

---

Legislation

Student Government

---

3-25-2021

## **SB-21S-3551: Title XI Revisions**

Student Government Association University of North Florida

Follow this and additional works at: <https://digitalcommons.unf.edu/sgaleg>

---



*SB-21S-355149: Title XI Revisions*

1

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

4   Whereas:     The Budget and Allocations Committee is a standing Committee of the Student Government  
5                   Senate responsible for funding only those entities that comply with the Student Government  
6                   mission which is to represent the student concerns in all university wide matters while developing  
7                   and promoting programs and activities of practical value and interest to students, and;

8   Therefore:    The following necessary and proper revisions to the Student Government System of Statutes are  
9                   being proposed in an effort to ensure future compliance with the law and the balance of our  
10                  democratic system:

11

12                 **TITLE XI: THE EXECUTIVE AGENCY STATUTE**

13                 **Chapter 1100: Executive Agency Statute**

14   1100.1        Purpose: To clearly define and delineate the nature of the Student Government units known as  
15                   agencies and to distinguish them from other entities within the Executive Branch.

16   1100.2        Scope: This statute shall become, upon its enactment, fully binding on all entities defined herein  
17                   as Agencies.

18   1100.3        Agency: an Agency is an administrative division of the Executive Branch created to provide  
19                   support, entertainment, and education for students of the University of North Florida whether  
20                   it be racial, ethnic, academic, cultural, or philosophical in nature.

21   1100.4        Legal Basis

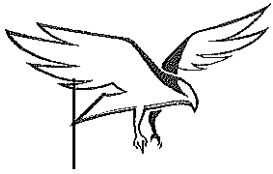
22                 A.     An Agency is a construct of the University of North Florida Student Government and has  
23                   no authority or prerogative granted to it as a construct of this Student Government unless  
24                   so expressly granted through the SG President.

25                 B.     An Agency is in no way authorized to represent the University of North Florida or the  
26                   Student Government in any matter or dealing. Nor is it allowed to sign binding contracts  
27                   obligating materials or resources that have not been placed into the Agency's care for that  
28                   specific purpose prior to the signing of the contract.

29

30

31



*SB-21S-355149: Title XI Revisions*

1

2

**Chapter 1101: Agency Operations**

3 1101.1

Student Government Agencies are required to be in compliance with the 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 President shall take whatever action is deemed necessary and proper to correct any non-compliance.

4

5

6

7

8 1101.2

The supervision and regulation of the Agencies is the responsibility of the President, who may delegate the responsibility to the Vice President.

9

10 1101.3

The President is responsible for the hiring of Agency Directors.

11 1101.4

Agency Directors are responsible for the hiring and dismissal of the Assistant Director(s).

12 1101.5

Agency Directors and Assistant Directors are responsible for the hiring and dismissal of their staff.

13 1101.6

The President may ultimately dismiss any Executive agency staff at any time, for any reason.

14 1101.7

Pursuant to the Activity and Service (A&S) Fee Guidelines, the Senate shall have allocation and reversionary authority in all-budgetary matters pertaining to Agencies.

15

16 1101.8

**Termination**

17

18

A. The President shall have the authority to terminate any Agency subject to a two-thirds (2/3) vote of the Senate.

19

20

21

B. Upon termination of an Agency, it will be deleted from the Student Government Statutes, Title XI: The Executive Agency Statute. If an Agency is terminated, its budget will be sent to the Budget and Allocation (B&A) Committee for review.

22 1101.9

**Monetary Allocations**

23

A. Agencies will be budgeted by line item during the annual fiscal budgeting process.

24

25

B. Agencies must notify the B&A Committee of the Senate in writing to request additional funds at any point during the fiscal year.

26

27

C. Each year Agency Budgets shall be zero-based and reviewed by the B&A Committee who shall report their findings and make appropriate recommendations to the Senate.

