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SB-17S-3098 Title XI Overhaul

Student Government Association University of North Florida

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SB-17S-3098: Title XI Overhaul

- 1 Whereas: The Student Government of the University of North Florida was established to represent
2 student concerns in all University wide matters, and;
- 3 Whereas: The Senate is the legislative body of the University of North Florida's Student Government given
4 the responsibility of carrying out such legislative acts that are necessary and proper for the
5 Student Body of the University of North Florida; and;
- 6 Whereas: An Agency is an administrative division of the Executive Branch created to provide support,
7 entertainment, and education for students of the University of North Florida;
- 8 Whereas: An Agency is a construct of the University of North Florida Student Government and has no
9 authority or prerogative granted to it as a construct of this Student Government unless so
10 expressly granted through the President;
- 11 Whereas: The President may currently fire any Agency Director at any time;
- 12 Whereas: Any member of the Student Government may be impeached from their position via Title VII;
- 13 Whereas: The Agency Advisory Board is an executive committee managing the executive Agencies;
- 14 Whereas: The current formatting for the board is not contiguous with its purpose;
- 15 Whereas: The Legislative Branch's oversight of the Executive Agencies is to be fiscal in nature;
- 16 Therefore: The following necessary and proper revisions to the Student Government System of Statutes are
17 being proposed in an effort to ensure future compliance with the law and the balance of our
18 democratic system:-

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



SB-17S-3098: Title XI Overhaul

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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, entertainment, and education for students of the University of North Florida whether it be racial, ethnic, academic, cultural, or philosophical in nature.

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 as a construct of this Student Government unless so expressly granted through the SG 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 The Agency Advisory Board

A. Purpose

1. The Agency Advisory Board shall be a body with the responsibility of overseeing and advising on Agency matters, so as to ensure each Agency’s continued professionalism and success.

B. The Agency Advisory Board shall be comprised of:

1. The SG Vice President,
2. The Attorney General,
3. The Chief of Staff, or a designee; appointed by the SG President,
- ~~4. The Senate President, or a Senator at large; appointed by the Senate President,~~
4. One member from each agency, appointed by the SG President, and
5. The SG Agency Advisor
- ~~6. Three professional staff members, appointed by the SG President.~~

C. The Chair of the Agency Advisory Board shall be the SG Vice President.

D. Professional staff members shall have ex-officio status at the Agency Advisory Board Meetings with the rights and responsibilities listed in Title II.

C. —



SB-17S-3098: Title XI Overhaul

81 D.E. _____ In the case that the Agency Advisor is not appointed to the Agency Advisory
82 Board, he or she shall serve as an ex-officio member. The Government Oversight Committee
83 Chair shall have ex-officio status at the Agency Advisory Board Meetings with the rights and
84 responsibilities expressed in Title II.
85

86
87 E.F. _____ Agency Advisory Board Meetings

- 88 1. The Agency Advisory Board must meet at least once per semester.
- 89 2. Either the SG Vice President or the Agency Advisor may call for a meeting.
- 90 3. Meetings must be publicized.
- 91 4. A quorum must be present for business to be conducted.
- 92 5. Minutes must be taken at each meeting, ~~and be sent to the SG President.~~ A file
93 containing past minutes from all meetings must be maintained by the SG Vice
94 President.
95

96
97 F.G. _____ The Agency Advisory Board may recommend the removal of ~~an~~the
98 Agency Director or Assistant Director. A two-thirds (2/3) vote is required from the
99 Agency Advisory Board to recommend dismissal to the SG President or impeachment to the
100 Senate. The Senate shall follow the impeachment procedure outlined in Title VII. The
101 recommendation of the Agency Advisory Board is not binding on the SG President and/or
102 the Senate.
103

104 G. _____ All Agency documents that institute rules or policies that govern an Agency
105 or its members, such as an Agency's Policies and Procedures, as well as all Agency documents
106 that may be used to empower, hold accountable, or collect personal information from any
107 individual shall, upon creation or change, be subject to review by the Agency Advisory Board.
108

109 1. ~~All such creations or revisions must receive majority approval from the Board~~
110 ~~review, and not have that Board approval be issued a veto within five (5) business~~
111 ~~days of the review by the SG President, before any such document may be used by~~
112 ~~the Agency.~~

113
114 2. ~~The Chair of the Board may permit a document he or she deems unrelated to the~~
115 ~~stated purpose of the Board to forgo review. The Chair may not do so without having~~
116 ~~first received a copy of the document in question from its originating Agency.~~

