

Fall 8-1-2011

# Senate Bill SB-11F-2549 Title XI Revisions, The Executive Agency Statute

Student Government Association  
*University of North Florida*

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# SENATE LEGISLATION

## SB-11F-2549

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### *SB-11F-2549: Title XI Revisions*

7 Whereas: The Student Government of the University of North Florida was established to represent  
8 student concerns in all University wide matters, and;

9 Whereas: The Senate is the legislative body of the University of North Florida's Student  
10 Government, given the responsibility of carrying out such legislative acts that are  
11 necessary and proper for the Student Body of the University of North Florida;

12 Whereas: Legislation dealing with necessary and proper statutory revisions shall be considered by  
13 the Senate;

14 Whereas: Title XI is in need of revision. It has been more than two years since this title has been  
15 revised. As a result of the growth on our campus, agency responsibilities have increased  
16 tremendously. It is imperative that our governing documents reflect that.

17 Therefore: The following revisions are being made to Title XI;

#### TITLE XI: THE EXECUTIVE AGENCY STATUTE

##### Chapter 1100: Executive Agency Statute

##### 1100.1

##### A. Title

This statute shall be called the "Student Government Executive Agency Statute of 1997", hereinafter referred to as the "Executive Agency Statute".

##### B. Purpose

To clearly define and delineate the nature of the Student Government units known as agencies, and to distinguish them from other entities within the Executive Branch.

##### C. Scope

This statute shall become, upon its enactment, fully binding on all entities defined herein as Agencies.

##### 1100.2 Definitions

A. Agency - an Agency is an administrative division of the Executive Branch created to provide support for, ~~entertainment for, and education~~ on to provide support, entertainment, and education for a particular select interest group of the University of North Florida whether it be racial, ethnic, academic, or philosophical in nature.

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### 1100.3 Legal Basis

- A. An Agency is a construct of the University of North Florida Student Government and has no authority or prerogative granted to it through the ~~Student Government Association~~ unless granted to it through the ~~Student Government President~~.
- B. An Agency is in no way authorized to represent the University of North Florida or the Student Government in any matter or dealing. Nor is it allowed to sign binding contracts obligating materials or resources that have not been placed into the Agency's care for that specific purpose prior to the signing of the contract.

### 1100.4 Operations

- A. Student Government Agencies are required to be in compliance with the ~~Student Body Statutes, Student Body Constitution~~ Student Government Constitution and Statutes, the State of Florida Constitution and Statutes, and the United States Constitution at all times while in operation. Non-compliance with these provisions shall call for remedial action. The ~~Student Body President shall be authorized and to take whatever action is deemed necessary and proper to correct any non-compliance.~~
- B. The Agency Advisory Boards
  1. Each Agency shall have an Advisory Board to oversee their activities.
  2. Each Advisory Board must be comprised of a ~~majority of students~~ student majority. The number of student members ~~cannot be smaller than four~~. The four (4) student members shall be:
    - i. ~~The Student Body Vice President~~
    - ii. Chief of Staff
    - iii. The Senate President or a Senator at large, appointed by the Senate President.
    - iv. A member of the specific agency, appointed by the ~~Student Body President~~.
  3. The Chair of all Advisory Boards shall be designated by the ~~Student Body President~~.
  4. ~~Three Faculty or Staff members shall sit on each Advisory Board, and they shall be appointed by the Student Body Government President. Three staff members appointed by the President shall serve on each Advisory Board.~~
  5. Each Advisory Board must meet at least once per semester, and either the ~~Student Body Vice President~~ or the Agency Advisor may call the

meeting. The meetings must be publicized, a quorum must be presented to conduct business, and minutes must be taken and sent to the Student Body President. A file containing past minutes must be maintained.

6. An Advisory Board may recommend the removal of the Agency Director or Assistant Director. ~~A two-thirds (2/3) vote of the Advisory Board is required to recommend dismissal to the Student Body President or impeachment by the Student Senate by two-thirds vote.~~ A two-thirds (2/3) vote is required from the Advisory Board to recommend dismissal to the President or impeachment to the Senate. The Senate shall follow the impeachment procedure outlined in Title VII. The recommendation of the Advisory Board is not binding on the Student Body President and/or the Student Senate.

7. All Agency Directors and Assistant Directors must be selected through an Advisory Board as listed above. Each Advisory Board will then forward their recommendation to the Student Body President. If the ~~Student Body~~ President accepts the recommendations, he/she will forward the appointee to the Student Senate for confirmation by majority vote.

