

Florida Atlantic University  
Student Government  
Student Body Statutes

Title IX Broward Student Government

**Chapter 800 Broward Student Government Statutes**

800.000 Legislative Intent-- It is the intent of the Broward Student Government to hereby establish the guidelines, structure, and procedures necessary for its operation.

801.000 Definitions-- As used in this title, the following definitions shall apply:

801.100 "Student" shall be defined as any individual enrolled at the University according to Regulation 4.006 and 4.007.

801.200 "Activity and Service Fees" shall be defined as it is in FAU SG Stat. §203.100.

801.300 "Broward Student Government" shall be defined as the organization on the Broward Campus funded by Activity and Service Fees that is responsible for providing various services and employment to students.

801.400 "Student Government (SG) Advisor" shall be defined as the Director of Campus Life, or his/her designee, whose function is to oversee the operations of the Broward Student Government.

801.500 "Office hours" shall be defined as time spent in one's official capacity, including, but not limited to, time spent:

801.510 Being available to assist students or the SG Advisor in the Student Government Office; and,

801.520 Assisting students, the Advisor, or Student Government Officers from other campuses in his/her official capacity; and,

801.530 Performing duties as required of the Speaker, the Speaker Pro-Tempore as defined in Title IV §470.120, the House Secretary, the Committee Chairs, the Governor, or the Treasurer, if applicable; and,

801.540 For Representatives, in House and/or Committee meetings over one (1) hour, in Ad-Hoc or Emergency House meetings, in meetings of other FAU legislatures, in Joint Meetings of the several FAU legislatures, and/or in meetings of the Governor's Administrative Cabinet, the Council of Student Organizations, or any other Executive level Program.

801.550 In meetings of the University Board of Trustees

801.560 Assisting the Division of Student Affairs

801.600 "Committee" shall be defined as a panel in Broward Student Government.

801.610 "Standing Committee" shall be defined as a permanent legislative panel within the House.

801.620 "Ad-Hoc Committee" shall be defined as a temporary legislative panel within the House convened to resolve a particular issue.

801.630 "Executive Committee" shall be comprised of Governor, House Speaker, the Associate Justice, and SG Advisor as a non-voting member.

801.640 "Selection Committee" shall consist of the Governor, House Speaker, a member of the Governor's Administrative Cabinet, and the SG Advisor.

801.700 "Quorum" shall be defined as a simple majority of the voting members of the organization to which it is applied.

801.800 "Minutes" shall include the following information: the date and time of the meeting; the names of all expected participants and their attendance (present/absent); any/all additional participants; the time to which to adjourn; reports of any/all officers and/or committees presented during the meeting; business considered; motions made, and the names of those who seconded them; the voting record of the participants, and, when applicable, of each participant individually; any announcements and/or public requests made during the course of the meeting; and, any verbatim corrections made to the minutes.

802.000 Legislative Branch-- All legislative powers granted under FAU SG Const. Art. III §5 shall be vested in a House of Representatives, hereafter "House", and all committees therein.

802.100 House of Representatives Membership Eligibility-- No student may be a member of the House who does not meet the eligibility requirements for that office as set forth in FAU SG Stat. §455.200.

802.200 Powers and Duties of Representatives-- The powers and duties of the Representatives in the House shall include, but not be limited to those set forth in FAU SG Stat. §457.000.

802.210 Shall complete at least one office hour per week in addition to weekly House and Committee meetings; and,

802.220 Shall participate on at least one Standing Committee.

802.230 Considering legislation necessary for the general welfare of the students.

802.300 Attendance of Representatives-- Representatives shall be bound by FAU SG Stat. §458.710(a) to attend all meetings and all committee, board, and council meetings on which he/she serves. Each member is allowed up to 4 excused absences.

802.310 Excused Absences must be reported to the Speaker of the House and the Speaker Pro Tempore. The Campus House may excuse absences at its discretion, however, the following reasons, if proved through documentation, must be considered excused:

1. Religious Holiday
2. Illness or death in the immediate family

3. Medical emergency or documented serious illness
4. Jury Duty
5. Military Service
6. Other types of emergencies

802.400 Absences of Representatives- Absences shall be recorded and dealt with in accordance with FAU SG Stat. §458.700, and all relevant subsections therein.

802.410 An Absence Record of every House of Representative member shall be included in the minutes of every meeting. Absences shall be counted as follows:

1. All unexcused absences shall be considered 1 point
2. An hour before the meeting is considered an unexcused
3. Half a point will be given a member that leaves a House meeting early or arrives late
4. Once a member reaches 3 points in a single semester that member shall be considered resigned from office.