117
118 i. ~~Notice of forgone review must be received by all members of the Board and~~
119 ~~the SG President. Upon issuance of this notice, there shall be a period of five~~
120 ~~(5) business days before the document may be used by its originating Agency~~
121 ~~as though the document in its new state has been reviewed and approved.~~
122 ~~This notice shall include:~~

- 123 a. ~~A copy of the relevant Agency document in its currently used state;~~
 - 124 b. ~~A copy of that document with the changes the Agency has made to~~
- 125



SB-17S-3098: Title XI Overhaul

171 I. ~~All Directors, Assistant Directors, and Coordinators of Student Government Agencies must~~
172 ~~be A&S Fee paying students, enrolled in at least one (1) class during the Fall semester and~~
173 ~~one (1) class during the Spring semester at the University of North Florida, maintain a 2.5~~
174 ~~institutional grade point average or higher, unless otherwise approved by the Vice President~~
175 ~~of Student and International Affairs, and are not restricted from participation in Student~~
176 ~~Government by the University of North Florida's Student Conduct Office. Students may be~~
177 ~~exempt from the GPA requirement if it is their first semester at the University of North~~
178 ~~Florida.~~

179
180 1100.5 Operations

181
182 A. Student Government Agencies are required to be in compliance with the Student Government
183 Constitution and Statutes, the State of Florida Constitution and Statutes, and the United States
184 Constitution at all times while in operation. Non-compliance with these provisions shall call for
185 remedial action. The SG President shall take whatever action is deemed necessary and proper to
186 correct any non-compliance.

187
188 B. All Agencies shall have a Director

- 189
190 1. The Director may act within their defined powers and duties to achieve maximum execution
191 of the statutory responsibilities of the Agency.
192
193 2. The Director shall be responsible and accountable for all actions of the Agency and its
194 personnel.
195
196 3. In the case that the Directorate becomes vacant, the Assistant Director should assume
197 his/her duties on an interim basis, until the Advisory Board meets and makes a
198 recommendation to the SG President on a new director and the candidate is ~~confirmed~~
199 ~~by the Senate appointed by the President.~~
200
201 4. The director of each Agency is responsible for appointing Agency committee chairs.
202 These appointments shall be subject to approval by the SG President.
203
204
205
206

207 C. All Agencies shall have an Assistant Director

- 208
209 1. The Assistant Director's duties shall be defined in the Agency's individual Chapter.
210
211 2. In the event that the Assistant Director position becomes vacant, the Agency Advisory
212 Board shall meet and make a recommendation on a replacement for the position to the
213 SG President. The candidate shall be the acting Assistant Director ~~until confirmed by~~
214 ~~Senate once appointed by the President.~~
215
216
217



SB-17S-3098: Title XI Overhaul

- 218 D. The supervision and regulation of the Agencies is the responsibility of the SG President, who
 219 may delegate the responsibility to the SG Vice President.
 220
 221
 222 E. The SG President may dismiss any Agency director or Assistant Director at any time, for any
 223 reason.
 224
 225
 226 F. Pursuant to the A&S Fee Guidelines, the Senate shall have allocation and reversionary
 227 authority in all-budgetary matters pertaining to Agencies.
 228
 229
 230 G. All Agency Directors and Assistant Directors are subject to impeachment by the Senate. Board
 231 members may be removed from the Agency Advisory Board by a two-thirds (2/3) vote of the
 232 Senate.
 233
 234 1100.6 Termination
 235
 236
 237 A. The President shall have the authority to terminate any Agency subject to a two-thirds
 238 (2/3) vote of the Senate.
 239
 240 B. Upon termination of an Agency, it will be deleted from the Student Government
 241 Statutes, Title XI: The Executive Agency Statute. If an Agency is terminated, its budget
 242 will be sent to the Budget and Allocations Committee for review.
 243
 244 1100.7 Monetary Allocations
 245
 246
 247 A. Agencies will be budgeted by line item during the annual fiscal budgeting process.
 248
 249
 250 B. Agencies must notify ~~in writing to~~ the Budget and Allocations Committee of the Senate
 251 in writing to request additional funds at any point during the fiscal year.
 252
 253
 254 C. Each year Agency Budgets shall be zero-based and reviewed by the Budget and
 255 Allocations Committee who shall report their findings and make appropriate
 256 recommendations to the Senate.
 257
 258
 259 D. All Agencies must submit a monthly operating report to the Senate highlighting
 260 expenses and services rendered to the Student Body. This report is to be submitted at
 261 each Senate meeting.
 262
 263 1100.8 The Agencies
 264
 265
 266 The following is a list of all Student Government Association Agencies and



