

Florida State University
Panama City
Student Government Council Bylaws

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I. PURPOSE & DEFINITIONS

A. The purpose of the bylaws of Florida State University Panama City (herein referred to as FSU PC) Student Government Council (herein referred to as SGC) is to provide SGC with rules of order and internal operating procedures to assist in its effective execution of duties and responsibilities. The aforementioned restrictions and practices mirror SGA Student Body Statute § 603.1 B.

B. Definitions:

1. “Benefit” means a gain or advantage, which is the doing of an act beneficial to any person in whose welfare they are interested in.

2. “Conflict” or “Conflict of Interest” means a situation in which regard for a private interest or dual interest tends to lead to a disregard of a public duty or interest.
3. “Corruptly” means done with a wrongful intent and for the purpose of obtaining, or compensating or receiving compensation for, any benefit resulting from some act of omission of a public servant which is inconsistent with the proper performance of their public duties.
4. “SGC Representative” means any Representative or Officer of SGC, whether duly elected or appointed, that currently serves the presiding council.
5. “SGC Officer” means any Representative with the title of President, President Pro Tempore, Senator, or Treasurer of SGC whether duly elected or appointed.
6. “Leave of Absence” means a two-week period of leave in any given semester any Representative, Officer, or President may take for the purpose of academic focus in the event the individual is enduring academic concerns while holding a position on SGC.

II. CODE OF ETHICS

A. Intent and declaration of policy:

1. It is essential to the proper conduct and operation of SGC that its Representatives be impartial. SGC Representatives hold their position for the benefit of the Student Body. Such Representatives are bound to observe in their official acts the highest standards of ethics consistent with the code.
2. It is the intent of this code to protect the integrity of SGC by prescribing restrictions against conflicts of interest and unethical practices. The

aforementioned restrictions and practices mirror SGA Student Body Statute Chapter 205.

B. Standards of Conduct

1. Conflict of Interest: No SGC Representative shall participate in any private business or professional activity or have any direct or indirect financial interest which would place that person in a position where there is a conflict between that private interest and the public interests of the Student Body and the University as a whole.

2. Misuse of SGC: No SGC Representative shall use or allow the use of SGC property, and or Activity and Service Fees (A&S Fees), facilities, or personnel in any manner other than for sanctioned SGC business.

3. Unlawful Compensation:
 - i. No SGC Representative shall corruptly receive, offer, or agree to accept any pecuniary or other benefit for the past, present, or future performance of any act within the official capacity of the Representative.

 - ii. No SGC Representative shall corruptly receive pay for time not actively working on the duties that pertain to SGC.

 - iii. Violation of the Student Conduct Code: No Representative shall violate the FSU Student Code of Conduct, published annually in the FSU Student Handbook.

 - iv. Inducing to Act: No Representative of SGC shall aid, advise, procure, or in any way induce another to act in violation of this code of ethics.

C. Penalties

1. A violation under this Code of Ethics may be cause for suspension or removal from office, public censure, and/or reprimand as the Ethics Committee and SGC deems appropriate.
2. All disciplinary procedures must be approved by a 3/4 majority vote of the Ethics Committee and SGC combined, with the Plaintiff, Defendant, and the SGC President as ex-officio.

D. Ethics Committee

1. When necessary, an investigative body, the purpose of which is to serve as guardian of the standards of conduct for the Representatives of SGC, shall be convened.
2. Membership: The Ethics Committee shall be comprised of five voting individuals; with the SGC President Pro Tempore serving as the non-voting committee chair. The remainder of the Committee is to be selected from the University community by SGC, at least one but no more than two of whom should be a member of the faculty or administration. In the event that no students can be appointed by SGC, the Dean or the Dean's Designee will appoint students to serve on the Ethics Committee at their discretion. The Dean or the Dean's Designee may also choose to approve a member of the FSU PC faculty or administration to appoint the necessary amount of students. With the exception of faculty and administration, all members shall be currently enrolled as Florida State University students. No voting member shall have a familial, fraternal, sororal, domestic, and/or otherwise similar bond with either the plaintiff or defendant in a manner which the committee deems to be:
 - i. A conflict of interest
 - ii. A friend of the plaintiff or defendant

- iii. A current Representative or employee of SGC
3. Upon completion of its investigation, the Ethics Committee will make a formal written recommendation to SGC on the findings of the investigation.

III. ELECTIONS PROCEDURES

A. Definitions

1. “Campaigning” means the publicizing or solicitation of support for or against a ballot item or candidate for an elective office of the student body, and/or calling for the action to vote.
2. “Duly Elected” means an SGC Representative who has been elected by popular vote in an SGC Election.
3. “Duly Sworn” means an SGC Representative who has been installed by having taken their oath of office. This includes both elected and appointed Representatives.
4. “Representative-Elect” means a newly elected Representative who has not yet been inducted into office.
5. “President-Elect” means a newly elected President who has not yet been inducted into office.
6. “Campaign Material” means all artifacts, including, but not limited to, signs, circulars, buttons, balloons, digital signage, and t-shirts which publicize a candidate for elected office or ballot item.

7. “Referendum Election” means an election held for the purpose of amending the Student Body Constitution or submitting to popular vote a measure proposed by the Student Government Association (herein referred to as SGA) Senate, FSU PC SGC, or popular initiative.
8. “Declaration of Candidacy” means filing an application with the Elections Committee and the SGC Advisor, indicating intent to run for an elected position.
9. “Candidate” means any qualified student seeking an elected office in SGC.
10. “General Election” means an election held for the purpose of determining which candidate will assume office by majority vote.
11. “Proof” means evidence sufficient to establish a claim as true or believable – the establishment of truth or fact.

B. Council Elections

1. Standard elections shall be held during the spring and fall semester each year during the first full week of March and October, respectively. If this is not possible, elections shall be held the week thereafter.
2. The SGC President, along with five (5) representatives shall be elected in the spring semester to serve a one (1) year term. The remaining five (5) representatives shall be elected in the fall semester to serve a one (1) year term.
3. A Declaration of Candidacy and eligibility checks shall be conducted by the SGC Advisor for a period of one week, no more than three weeks prior to the voting window.

4. Active campaigning may only open after the close of the candidacy and qualification period and immediately following the candidate information meeting. Active campaigning shall last 10 school days in total, including the voting window.

5. All potential SGC Representatives must meet the following criteria to be elected to Council:
 - i. Be a currently enrolled student of FSU PC or be an FSU student that demonstrates, as determined by the current SGC Representatives who are not in the election and the FSU PC Dean, to have adequate invested interest in the FSU PC Student Body, and

 - ii. Be in good academic standing as determined by the University Academic Policy, unless there is any relevant academic pending action as determined by the FSU PC SGC, and

 - iii. Be in good ethical standing as determined by § II, SGA Statutes Chapter 205 Code of Ethics and the FSU Student Code of Conduct.