802.420 The House of Representatives shall decide by majority vote to suspend the absence policy of an individual when extenuating circumstances arrive.

802.430 The individual Campus House of Representatives shall have the authority to delineate another procedure for Representatives absences and removal from office

802.500 Appointed Legislative officials shall be an FAU student and meet the eligibility requirements set forth in Regulation 4.006. Shall be interviewed and appointed by the House

Speaker with advisement from the SG Advisor. All appointments must be confirmed by a simple majority vote of the House.

802.510 Shall have a minimum 2.5 cumulative FAU GPA.

802.520 No student holding a position in another branch of Student Government may hold a House of Representative seat concurrent with their tenure of that position.

802.530 Termination of position may be recommended by the Broward House of Representative Speaker and confirmed by a 2/3 vote of total active membership of the Broward House of Representatives.

#### 803.000 Speaker of the House

803.100 Eligibility to be Speaker of the House-- Any Representative in the House shall be eligible for the office of Speaker of the House.

803.200 Election of the Speaker of the House -- The election of the Speaker of the House shall take place in accordance with FAU SG Stat. §471.000.

#### 803.300 Powers and Duties of the Speaker of the House

803.310 Those set forth in FAU SG Stat. §475.000

803.320 May work up to twenty (20) hours per week; and,

803.330 Shall coordinate the House of Representatives meeting agenda and present a Legislative Report at the end of each House meeting, during which time he/she shall not preside on duties preformed in his/her official capacity; and,

803.340 Shall forward all legislation approved by the House of Representatives to the Governor within three (3) business days after approval.

803.350 Shall update and send all House of Representatives contact information, minutes and agendas to the proper personnel in the Office of Student Government.

#### 804.000 Speaker Pro Tempore

804.100 Eligibility to be Speaker Pro Tempore—Any Representative in the House shall be eligible for the office of the Speaker Pro Tempore.

804.200 Election of the Speaker Pro Tempore-- The election of the Speaker Pro Tempore shall take place in accordance with FAU SG Stat. §470.120 and FAU SG Stat. §471.300, and the Student Court's interpretation of those statutes.

804.300 Powers and Duties of the Speaker Pro Tempore-- The powers and duties of the Speaker Pro Tempore of the House shall include, but not be limited to:

804.310 Those set forth in FAU SG Stat. §476.000

804.320 Shall audio record all house meetings.

804.330 Shall submit a typed copy of the meeting minutes to the Speaker of the House and the Student Governor Advisor within three (3) business days.

804.340 Shall provide the attendance list as recorded from the roll taken in all House meetings to the Speaker of the House.

804.350 Shall serve as parliamentarian and secretary during meetings.

804.360 Shall serve up to ten (10) office hours per week during his or her term of office.

#### 805.000 Vacancies in Office

805.100 In the event of a vacancy of a Representative, the filling of the vacancy shall be governed by FAU SG Stat. § 460.000.

806.000 House Procedures-- All House procedures shall be governed by FAU SG Stat. §458.000 and all relevant subsections therein. This includes: the writing, consideration, and enactment of legislation; the times, places, and manners of holding House meetings; the methods of voting; parliamentary procedure; confirmation of the appointments of the Governor; and absences and removal of respective SG officials outlined in those statutes from office.

807.000 House Committees -- The House may establish standing committees as it deems necessary and proper for the conduct of its business, and the Speaker may establish ad-hoc committees as he/she deems necessary. Each committee shall be presided over by a Chairperson, determined by nomination by Speaker of the House and confirmation by a simple majority vote before the House,

and shall be comprised of no more than one half of the total House membership. Each Representative shall be responsible for serving on at least one designated committee.

807.100 The Campus Improvement Committee is hereby established as a Standing Committee of the House of Representatives for the Broward Campuses to advocate student concerns as well as to express the intent of the Broward House.

807.110 The powers and duties of the Campus Improvement Committee shall include, but not be limited to:

807.111 Shall gather information from students regarding their educational experience on the Broward campuses.

807.112 Shall provide ideas to the proper SG program about increasing school spirit.

807.113 Shall collaborate with the appropriate University officials and/or departments to improve the quality of the student experience.