C. All Directors and Assistant Directors of Agencies shall be registered students of the University of North Florida paying A&S Fees, and maintaining a 2.25 GPA and ~~be paying Activity and Service Fees to the University of North Florida~~ during the Spring and Fall Semesters.

D. All Agencies shall have a Director

1. The Director may act within the provisions stated in Chapter 1100.4 (A) to achieve maximum execution of the statutory responsibilities of the Agency.

2. The Director shall be responsible and accountable for all actions of the Agency and its personnel.

3. In the case that the Directorate becomes vacant, the Assistant Director should assume his/her duties on an interim basis, until the Advisory Board meets and makes a recommendation to the ~~Student Body President~~ on a new director and the candidate is confirmed by the Student Government Senate. Further, the ~~Student Body Vice President~~ shall be a member of the search committee charged with locating a replacement for vacancy.

4. The director of each agency is responsible for appointing the agency committee chairs. ~~chairs of that agency's committees with~~ These appointments shall be subject to approval by the Student Body President.

E. All Agencies shall have an Assistant Director

- 145 1. The Assistant Director's duties shall be defined in the Agency's  
147 individual ~~C~~chapter.  
148 2. In the event that the Assistant Directorate becomes vacant, the  
149 Advisory Board shall meet and make a recommendation on a  
150 replacement for the position to the ~~Student~~Body President. The  
151 candidate shall be ~~considered to be~~ the acting Assistant Director  
152 until confirmed by Senate. Further, the ~~Student~~Body Vice  
153 President shall be a member of the search committee in charge of  
154 finding ~~charged with locating~~ a replacement for the position.  
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156 F. The supervision and regulation of the Agencies is the responsibility of  
157 the ~~Student~~Body President who may delegate the responsibility to the  
158 ~~Student~~Body Vice President.  
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160 G. The ~~Student~~Body President may dismiss any Agency Director or  
161 Assistant Director at any time, for any reason.  
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163 H. Pursuant to the A&S Fee Guidelines, the ~~Student~~Senate shall be the have  
164 allocation and reversionary authority in all-budgetary matters pertaining  
165 to Agencies.  
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167 I. All Agency Directors, and Assistant Directors, are subject to  
168 impeachment by the ~~Student~~Senate. Board members may be removed  
169 from the board by a two-thirds (2/3) vote of the ~~Student~~Government  
170 Senate.

172 1100.5 Termination

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174 A. In the event when that an agency is no longer providing the service for  
175 which it was created, the Agency may be brought in front of the CSC  
176 Committee on charges of Non-compliance. Upon a majority vote by the  
177 Committee or 8 Senators, a bill will be drafted and brought to the Senate  
178 floor for a two-thirds (2/3) majority vote by the next meeting. If the bill  
179 is passed by the ~~Student~~Body President, termination will occur. If the  
180 bill is vetoed, it will require two-thirds (2/3) vote to overturn the veto by  
181 the ~~Student~~Senate.  
182  
183 B. Student Government Agencies shall be terminated or temporarily  
184 suspended upon enactment of a bill. Upon termination of an Agency, it  
185 will be deleted from the Student Government Statutes, Title XI: The  
186 Executive Agency Statute. If an Agency is terminated, its budget will be  
187 sent to the Budget and Allocations Committee for review.

188 1100.6 Monetary Allocations

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191 A. Agencies will be budgeted by line item during the annual fiscal  
192 budgeting process.  
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194 B. Agencies must notify in writing to the Budget and Allocations  
195 Committee of the ~~Student~~Senate to request additional funds at any point  
196 during the fiscal year.

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C. Each year Agency Budgets ~~the budgets of the Agencies~~ shall be zero-based and reviewed by the Budget and Allocations Committee who shall report their findings and make appropriate recommendations to the Student Senate.

D. All Agencies must submit a monthly report to the Student Senate highlighting expenses and services rendered to the Student Body. This report is to be submitted at each Senate meeting, ~~by the first Senate meeting of the month.~~

1100.7 The Agencies

The following is a list of all Student Government Association Agencies and corresponding chapter numbers that appear in Title XI XII.

A. ~~Chapter 1101~~ African American Student Union

B. A. Chapter ~~1102~~ 1101 - Osprey Productions

C. ~~Chapter 1103~~ Safe Ride

D. B. Chapter ~~1105~~ 1102 - The Volunteer Center

E. C. Chapter ~~1106~~ 1103 - Club Alliance

1100.8 Forming an Agency

A. The forming of an executive agency, as follows, is a process that can occur with the express approval of the ~~Student Government~~ President.

B. An agency proposal consisting of both a budgetary and constitutional component shall be submitted to the Senate President and added to the agenda under Legislation considered for 1<sup>st</sup> Reading for the next regularly-scheduled Senate meeting.