6. If any candidate or invested student seeks an appeal to the election process or results, they may file such with the Florida State University Student Government Association Supreme Court. (SEE APPENDIX A)

7. The Elections Chair shall provide candidates with election procedures at a candidate information meeting. The Elections Chair must disclose approved poster sites; the University's approved method of affixing or posting election material; and the maximum number of election materials allowed per candidate. All candidates must sign an affidavit of their acceptance of University and SGC policy prior to active campaigning.

8. Sitting Representatives of SGC may run for re-election or for President without resigning their current positions. No Representative of SGC may hold more than one Representative seat at a time.
9. Elections shall be held online with a secure online voting provider chosen at the discretion of the Tallahassee Campus.
10. Students wishing to vote shall be required to disclose their FSU ID for verification, which shall be kept confidential.
11. The voting window shall last three days. The Elections Chair must notify all candidates of individual election results and the current SGC President total election results within 1 school day of the close of polls.
12. Any protest of election results must be filed with the Elections Chair within seven school days after general student body notification. A violation of any bylaw or statute concerning elections in a candidate's campaign shall result in a peer review by the current SGC Representatives who are not candidates in the election within one week of the filed appeal or charge. Specific charges of violation will be presented by the Elections Chair at the peer review. The person(s) who reported the violation may speak and present evidence or elect to remain anonymous and submit material in advance of the hearing. The alleged violator may rebut. A 3/4 majority vote shall be taken by the SGC Representatives conducting the peer review regarding the action to be taken. Appeals regarding the peer review decision will be made to the appeal committee which will be headed by the President Pro Tempore or their designee. The appeals committee will consist of the President Pro Tempore, a Non-Council member of the student body, and a faculty member/advisor. The function of the Appeal Committee is to review processes and procedures of the original judgment. If any candidate or invested student seeks an appeal to the election process or results, they may file such with the Florida State University Student Government Association Supreme Court.
13. All election records shall be submitted to the SGC Office within-1 school day and kept for 30 calendar days.

14. Duly elected Representatives and the SGC President-elect shall assume office the first day of the term following their election. The President-elect shall be installed by the outgoing President at the last regularly scheduled meeting of the spring semester. Representative-elects shall be installed by the duly sworn President at the first regular SGC meeting of their term of office. Any Representative-elect who misses the installation shall arrange, within 10 school days after the formal installations, to be sworn in separately by the President or that seat shall be considered vacant.
15. In the event the outgoing SGC President and SGC President-elect are the same individual, the Director of Student Affairs or Associate Dean of Student & Strategic Initiatives shall have the power granted to install the President-elect in the same manner as the outgoing President is typically permitted to enact upon.
16. The “Faculty Member of the Year,” “Adjunct Faculty Member of the Year,” “Staff Member of the Year,” “SGC Representative of the Year,” “RSO of the Year,” and “RSO Advisor of the Year” awards shall be included on the ballot in the spring semester election.. These shall be comprised of any and all faculty members, adjunct faculty members, staff members, SGC representatives, RSOs, and RSO Advisors who served at any point from the beginning to end of the previous calendar year. The award recipients shall be chosen by popular vote of the student body. The purpose of these awards is to recognize superior service; commitment to student-related activities, functions, and services; and performance “above and beyond” in their specific duties with regard to the betterment of FSU PC as well as its student body. SGC will break all ties via vote.
 - i. The list shall be comprised of faculty, adjunct faculty, and staff members who served during the previous fall or summer semester, or one who is currently serving during the spring. The list of eligible candidates for the corresponding awards shall be provided by Human Resources.
 - ii. The “SGC Representative of Year” candidates shall include any SGC Representative who has either served on Council during the previous fall or summer semester, or one who is currently serving during the spring. This list will be provided by the SGC Advisor.

- iii. The “RSO of the Year” and “RSO Advisor of the Year” awards shall include any RSO and RSO Advisor that has either been active during the previous fall or summer semester, or that is currently active in the spring. The list of eligible nominees will be provided by the SGC Advisor.
17. Advertisement of upcoming elections shall be posted in the appropriate locations and sent via email to the student body. The Elections Chair in coordination with the Publicity Chair are responsible for advertising elections, “Faculty Member of the Year,” “Adjunct Faculty Member of the Year,” “Staff Member of the Year,” “RSO of the Year,” “RSO Advisor of the Year,” and “SGC Representative of the Year” awards two weeks prior to the elections.

C. Regulations of Campaign Material

1. Campaign posters on bulletin boards shall not exceed 11”x17”. Campaign handouts shall not exceed 8.5” x 11” folded or flat. The Elections Committee Chair shall clarify case-by-case material limitations as requested. Digital signage shall not have any size limitations. All campaign materials must distinguish between SGA and SGC as appropriate.
2. Campaign posters may be placed on University bulletin boards intended for general use only. All candidates must follow guidelines as per the elections packet. Digital signage may be displayed on student-managed news networks.
3. Campaign materials may not be distributed on vehicles in the parking lots.
4. Distribution or display of campaign material is not allowed in the classrooms. The Elections Chair shall make aware to current faculty, adjunct faculty, and staff of the current classroom campaign rules.

5. Any use of University property must be approved by the proper University authority.
6. No elected candidates shall be certified for office until all of their campaign materials are removed from the University. Posted campaign materials must be removed no later than 3 school days after the official closing of the elections.
7. Proof of removing, relocating, or defacing an opponent's campaign material is a violation of this code and candidates shall be subject to judicial review and/or disqualification for such action.
8. No use of voice amplifying equipment is allowed.
9. No student may actively campaign as a write-in candidate. The SGC office shall determine eligibility of winning write-in candidates before notification of candidates are made.
10. Campaign materials are prohibited within and/or around Seminole Landing grounds.
11. Any violation of § III shall result in loss of campaign privileges, as determined by the FSU SGA Supreme Court. The SGA Supreme Court must inform the SGC President of any action taken within 24 hours.

IV. ATTENDANCE

- A. All SGC Representatives are required to attend all regularly scheduled council meetings, special meetings, Homecoming Week, Graduate Banquet & Awards (commonly referred to as "Grad Gala") and semester retreats. Special meetings are defined as any meeting called by the SGC President.