807.120 The powers and duties of the Chairperson of the Campus Improvement Committee shall include, but not be limited to:

807.121 Shall be the official spokesperson of the Committee to the House.

807.122 Shall submit a written report 3 business days prior to each House Meeting.

807.200 The Budget Oversight Committee is hereby established as a Standing Committee of the House of Representatives for the Broward Campuses to ensure the allocations of funds are distributed appropriately and to hear, amend, and approve the requests for the annual fiscal budget for all Campus-wide funding of A&S funding, this committee encompasses the Broward Campuses Budget Appropriations Committee (BBAC or CBAC)

807.210 The powers and duties of the Budget Oversight Committee shall include, but not be limited to:

807.211 Reviewing House legislation for adherence to FAU SG Stat. Title II

807.212 Requesting, when necessary, financial documents from student clubs and organizations.

807.220 The Budget Oversight Committee shall have jurisdiction to review legislative which:

807.221 Allocates Activity and Service fees; or,

807.222 Is otherwise committed to the committee by the House.

807.230 Membership of the Budget Oversight Committee – Representatives shall be appointed by the Speaker of the House.

807.231 The Speaker of the House shall appoint a current legislative officer to temporarily the Budget Oversight Committee chair position, if

the position is vacant. A simple majority of the House of Representatives must confirm the appointment.

807.232 The temporary appointment may only occur after every attempt is made to fill the CBAC vacancy prior to the temporary appointment.

807.233 The appointment shall be temporary, pending another eligible candidate to fill the vacancy.

807.240 The powers and duties of the Budget Oversight Committee shall include

807.241 Shall have the authority to request budget materials from Broward A&S account manager via the SG advisor or ASAB office within a reasonable deadline during the annual budget allocation

807.242 Shall have the authority to hold hearings with the account managers who request and submit budgets to the Committee via the ASAB office during the annual budget allocation process

807.243 Shall have the authority to develop and propose a fiscal budget for the Broward A&S fee allocation that. After completed, will be proposed to the House of Representatives as legislation, during the annual budget allocation process.

807.250 If the Student Government Advisor is a campus-wide account manager, then s/he will need to choose a designee to be the SG advisor on the CBAC committee to prevent any conflicts of interest, for adherence to FAU SG Stat. §209.400 and §801.400

808.000 Legislative Line of Succession-- When the office of the Speaker of the House becomes vacant due to removal, resignation or impeachment, the Speaker Pro Tempore, in accordance with FAU SG Const. Art. III, §7, B. (C), shall become the Speaker of the House.

809.000 Executive Branch-- The executive power shall be vested in the Governor, his/her cabinet, and all agencies under him/her.

810.000 Broward Campus Governor

810.100 Eligibility to be Governor-- No student may hold the office of Governor who does not meet the eligibility requirements set forth in FAU SG Const. Art. IV, §2.

810.200 Powers and Duties of the Governor-- The powers and duties of the Governor shall include, but not be limited to:

810.210 Those set forth in FAU SG Const. Art. IV, §5; and,

810.220 Presiding over any Joint Meeting of one or more Houses of Representatives held on the Broward Campus; and,

810.230 Spending no fewer than twenty office hours per week in the service of the Student Government in his/her official capacity as Governor.

810.300 Gubernatorial Leaves of Absence-- No more than once per semester, the Governor, if approved by the president of FAU Student Government, may take a leave of absence not lasting longer than fourteen (14) days. If the Governor has not resumed his/her post after fourteen (14) days, then the position of Governor shall be deemed vacant.

810.400 Gubernatorial Term Limits-- Term limits on the office of Governor shall be those set forth in FAU SG Const. Art. VI, §3, Cl. (E).

810.500 Gubernatorial Line of Succession-- When the office of Governor becomes vacant due to removal, resignation or impeachment, the Speaker of the House, in accordance with FAU SG Const. Art. IV, §6, Cl. (C), shall become the Governor.

810.600 Appointed executive officials shall be an FAU student and meet the eligibility requirements set forth in Regulation 4.006. Shall be interviewed and appointed by the Selection Committee delineated in the section of the statutes related to that position. All GAC appointments must be confirmed by a simple majority vote of the House.

810.610 Shall have a minimum 2.5 cumulative FAU GPA. (2.7 GPA for the Campus Governor)

810.620 Termination of position may be recommended by the Broward Governor or Broward House Speaker and confirmed by the Executive Committee delineated in the section of the statutes related to that position.

#### 811.000 Powers and Duties of the Broward Chiefs of Staff

811.100 The Broward Chief of Staff shall work up to twenty (20) hours a week.

811.200 Oversight of other Administrative support offices, under the direction of the Broward Governor.

811.300 Research and prepare reports on various projects and/or issues for Student Government that will assist and benefit the Broward Governor in representing the students of the university.

811.400 Shall attend all Executive Management meetings called by the Broward Governor.

811.500 Shall oversee and act as a liaison for all BSG Programs and BSG Student Assistants as directed by the Broward Governor.