C. The proposal's budgetary and constitutional components are to be forwarded to the Budget and Allocations Committee and the Constitution and Statues Committee, respectively.

1. The budgetary component must outline estimated costs for one fiscal year and can be composed with the assistance of the SG Business Manager, Treasurer, Agency Advisor, and/or Budget and Allocations Chair. The Budget and Allocations Committee shall review and vote on the proposed budget, but refrain from appropriating funds until the formation process has been completed.

2. The Constitution and Statutes Committee will review and vote on the constitutional component.

3. If both components of the agency proposal are passed, the revised proposal shall be added to the agenda under Legislation considered for 2<sup>nd</sup> Reading for the next regularly-scheduled Senate Meeting.

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- D. The proposal must be approved by the Senate before the conclusion of the budget deliberation process for the upcoming fiscal year.
  - 1. The agency proposal requires a two-thirds (2/3) vote of the Senate to pass.
  - 2. If passed, the agency proposal must be signed by the Student Body President.
- E. The agency proposal, once properly passed through the legislative process, will officially create an executive agency of Student Government.
- F. Once formed, the agency shall be placed on probationary status for two years.
  - 1. During the probationary period, the Agency must follow all statutory rules and present a monthly report to the Budget and Allocations Committee and the Senate. ~~the agency director must present a monthly financial report to the Budget and Allocations Committee.~~
  - 2. Three successful noncompliance strikes against the newly formed agency shall result in its termination in accordance with Chapter 1100, Section 1100.5: Termination.

~~Chapter 1101: African American Student Union~~

~~1101.1 Termination and Deletion~~

~~A. Termination~~

~~By call of the Student Senate through legislation passed by majority vote and signed by the Student Body President, the Agency of the Student Government Association known as the African American Student Union will be terminated.~~

~~B. Deletion~~

~~Upon termination of the Agency, the African American Student Union will be deleted from Title XI: The Executive Agency Statute.~~

Chapter 1102: Osprey Productions

1102.1 Creation and Purpose

A. Creation

This Statute shall create an Agency of the Student Government Association known as Osprey Productions.

B. Purpose

Osprey Productions plans and produces a variety of entertainment events for the Student Body. Regular programming including but not limited to the outdoor festivals featuring live music and refreshments on the University Green, Coxwell Ampitheatre Amphitheater, and major

300 concerts in the University of North Florida Arena. Members have the  
302 opportunity to develop programming ideas for campus entertainment,  
303 as well as to work in all facets of events planning, promotions, and  
304 production.

305 1102.2 Internal Organization and Structure

306  
307 A. Interested students may apply to join at any time during the academic year;  
308 the rest of the agency is composed of qualified, A&S fee-paying students  
309 appointed and approved by the executive staff.

310  
311 B. Osprey Productions will maintain a an up to date current Policies and  
312 Procedure manual, subject to approval by the President. ~~that shall governs~~  
313 ~~the its internal structure;~~ of Osprey Productions.

314  
315 1102.3 Director

316  
317 A. Powers and Duties of the Director:

- 318  
319 1. The Director is a paid position that oversees the planning of on-  
320 campus entertainment. ~~working to program campus entertainment.~~  
321  
322 2. Additional duties include: maintaining the Osprey Productions office,  
323 a Web site the website, and conducting bi-weekly meetings.  
324  
325 3. Keeping records of all financial transactions

326 1102.4 Assistant Director

327  
328 A. Powers and Duties of the Assistant Director

- 329  
330 1. The Assistant Director is a paid position that assists in the planning of  
331 on-campus entertainment. ~~working to program campus entertainment.~~  
332  
333 2. Additional duties include aiding the Director in maintaining the Osprey  
334 Productions office, an office, a Web site the website, and conducting bi-  
335 weekly meetings.

336  
337 1102.5 Standing Committees

338  
339 A. Osprey Productions shall have the right to establish standing committees  
340 as the leadership ~~determines~~ deems necessary.

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342 ~~Chapter 1103: SafeRide~~

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344 ~~1103.1 Creation and Purpose~~

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346 A. ~~Creation~~

347  
348 This Statute shall create an Agency of the Student Government Association  
349 known as SafeRide.



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B. — Purpose

The primary purpose of SafeRide is to reduce the risk of assault (including sexual assault) on campus by reducing the number of people walking on campus alone at night. The secondary mission is to lessen the anxieties of students having to walk on campus at night.

The primary objective of the SafeRide program shall be to provide escorts within the bounds of the University of North Florida campus with special emphasis on the safety of students, employees, and authorized campus visitors. It is important that the objectives of SafeRide always be identified with rape awareness as to assure sensitivity to these issues.