28

29

30

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



---

*SB-21S-355149: Title XI Revisions*

- 1 |
- 2 E. The B&A Chair may request an expense report from the Agencies at any time.
- 3 1101.10 The Agencies
- 4 The following is a list of all Student Government Agencies and corresponding chapter numbers  
5 that appear in Title XI:
- 6 A. Chapter 1102- Student Involvement Center
- 7 B. Chapter 1103 – Lend-A-Wing Pantry
- 8 1101.11 Forming an Executive Agency
- 9 A. The forming of an Executive Agency, as follows, is a process that can occur only with the  
10 express approval of the President by an Executive Order.
- 11 B. An Agency proposal must consist of both a budgetary and constitutional component:
- 12 1. The budgetary component must outline estimated costs for one fiscal year and can  
13 be composed with the assistance of the Business Manager, Treasurer, and B&A  
14 Committee Chair. The B&A Committee shall review and vote on the proposed budget,  
15 but refrain from appropriating funds until the formation process has been completed.
- 16 2. The Rules and Oversight (R&O) Committee will review and vote on the constitutional  
17 component, which shall include the entire proposal of inclusion to Title XI, Purpose,  
18 Creation, and both the Director's and Assistant Director's responsibilities.
- 19 C. The Agency proposal shall be submitted to the Senate President and added to the agenda  
20 under Legislation considered for first read during the next regularly scheduled Senate  
21 meeting.
- 22 D. The proposal's budgetary and constitutional components are to be forwarded to the B&A  
23 Committee and the R&O Committee, respectively, at this Senate meeting.
- 24 E. If both components of the agency proposal are passed by the respective committees, the  
25 revised proposal shall be added to the agenda under Legislation considered for second  
26 read during the next regularly-scheduled Senate meeting.
- 27 F. The proposal must be passed by the Senate before the budget hearings process begins for  
28 the upcoming fiscal year.
- 29 1101.12 The Agency proposal requires a two-thirds (2/3) vote of the Senate to pass.
- 30 1101.13 If passed, the agency proposal must be signed by the President.



---

---

*SB-21S-355149: Title XI Revisions*

- 1 |
- 2 A. The Agency proposal, once properly passed through the legislative process, will officially  
3 create an Executive Agency of Student Government, once budget hearings have  
4 concluded, and the new fiscal year has begun.
- 5 B. Once formed, the Agency shall be placed on probationary status for two years.
- 6 1. During the probationary period, the Agency must follow all statutory rules and send a  
7 monthly report to the B&A Chair, on budgetary matters, and give a report during Senate  
8 meetings.
- 9 2. Three successful noncompliance strikes against the newly formed Agency shall result in  
10 its termination in accordance with Chapter 1100 Section 1101.8: Termination.
- 11 1101.14 Managing Agency Documents
- 12 A. Management of Agency Policies and Procedures including RSO Handbooks receive  
13 authority directly from the President.
- 14 1. A document that has not been signed off by the President is invalid and lacks the  
15 authority to change agency policy or to be used for agency administration.
- 16 2. Agency Directors, the Vice President, and the Agency Advisor(s) are to work  
17 closely on refining Agency Policies and Procedures and RSO Handbooks to present to the  
18 President for approval.
- 19 B. Agency Directors are responsible for managing the documents of their respective agency:
- 20 1. Agency Directors are to maintain a record of the history of past documents and any  
21 changes to those documents. All documents must be saved to the O-Drive.
- 22 2. Agency Directors are responsible for creating and editing Agency documents that may be  
23 used to empower, hold accountable, or collect personal information from any individual.
- 24 3. Upon creation or change, the Policies and Procedures and RSO Handbooks are subject to  
25 review by the Vice President and Agency Advisor(s) before being forwarded to the  
26 President.
- 27
- 28 **Chapter 1102: Student Involvement Center**
- 29 1102.1 Creation and Purpose



*SB-21S-355149: Title XI Revisions*

1

2  
3

A. Creation; This Statute shall create an Agency of Student Government known as the Student Involvement Center (SIC).

4  
5  
6  
7  
8  
9

B. Purpose: The Student Involvement Center shall be responsible for providing support for the functions and activities of Registered Student Organizations (RSOs) and student involvement. Such support will include: financial and material resources, educational/developmental activities, coordination of mutual recruitment, coaching, and entertainment activities, and the holding of regular meetings at which RSOs may conduct common business.

10 1102.2

Internal Organization and Structure

11  
12

A. SIC shall maintain an up to date Policies and Procedures manual and RSO Handbook subject to approval by the President.