811.600 The Broward Chief of Staff shall coordinate BSG personnel and human resource functions as directed by the Broward Governor.

811.700 May be called upon to attend events or meetings in the Broward Governor's

absence. 811.800 Appointment and/or Vacancy of the Broward Chiefs of Staff

811.810 Shall be filled according to section 810.600.

811.820 Shall be appointed by the Broward Governor.

811.830 Shall be confirmed by a simple majority vote of the total active membership of the Broward House of Representative.

811.900 May be called upon to attend events or meetings for any vacant GAC Position, with all the powers and duties of that position, as directed by the Governor, until that Position is filled and that officer has begun working officially.

812.000 Treasurer-- The powers and duties of the Treasurer shall include, but not be limited to:

812.100 Advising the University-Wide Budget and Appropriations Committee, in accordance with FAU SG Stat. §220.200, and all relevant subsections therein; and,

812.200 Advising the Broward Campus Budget and Appropriations Committee, in accordance with FAU SG Stat. §225.400, and all relevant subsections therein; and,

812.300 Reporting to the House on the status of Student Government funds no less than once per month; and,

812.400 Spending no fewer than twenty office hours per week in the service of the Student Government in his/her official capacity as Treasurer.

812.500 Must keep accurate and up-to-date bookkeeping for all BSG accounts with ASAB

813.000 Governor's Administrative Cabinet-- The "Governor's Administrative Cabinet" shall be chaired by the Governor and shall be defined as including the following voting members: the chief of staff, the Treasurer; the Director of the Council of Student Organizations; the Director of the Broward Program Board; the Director of Marketing; and, the Director of the Students Advocating Volunteer Involvement Program.

813.100 Powers and Duties of the Governor's Administrative Cabinet-- The powers and duties of the Governor's Administrative Cabinet shall include, but not be limited to:

813.110 Meeting no less than twice per month; and,

813.120 Presenting progress reports to the Governor from his/her respective program.

813.130 Shall report to the House of Representatives and GAC meetings no less than twice per month

813.140 An Absence Record of every GAC member shall be included in the minutes of every GAC meeting. Absences shall be counted as follows:

1. All unexcused absences shall be considered 1 point
2. An Hour before the meeting is considered an unexcused
3. Half a point will be given to a member that leaves a House or GAC meeting early or arrives late.
4. Once a member reaches 3 points in a single semester that member shall be



- recommended for termination to the Executive Committee
5. Can send a designee to report if unable to attend a House or GAC meeting if the absence is verified as excused by the Governor.

813.200 Eligibility to Serve on the Governor's Administrative Cabinet-- Any student who meets the minimum qualifications for office as set forth by the University in Regulation 4.006 may submit an online application through student employment to the Governor for his/her consideration to fill that vacancy.

813.210 The Governor, in coordination with the Selection Committee, shall select the student leaders they believe to be the most qualified, and shall submit that name to the House for confirmation, which shall take place upon a simple majority vote of the House, in accordance to FAU SG Const. Art. IV, §5, C2.

813.220 Upon confirmation, the appointed student leader shall serve in that capacity until the end of the Governor's term.

814.000 Council of Student Organizations (COSO) – Shall be the organizing SG Program for student organizations and shall be led by a student director who works in collaboration with the Governor's Chief of Staff on the Davie and Fort Lauderdale campuses and the COSO Advisor from the Office of Student Involvement and Leadership (SIL).

814.100 Director of the Council of Student Organizations -- The powers and duties of the Director of the Council of Student Organizations shall include, but not be limited to:

814.110 Shall spend no fewer than fifteen office hours per week in the service of the in his/her official capacity.

814.120 Shall distribute information to and communicating with all student organizations; and,

814.130 Shall resolve disputes between student organizations in conjunction with the SIL Advisor; and,

814.140 Shall meet with student organizations on a monthly basis; and,

814.150 Shall implement ideas to increase the number of student organizations on the Broward Campuses, in conjunction with the COSO Advisor; and,

814.160 Shall lead the A & S Budget process for student organizations and work with the SG Senior Fiscal Assistant and COSO Advisor; and,

814.170 Shall call emergency COSO Board meetings as necessary, giving two business days notice before such a meeting is to be held, at which official business may be conducted only if a quorum is present.

814.200 Selection of Members to Serve on the Executive Board of the Council of Student Organizations

814.210 The COSO Director shall chair the Executive Board and shall appoint one (1) non-SG affiliated FAU student

814.220 The Governor shall appoint two (2) non-SG affiliated FAU students to serve on the Executive Board

814.230 The Speaker of the House shall appoint two (2) Representatives and/or Senators to serve on the Executive Board.

814.240 The SG Treasurer shall serve on the Executive Board.

814.250 The COSO Advisor shall serve on the Executive Board as non-voting member.

814.300 All appointments to the COSO Executive Board shall be subject to confirmation by the House and shall remain in his/her official capacity until the expiration of the COSO Director's term.