- B. Absence shall be judged as excused or unexcused by the SGC President or President Pro Tempore if the President is unavailable. Failure to contact the President or the SGC office before all regularly scheduled business meetings, special meetings, SGC sponsored events for which a member is scheduled to work, orientations, and summer retreat constitutes an unexcused absence.
- C. A member may appeal an unexcused absence at the next regular meeting of SGC. The appeal shall be dismissed or upheld by a majority vote.
- D. A member who has two unexcused absences in the same semester shall automatically lose their seat on SGC and forfeit pay for the remainder of that semester.
- E. A Representative may be inactive and still retain one's seat during one semester in which the Representative is not taking classes at FSU PC. While a Representative is inactive they shall not receive pay for that semester.
- F. The process by which vacancies are filled shall begin within five school days of notification of vacancies. Vacancies shall be advertised and applications taken for at least five school days. An appointment hearing shall be held at the first business meeting following the application period. The SGC President shall have the power to fill permanent vacancies after the second meeting, if desired, with the approval of Council by majority vote.
- G. Expected vacancies for the following semester shall be filled at the last regularly scheduled SGC business meeting each semester. These appointment hearings shall be advertised and applications taken for at least five school days.
 - 1. Voting process for appointees: Candidates shall meet the same eligibility requirements as those for candidates for election. Candidates shall formally address SGC with an oral statement. Each Representative shall then nominate one candidate per vacancy for appointment. Nominations will be tallied by the President and those candidates with the highest number of nominations will be eligible for appointment and shall be approved for

appointment by 2/3 vote of SGC. All candidates shall be notified within 24 hours after their presentation of the results of the confirmation vote.

2. The term of office of an appointee shall coincide with that of the Representative they are replacing.

H. Duly appointed Representatives shall assume office upon approval of SGC. Installation shall be conducted at the first regular meeting following appointment by the SGC President. An appointee who misses the installation ceremony shall arrange, within 10 school days after the formal installations, to be sworn in separately by the SGC President or that seat shall be considered vacant.

V. VOTING PROCEDURES FOR SGC MEETINGS

- A. The SGC President shall vote only in the case of a tie or to incite a tie and thus tabling the vote for later deliberation among the SGC Representatives.
- B. Any member of SGC may demand a roll call vote, which shall be recorded in the minutes.
- C. All SGC Representatives who are members of any duly organized campus organization that requests SGC funding in the form of A&S Fees or any other financial assistance from SGC shall be required to abstain from voting on any motion that appropriates funding for that organization. Any member of SGC who has a direct personal or pecuniary interest when called on to vote on such issue shall be required to abstain from voting on that issue. It shall be the responsibility of the SGC President to determine if a conflict of interest exists.
- D. In the event of legislation being passed which was voted on by a Representative who is later found to have had a conflict of interest at the time of voting, the results of the vote shall be considered null and void and the vote shall be put before SGC at the next meeting.

- E. Unless otherwise stated, any form of voting within an SGC meeting shall meet quorum as defined in Student Body Statute § 603.1, E.

VI. ELECTED OFFICERS & REPRESENTATIVES

A. President

1. Duties and responsibilities of the President are delineated in the Student Body Statutes § 603.1, H.
2. The SGC President shall be elected in the spring semester election to serve a one-year term.
3. In order to assume the position of President, candidates shall have already served as a Representative on SGC for at least one full semester before taking office.
4. The SGC President shall adhere to the Oath of Office pursuant to the Student Body Statutes (SEE APPDENDIX C) at all times.
5. If no candidate meets this qualification, SGC shall elect, by 2/3 vote, the SGC President to serve a one-year term from among its duly elected Representatives during the first regular SGC meeting of the summer semester and a Representative shall be appointed to fill the Representative seat vacated by the President-elect.
6. The SGC President must coordinate dates for the SGC retreats and all regularly scheduled SGC meetings, as well as chair assignments, at the start of each semester or as needed, in a timely manner.
7. The SGC President shall promote a good relationship between SGC, the Office of Advancement, and Student Affairs.

8. The SGC President shall submit an officer report to and/or meet with the President Pro Tempore bi-weekly.

9. In the event the SGC President does not meet the requirements in § VI, A they will be subject to the disciplinary process as identified below:

i. Disciplinary Process:

- a. Upon the first infraction, the President will receive a written reprimand from the President Pro Tempore, Senator, and Treasurer, whom shall have reached a consensus before notifying the President and be reported at the next regularly scheduled meeting.
- b. Upon the second infraction, the President will receive a two-week suspension without pay and shall remain accountable for all duties and responsibilities the Presidential position requires as outlined in the SGC bylaws.
- c. Upon a third infraction, the President may be formally removed from SGC by 3/4 vote. If the vote does not pass, a vote to start the process of the student body elect of removal may begin. This is a procedural action that can be voted upon at the next scheduled SGC meeting. If passed by SGC on a 2/3 vote, the student body will vote to keep or remove the sitting President within 3 weeks of the procedural action being voted upon in the SGC meeting. The majority response will determine if the President shall remain in their position or be officially relieved of their duties. In the event that the President is removed, the President Pro Tempore shall take on the duties and responsibilities of the President until the student body has voted in the next Presidential election. In the event the President is removed from office more than 12

weeks before the Spring elections, SGC may open up a special Presidential election by 2/3 vote.

10. Infractions shall be considered direct and recognized violations of the duties outlined for the position.
11. The SGC Advisor shall mediate during any and all infraction allegations to ensure all parties involved follow proper procedures.

B. President Pro Tempore

1. The SGC shall, by 2/3 vote, elect the SGC President Pro Tempore from among its duly sworn representatives during the first meeting of the summer semester or when appropriate. Any nominee must have previously served at least one semester on council.
2. The President Pro Tempore serves in the absence, removal, resignation, or at the request of the President. In the event of the President's resignation, the President Pro Tempore shall be regarded as "acting-President" and assume the vacant Presidential seat. In this event, the President Pro Tempore position shall be considered vacant and may be appointed by another member as deemed necessary by the council.
3. The term of office shall coincide with the term of the President Pro Tempore's term as a Representative.
4. The President Pro Tempore represents the SGC as a standing member of the University Refund Appeals Committee.
5. The President Pro Tempore shall be well informed of information regarding SGC and keep abreast of current SGC activities and issues in order to efficiently run a meeting if necessary.

6. The President Pro Tempore shall ensure that all Registered Student Organizations (herein referred to as “RSOs” or “RSO”) are fulfilling their duties, taking part in organized SGC events, and encouraging a culture that represents the will and overall good of the student body. The President Pro Tempore shall also keep RSOs informed regarding SGC, and file all meeting minutes.

~~7.~~ The President Pro Tempore shall head the Ethics Committee as delineated in the SGC Bylaws, § II, E.

