

Florida Atlantic University

Regulation 4.006 Student Government and Student Organizations

(1) **PURPOSE.**

- (a) Student Organizations and Student Government are an essential part of the Florida Atlantic University community and are an integral part of the total academic program. The presence of a diverse group of organizations is in the best interest of the University and its Students. Such organizations foster valuable experiences for Students that lead to significant learning and development and create a sense of belonging.

- (b) Student Organizations and Student Government provide a valuable service to the University community by promoting leadership development, community spirit, activism, community service, and social and cultural interaction. Student Organizations and Student Government sponsor conferences, seminars, lectures, debates, cultural and social events, and fine arts programs. These activities allow FAU Students to meet and interact with local, state, nationally, and internationally renowned scholars, artists, politicians, academicians and other professionals. Student Organization and Student Government members spend countless volunteer hours each academic year participating in service projects for campus and community efforts.

(2) **RECOGNITION.**

University recognition of a Student Organization means that the Student Organization has completed the requirements for University recognition and is eligible for the privileges extended to recognized Student Organizations. University recognition does not imply University endorsement of the activities of the Student Organization or of Student Government. University recognition also does not imply that the Student Organization has been granted status as an entity or agent of the State of Florida or Florida Atlantic University. While faculty and staff members of the University serve in advisory capacities to Student Organizations and Student Government, it is presumed that Students of legal adult age are adults and, therefore, make and are accountable for their decisions and behaviors as individuals and as members of the organization.

(3) **DEFINITIONS.**

- (a) **Dean of Students.** The term “Dean of Students” refers to any of the following persons or offices: Associate Vice President and Dean of Students, Associate Dean of Students, Assistant Dean of Students, and their respective designees.
- (b) **Senior Vice President.** The term “Senior Vice President” refers to the Senior Vice President for Student Affairs and his/her designee.
- (c) **Student.** The term “Student” is as defined in the Student Code of Conduct, Florida Atlantic University Regulation 4.007.

- (d) Student Government. The term “Student Government” refers to Student Government and all Student Government Programs at the University. Student Government shall be the representative of all Students and is encouraged to function on campus with the recognition that ultimate authority for University affairs rests with the Board of Trustees and the administration of the University.
- (e) Student Involvement & Leadership. The term “Student Involvement & Leadership” shall refer to the Office of Student Involvement & Leadership on each campus.
- (f) Student Officer. The term “Student Officer” shall refer to:
 1. All elected or appointed (paid or volunteer) presidents, vice-presidents, treasurers, secretaries and other such officers of all Student Organizations.
 2. All elected or appointed (paid or volunteer) Student Government and Student Government Program positions and officers.
- (g) Student Organizations. The term “Student Organizations” refers to all clubs, organizations, fraternities, and sororities at the University.
- (h) Student Organization Manual. The term “Student Organization Manual” refers to the governing document, and all policies within Student Involvement and Leadership, as well as the Club Sports Handbook.

(4) STUDENT GOVERNANCE.

- (a) The Senior Vice President for Student Affairs is the designated representative of the University President in all matters pertaining to Student life and governance.
- (b) The governing organization of the Student body of Florida Atlantic University is known as the Student Government of Florida Atlantic University. Student Government shall be organized and maintained to represent the entire student body of Florida Atlantic University.
- (c) Student Government may adopt internal procedures, including but not limited to a constitution, statutes, and other legislative acts (including adoption, amendments, and repeals) (collectively referred to as its “Internal Procedures”); may establish appointed or elected Student Officers; and may recommend employment of personnel required to carry out its functions. All Student Government Internal Procedures are subject to the approval of the University Board of Trustees or its designee prior to implementation. The Student Government’s annual budget is subject to approval by the University President or designee on behalf of the University Board of Trustees. All other Student Government Internal Procedures are subject to approval by the Senior Vice President for Student Affairs on behalf of the University President and University Board of Trustees. Any Internal Procedures approved by the University President or designee or the Senior Vice President for Student Affairs shall be consistent with applicable law, FAU and Florida Board of Governors’ policies and regulations, and the best interests of the FAU Student body.
- (d) Student Government is authorized to make recommendations through the Student Government President, a member of the University Board of Trustees, concerning all University policies, regulations, and operating procedures which significantly affect Students, and is authorized to nominate Students to serve on University

committees, councils and boards which have Student membership or representation.