814.400 Powers and Duties of the Council of Student Organizations (COSO) Board-- The powers and duties of the COSO Board shall include, but not be limited to:

814.410 Shall represent all student organizations on the Broward campuses; and,

814.420 Shall support, fund, guide, and encourage student organizations to be actively involved throughout the Broward campuses, the University and the surrounding communities; and,

814.430 Shall review funding requests from student organizations and allocate funds according to the campus budget passed by the Campus Budget and Appropriations Committee and confirmed by the House.

814.440 Shall set forth the policies and procedures for allocating funding; and,

814.450 Shall ensure that funds allocated are used according to all applicable rules and regulations, including, but not limited to: federal, state, and local laws; and University Regulation; the SG Constitution and Statutes.

814.500 Conflict of Interest among members of the Council of Student Organizations Board-- No members of the Executive Board may serve simultaneously as officers of any other student organization, and shall abstain from voting on issues that affect their own student organizations.

815.000 The Broward Program Board -- Shall plan, coordinate and implement social and educational programming that entertains and involves FAU students while enhancing the educational experience of FAU students.

815.100 Powers and Duties of the Broward Program Board -- The powers and duties of the Broward Program Board shall include, but not be limited to:

815.110 Shall meet bi-weekly to discuss upcoming and ongoing programs and events, and the status of the budget; and,

815.120 Shall seek the participation FAU students and various resource centers in the planning, promotion, and implementation of events and programs; and,

815.130 Shall work closely with the Governor and the Board's advisor as it relates to the operation and function of the Board.

815.200 Director of the Broward Program Board-- The powers and duties of the Director of the Broward Program Board shall include, but not be limited to:

815.210 Shall oversee and manage the operations of the Broward Program Board (the Board); and,

815.220 Shall preside over all meetings of the Board and will designate an alternate presiding officer if he/she is unable to do so; and,

815.230 Shall submit a bi-weekly report to the Governor of the activity, events, and functions of the Board; and,

815.240 Shall write evaluations of every event held by the Board, which shall include: student participation, student comments, budget information, billing information, and the dates and times during which the event was held; and,

815.250 Shall submit the contact information for the Board to the Governor for posting on the University Student Government website; and,

815.260 Shall spend no fewer than 20 office hours per week in the service of the Student Government in their official capacity.

815.270 Shall present programming ideas and information to the Board; and,

815.280 Shall submit an itemized budget proposal for events; and,

815.290 Shall train and supervise the Board's Program Coordinators in conjunction with the Governor and the Board's Advisor and assist them in all event related procedures.

815.300 Broward Program Board Coordinator-- The powers and duties of the Coordinator of the Broward Program Board shall include, but not be limited to:

815.310 Shall present programming ideas and information to the Board; and,

815.320 Shall submit an itemized budget proposal for events to the Director; and,

815.330 Shall reserve the facilities, equipment, and materials necessary for each event; and,

815.340 Shall publicize, advertise, and register all events and programs; and,

815.350 Shall solicit volunteer help for events through SAVI as necessary; and,

815.360 Shall spend no fewer than 15 office hours per week in their official capacity.

#### 816.000 Director of Marketing

816.100 Powers and Duties of the Director of Marketing-- The powers and duties of the Director of Marketing shall include, but not be limited to:

816.110 Shall spend no fewer than fifteen (15) office hours per week in the service of the Student Government in their official capacity; and,

816.120 Shall assist in the design of promotional material for all BSG branches, program areas and student organizations on the Broward campuses; and,

816.130 Shall discuss marketing strategies with the Governor's Administrative Cabinet, the House, student organizations, the SG and SIL advisors; and,

816.140 Shall verify that the promotional material of SG programs and student organizations is accurate and up-to-date; and,

816.150 Shall submit his/her information to the Governor for posting on the University Student Government website; and,

816.160 Shall submit a bi-weekly report to the Broward Governor.

816.170 Shall train and supervise the Marketing Assistant in conjunction with the Governor and the Student Government Advisor and assist them in all marketing related procedures

816.200 Marketing Assistant – The powers and duties of Marketing Assistant shall include, but are not limited to:

816.210 Shall assist Broward Student Government Director of Marketing in the design of promotional materials, and,

816.220 Shall be a volunteer positions, with a minimum of 5 office hours a week, to be appointed by the Broward Governor with confirmation of a majority vote of the Broward House of Representatives.