8. Serve as the Parliamentarian.

i. The Parliamentarian shall:

- a. Be knowledgeable in the SGC Bylaws, Student Body Statutes, and Robert’s Rules of order.
- b. Assist the presiding officers to maintain order in SGC matters by advising on matters concerning the SGC Bylaws, Student Body Statutes, and parliamentary procedure.
- c. Chair the bylaw committee during the summer semester, when the Student Activities Board Alliance (herein referred to as SABA) and the Gulf Coast State College (herein referred to as GCSC) SGA are inactive.
- d. Be responsible for making changes, after council vote, to the official copy of the bylaws, and distribute to the SGC council and staff.

9. The President Pro Tempore will file officer and committee reports for public view.

10. In the event the President Pro Tempore does not meet the requirements in § VI, B they will be subject to the disciplinary process as identified below:
 - i. Disciplinary Process:
 - a. Upon the first infraction, the President Pro Tempore will receive a written reprimand from the SGC President and be reported at the regularly scheduled meeting.
 - b. Upon the instance that SGC submits a second infraction by 2/3 vote, the President Pro Tempore will receive a two-week suspension without pay and shall remain accountable for all duties and responsibilities the officer position requires as outlined in the SGC bylaws.
 - c. Upon a third infraction, the President Pro Tempore may be formally removed from SGC by a 3/4 vote.
 - d. Infraction counts shall restart if said member is re-elected by the student body.
11. Infractions shall be considered direct and recognized violations of the duties outlined for the position.
12. The SGC Advisor shall mediate during any and all infraction allegations to ensure all parties involved follow proper procedures.

C. FSU PC Senator

1. By 2/3 vote, SGC shall elect the Senator from among its duly sworn representatives in the summer semester or when appropriate. Any nominee must have previously served at least one semester on council.
2. The Senator will represent SGC in front of SGA and in Tallahassee as a whole, when applicable.
3. The Senator shall act as the chief liaison to GCSC, serving as either the President or Vice President of SABA as outlined in the SABA Constitution.
4. An FSU PC Senator's term shall coincide with their term as Representative.
5. The Senator shall attend the Gulf Coast State College SGA meetings at least twice monthly with committee meetings counting as attendance for no more than once monthly. SGA attendance is mandatory when matters pertaining to FSU PC are discussed.
6. Work to cement a relationship between the FSU PC, FSU, and GCSC student bodies as a whole.
7. The FSU PC Senator shall:
 - i. Report at each SGC meeting on matters pertaining to GCSC SGA as well as their various committees which are of concern to FSU PC students.
 - ii. Represent the wishes of SGC on matters before the FSU and GCSC SGAs concerning FSU PC and University-wide issues.
 - iii. Advocate for greater collaboration and integration of Registered Student Organizations throughout all campuses.

8. The Senator shall submit an officer report to and/or meet with the other Officers bi-weekly.

9. In the event the Senator does not meet the requirements in § VI, C they will be subject to the disciplinary process as identified below:

i. Disciplinary Process:

- a. Upon the first infraction, the Senator will receive a written reprimand from the SGC President and be reported at the regularly scheduled meeting.
- b. Upon the instance that SGC submits a second infraction by 2/3 vote, the Senator will receive a two-week suspension without pay and shall remain accountable for all duties and responsibilities the officer position requires as outlined in the SGC bylaws.
- c. Upon a third infraction, the Senator may be formally removed from SGC by a 3/4 vote.
- d. Infraction counts shall restart if said member is re-elected by the student body.

10. Infractions shall be considered direct and recognized violations of the duties outlined for the position.

11. The SGC Advisor shall mediate during any and all infraction allegations to ensure all parties involved follow proper procedures.

D. Treasurer

1.SGC shall, by 2/3 vote, elect the SGC Treasurer from among its duly sworn representatives during the first meeting of the summer semester or when appropriate. Any nominee must have previously served at least one semester on council.

2. Specific duties and responsibilities of the Treasurer are delineated in the SGC Bylaws and in the Finance Code of the Student Body Statutes.

3. The Treasurer shall:

i. Maintain and report on the status of the following accounts:

a. Cash Reserve: Shall be maintained at a minimum balance of \$30,000. This reserve will be utilized for cash flow needs, enrollment shortfalls, and budgetary emergencies in compliance with A&S Fee Guidelines. If the cash reserve falls below the required amount due to expenditures based on established criteria, it shall have first claim to A&S dollars unencumbered or unexpended on June 30 (commonly referred to as “Sweepings”).

b. Self-Generated: This is the amount of available funds from self-generated revenue that is budgeted to the Expense category but not allocated. It may be allocated during the fiscal year.

c. Sweepings: This is the amount of funds in each A&S fee account that is unencumbered or unexpended on June 30 of the fiscal year.

1. After required allocation to the Reserve account, the remaining balance will be remitted to SGC for allocation.

2. All A&S fee funded entities shall be informed of the amount of the Sweepings and shall be eligible to request additional funding.

3. Once funds are allocated, they may be returned to SGC only through Sweepings or by prior approval of the A&S fee funded entity.

4. Funding requests which will directly benefit FSU-PCC students, but are not funded by the SGC Operational budget, may be allocated from the SGC Sweeping account.

5. Sweepings expenditures shall be reviewed and used as an analytical tool annually by the A&S Fee Committee when the A&S Fees are analyzed and by the SGC Finance Committee when planning the annual SGC Operating Budget for that fiscal year.

- ii. Develop an operating budget for SGC to cover the period of one fiscal year starting on July 1st and ending on June 30th.
- iii. Submit, with recommendations, the proposed budget to SGC. This proposed budget must pass by a 3/4 vote of the SGC. Once approved by the SGC, the budget shall be submitted for review by the Advisor who shall submit the budget for approval to the Director of Student Affairs. If approval is given, the Director shall forward the budget to the FSU-PCC Dean for final approval. A copy of the approved budget shall be sent to the Student Body Comptroller and the VP of Student Affairs.
- iv. Submit the completed proposed budget to SGC for approval by the deadline stated in the University budget. The SGC approved budget

shall be submitted to the Director of Student Affairs for review by the deadline in the University budget.

- v. Construct the Operating Budget to include the following sections:
 - a. “Salary” Wages for the SGC USPS office staff.
 - b. “OPS” Other Personal Services consist of contractual services (other contracted for services to/by SGC) and wages for the SGC.
 - c. “Expense” Consists of expenses such as telephone, office supplies, travel, food products, institutional memberships, scholarships, awards, and other operating expenses.
 - d. “OCO” Operating Capital Outlay consists of funds for office furniture, equipment, vehicles, and other purchases that have a lasting value of more than one year, are non-consumable, and have a monetary value of at least \$5,000.
 - e. “Unallocated” This is the amount of available funds from anticipated revenue that is budgeted to the Expense Category but not allocated. It may be allocated during that fiscal year as the need arises.
- vi. Receive, review, and make recommendations to SGC regarding all Registered Student Organization travel requests.
- vii. Make monthly reports to the SGC about the status of all A&S accounts.