1103.2 — Internal Organization and Structure

Students interested in a position in SafeRide can apply at any time during the academic year; the rest of the agency is composed of qualified, fee paying students appointed and approved by the executive staff. Volunteers from any university organization or group can volunteer for SafeRide and those wishing to operate vehicles can authorize the University of North Florida Police Department to run background checks required for operation.

1103.3 — Director

A. — Powers and Duties

The Director is a paid position working nightly, Monday through Thursday on official business days. The Director is responsible for hiring and training new escorts as well as providing training and scheduling for volunteers. The Director maintains SafeRide carts and authorizes cart repair. The Director assists and oversees the keeping of records of volunteer schedules and nightly escort log sheets. At the end of each month, the Director provides ridership totals for statistical and funding purposes. The Director is responsible for the promotion of SafeRide and updating promotional materials. The Director is also responsible for giving periodic retraining to escorts and volunteers to insure safety and competency.

1103.4 — Assistant Director

A. — Powers and Duties

The Assistant Director is a paid position working nightly, Monday through Thursday on official business days. The Assistant Director shall assist the Director in all of his/her duties. Additional duties of the Assistant Director include supervision of escorts during operation and dispatching incoming passenger requests to the primary SafeRide escort. The Assistant Director also assists in scheduling and monthly ridership reports.

1103.5 — SafeRide Escorts

A. — Selection

SafeRide escorts are hired each year by the Safe Ride Advisory Board and the executive staff.

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B. Training

~~SafeRide operators are trained by the Director and Assistant Director and do not operate carts until they demonstrate competency in their driving abilities. To ensure the highest possible safety for passengers, escorts receive periodic retraining and updated background checks provided by the University of North Florida Police Department.~~

C. Powers and Duties

~~Escorts work nightly, Monday through Thursday on official business days and on weekend events when escort service is requested. Escorts are responsible for the operation of SafeRide carts and the completion of dispatched calls. Escorts use radios and University Police Department radio codes to respond to dispatched calls and University Police Department instructions. Escorts report any suspicious activity to the University of North Florida Police Department by following the "Procedures for Reporting Suspicious Persons or Activities" guidelines. Escorts also solicit SafeRide's services to pedestrians when they are not on dispatched calls.~~

~~1103.6 By call of the Student Senate through legislation passed by majority vote and signed by the Student Body President, Safe Ride can be placed on inactive status.~~

Chapter 1104: The Volunteer Center

1104.1 Creation and Purpose

A. Creation

This Statute shall create an Agency of the Student Government known as the Volunteer Center.

B. Purpose

The Volunteer Center is dedicated to helping students serve the community and attain personal and professional goals through community involvement. The Volunteer Center attempts to educate students about the valuable skills and experiences that can be gained through volunteering and/or service learning.

1104.2 Internal Organization and Structure

Interested students may apply to join at any time during the academic year; the Director and Assistant Director shall be students appointed by the ~~Student Government~~ President and approved by the Senate. The Volunteer Center will shall maintain a an up to date current Policies and Procedure manual subject to approval by the President. ~~that shall governs the its internal structure.~~

1104.3 Director

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A. Power and Duties of the Director

The Director is a paid position working to promote students' community service involvement. Additional duties include: ~~maintaining an office, keeping records of all financial transactions, contacting local and state wide non-profit organizations in need of volunteers to build and strengthen those connections that allow UNF students to use the community as a diverse learning laboratory, organizing monthly Volunteer Center events, and conducting bi-weekly meetings.~~

1. Maintaining the Volunteer Center Office
2. Keeping records of all financial transactions
3. Contacting local and statewide non-profit organizations in need of volunteers.
4. Organizing monthly Volunteer Center events
5. Conducting bi-weekly meetings

1104.4 Assistant Director

A. Powers and Duties of the Assistant Director

The Assistant Director is a paid position working to promote students' community service involvement. Additional duties include: ~~aiding the Director in maintaining an office, updating the volunteer opportunity database, organizing committee meetings, and filing information relevant to the Volunteer Center activities.~~

1. Aiding the Director in any task he/she may need assistance.
2. Maintaining the office in the absence of the Director.
3. Updating the volunteer opportunity database.
4. Writing and distributing bi-weekly email newsletters.
5. Collaborating with the Events Chair and Director to organize meetings, luncheons, and service projects.
6. Organizing committee meetings.
7. Filing information relevant to Volunteer Center activities.

1104.5 Standing Committees

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- A. The Volunteer Center shall have the right to establish standing committees as the leadership ~~deems~~ determines necessary.
- B. Standing Committees of the Volunteer Center shall include but not be limited; ~~to the~~ Public Relations, Events, and Organization Committees.

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Chapter 1105: Club Alliance

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1105.1 Creation and Purpose

A. Creation

This Statute shall create an Agency of the Student Government Association known as Club Alliance also known as (CA).

B. Purpose

Club Alliance shall be responsible for providing support for student club functioning and club activities. Such support will include: financial and material resources, educational/developmental activities, coordination of mutual recruitment and entertainment activities, and the holding of regular meetings at which member clubs may conduct common business.

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1105.2 Internal Organization and Structure

~~In order to be considered among Student Government University recognized clubs, In order to be considered a Student Government recognized organization a Registered Student Organization (RSO) form must be submitted to CA. become members by virtue of attendance at CA meetings. Membership is voluntary mandatory and clubs RSOs may join at any time. CA will shall maintain a an up to date current Policies and Procedure manual subject to approval by the President. that shall governs the its internal structure.~~

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1105.3

A. Powers and Duties of the Director

The Director is a paid position working to provide support services to student clubs. Additional duties include; ~~maintaining an office, a Web site, and conducting bi-weekly meetings. As the head executive officer, the Director shall appoint and oversee the Chair positions of the two~~ three (3) standing committees of the CA.

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1. Maintaining the Club Alliance office.
2. Conducting bi-weekly meetings.
3. Appoint and oversee the chair positions of the three (3) standing committees.

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4. Keeping records of all financial transactions

1105.34 Assistant Director

A. Powers and Duties of the Assistant Director:

The Assistant Director is a paid position working to provide support services to student clubs. Additional duties include: ~~aiding the Director in maintaining an office, a Web site, and conducting bi-weekly meetings.~~

1. Aiding the Director in any task he/she may need assistance.
2. Maintaining the Club Alliance office in the absence of the Director.
3. Conducting bi-weekly meetings.

1105.45 Standing Committees

Club Alliance shall have the right to establish standing committees as the its leadership determines deems necessary.

1105.56 Club Request Process

Individual clubs may only request funds in accordance with Title VIII.

1105.67 Club Funding Process

- A. The Director of Club Alliance shall establish the Club Alliance Funding Board by September 1, which shall consist of no less than eight (8) members, including the CA Director acting as chair, the CA Assistant Director acting as vice-chair, the Senate President or his or her designee, Budget & Allocations Chairman, Student Government Treasurer, a member of the ~~Student~~ Senate appointed by the Senate President and two club members at-large chosen by the CA leadership. The Club Accountant and Assistant Director of Student Government shall be non-voting, ex-officio members of the Funding Board. The Club Funding Board Chair shall only vote in the case of a tie.
- B. The Club Funding Board will meet bi-weekly or as deemed necessary by the chair.
- C. According to University policy, registration expires July 1 for all clubs. Returning RSOs that renew University recognition for the new school year shall be automatically allocated an equal lump-sum budget of at least \$225 for that fiscal year; the amount to be determined by the previous year's funding board. Clubs must be in existence a minimum of one (1) semester to be eligible for funding, and one (1) year to be eligible to special request additional funding either through the Club Alliance Funding Board, a Special Request, or Conference Travel Request through the Student Government Senate.

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- D. Qualifying RSOs desiring funds in excess of the annual lump-sum budget may submit a request to the funding board for a supplementary allocation of up to \$200, such requests can be made at any time as needed throughout the year.
- E. Any request approved by the Club Funding Board is subject to the final signature of the ~~Student-Body~~ President. All actions should be acted upon within five (5) business days or assumed passed.
- F. E. Any decisions regarding requests allocated by the Club Funding Board may be appealed to the ~~Student-Body~~ President, whose decision is final, within three (3) business days or be forever barred.

**Furthermore: Let it be enacted, by the University of North Florida Student Government that the above referenced amendments be made to Title XI: The Executive Agency Statute of the Student Government of the University of North Florida effective January 1, 2012.**

SENATE ACTION

Respectfully Submitted: Senator Yousra Hebeishy  
 Introduced by: Senator Yousra Hebeishy  
 Senate Action: Unanimously Consented  
 Date: October 10<sup>th</sup> 2011  
 Signed, **Carlo Fassi**  
 Carlo Fassi, Senate President

EXECUTIVE ACTION

Let it be known that SB-11F-2549 is hereby  
 (PASSED) / VETOED / LINE-ITEM VETOED  
 on the 11 day of October, 2011.  
 Signed, **Matthew Brockelman**  
 Matthew Brockelman, President