817.000 Students Advocating Volunteer Involvement (SAVI) Program -- Shall be responsible for promoting the volunteer involvement of students, and shall serve as a link between students and off campus non-profit volunteer agencies and University organizations to achieve that end. It shall be responsible for establishing its own rules and bylaws, which shall conform to these statutes.

817.100 Director of Students Advocating Volunteer Involvement (SAVI)--The powers and duties of the Director of SAVI shall include, but not be limited to:

817.110 Shall spend twenty (20) office hours per week in the service of the Student Government in their official capacity; and,

817.120 Shall gather and disseminate information concerning service opportunities to Broward students and Organize service projects throughout the year on- and off-campus; and,

817.130 Shall maintain all necessary files and databases pertaining to SAVI; and,

817.140 Shall coordinate programs and assist with the submission of volunteer hours to the Weppner Center for Service Learning and Civic Responsibility on the Broward campuses; and,

817.150 Shall maintain the fiscal integrity of the SAVI office by keeping accurate records of all expenditures and acquisitions for the program area; and,

817.160 Shall provide volunteers or assistance to other Broward programs at on campus events if available; and,

817.170 Shall report to the Broward Governor and Associate Director of Student Involvement and Leadership; and,

817.180 Shall submit his/her contact information to the Broward Governor for posting on the University Student Government website; and,

817.190 Shall submit a bi-weekly report to the Broward Governor.

817.200 SAVI Coordinator— The powers and duties of the coordinator of SAVI shall include, but not be limited to:

817.210 Shall assist the Director of SAVI in the planning events; and,

817.220 Shall spend no fewer than fifteen hours per week in service to Broward Student Government in their official capacity; and,

817.230 Shall assist in the creation of publicity materials, organization of events and the maintenance of files; and,

817.240 Shall attend all SAVI meetings.

#### 818.000 The Campus Recreation and Fitness Center Advisory Board

##### 818.100 Mission

818.110 Campus Recreation and Fitness Center is to enhance the overall educational experience of the diverse Florida Atlantic University community by providing learning, development and educational experiences through wellness education resources, recognizing national health observances and offering opportunities to participate in healthy activities in a quality environment. In addition, the Broward Student Wellness Center provides student employment opportunities focused on developing health and fitness professional skills. The Broward Student Wellness Center is responsible for managing the Florida Atlantic University Broward Student Wellness Center facility, services, programs, specialty classes, Davie Intramural Sports program, and sponsoring National Health Observance events.

##### 818.200 Purpose

818.210 The purpose of Campus Recreation and Fitness Center is to involve user groups, primarily students in the planning, organization and administration of wellness programs and facility operations. This will include, but not 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.

##### 818.300 Members

818.310 The members of the Advisory Board will consist of four (4) students and three (3) University staff/faculty members. As per the Memorandum of Understanding in 1996 between the Office of the Vice President for Broward Campuses and the Broward Student Government Association, the faculty/staff members will consist of the Broward Chief Budget Officer and Associate Dean of Student Affairs by appointment by virtue of their position, and a Broward Faculty member nominated by the Director of the Broward Student Wellness Center. In addition, four (4) students by appointment from the Broward Student Governor. Each full member of the Broward Student Wellness Center Advisory Board will have one vote. To establish a quorum four (4) members are required to be in attendance, a majority of which must be students.

818.320 If there is an urgent matter that requires an emergency meeting, and the Broward Student Wellness Center Advisory Board cannot meet, an electronic meeting may be held. The issue would be presented and allow for electronic discussion. After 24 hours an electronic vote could be made by members of the Broward Student Wellness Center Advisory Board.

818.330 The student and faculty members of the Broward Student Wellness Center Advisory Board will serve a one year term. Nominated candidates will be selected based

on their qualifications and nominations which will be determined by the Broward Student Wellness Center Advisory Board. The Broward Student Wellness Center Advisory Board will provide a list of qualified student candidates to the Florida Atlantic University Student Government Association Broward Governor who will recommend the student members, one of whom shall serve as chairperson and at least two (2) of these students shall not hold office in Student Government Association.

818.340 The Director of the Broward Student Wellness Center will recommend potential faculty members to the Vice President for Broward Campuses.

818.350 The Vice President for Broward Campuses or designee will review all requests and approve final faculty Board membership.

818.360 Three unexcused absences will be cause for replacement of a Board member.

818.370 The Associate Director of the Broward Student Wellness Center shall serve as ex-officio, non-voting member, advisor and secretary to the Broward Student Wellness Center Advisory Board.

#### 818.400 Powers and Duties of the Advisory Board Officers

818.410 The Campus Recreation and Fitness Center Board proposes recommendations to the Vice President for Broward Campuses through the Director of the Broward Student Wellness Center. The Student Government Association Broward Governor will select a student Chair for the Broward Student Wellness Center Advisory Board from the four student members. The Chair would vote only in case of a tie. The Chair will call meetings of the Broward Student Wellness Center Advisory Board, preside at these meetings and see that the regulations of the committee and policies adopted by the Broward Student Wellness Center Advisory Board are carried out or complied with and perform other tasks generally associated with the position of the Chair.

818.420 The Associate Director of the Campus Recreation and Fitness Center will serve as the ex-officio, non-voting member, secretary and advisor of the Broward Student Wellness Center Advisory Board. It will be her/his responsibility to keep all records on file in the administrative offices.

818.430 The Associate Director of the Campus Recreation and Fitness Center shall manage the programs, facilities and services of the Broward Student Wellness Center under the supervision of the Broward Associate Dean of Student Affairs. The responsibilities of the Broward Student Wellness Center Director shall include:

818.431 Provide leadership and supervision to all areas within the Broward Student Wellness Center which include services, programs, facilities, financial and personnel areas.

818.432 Direct, supervise and oversee all employees of the Broward Student Wellness Center.

818.433 Report to the Broward Student Wellness Center Advisory Board the needs and desires of the University community regarding programs, services and facilities as well as making recommendations pertaining thereto.

818.434 Work with the Broward Student Wellness Center Advisory Board in the area of budget preparation.

818.435 Consult with the appropriate student and University officials regarding budgeting and administration of Broward Student Wellness Center facilities, programs and services.

#### 818.500 Powers and Duties of the Members of the Board

818.510 Propose policies to the Vice President for Broward Campuses through the Director of the Broward Student Wellness Center regarding the overall operation of the Broward Student Wellness Center.

818.520 Review, develop and recommend budget proposals for submission to Student Government Association for funding facilities, staff and other services provided by the Broward Student Wellness Center.

818.530 Formulate and pursue long range plans and objectives regarding facilities, programs and services to forecast the fitness and health promotion needs of the Florida Atlantic University community. The plan shall take into consideration the following: facilities; programs; staffing/personnel; funding/budgeting; policies and public relations/marketing.

818.540 Be accountable to the University students and the Broward Student Wellness Center members for assessing the physical plant of the department; assessing needs for facility upgrades, additions or enhancements; and reviewing the equitable allocation of space to best serve the needs of the students.

818.550 Ensure that discussion and review of major programs within the Broward Student Wellness Center occurs prior to implementation.

#### 818.600 Budget

818.610 The income of The Broward Student Wellness Center will be derived from Student Activity Fees, User Fees, gifts and state appropriations.

818.620 All monies must be deposited and accounted for to the state and University rules, laws and regulations.

818.630 The Director of the Broward Student Wellness Center will formulate the annual budget request with input from the Broward Student Wellness Center Advisory Board. The Broward Student Wellness Center Advisory Board will review the annual budget request and make revisions as it deems necessary. This budget will then be forwarded to Student Government for consideration in the annual Activity and Service Fee allocation.

#### 819.000 The Davie Student Union Advisory Board at Florida Atlantic University, Broward Campus

819.100 Davie Student Union Purpose: The Davie Student Union (DSU) shall provide a center for community at Florida Atlantic University, enhancing and complimenting activities in pursuit of the educational purposes of the University. The DSU shall remain student oriented by providing employment, involvement, and governance opportunities to students; operate within the physical capabilities of the facilities; and maintain a sound financial basis. In the interest of fulfilling the needs of the University community, the DSU will provide:



819.110 Services and conveniences, as are possible, and as the needs of the University community are determined;

819.120 Opportunities for cultural investigation, social networking, and personal development, which should be coordinated in collaboration with faculty, whenever possible;

819.130 Experiential learning opportunities that enhance student leadership and management skills through both informal and formal education methods;

819.140 A variety of educational, social, and entertainment events and programs;

819.150 Multi-purpose space that can be reserved for activities, programs, and meetings, by University students, recognized student organizations, University employees, University partners and related educational groups; and

819.160 Public space and furnishings that are comfortable, modern, aesthetically pleasant, and support the informal gathering of University students, employees, and other members of the University community.

819.200 Board Name and Purpose: The name of this organization is the Davie Student Union Advisory Board (DSU Advisory Board). In the fulfillment of the purposes of the facility, the DSU shall operate in accordance with the policies and regulations as formulated by the DSU Advisory Board.

819.300 Members: The DSU Advisory Board's membership shall consist of the following one- year appointments:

819.310 The Broward Governor shall appoint five (5) students, one of whom shall serve as chairperson. The Broward Governor may appoint herself or himself as one of the aforementioned five students.

819.320 The staff/faculty representatives shall be appointed by the Associate Dean of Students, Broward campuses, and shall include one (1) faculty representative, one (1) representative from the Division of Finance, one (1) representative from the Florida Atlantic University Police Department, and one (1) representative of staff.

819.330 The Building Manager/Director of the DSU shall serve as an ex-officio member without a vote. Additional ex-officio members may be nominated by the Building Manager/Director and must be approved into membership with the 2/3 majority vote of the DSU Advisory Board.

819.340 Three unexcused absences of any voting member will be cause for replacement of a DSU Advisory Board member.

819.400 The Duties and Responsibilities of the Board: The responsibilities of the DSU Advisory Board shall be to provide the Building Manager/Director recommendations for the operations, services, and programs of the DSU. More specifically, the DSU Advisory Board shall:

819.410 Formulate and pursue long and short-range plans and objectives regarding the services and programs of and occurring in the DSU; and,

819.420 Establish the general rules and policies regarding the use of the DSU and any

special requests for the use of the DSU-controlled areas of the facility by non-University members and provide for the coordination and optimum utilization of programming space and time within the DSU; and,

819.430 By process of nomination and election, appoint student leaders, other than the Governor, to serve as the Chair and Secretary of the DSU Advisory Board; and,

819.440 Be accountable to University students, employees, alumni, guests and others for facilitating such needs of the University community as are appropriate within the purposes and available resources of the facility; and,

819.450 Consult with and advise the Building manager/Director with regard to general policies of the DSU; and,

819.460 Assist in developing priorities of expenditure for the DSU services. This shall include assisting with budget preparation by providing such on-going planning and evaluation as will facilitate a timely consideration of budgetary needs and changes prior to the budget being submitted for general University approval; and

819.470 Provide feedback on programs, services, and operations of the DSU for consideration of the Building Manager/Director and the rest of the DSU administration.

819.480 Shall meet once Monthly

819.490 Has the ability to vote on recommendations to the DSU, as it concerns students, when funds are available.

819.500 Davie Student Union Building Manager/Director. The Davie Student Union Building Manager/Director shall manage the operations and programs of the DSU and shall be under the supervision of the Associate Director of Campus Life, Broward campuses. The responsibilities of the Director shall include:

819.510 Providing leadership to the DSU Advisory Board in developing and enforcing policies and regulations regarding activities, procedures and facility use of the DSU as well as insuring compliance with applicable University and campus policies and regulations; and,

819.520 Directing, supervising, and overseeing all employees of the DSU as well as the recruitment and hiring of such DSU personnel as may be necessary and approved for fulfilling the purposes of the facility and its services; and,

819.530 Preparing and submitting the DSU budget; and,

819.540 Reporting to the DSU Advisory Board the needs and desires of the University community regarding the DSU as well as making recommendations pertaining thereto; and,

819.550 Advising, supervising and assisting all individuals, groups, and organizations that utilize the DSU facilities; and,

819.560 Working with the DSU Advisory Board in the area of budget preparation; and,

819.570 Consulting with the appropriate student and University officials regarding budgeting and administration of the DSU; and,

819.580 Forwarding recommendations of the DSU Advisory Board to the Associate Director of Campus Life

, Broward campuses; and

819.590 Collaborate with the Broward Campuses Administration Office and the Department of Physical Plant to carry out the functional and operational needs of the DSU.

819.600 Operational Requirements. The DSU Advisory Board shall operate according to the following guidelines:

819.610 The DSU Advisory Board will meet on a regularly scheduled basis as determined by the Chair. The Chair or a majority of board members may request a meeting. A diligent effort must be made to contact all members of the DSU prior to each meeting.

819.620 A quorum shall consist of five (5) voting members and the Chair shall be allowed to vote and discuss business. The Chair will vote only in the case of a tie.

819.630 The Secretary of the DSU Advisory Board will be responsible for the minutes of all meetings.

819.640 The DSU Advisory Board shall establish Rules of Procedure that shall be open to public inspection along with DSU Advisory Board minutes and proceedings. A copy of this procedure shall be housed in the office of the DSU Building Coordinator.

819.650 All items of business to be considered by the DSU Advisory Board shall be submitted to the secretary at least two (2) school days prior to the next regularly scheduled meeting.

Enacted Sept 2007, Revised July 2017. (IXM), Revised February 2019. (IXM)