SB-17S-3098: Title XI Overhaul

- 267 corresponding chapter numbers that appear in Title XII.
268
- 269 A. Chapter 1101- Osprey Productions
270
- 271 B. Chapter 1102 - Club Alliance
272
- 273 C. Chapter 1103 – Lend-A-Wing Pantry
274
- 275 1100.9 Forming an Executive Agency
276
- 277 A. The forming of an Executive Agency, as follows, is a process that can occur only with
278 the express approval of the SG President by an Executive Order.
279
- 280
- 281 B. An Agency proposal must consist of both a budgetary and constitutional component:
282
- 283 1. The budgetary component must outline estimated costs for one fiscal
284 year and can be composed with the assistance of the SG Business Manager,
285 Treasurer, Agency Advisor, and/or Budget and Allocations Committee Chair.
286 The Budget and Allocations Committee shall review and vote on the proposed
287 budget, but refrain from appropriating funds until the formation process has
288 been completed.
289
- 290 2. The Constitution and Statutes Committee will review and vote on the
291 constitutional component, which shall include the entire proposal of inclusion
292 to Title XI, Purpose, Creation, and both the Director’s and Assistant Director’s
293 responsibilities.
294
- 295
- 296 C. The Agency proposal shall be submitted to the Senate President and added to the agenda
297 under Legislation considered for 1st Reading for the next regularly scheduled Senate
298 meeting.
299
- 300 D. The proposal’s budgetary and constitutional components are to be forwarded to the
301 Budget and Allocations Committee and the Constitution and Statues Committee,
302 respectively, at this Senate meeting.
303
- 304
- 305 E. If both components of the agency proposal are passed by the respective —committees,
306 the revised proposal shall be added to the agenda under Legislation considered for 2nd
307 Reading for the next regularly-scheduled Senate meeting.
308
- 309 F. The proposal must be passed by the Senate before the budget hearings process begins
310 for the upcoming fiscal year.
311



SB-17S-3098: Title XI Overhaul

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357
- i. The Agency proposal requires a two-thirds (2/3) vote of the Senate to pass.
 - ii. If passed, the agency proposal must be signed by the SG President.
- G. The Agency proposal, once properly passed through the legislative process, will officially create an Executive Agency of Student Government, once budget hearings have concluded, and the new fiscal year has begun.
- H. 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 send a monthly report to the Budget and Allocations Chair, on budgetary matters, and give a report during Senate meetings.
 2. Three successful noncompliance strikes against the newly formed Agency shall result in its termination in accordance with Chapter 1100 Section 1100.6:
Termination.
- 1100.10 Managing Agency Documents
- A. Agency documents receive authority directly from the President
1. A document that has not been signed off by the President is invalid and lacks the authority to change agency policy or to be used for agency administration.
 2. Agency Directors, the Vice President, and the SG Agency Advisor are to work closely on refining agency documents to present to the President for approval.
- B. Agency Directors are responsible for managing the documents of their respective agency:
1. Agency Directors are to maintain a record of the history of past documents and any changes to those documents.
 2. Agency Directors are responsible for creating and editing Agency documents that may be used to empower, hold accountable, or collect personal information from any individual.
 3. Upon creation or change, these documents are subject to review by the Vice President and SG Agency Advisor before being forwarded to the President.



SB-17S-3098: Title XI Overhaul

358 **Chapter 1101: Osprey Productions**

359

360 1101.1 Creation and Purpose

361

362 A. Creation

363

364 This Statute shall create an Agency of Student Government known as Osprey
365 Productions.

366

367 B. Purpose

368

369 Osprey Productions plans and produces a variety of entertainment events for the
370 Student Body. Regular programming includes, but is not limited to, outdoor festivals
371 featuring live music and refreshments on the University Green, at the Coxwell
372 Amphitheater, and major concerts in the University of North Florida Arena. Members
373 shall have the opportunity to develop programming ideas for campus entertainment
374 as well as to work in all facets of event planning, promotions, and production.
375

376 1101.2 Internal Organization and Structure

377

378 A. Interested students may apply to join at any time during the academic year; the rest of
379 the agency is composed of qualified, A&S fee-paying students appointed and approved
380 by the Osprey Productions' executive staff.

381

382

383 B. Osprey Productions will maintain an up to date Policies and Procedure manual,
384 subject to ~~to~~ the approval by the SG President.

385

386 1101.3 Director

387

388 A. Powers and Duties of the Director

389

390 1. The Director is a paid position that oversees the planning of on campus
391 entertainment.

392

393 2. Additional duties include: maintaining the Osprey Productions office, maintaining
394 the Osprey Productions website, and conducting bi-weekly meetings.

395

396 3. Keeping records of all financial transactions

397

398 1101.4 Assistant Director

399

400

401 A. Powers and Duties of the Assistant Director

402

403 1. The Assistant Director is a paid position that assists in the planning of on-campus
404 entertainment.



SB-17S-3098: Title XI Overhaul

405
406 2. Additional duties include aiding the Director in maintaining the Osprey Productions
407 office, the website, and conducting biweekly meetings.

408
409 1101.5 Standing Committees
410 A. Osprey Productions shall have the right to establish standing committees as the
411 leadership deems necessary.

412
413 **Chapter 1102: Club Alliance**

414
415 1102.1 Creation and Purpose
416
417 A. Creation
418
419 This Statute shall create an Agency of Student Government known as Club Alliance
420 (CA).

421
422 B. Purpose
423
424 Club Alliance shall be responsible for providing support for the functions and activities
425 of Registered Student Organizations (RSOs). Such support will include: financial and
426 material resources, educational/developmental activities, coordination of mutual
427 recruitment and entertainment activities, and the holding of regular meetings at which
428 RSOs may conduct common business.

429
430 1102.2 Internal Organization and Structure
431
432
433 CA shall maintain an up to date Policies and Procedure manual and Club Alliance RSO
434 Handbook subject to approval by the SG President.

435
436 1102.3 Director
437
438 A. Powers and Duties of the Director
439
440 The Director is a paid position working to provide support services to student clubs.
441 Additional duties include:

- 442
443 1. Maintaining the Club Alliance office.
444
445 2. Conducting monthly meetings unless otherwise deemed necessary with the SG
446 President's approval.
447
448 3. Appointing and overseeing the chair positions of the any standing committees
449 within the agency.
450
451 4. Keeping records of all financial transactions of CA.



SB-17S-3098: Title XI Overhaul

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459
5. Meeting bi-weekly with the Treasurer to discuss any RSO fiscal matters.
 6. Reporting all RSOs suspensions to the Business and Accounting Office.
 7. Reviewing Budget & Allocations Committee agendas to report on any RSO request.

460 1102.4 Assistant Director

461
462 A. Powers and Duties of the Assistant Director:

463
464 The Assistant Director is a paid position working to provide support services to
465 student clubs. Additional duties include:

- 466
467
468
469
470
471
472
473
1. Aiding the Director in any task he or she may need assistance with.
 2. Maintaining the Club Alliance office in the absence of the Director.
 3. Conducting monthly meetings in the absence of the Director unless otherwise deemed necessary with the SG President's approval.

474 1102.5 Standing Committees

475
476 Club Alliance shall have the right to establish standing committees as its leadership
477 deems necessary.
478

479 1102.6 Club Funding Eligibility

480
481 RSOs may request Student Government funds under the provisions of this chapter and in
482 accordance with Title VIII provided they meet all requirements, regulations, and/or
483 qualifications imposed by the RSO Handbook.
484

485 1102.7 Club Funding Process

486
487 All funding eligible RSOs may request Student Government funding under the provision of
488 a special appropriations committee known as the Club Funding Board, and may receive such
489 allocations in the form of grants. Funding eligible RSOs can also apply for Travel and Special
490 Requests through the Budget & Allocations Committee.
491

492 A. The Club Funding Board

- 493
494
495
496
1. The Director of Club Alliance shall establish the Club Funding Board by September 1, which shall consist of ~~six~~ five (5) members; including the Club Alliance Director, Club Alliance Assistant Director or designee appointed by the CA Director, Budget



SB-17S-3098: Title XI Overhaul

497 & Allocations Chairman; Student Body Treasurer, and one (1) student appointed by
 498 the SG President, and one (1) Senator appointed by the Senate President.

499
 500 4.2. The Business Manager, SG Advisor, SG Director, and CA Accounting Associate
 501 shall be ex-officio members of the Club Funding Board.

502
 503 2.3. The Director of Club Alliance shall serve as the Chair of the Board and shall only
 504 vote in the event of a tie.

505
 506 B. Process
 507

508 1. The Club Funding Board shall meet bi-weekly or more frequently as deemed
 509 necessary by the Chair.

510
 511
 512 2. Any request approved by the Club Funding Board is subject to the final signature
 513 of the SG President. All actions should be acted upon within five (5) business
 514 days or shall become effective absent Executive action.