- viii. Be responsible for assuring implementation of the Finance Code and § VI, D of the SGC Bylaws.
 - ix. Work with committee chairs on budget items for SGC business and activities.
 - x. Have a budget review meeting at least once monthly, including, but not limited to, the Director of Student Affairs, SGC Office Assistant and SGC Advisor.
4. The Treasurer shall oversee and approve the SGC resource checkout process, which will be maintained by the SGC Advisor in terms of item accuracy and schedule of reservations.
5. The Treasurer shall submit an officer report to and/or meet with the other Officers bi-weekly.
6. In the event the Treasurer does not meet the requirements in § VI, D they will be subject to the disciplinary process as identified below:
- i. Disciplinary Process:
 - a. Upon the first infraction, the Treasurer will receive a written reprimand from the SGC President and be reported at the regularly scheduled meeting.
 - b. Upon the instance that SGC submits a second infraction by 2/3 vote, the Treasurer will receive a two-week suspension without pay and shall remain accountable for all duties and responsibilities the officer position requires as outlined in the SGC bylaws.

- c. Upon a third infraction, the Treasurer may be formally removed from SGC by a 3/4 vote.
- d. Infraction counts shall restart if said member is re-elected by the student body.

7. Infractions shall be considered direct and recognized violations of the duties outlined for the position.

8. The SGC Advisor shall mediate during any and all infraction allegations to ensure all parties involved follow proper procedures.

E. Representatives

1. All Representatives shall:

- i. Adhere to all attendance and University policies.
- ii. Be required to attend the semester retreats. Newly elected/appointed Representatives will be required to attend at least one retreat or a separate training, at the discretion of the SGC President.
- iii. Perform other duties and responsibilities as delineated in the Student Body Statutes.
- iv. Be required to attend a budget orientation with the SGC Office Assistant within three weeks of being sworn into office.
- v. Be expected to hold a minimum of three office hours per week. Office hours may be hours performed supporting, attending, or planning SGC functions, committee meetings, or activities on-

campus. Class work is prohibited during office hours.

- vi. Obtain a committee and have at least one scheduled meeting a month. Shall submit a committee report or meeting minutes to the President Pro Tempore prior to each regularly scheduled council meeting to be distributed to SGC members.
- vii. Attend and work all events and meetings required as described in § IV, A that are associated with or sponsored by SGC unless prior arrangements are made with the SGC President. Excused absences will only be granted in the case of class, illness, or other reason deemed excusable by the President.
- viii. It is the responsibility of an SGC representative to check their email and respond to issues that are directly related to themselves, their position, all of SGC, or an appointed task within 2 school days except in cases deemed excusable by the President.
- ix. All tasks as described under specific chair duties and responsibilities or reasonably appointed by another chair member/officer shall be completed in a timely manner as deemed reasonable by the President, President Pro Tempore, Senator, and Treasurer by 2/3 majority.
- x. Be required to maintain proper behavior and conduct themselves in an appropriate manner on and off the clock in a manner which fosters respect for others and self as deemed by the President, President Pro Tempore, Senator, and Treasurer by 3/4 majority.
- xi. Shall be held accountable for all duties and responsibilities delineated in the SGC Bylaws under the committee chair they hold.
- xii. Wear their name badges during all functions, office hours, and events which are sponsored by SGC.

2. Compensation

- i. SGC members shall receive an hourly wage according to the following schedule:
 - a. All officers and representatives will be paid the per hour wage approved under the current SGC Fiscal Year Budget.
- ii. SGC members who do not complete the full semester in office or who are appointed to office during the semester shall receive compensation for hours worked per Human Resources guidelines.
- iii. SGC members who work overtime during any pay period shall inform the SGC Advisor, SGC Office Assistant, SGC President and Treasurer in case for review.
- iv. SGC members shall return all SGC equipment and supplies by the last regularly scheduled SGC meeting.
- v. SGC members who do not meet the requirements in § VI, E will be subject to the disciplinary guidelines set forth in § VI, E, 3. The SGC President will be responsible for reviewing and bringing to SGC at the next regularly scheduled meeting any Representative that has not fulfilled any or all the above-mentioned requirements.

3. SGC Representatives who do not meet the requirements in § VI, E will be subject to the disciplinary process as identified below:

- i. Disciplinary Process:
 - a. Upon the first infraction, the Representative will receive a written reprimand from the SGC President and be reported at the regularly scheduled meeting.
 - b. Upon the instance that SGC submits a second infraction by 2/3 vote, the Representative will receive a two-week suspension without pay and shall remain accountable for all duties and responsibilities the officer position requires as outlined in the SGC bylaws.
 - c. Upon a third infraction, the Representative may be formally removed from SGC by 2/3 vote of SGC.
 - d. All disciplinary processes must include a written notice addressed to the Representative that has presumably committed the infraction with the intention of notifying the Representative of the next appropriate actions within five business days.
 - e. The Representative shall be given the option to appeal any infractions to a group consisting of the SGC President, President Pro Tempore, Senator, Treasurer, and SGC office staff within five school days of receiving the written notice.
 - f. Elected Representatives shall have their infraction count lifted at the end of their term. Appointed Representatives shall have their infraction count lifted one year after the initial date of appointment.

4. Infractions shall be considered direct and recognized violations of the duties outlined for the position.

5. The SGC Advisor shall mediate during any and all infraction allegations to ensure all parties involved follow proper procedures.

VII. COMMITTEES

A. Types and Composition

1. The following are standing committees of SGC:

- i. Elections
- ii. Engagement
- iii. Scholarships and Awards
- iv. Publicity
- v. Health and Wellness

2. Ad hoc or temporary committees may be established at the SGC President's discretion.

3. The SGC President will appoint the chairs of standing and ad hoc committees.

4. Invitation to serve on a committee shall be made by the Committee Chair or the SGC President.

5. All students enrolled in and in good standing at FSU PC are eligible for selection as committee members.

6. Alumni, faculty, and staff may be invited to attend committees in a non-voting advisory capacity to solely serve the students interests.

7. The SGC President is an ex-officio member of all SGC committees.

8. SGC shall oversee the Homecoming Council as described in the Homecoming Council Document (SEE APPENDIX B). The Homecoming Council Document shall be reviewed every Spring semester by the Special Events Committee Chair and Officers of SGC. Changes do not require an official council vote.