- (e) Student Government shall conduct its activities in full compliance with all Federal and State of Florida laws.
- (f) Any elected Student Government Officer who pleads guilty, no contest, receives deferred prosecution (or similar disposition) or is convicted of a violation of felony or is found civilly liable for an act of moral turpitude will be immediately suspended from office and temporarily replaced. The University President or his/her designee will appoint a temporary replacement if Student Government's succession process is unable to produce a replacement within ten (10) business days. If the deferred prosecution, conviction, or verdict is not lifted or overturned, and if all rights of judicial appeal have been exercised, waived, or expired, the suspension will become a permanent removal. This procedure is distinct from and in addition to the processes of the Florida Atlantic University Student Code of Conduct, Regulation 4.007.
- (g) All Student Government Officers must undergo training provided by the Dean of Students within 1 month of assuming office. Failure to undergo training will result in being removed from elected or appointed office.
- (h) Student Government shall be granted certain privileges as approved by the FAU Division of Student Affairs or as otherwise granted under applicable law, regulation or policy. These privileges are described in the Student Organization Manual.

(5) **ACTIVITY AND SERVICE (A&S) FEES FUND MANAGEMENT.**

- (a) Purpose.
 - 1. To assure full and complete implementation of Federal and State of Florida law and compliance with all other applicable laws, policies and regulations; and
 - 2. To facilitate effective interaction between the University staff and the Student Government in the allocation and expenditure of funds derived from Activity and Service (A&S) Fees.
- (b) All A&S Fees shall be maintained in accounts kept by the FAU Controller's Office. All contracts and purchases shall be made in accordance with University regulations and policies and all appointments and payments of personnel shall be made in accordance with University personnel and payment procedures.
- (c) All Student Government purchases, contracts, expenditures and disbursements must be reviewed and approved by the Senior Vice President for Student Affairs.
- (d) At the end of each University fiscal year, unexpended A&S Fees shall be carried over and remain in the A&S Fees account for reallocation by Student Government in the subsequent fiscal year.
- (e) The authority and responsibility to determine the allocation and expenditure of A&S funds initially rests with Student Government, subject to the right of the University President or his/her designee to veto any allocation or expenditure. Furthermore, Student Government shall be prohibited from:
 - 1. Entering into contractual agreements not otherwise authorized.

2. Deviating from laws, regulations, and procedures pertaining to budgeting, allocation and/or expenditure of public funds of the State of Florida.
 3. Hiring, supervising, or terminating Student Government personnel without the approval of the Senior Vice President for Student Affairs.
 4. Making operational decisions for, or on behalf of, a University department, school or college or other unit outside of Student Government.
- (f) The University Inspector General office shall make arrangements for audits of all accounts which receive and/or expend A&S Fees.
- (g) Reserve Accounts.
1. Campus Recreation and Student Union facilities will be required to establish a Facility Reserve Account for repair, replacement, and renovation of physical plant, furniture/equipment, and budgetary emergencies. A minimum annual amount and policies for these accounts will be established by Student Government statutes.
 2. Other Campus Recreation programs, Wellness Centers and/or Student Unions or Student Activity Centers on the Broward, Jupiter, or Treasure Coast Campus will be required to establish a Facility Reserve Account for repair, replacement, and renovation of physical plant, furniture/equipment, and budgetary emergencies. A minimum annual amount and policies for these accounts will be established by Student Government statutes.
 3. The Senior Vice President for Student Affairs' Office will be required to establish a University wide reserve account for A&S fees. This reserve will be utilized for cash flow needs, enrollment shortfalls, and budgetary emergencies. A minimum annual amount and policies for these accounts will be established by Student Government statutes.

(6) **PRIVILEGES OF STUDENT ORGANIZATIONS.**

Recognized Student Organizations registered with the Office of Student Involvement and Leadership may be granted certain privileges as approved by the FAU Division of Student Affairs or as otherwise granted under applicable law, regulation or policy. These privileges are described in the Student Organization Manual.

(7) **GENERAL PROVISIONS REGARDING STUDENT GOVERNMENT AND STUDENT ORGANIZATIONS.**

- (a) All Student Organizations and Student Government are under the jurisdiction of the FAU Division of Student Affairs. The responsibility for establishing and enforcing policy concerning Student Organizations and Student Government and their respective activities, including the requirement that they function in accordance with their constitutions, is vested in the FAU Division of Student Affairs. All Student Organizations and Student Government are subject to the policies, procedures, rules and regulations governing or promulgated by the University or the Florida Board of Governors, including but not limited to the Student Code of Conduct, Honor Code, Alcohol and Drug policy, Anti-hazing Policy, and all requirements contained in the Student Organization Manual.