515
 516
 517 3. Any decisions regarding requests allocated by the Club Funding Board that are
 518 denied by the SG President may within three (3) business days of the RSO being
 519 notified, be appealed to the Senate Club Funding Board which may over-rule the
 520 denied request with a two-thirds (2/3) majority vote, whose decision is final,
 521 within three (3) business days.

522
 523 B. Grants
 524

525 1. Any funding eligible RSO may request grants from the Club Funding Board.

526
 527 2. Grants must be specific to an operation or event, and cannot exceed \$1,000 per
 528 request.

529
 530 3. The advisor of an RSO must sign all requests larger than \$500.

531
 532 4. Any request for travel funding, or an amount larger than \$1,000 will not be heard by
 533 the Club Funding Board. The request will be referred to the B&A Committee and
 534 entered into the regular legislative process.

535
 536 5. Any RSO that receives a grant from the Club Funding Board may be required to
 537 report back to the board in order to explain the effect/justify the results of the
 538 allocation.

539



SB-17S-3098: Title XI Overhaul

540 Chapter 1103: Lend-A-Wing Pantry

541

542 1103.1 Creation and Purpose

543

544 A. Creation

545

546 This Statute shall create an Agency of Student Government known as Lend-A-Wing
547 Pantry.

548

549 B. Purpose

550

551 The Lend-A-Wing Pantry shall be staffed by UNF students for UNF students;
552 dedicated to serving the basic needs of the students at the University of North Florida.
553 Items may include food and hygienic supplies, provided anonymously and at no cost to
554 the student, through donations. The Pantry shall foster continued academic success
555 and increase retention for students in need.

556

557 1103.2 Internal Organization and Structure

558

559 A. Interested students shall be able to apply to volunteer at any time during the academic
560 year; the rest of the agency shall be composed of qualified A&S fee-paying students,
561 appointed and approved by the executive staff.

562

563 B. Lend-A-Wing Pantry will maintain an up to date Policy and Procedure manual, subject
564 to approval by the SG President.

565

566 1103.2 Director

567

568 A. Powers and Duties of the Director

569

570 1. The Director is a paid position that is responsible for maintaining the Lend-A-
571 Wing Pantry and is tasked with ensuring there is a safe place for students in
572 need.

573

574 2. The Director is ultimately responsible for all operations of the Agency, which
575 may include, but are not limited to, maintaining the Agency website,
576 conducting meetings when deemed appropriate, and keeping records of all
577 financial transactions the Agency is responsible for.

578

579 3. The Director must report all Foundation transactions to the SG Treasurer.

580

581 1103.4 Assistant Director

582



SB-17S-3098: Title XI Overhaul

- 583 C. Powers and Duties of the Assistant Director
584
585 4. The Assistant Director is a paid position that assists the Director in his or her
586 duties.
587
588 5. Additional duties may include aiding the Director with coordinating volunteers
589 and maintaining the Lend-A-Green garden plots in Ogier Gardens.
590

591 1103.5 Standing Committees

- 592
593 D. The Lend-A-Wing Pantry shall have the right to establish standing committees as the
594 leadership deems necessary.
595

596 1103.6 The Foundation Account

- 597
598 A. The Foundation Account may only be used to purchase food or hygienic items, with the
599 exception of membership fees for wholesale/warehouse establishments.
600
601 B. The Foundation account must maintain at least \$5,000 at all times.
602
603

604 Therefore: Let it be enacted that the following changes to Title XI take effect immediately.
605

606 **Legislative Action**

607
Author: Attorney General Will Godwin
Sponsor: Senator Desiree Miller
Committee: Constitution and Statues Committee
Committee Action: Adopted as Amended 6-0-0
Date of Committee Action: February 20th, 2017
Senate Action: Adopted 23-0-0
Date of Action: February 27th, 2017

Signed and Delivered to the Student Body President
on this 6 day of March, 2017.

Place Time Stamp Here
MAY 13 AM 8:05

Executive Action

Let it be known that SB-17S-3098 is hereby
APPROVED / VETOED / LINE-ITEM VETOED
on this 7 day of March, 2017.

Signed, 
Bella Genta, Student Body President

Signed and Delivered to the Senate Secretary

Place Time Stamp Here
MAY 13 AM 8:05

Signed: 
Dallas Burke, Student Senate President

* SB-17S-3098 was originally signed on the dates listed above. 14
This version is necessary to correct a discrepancy between the
version approved by the Senate and the version transmitted to the Executive Branch.