B. Duties and Responsibilities of Committee Chairs

1. Committee chairs shall attend all SGC Retreats to receive orientation and training for their committee. If appointed after, they are responsible for making appointments with the SGC President, SGC Advisor, and SGC Office Associate.

2. Committee Chairs shall not be empowered to authorize any monetary transactions of \$100 or more without prior approval of their committee; and the SGC Treasurer or SGC. In the event the SGC Treasurer submits a monetary transaction authorization request, SGC and/or the SGC President shall be proposed for authorization.

3. Committee chairs may seek out qualified assistants to aid them in the completion of their duties and recruit eligible students to serve as committee members.

4. Each committee chair shall write a letter to aid their successor and continue the betterment of the student body.

5. Committee chairs shall submit a written committee report or meeting minutes and records to the President Pro Tempore before each regularly scheduled SGC meeting.

C. Committee responsibilities and duties

1. Elections Committee

- i. Specific duties and responsibilities of the Elections Committee are delineated in § III.
- ii. The Elections Committee Chair shall:
 - a. Coordinate the photographing of or receipt of photographs from SGC candidates and give the photos to the Publicity Chair to produce election flyers.
 - b. Monitor election rules and campaign rules throughout the election process in addition to the SGC Advisor.
 - c. Be responsible for staffing poll locations.
 - d. Advertise all SGC elections.
 - e. Provide a report of voter participation for the Fall and Spring elections to SGC, the Office of Advancement, and the Dean's Office.
 - f. Post-election results to the student body within one school day of the polls' closure.

- g. Coordinate an election drive during the summer and fall semesters.
- h. Make a reasonable effort to invite representatives from all major local political parties to participate in an open forum during the fall semester as the committee sees fit.
- i. Make a reasonable effort to increase and maintain awareness concerning campus, local, state, and national elections among the student body, including, but not limited to, voter registration drives in the Fall and Spring semesters.
- j. Prepare rosters of candidates for the awards delineated in the FSU PC SGC Bylaws § III, B, 12-13.
- k. Work in conjunction with the Publicity Committee to publicize all elections and election awards two weeks prior to the spring election.
- l. Determine the recipients of “Faculty Member of the Year,” “Adjunct Faculty Member of the Year,” “Staff Member of the Year,” “RSO of the Year,” “RSO Advisor of the Year,” and “SGC Representative of the Year” awards at the close of the polls during the spring election.
- m. Inform the Scholarships & Awards Committee Chair of all awards, including information regarding the graduation banquet where the awards will be presented.

2. Student Engagement Committee

- i. The Student Engagement Committee shall be comprised of two duly elected SGC Representatives serving as equal co-Chairs. The SGC President holds the authority to assign the SGC Representatives the specific co-Chair position in order to best match the duties expected of each co-chair.

- ii. One of the Student Engagement Committee co-Chairs shall:
 - a. Attend all SGC small-scale activities or appoint a Representative.

 - b. Supervise and coordinate small-scale projects and activities in conjunction with the other co-Chair, ensuring compliance with all deadlines.

 - c. Prepare a program summary of all programs and activities sponsored by the Student Engagement Committee due by the end of the semester and saved on the SGC OneDrive.

 - d. Encourage student life through the coordination of small-scale events for the general student body at least twice per month.

 - e. Plan and coordinate Welcome Back Week for the first week of the semester following the current term. Plan and coordinate Stress Less Week, to be held the week before finals.

- iii. One of the Student Engagement Committee co-Chairs shall:
 - a. Oversee the planning, coordinating, and executing of special events, including but not limited to, the Graduation Banquet and Awards Ceremony (end of April), Summer Bash (during the summer), and Homecoming events (SEE APPENDIX B)

in conjunction with SGC staff and under the guidance and supervision of the SGC Advisor.

- b. Supervise and coordinate special event projects and activities in conjunction with the other co-Chair, ensuring compliance with all deadlines.
- c. Coordinate the printing and ordering of publications, programs, t-shirts, gifts, and promotional items to support special events.
- d. Ensure that all events are publicized adequately by coordinating with the publicity chair.

iv. The co-Chairs of the Student Engagement Committee shall:

- a. Host the committee meeting either equally or on a rotating schedule of the chair of the meeting.
- b. Submit purchase requests for their committee purchases as delineated in §VIII, B.
- c. Provide relevant comments in the “Good of the Order” section of SGC meetings on what pertains to their separate responsibilities.

3.Scholarships and Awards Committee

- i. The Scholarship and Awards Committee Chair shall be responsible for collecting the nominations and ordering the awards for the following:

- a. “The Brandon Harmon Seminole Spirit Award”: This award recognizes a student attending FSU PC that has had the greatest impact on the student body through school spirit and exemplifies the Seminole Creed. The SGC will make nominations and select the winner by Council. The Scholarship and Awards Chair will preside over the proceedings and the winner will be announced at the Graduation and Awards Ceremony. The selection process must be completed in time to have the award made for the ceremony.

- b. “The SGC President’s Choice Award”: This award is for the person or entity that has had the greatest impact on the success of the SGC President during their term. This award is chosen by the SGC President, and the selection must be made in time for the Graduation and Awards Ceremony.

- c. “Coram’s Spirit of Service Award”: This award is for a member of the community that has had the most substantial impact on FSU PC and the student body for the current school year. This person is a strong advocate for our campus and may also have provided monetary or in-kind support to FSU PC. The Scholarship and Awards Chair will submit a letter to the FSU PC Dean by Friday of the second week of February requesting nominations for the “Coram’s Spirit of Service Award.” The nominations shall be presented at the second SGC meeting in March. The SGC may also submit nominations at this meeting. The award winner will be determined by majority vote of the SGC. This award will be presented at the Graduation and Awards Ceremony.

d. Graduate-specific awards: These awards are to be given to students who have shown extraordinary performance in aspects of campus life unrelated to academics.

1. “Vires Award”: This award recognizes a graduating student who has shown incredible strength of mind, body, and/or spirit throughout their journey at FSU-PC. This person is to be nominated by faculty, staff, and the general student body. The award winner will be determined by majority vote of a committee consisting of the Scholarships and Awards Chair, one other SGC member, a liaison of Student Affairs, one non-SGC student, and one non-student faculty or staff member. This award will be presented at the Graduation and Awards Ceremony.

2. “Artes Award”: This award goes to a graduating student who has developed and honed their skills in their trade or interests during their time at FSU-PC. This person has uniquely impacted campus through their hobbies and ideals. They are to be nominated by faculty, staff, and the general student body. The award winner will be determined by majority vote of a committee consisting of the Scholarships and Awards Chair, one other SGC member, a liaison of Student Affairs, one non-SGC student, and one non-student faculty or staff member. This award will be presented at the Graduation and Awards Ceremony.

3. “Mores Award”: This award distinguishes a student who has shown great character during their time at FSU-PC. This is a student who provided extensive support to fellow students, faculty, or staff. Alternatively, someone who has helped make the campus greater during their time here through participation in extracurricular activities, yet has not been otherwise acknowledged, would be eligible for selection. They are to be nominated by faculty, staff, and the general student body. The award winner will

be determined by majority vote of a committee consisting of the Scholarships and Awards Chair, one other SGC member, a liaison of Student Affairs, one non-SGC student, and one non-student faculty or staff member. This award will be presented at the Graduation and Awards Ceremony.

4. “SGC’s Choice Award: This award designates a non-SGC graduating student who has greatly influenced the SGC, through participation in events, RSOs, and/or meetings. It is to appreciate a student who has had the greatest impact on the success of the SGC as a whole during its term. This person is chosen by majority vote of the SGC, and the selection must be made in time for the Graduation and Awards Ceremony.

- ii. Coordinate with SGC office staff and the SGC Treasurer for the purchase of awards for “Faculty Member of the Year,” “Adjunct Faculty Member of the Year,” “Staff Member of the Year,” “RSO of the Year,” “RSO Advisor of the Year,” “Coram’s Spirit of Service,” “Brandon Harmon Seminole Spirit,” “SGC President’s Choice,” and “SGC Representative of the Year” awards for the Graduation and Awards Ceremony.
- iii. Solicit new ideas to get faculty, staff, and students involved and motivated. All ideas are subject to SGC approval.
- iv. Coordinate the purchase of prizes and awards for homecoming events in the fall semester.
- v. Coordinate with the appropriate parties on publicizing and encouraging the student body to be aware of and involved in the Garnet & Gold Scholar Society.

4. Publicity Committee

i. The Publicity Committee shall:

- a. Interact with the SGC and its committees in a combined effort to publicize their events and activities. This is to include:

1. Designing flyers, digital signage, and posters for meetings, socials, and other events.
2. The Student News Network in an ethical manner that embodies the mission of FSU Panama City, and such that the digital signage displays accurate and up to date information.
3. Forwarding information to the Office of Advancement, such that they may publicize on the news networks throughout campus.
4. Assisting the Office of Advancement in maintaining the website, including maintaining bylaws, meeting minutes, recordings, and any other relevant records up to date on the FSU Panama City website.

- b. Publicize all pictures, videos, and misc. on any and all social media. This is to include:

1. Photographing and/or collecting photos of all SGC activities and/or A&S fee sponsored events, processing photos within one week of the activity/event.

2. Promoting SGC at orientation and other applicable functions.

3. Promoting SGC at all A&S fee sponsored events.

- c. Be responsible for posting portraits of current SGC members on the SGC bulletin board.
- d. Be responsible for ensuring all SGC event announcements are posted in public areas throughout campus.
- e. Be available to assist any and all student publications on-campus.
- f. Be allowed to check the camera out during working hours.

5. Health and Wellness Committee

- i. The Health & Wellness Committee shall be comprised of two duly elected SGC Representatives serving as equal co-Chairs. The SGC President holds the authority to assign the SGC Representatives the specific co-Chair position in order to best match the duties expected of each co-chair.
- ii. One of the Health & Wellness Committee co-Chairs shall:
 - a. Encourage student wellness via the promotion of intramural sports. These events shall occur at least twice per month.

- b. Study, develop, and enhance student experience in and out of class.
 - c. Promote, encourage, and foster student health and development and campus improvement.
 - d. Monitor SGC suggestion box and poll students each semester to gain ideas/recommendations for improvements.
- iii. One of the Health & Wellness Committee co-Chairs shall:
- a. Coordinate with Service Chair of the Gulf Coast State College SGA.
 - b. Be responsible for the implementation of service projects at Florida State University Panama City.
 - c. Advertise various service opportunities in conjunction with Publicity.
 - d. Assist the SGC Advisor in discovering community service events throughout the local area. There shall be at least one event coordinated and announced at an SGC meeting per month in a timely manner as defined by the President.
 - e. Coordinate with local organizations for implementation of service opportunities for the student body.
 - f. Collaborate with Student Affairs as available on the Food Pantry and Professional Clothing Closet services.
- iv. The co-Chairs of the Health & Wellness Committee shall:
- a. Host the committee meeting either equally or on a rotating schedule of the chair of the meeting.

- b. Submit purchase requests for their committee purchases as delineated in §VIII, B.
- c. Provide relevant comments in the “Good of the Order” section of SGC meetings on what pertains to their separate responsibilities.

VIII. REGISTERED STUDENT ORGANIZATIONS

- A. Registered Student Organizations requesting A&S Fees from SGC shall be officially registered with the Office of Student Affairs and must be in good standing with SGC, having all paperwork and other requirements completed and up to date.
- B. Registered Student Organizations requesting A&S fees shall be open to all FSU students and may include GCSC students. There shall be a non-voting faculty or staff advisor and no less than six members, including 3 Officers, one of which must be delegated the duties of finance management of the RSO (i.e., Treasurer).
- C. Registered Student Organizations shall abide by the FSU PC SGC Finance Code, 603.3 of the Student Body Statutes; FSU PC A&S fee guidelines; and § IX and applicable parts of § XI of the SGC Bylaws.
- D. Registered Student Organizations shall present their budget request in person to the SGC at budget hearings held in accordance with the A&S Fee Guidelines. The budget hearing date will be determined and advertised by the SGC Treasurer. Prior to the SGC hearing, the RSO representative will meet with the Treasurer to ensure their budget request meets guidelines. If questions arise at the hearing during the RSO budget presentation, these will be directed to the Treasurer. If there are unanswered concerns, the budget request will be tabled, and the Treasurer will work with the RSO/SGC Representatives to correct issues for the presentation at the next SGC hearing. Failure of an RSO representative to appear before the SGC hearing may result in the budget request being delayed until such time as an RSO representative can appear at an SGC budget hearing. Failure to show up to the hearing may forfeit funding.

- E. Registered Student Organizations must match at least 10% of the A&S revenue they receive over the year through fund raising. The funds shall go into the organization's off-campus account. In the event an RSO is unable to match the 10% revenue requirement, an in-kind contribution may be accepted at the discretion of SGC based on the intended use of the contribution per the organization's mission statement.