13 1102.3 Powers and Duties of the Student Involvement Center Director

14  
15  
16

A. The SIC Director shall be responsible and accountable for all actions of the Agency and its personnel. The SIC Director is a paid position working to provide support services to Agency Assistant Directors and to fulfil Agency Operations. Additional duties include:

17

1. Maintaining the Student Involvement Center office.

18  
19

2. Conducting monthly meetings unless otherwise deemed unnecessary with the President's approval.

20  
21

3. Appointing and overseeing the chair positions of any standing committees within the agency.

22

4. Keeping records of all financial transactions of SIC.

23

5. Meeting bi-weekly with the Treasurer to discuss any RSO fiscal matters.

24

6. Reporting all RSOs suspensions to the Business and Accounting Office.

25

7. Reviewing B&A Committee agendas to monitor any RSO requests.

26

B. In the event that the SIC Director position becomes vacant, at the President's discretion, either the Student Involvement Center Staff designee ~~Assistant Director~~ or Assistant Director of Clubs should assume their duties on an interim basis until the President appoints a new Director.

27  
28  
29

30



*SB-21S-355149: Title XI Revisions*

1

2 1102.4 Powers and Duties of the Student Involvement Center ~~Staff designee Assistant Director~~

3 A. The SIC ~~Staff designee Assistant Director~~ is a paid position working to provide  
4 involvement counseling and workshops to students. Additional duties include:

5 1. Aiding the SIC Director in any task they may need assistance with.

6 2. Providing involvement counseling to students in the absence of counselors.

7 B. In the event that the SIC ~~Staff designee Assistant Director~~ position becomes vacant, the  
8 SIC Director shall hire a replacement.

9 1102.4 Powers and Duties of the Assistant Director of Clubs

10 A. The Assistant Director of Clubs is a paid position working to provide support services to  
11 student clubs. Additional duties include:

12 1. Aiding the Director in any task they may need assistance with.

13 2. Maintaining the Student Involvement Center.

14 3. Conducting monthly meetings in the absence of the SIC Director unless deemed  
15 unnecessary with the President's approval.

16 B. In the event that the Assistant Director of Clubs position becomes vacant, the SIC  
17 Director shall hire a replacement.

18 1102.5 Standing Committees

19 A. The Student Involvement Center shall have the right to establish standing committees as  
20 its leadership deems necessary.

21 1102.6 Club Funding Eligibility

22 A. RSOs may request Student Government funds under the provisions of this chapter and in  
23 accordance with Title VIII provided they meet all requirements, regulations, and/or  
24 qualifications imposed by the RSO Handbook.

25 1102.7 Club Funding Process

26 A. All funding eligible RSOs may request Student Government funding under the provision  
27 of a special appropriations committee known as the Club Funding Board, and may receive  
28 such allocations in the form of grants. Funding eligible RSOs can also apply for Travel  
29 and Special Requests through the B&A Committee.



*SB-21S-355149: Title XI Revisions*

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31

B. The Club Funding Board

1. The Club Assistant Director shall establish the Club Funding Board by August 1st, which shall consist of six (6) members; including the Club Assistant Director, Student Involvement Center Director, Student Involvement Center ~~Staff Assistant Director~~ or designee appointed by the SIC Director, Budget & Allocations Chair, Student Body Treasurer, and one (1) student appointed by the President.

2. The Club Assistant Director shall serve as the Chair of the Board and shall only vote in the event of a tie.

C. Process

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

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

3. Any decisions regarding requests allocated by the Club Funding Board that are denied by the President or designee may within three (3) business days of the RSO being notified, may be appealed to the Club Funding Board. The Board may override the President's or designee's decision by a two-thirds vote.

D. Appeals

1. RSOs are able to make an appeal to the Budget and Allocations committee if the RSO believes that the decision of the Club Funding Board and/or President or designee was unfit.

2. The RSO's appeal will be brought to the next Budget and Allocations committee meeting.

3. The President or designee shall wait on signing the request until a conclusion has been made by the Budget and Allocations committee.

E. Grants

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

2. Grants must be specific to an operation or event and cannot exceed ~~\$1,000~~ \$750 per request.





*SB-21S-355149: Title XI Revisions*

1

2

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

3

4

5

4. Any request for travel funding, or an amount larger than ~~\$1,000~~750 will not be heard by the Club Funding Board. The request will be referred to the B&A Committee and entered into the regular legislative process.

6

7

5. