited to sexual health, nutrition and healthy eating, exercise, stress management, HIV/AIDS awareness, self-esteem, and healthy relationships.

704.420 Organization and Composition

704.421 Structure of PET Executive Board

704.421.a The PET Executive Board shall consist of the Director of PET, Associate Director of PET, Historian of PET, and Secretary of PET.

704.430 Appointments and Executive Board Elections

704.431 Director of PET

704.431.a Shall have been a member of PET for at least two (2) semesters if possible.

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

704.432 Associate Director of PET

704.432.a Shall have been a member of PET for at least one (1) semester if possible.

704.432.b Shall be elected by a majority vote of the volunteer members of PET.

704.433 Historian of PET

704.433.a Shall have been a member of PET for at least one (1) semester is possible.

704.433.b Shall be elected by a majority vote of the volunteer members of PET.

704.434 Secretary of PET

704.434.a Shall have been a member of PET for at least one (1) semester is possible.

704.434.b Shall be elected by a majority vote of the volunteer members of PET.

704.440 Powers and Duties of PET Executive Board

704.441 Director of PET

704.441.a Shall be the chief administrator of PET.

704.441.b Shall chair weekly meetings with PET members in accordance with the latest edition of Robert's Rules of Order.

- 704.441.c Shall vote only in the instance of breaking a tie.
- 704.441.d Must report to the House of Representatives at least once per month.
- 704.441.e Shall be the official voice of PET.
- 704.441.f Shall coordinate PET events and activities.
- 704.441.g Shall be assisted by the PET Staff Advisor in the training, development and supervision of all PET volunteer members.

704.442 Associate Director of PET

- 704.442.a Shall be the vice administrator of PET.
- 704.442.b Shall perform duties assigned by the Director for the betterment of PET.
- 704.442.c Shall assist in the planning and implementation of PET events and activities.
- 704.442.d Shall assist the Director in the training, development and supervision of all PET volunteer members.

704.443 Historian of PET

- 704.443.a Shall document each event, activity, and training through photojournalism and post on the SG website.
- 704.443.b Shall create bulletin and other display boards advertising PET.
- 704.443.c Shall create invitations and marketing for PET events.

704.444 Secretary of PET

- 704.444.a Shall record minutes from all PET meetings and post to the SG website via the SG Advisor or webmaster.
- 704.444.b Shall maintain contact information and correspondence with PET members on behalf of the Director and the Associate Director
- 704.444.c Shall e-mail PET volunteer members to inform them of weekly meetings, upcoming events, and any other information per the Director and Associate Director
- 704.444.d Shall perform duties assigned by the Director and the Associate Director for the betterment of PET.

704.450 Procedures for Filling Vacant Seats of PET Executive Board

- 704.451 In case of absence, removal, or resignation of the Director of PET, the Associate Director of PET shall assume the position of Director with all the

duties, powers, and privileges of the Director of PET until a new Director is appointed.

704.452 In case of absence, removal, or resignation of the Associate Director, Historian, or Secretary of PET, a program membership election shall be held to fill the position that has been left vacant.

704.460 Advisor of PET

704.461 The Director of Today and Beyond Wellness shall be the advisor of PET.

704.500 Students Advocating Volunteer Involvement (SAVI)

704.510 SAVI is charged with the responsibility to work with local nonprofit organizations to coordinate volunteer opportunities for the students of the Boca Raton Campus.

704.520 Organization and Composition

704.521 The Executive Board of SAVI shall consist of a Director of SAVI and volunteer Chairs of Marketing and Recruitment, respectively.

704.530 Appointments of SAVI Executive Board Members

704.531 Director of SAVI

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

704.531.b Shall be a responsible and proactive student with previous community service involvement.

704.532 Chairs of Marketing and Recruitment

704.532.a Shall be appointed by the SAVI Director and approved by the Governor.

704.532.b Shall be a responsible and proactive student with previous community service involvement.

704.540 Powers and Duties of SAVI

704.541 Director of SAVI

704.541.a Shall be the official voice of SAVI.

704.541.b Shall attend all GAC meetings and provide a monthly report of volunteer hours, marketing efforts, and events to the Boca Raton House of Representatives.

704.541.c Shall chair Executive Board meetings, call Executive Board meetings at least twice per month, post meeting agendas, and

record meeting minutes for posting on the SG website via the SG Advisor or webmaster.

704.541.d Shall be responsible for planning and executing all SAVI events and activities.

704.541.e Shall be responsible for program accounting and budget management and submitting annual budget requests with the approval of SAVI's Student Affairs staff advisor.

704.541.f Shall keep records of all volunteers, vendors, and charitable contacts.

704.542 Chair of Marketing

704.542.a Shall report to the Director of SAVI.

704.542.b Shall attend all SAVI and Executive Board meetings.

704.542.c Shall be responsible for advertising SAVI's events and projects on the Boca Raton Campus.

704.542.d Shall keep records of all advertising efforts, including best practices and expenditures, and present a monthly report to the SAVI Director.

704.543 Chair of Recruitment

704.543.a Shall report to the Director of SAVI.