- F. Registered Student Organizations must sponsor no fewer than three on-campus activities each year, preferably one each semester, to directly benefit FSU PC students. These activities are in addition to SGC sponsored events to which RSOs are expected to participate (i.e., Homecoming, etc.). RSOs are required to submit a post-event evaluation form to the Treasurer and SGC office staff within three weeks of the event.

- G. The Officer within the Registered Student Organizations that is tasked with meeting minutes management must submit meeting minutes to the SGC President Pro Tempore on or before the 15th of the following month. Participate in the guest portion of at least one SGC meeting per month. At least one Officer of the RSO must also speak during the "Announcements" portion of at least one SGC meeting or event per month.

- H. Registered Student Organizations must submit an annual "Off Campus" account report to the SGC Treasurer and the SGC Office Assistant or RSO secretary on or before May 15th to be used to help determine if the fiscal regulations have been met for the fiscal year.

- I. Failure to meet § IX may result in A&S funding being frozen at the discretion of SGC.

- J. A revision to the original budget totaling less than \$100 per line item may be made without prior approval of the SGC. However, the revision is not effective until signature approval of the SGC President and SGC Advisor is obtained. The revision shall be reported to the SGC by submitting a Budget Revision/Transfer Form at the next regularly scheduled SGC meeting for inclusion in the minutes.

- K. Any revision to the original budget of \$100 or more, with the exception of transfers for contractual services and travel expenses, shall require prior joint approval by signature of the SGC President and Treasurer on a Budget Revision/Transfer Form. This form shall be submitted at the next regularly scheduled SGC meeting for inclusion in the Minutes. However, the revision is not effective until signature approval of the SGC Advisor is obtained.
- L. Any revision to the original budget concerning travel or contractual services shall be brought to the next regularly scheduled SGC meeting and shall require a majority vote to pass.
- M. Registered Student Organizations requesting A&S funds to be used in conjunction with travel must request such funds by meeting with the Treasurer. The deadline for requesting reimbursement of funds must be made a minimum of six weeks prior to travel.
- N. Registered Student Organizations requesting A&S funds to be used for contractual services must request such funds at a regularly scheduled SGC meeting. The deadline for such a request shall be as follows:
1. For contracts with “Day-of Show” payment – a minimum of 12 weeks prior to date of service.
 2. For contracts without “Day-of-Show” payment – minimum of 10 weeks prior to date of service.
- O. A&S fees may be allocated by SGC to fund up to 100% of actual travel expenses for each FSU PC student traveling to a conference or workshop with a registered student organization. When less than 100% of actual travel expenses is allocated, all travelers must sign the University provided form for seeking reimbursement for travel expenses less than entitled to per Florida Statute. Any remaining amount of travel expenses shall be the responsibility of the student organization and/or the travelers. Receipts for all travel expenses (off campus as well as A&S Fees) must be provided to SGC for documentation within one week of return. Students may only

be funded for travel twice per fiscal year, excluding SGC related business (i.e., Senator, Representative, etc.)

- P. Following any travel involving A&S fees, the organization is required to make a presentation to SGC about what benefit they received from the trip within four weeks. Such a presentation shall be in a format that can be used to disseminate information to students, e.g., poster board, slideshow presentations, handouts, etc.

- Q. All flyers and digital signage for events and activities paid for in whole or in part with A&S Fees shall include the wording “funded by A&S Fees” or “co-sponsored by SGC,” or the SGC logo.

- R. Student organizations must have SGC approval to charge admission fees to students prior to any event subsidized or paid for by A&S fees allocated to them.

- S. Officers of registered student organizations must attend an orientation each semester regarding policies and procedures for expenditures and activities or funds will be frozen.

- T. No individual memberships or scholarships may be allocated from A&S fees to Registered Student Organizations.

- U. Student organizations must keep the SGC staff updated with a current officer roster, complete with name, address, home/work/cell phone numbers, and email address for each officer.

- V. Any violation of § VIII of the Finance Code or Student Body Statutes may result in freezing or revocation of A&S funds. Such action requires a 3/4 vote.

IX. FSU PC SGC DESIGNATED SPACES

- A. Any and all spaces that the University allows SGC to designate and manage shall be open to all currently enrolled FSU PC students and shall preserve intentions of student involvement and engagement as a whole.
- B. Members of SGC shall ensure all SGC-designated spaces are maintained to appropriate conditions to foster a positive on-campus environment.
- C. Any and all SGC-designated spaces shall be open, inviting, and accessible to all students.
- D. Seminole Hall shall remain the permitted space for FSU Athletics representation and may not be removed of such representation without a 2/3 majority SGC vote and approval of said removal by the FSU Athletics Department.
- E. Notwithstanding, the Dean of Florida State University Panama City shall reserve the right to reallocate any and all designated space within Florida State University Panama City.
- F. In the event that SGC enacts plans for renovations and/or major redecorations, they shall be in close contact with all associated departments; including, but not limited to: FSU SGA, FSU Athletics Department, FSU Aesthetics Board, FSU PC Office of the Dean, FSU PC Student Affairs, FSU PC Office of Advancement, FSU PC Facilities, FSU PC IT Department, and FSU PC Finance & Administration.
- G. Major renovations/redecorations funded by A&S Fees that exceed \$10,000.00 shall be protected for a minimum of 2 years and may only be unlocked for possible alterations by 2/3 majority vote. The SGC Advisor shall keep a record of projects identified as major renovations/redecorations and their protection timeframes.

X. A&S FEE STIPULATIONS

- A. A&S funds may be allocated or expended for awards, trophies, or food and refreshment items only with the prior approval of SGC.

- B. Travel - when hotel accommodations are required, there shall be two students per room unless circumstances prevent from doing so (i.e., males/females will not be required to room together, disability services, etc.).

- C. There shall be no expenditure in any amount without the approval of SGC, its President or the SGC President's designee with the exception of blanket purchase orders previously approved by SGC.

XI. BYLAWS

- A. These bylaws shall be reviewed annually by the end of the summer semester by an ad hoc committee chaired by the President Pro Tempore with the SGC office staff serving as ex-officio members. The committee chair may extend a special invitation to encourage alumni, faculty members, and/or staff members to sit on the bylaw review committee in an advisory role. The committee chair may also extend a special invitation to currently enrolled students to sit on the bylaw review committee in a participative role.

- B. In order for the bylaw review committee to assemble, a minimum of four participative and/or advisory members must be present.

XII. AMENDING OR WAIVING THE BYLAWS

- A. These bylaws are adopted by 2/3 vote of SGC and approval by the SGC Advisor.

- B. The bylaws may be changed by a 2/3 vote of SGC and approval by the SGC Advisor.

- C. The bylaws may be waived by a 3/4 vote of SGC present at any regular or special meeting.