- (b) Furthermore, Student Government and each registered Student Organization's purposes and activities shall comply with applicable provisions of the United States Constitution; Federal, State and local laws; the Constitution of the State of Florida; rules, policies, procedures and regulations of the Florida Board of Governors and Florida Atlantic University; and all requirements contained in the Student Organization Manual or otherwise required by the Office of Student Involvement & Leadership. The purposes and activities of Student Government and each registered Student Organization shall also comply with the constitutions of the Student Government and the particular Student Organization, respectively. Student Government, Student Organizations and their Student Officers and members are responsible and accountable for all actions of Student Government and such Student Organizations, respectively. Any violation under this section by Student Government, any Student Organization or its Student Officers or members may subject the Student Government, Student Organization and its Student Officers and members to disciplinary action under the FAU Student Code of Conduct. Any violation by a Student Organization or its Student Officers or members shall render the Student Organization's recognition subject to review and possible cancellation or revocation.
- (c) The University does not provide insurance to Student Government or Student Organizations or its Student Officers or members.
- (d) Neither Student Organizations, Student Government nor Students may enter into agreements or contracts which purport to bind the University for any purpose.
- (e) The University reserves the right to register all Student Organizations and maintain current information on each registered Student Organization, its Student Officers or authorized representatives, its purpose and its advisor, including social fraternities and sororities. The Office of Student Involvement & Leadership on each campus serves as the University registrant of all Student Organizations.
- (f) It is the policy of Florida Atlantic University that registered Student Organizations and Student Government must be in full compliance with all Federal and State nondiscrimination and equal opportunity laws, orders and regulations. Neither Student Government nor registered Student Organizations shall discriminate against a Student Officer, member or prospective member on the basis of race, color, religion, gender, sexual orientation, national origin, ancestry, age, marital status, disability, unfavorable discharge from the military or status as a disabled veteran, except if specifically exempted by law. All registered Student Organizations and Student Government shall be open to all currently enrolled FAU Students, except if specifically exempted by law.
- (g) Each member and Student Officer of Student Government or a registered Student Organization must be a currently enrolled FAU Student.
- (h) All Student Officers of Student Government or Student Organizations must be degree-seeking Students and may serve in the same position or office for a maximum of two (2) terms during the academic career of such Student. A Student's academic career includes his/her undergraduate, graduate, and professional course work.

(8) PROCEDURE FOR THE FORMATION OF A NEW STUDENT ORGANIZATION.

- (a) Any Student(s) wanting to begin a new Student Organization shall file, within the first six weeks of the fall or spring semester, a Statement of Intent to Organize form with the Office of Student Involvement & Leadership on the campus on which they wish to organize.
1. After submitting the completed form to the Office of Student Involvement & Leadership and receiving approval, the group may then hold and advertise meetings on campus. This is considered provisional status.
 2. The provisional status is granted for six weeks, during which time the group shall submit an Official Petition for Registration.
 3. Failure to submit an Official Petition for Registration within the six week period of provisional status shall deactivate the Student Organization. At this point, the group will not be able to function as a Student Organization and may no longer be entitled to the Privileges afford to registered Student Organizations.
- (b) Official Petition for Registration. The Official Petition for Registration shall be filed as soon as the membership of the organization is largely complete and must occur within the six week period of provisional status. The Official Petition for Registration shall include:
1. The names, signatures and FAU Student ID numbers of two founding Students.
 2. The names, signatures and Student ID numbers of at least 10 Students, including Student Officers (depending on the specific requirements of the campus), who are members of the Student Organization.
 3. The Student Organization's Constitution. All registered Student Organizations are required to have a constitution. A constitution is a document that defines the long-term purpose of the organization and the structure of the organization. The constitution should only be changed through a clearly defined amendment process. The process should include advance notice, one week discussion and more than a simple majority vote. The Office of Student Involvement & Leadership must approve all constitutional changes. See the Student Organization Manual for guidelines in writing a constitution.
 4. The Student Organization's bylaws/statutes. The bylaws/statutes define how an organization carries out business. The bylaws/statutes should define committee structure or other operational aspects of the Student Organization. When these become firmly established in practice they should be inserted in the constitution by amendment. Rules and procedures may develop as the Student Organization grows. Such rules and procedures may describe program, budget and committee structure pertaining to the Student Organization.
 5. The name, telephone number, and FAU email address of the Student Organization's advisor. The advisor must be a full-time faculty or AMP/SP staff member employed by Florida Atlantic University.
 6. If the Student Organization is affiliated with an off-campus organization, the constitution of the parent organization must also be filed.

7. When all of these documents have been submitted to and reviewed and approved by the Office of Student Involvement & Leadership and the Council of Student Organizations on its respective campus, the group is eligible for the privileges set out in this regulation for University recognized Student Organizations.
8. The petitioning Student Organization will be notified in writing by the Office of Student Involvement & Leadership of its acceptance or, in cases of denial, the reasons for denial. In cases of denial, the petitioning Student Organization may submit an appeal to the Dean of Students on its respective campus.

(9) **RE-REGISTRATION OF AN EXISTING STUDENT ORGANIZATION.**

Student Organizations need to annually re-register each spring semester or immediately if changes occur to the Student Officers and/or advisor of the Student Organization. On the last day of the spring semester, the Office of Student Involvement & Leadership will suspend all Student Organizations that have not re-registered. A suspended Student Organization will not be able to function as a recognized Student Organization and will forfeit University privileges as described hereunder. If a Student Organization does not successfully re-register by the spring semester deadline, it will need to file as a new Student Organization during the first six weeks of the fall semester.

Students Organizations are required to comply with the following in order to be satisfactorily re-registered:

- (a) Complete the online re-registration process, including submitting a roster with a minimum of 10 FAU Student members, including two Student Officers, as well as submitting an updated constitution.
- (b) Two Student Officers must attend the annual Leadership Conference hosted by the Division of Student Affairs.
- (c) Two Student Officers must complete the online Student Organization Training.
- (d) Two Student Officers must complete the Fiscal Certification Training if the Student Organization is funded through A&S fees.

The Student Organization is responsible for notifying the Office of Student Involvement and Leadership on its respective campus of any updates or changes in the operations of the Student Organization.

(10) **QUALIFICATIONS FOR STUDENT OFFICERS.**

- (a) All currently enrolled FAU Students are eligible to be Student Officers in Student Government and any recognized Student Organization at FAU, provided that such Students meet the requirements of the particular Student Organization or Student Government, respectively (and provided that such requirements are consistent with this regulation).
- (b) Student Government and Student Organization candidates for Student Officer positions must meet the minimum eligibility requirements as stated in this regulation prior to election or appointment.

- (c) The Office of Student Involvement & Leadership and/or the Dean of Students will verify eligibility of the appointed and elected Student Officers of all registered Student Organizations and Student Government.
- (d) Students who do not meet the eligibility requirements as outlined in this regulation will be deemed as disqualified to serve as Student Officers and be required to relinquish their office immediately upon notification (subject to appeal).
- (e) The privilege of representing the University carries with it the obligation to set a high standard of behavior. It is, therefore, the responsibility of the University President to ensure that Student representatives do not continue to represent the University, when, due to their misconduct, such participation would reflect poorly on the University. Failure to comply with the provisions of this section may result in disciplinary action being taken against the Student pursuant to the Florida Atlantic University Regulation 4.007, Student Code of Conduct.
- (f) To be eligible to hold elected or appointed office in Student Government or any Student Organization, a Student must meet University standards. These criteria are separate from and in addition to any criteria for office that a Student Organization or Student Government may set for itself, and emphasize the necessary balance that should exist between academic standards and commitment to student development, as described in the University's mission statement. To this end, in order for a Florida Atlantic University Student, either undergraduate or graduate, to be eligible to hold office/position in Student Government or a registered Student Organization, a Student must meet the following minimum criteria:
 - 1. Be enrolled a minimum of six (6) credit hours in the fall semester and six (6) credit hours in the spring semester, if an undergraduate Student.
 - 2. Be enrolled a minimum of three (3) credit hours in the fall semester and three (3) credit hours in the spring semester, if a graduate Student.
 - 3. Maintain a 2.7 or higher for cumulative and previous term institutional grade point average and be in good academic standing in their undergraduate, graduate or professional program to run and hold the Student Government positions of Student Body President, Vice President, Campus Governor and Student Court Justices.
 - 4. Student Body President and Vice President offices must be held by Students of at least junior level with a minimum of 30 credit hours completed at Florida Atlantic University.
 - 5. Maintain a 2.5 cumulative institutional grade point average and be in good academic standing as an undergraduate Student.
 - 6. Maintain a 3.0 cumulative institutional grade point average and be in good academic standing as a graduate Student, or at least the minimum grade point average required to remain in good standing with the graduate or professional program in which they are enrolled, and otherwise be in good academic standing.
 - 7. Be free of any financial holds to the University or receive a deferment by the end of the Drop/Add period each semester.

8. Be free of any Student Code of Conduct sanctions unless an exemption is granted by the Dean of Students Office.
 9. Student Officers must be degree seeking Students, but not necessarily in a selected major.
 10. Students interested in holding offices who have not completed a full term and do not have a FAU cumulative grade point average must obtain permission from the Office of Student Involvement and Leadership and/or the Dean of Students Office in order to be eligible. The transferring grade point average must meet the minimum qualifications to hold Student Officer position.
 11. Students who do not otherwise meet the requirements of this section but who have received approval from the Dean of Students to have a reduced course load, or other wavier(s) of these standards, due to a disability that has been registered with the Office of Students with Disabilities, are eligible to hold Student Officer positions in Student Government and Student Organizations as described herein.
 12. Notwithstanding the other provisions of this section, Students in their last semester before graduation are eligible to participate in Student Officer activities if they are enrolled for the required number of credits needed for graduation that semester. This provision shall only apply for one term.
- (g) Appeals. Appeals of non-eligibility decisions for Student Officers under this regulation must be submitted in writing to the Dean of Students Office on the appropriate campus or the Senior Vice President for Student Affairs within five (5) business days of notification of non-eligibility.
1. The appeal must state the grounds for appealing the decision.
 2. A response to the Student's appeal will be given within five (5) business days of receipt of the appeal, at which time a hearing may be scheduled before the Eligibility Appeals Board.
 3. The Eligibility Appeals Board shall be comprised of two Students, two faculty members, and one Student Affairs staff member. The Student Affairs staff member will be chair of the Board. The Senior Vice President for Student Affairs shall appoint this Board as needed.
 4. An Eligibility Appeals Board decision will be given within five (5) business days of the scheduled hearing.
 5. During the appeal process a candidate for a student Officer position may be appointed, in the determination of the Division of Student Affairs, to the position in question, on an interim basis, in order to fulfill necessary duties.
 6. The decision of the Eligibility Appeals Board is final.

(11) **STUDENT GOVERNMENT AND STUDENT ORGANIZATION EVENT REGISTRATION.**

All events and activities of Student Government and Student Organizations must be registered with the Office of Student Involvement & Leadership on their respective

campus and must comply with policies and procedures set forth in the Student Organization Manual.

(12) SUSPENSION OF A STUDENT ORGANIZATION'S REGISTRATION.

- (a) A Student Organization's registration may be suspended by the Office of Student Involvement and Leadership for any one of the following reasons:
1. Violation of University regulations, policies and procedures and/or State, Federal or local laws or any other violation under section 7 above. In the event that Regulation 4.007 (Student Code of Conduct) applies in the suspension or revoked registration of a Student Organization, then Regulation 4.007 will govern this process.
 2. Failure to pay debt of the Student Organization.
 3. The national organization revokes the Student Organization's charter or denies affiliation.
 4. Non-compliance with the Student Organization's registration procedures, statutes and constitution requirements.
 5. Falsification of any registration information.
 6. Violation of policies or other requirements stated in the Student Organization Manual.
- (b) The Office of Student Involvement and Leadership or designee will send written notice of the suspension to the Student Organization President.
- (c) The Student Organization may appeal the suspension decision in writing to the Dean of Students within five (5) business days of receipt of the notice of suspension.
1. The Dean of Students will review the basis for the Office of Student Involvement and Leadership's decision but will not be required to initiate a de novo factual investigation.
 2. Notwithstanding the above, the Dean of Students may, but is not required to, direct that further facts be gathered or that additional remedial action be taken by the Student Organization. The Dean of Students may also decide to uphold or overturn the decision of the Office of Student Involvement and Leadership or designee.
 3. The Dean of Students shall provide the Student Organization written notice of his/her decision. The Dean of Students' action shall constitute final agency action and there will be no further appeals within the University.

Specific Authority: Article IX of the Florida Constitution, 1001.706 F.S., 1004.26 F.S., and Board of Governors Regulations 1.001, 6.010, 6.0105 and 6.014; History—Amended 11-11-1987, 1-17-2007, 6-23-2010, 11-16-2011.