704.543.b Shall attend all SAVI and Executive Board meetings.

704.543.c Shall be responsible for recruiting students to participate in SAVI events and projects.

704.543.d Shall present a monthly report of volunteer recruitment efforts, as well as volunteers recruited and hours performed to the SAVI Director.

704.550 Procedures for Filling Vacant Seats of SAVI Executive Board

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

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

704.560 Advisor of SAVI

704.561 The Associate Director of the Center for Civic Engagement and Service shall be SAVI's Student Affairs staff advisor.

704.600 Student Government Program Board (SGPB)

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

704.620 Organization and Composition

704.621 The SGPB Executive Board shall include the Director, Program Coordinators, and Vice Chairs.

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

704.622 SGPB Committees shall include the Director, Program Coordinators, Vice Chairs and general committee members.

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

704.630 Appointments and SGPB Executive Board Members

704.631 Director of SGPB

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

704.631.b Shall have been a member of the SGPB for at least two (2) semesters before applying for position of Director of SGPB. Shall have been a member of PET for at least one (1) semester, if possible.

704.632 Program Coordinators of SGPB

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

704.633 Vice Chairs of SGPB

704.633.a Shall be appointed by the Program Coordinators and approved by the Director of SGPB.

704.640 Procedures for Filling Vacant Positions in SGPB

704.641 In case of absence, removal, or resignation of the position of SGPB Director, the Governor shall temporarily appoint an acting Director from the existing Programming Coordinators until a new Director is appointed.

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

704.643 In case of absence, removal, resignation of the position of Vice Chair of SGPB, another member of that committee shall assume

the position of Vice Chair with all the duties, powers, and privileges of the Vice Chair until a new Vice Chair is appointed.

704.650 Powers and Duties of SGPB

704.651 Director of SGPB

- 704.651.a Shall be the chief administrator of SGPB.
- 704.651.b Shall be the official voice of SGPB.
- 704.651.c Shall be the Chair of the SGPB Executive Board Meetings to be held at least bi-monthly during the academic year.
- 704.651.d Shall chair Executive Board meetings in accordance with the latest edition of Robert's Rules of Order.
- 704.651.e Shall attend and report to all Governor's Administrative Cabinet meetings and make a report to the Boca Raton House of Representatives monthly.
- 704.651.f Shall liaison with the Director of MP.
- 704.651.g Shall coordinate the annual SGPB calendar and ensure the successful implementation of SGPB events and activities.
- 704.651.h Shall maintain an orderly and systematic accounting of the collection and disbursement of all operational income and related Program funds.
- 704.651.i Shall prepare the annual budget request with approval from the SGPB Student Affairs staff advisor.
- 704.651.j Shall ensure that meeting agendas, public notice, and recording of minutes of Executive Board meetings occurs and will post minutes on the SG website via the SG Advisor or webmaster.

704.652 Program Coordinators of SGPB

- 704.652.a Shall present programming ideas and information to the Executive Board from their committees.
- 704.652.b Shall maintain contacts with agencies, management, and booking corporations pertaining to their programming areas.
- 704.652.c Shall create and distribute event and activity publicity.

- 704.652.d Shall reserve all facilities, equipment, and materials for events and activities.
- 704.652.e Shall solicit and coordinate staff and volunteer assistance as necessary in carrying out committee responsibilities.
- 704.652.f Shall submit a budget plan for each proposed event or activity to the SGPB Executive Board and Program's Student Affairs staff advisor for approval.
- 704.652.g Shall submit program registration and evaluation forms before and after all approved events and activities.
- 704.652.h Shall Chair committee meetings and create meeting agendas.

704.653 Vice Chairs of SGPB

- 704.653.a Shall assume the duties of the Programming Coordinator of their committee in the absence of the Coordinator.
- 704.653.b Shall assist in all areas of event or activity planning and implementation from start to finish as assigned by the Programming Coordinator.
- 705.653.c Shall record committee meeting minutes and post to the SG website via the SG Advisor or webmaster.

704.654 General Committee Members

- 704.654.a Shall assist in all areas of event or activity planning and implementation from start to finish as assigned by the Programming Coordinator.

704.655 Executive Board

- 704.655.a Shall be responsible for dividing expense SGPB funds allocated events and activities to the committees based upon the annual SGPB calendar.
 - 704.655.a.i Allocation adjustments between committees to meet changing priorities requires a majority vote of the SGPB Executive Board.

704.656 Committees

704.656.a SGPB Committees shall include Student Union, Special Events, Carnivowl, Film and Lecture, Concert, and Advertising

704.656.b Programming Coordinators will be assigned to committees upon appointment by the Director.

704.660 Advisor to SGPB

704.661 The Assistant Director of Student Involvement and Leadership shall be SGPB's Student Affairs staff advisor.

705.000 Boca Raton Student Government Advisory Boards

705.100 Campus Recreation Advisory Board (CRAB)

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

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

705.120 Members, Absences and Removal, and Term of Office

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

705.121.a Each member of CRAB shall have one (1) vote.

705.121.b Five (5) members are required to establish quorum, a majority of whom must be students.

705.121.c The student members of CRAB shall serve one (1) year terms, held until the end of the following spring semester.

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

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

705.130 Appointment of Student Members

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

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

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

705.140 Chair of CRAB

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

705.150 Faculty/Staff Members of CRAB

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

705.160 Powers and Duties of CRAB

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

705.170 Meetings

- 705.171 CRAB will meet on a regularly scheduled basis as determined by the Chair at least once per month during the academic year.
 - 705.171.a The Chair or a majority of board members may request a meeting.
 - 705.171.b Public notice is required for all meetings.
 - 705.171.c Minutes must be posted on the SG website via the SG Advisor or webmaster.
- 705.172 All meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order.

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

705.180 Director of Campus Recreation

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

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

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

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

705.185 Formulate the annual budget request with input from CRAB.

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

705.190 Campus Recreation Budget

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

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

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

705.200 Student Union Advisory Board (SUAB)

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

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

705.220 Members, Absences and Removal, and Term of Office

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

705.221.a Each member of SUAB shall have one (1) vote.

- 705.221.b Five (5) members are required to establish quorum, a majority of whom must be students.
 - 705.221.c The student members of SUAB shall serve one (1) year terms, held until the end of the following spring semester.
 - 705.222 Three (3) unexcused absences will result in the removal of a SUAB member with the approval of the Governor and Director of the Student Union.
 - 705.223 The Director of the Student Union shall serve as an ex-officio, non-voting member, advisor, and secretary to SUAB.
 - 705.224 Other non-voting, ex-officio members shall include the Associate Director of the Student Union and the Associate Director of Student Involvement and Leadership.
- 705.230 Appointment of Student Members
- 705.131 The six (6) students shall be appointed to SUAB by the Governor, under advisement of the Director of Campus Recreation, and be approved by a majority vote of the Boca Raton House of Representatives.
 - 705.232 SUAB shall review and approve a set of qualifications for membership to guide the Governor in their selection of students for appointment.
 - 705.232.a There shall be at least three (3) student members who may not hold office in FAU Student Government while a member of SUAB.
- 705.240 Chair of SUAB
- 705.241 The Chair shall be selected from the existing student membership of SUAB by a majority vote of the membership.
 - 705.242 The Chair shall vote only in the event of a tie.
 - 705.243 The Chair shall call meetings of SUAB, preside at these meetings, and see that the regulations and policies adopted by SUAB are carried out.
 - 705.244 The Chair shall perform other tasks generally associated with the position of the Chair.
 - 705.245 The Chair must have served as a member of SUAB during a previous year if possible.
- 705.250 Faculty/Staff Members of SUAB
- 705.251 The Director of the Student Union shall recommend six (6) potential faculty/staff members to the Senior Vice President for Student Affairs.
 - 705.252 The Senior Vice President for Student Affairs or his/her designee shall review all requests and approve the final faculty/staff membership.
- 705.260 Powers and Duties of SUAB
- 705.261 Shall propose policies to the Senior Vice President for Student Affairs through the Director of the Student Union regarding the overall operation of the Boca Raton Student Union.

- 705.262 Shall review and recommend budget requests for submission by the Director of the Student Union to the SGAB Office during the annual budget allocation process.
 - 705.263 Shall review and provide recommendations for policies and regulations governing the usage of the Student Union.
 - 705.264 Shall be accountable to University students, employees, alumni, guests and others for facilitating such needs of the University community as are appropriate and within the purposes and available resources of the facility.
 - 705.265 Shall provide recommendations on programs, services, and operations of the Boca Raton Student Union for consideration by the Director and senior staff.
 - 705.266 Shall ensure that discussion and review of major programs that impact student users within Boca Raton Student Union occurs prior to implementation.
- 705.270 Meetings
- 705.271 SUAB will meet on a regularly scheduled basis as determined by the Chair at least once per month during the academic year.
 - 705.271.a The Chair or a majority of board members may request a meeting.
 - 705.271.b Public notice is required for all meetings.
 - 705.271.c Minutes must be posted on the SG website via the SG Advisor or webmaster.
 - 705.272 All meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order.
 - 705.273 All items of business to be considered by SUAB shall be submitted to the Chair and Director of the Student Union for inclusion on the agenda no later than seventy-two (72) hours prior to the next regularly scheduled meeting.
- 705.280 Director of the Boca Raton Student Union
- 705.281 Shall be responsible for keeping all records on file in the administrative offices.
 - 705.282 Shall manage the programs, facilities, operations, and services of the Boca Raton Student Union and shall be under the supervision of the Senior Vice President for Student Affairs.
 - 705.283 Direct, supervise and oversee all employees of the Boca Raton Student Union.
 - 705.284 Report to SUAB the needs and desires of the University community regarding recreation programs, services and facilities, as well as making recommendations pertaining thereto.
 - 705.285 Formulate the annual budget request with input from SUAB.
- 705.290 Boca Raton Student Union Budget

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

Enacted September 17, 2009. Amended by Boca Raton House of Representatives, April 27, 2011.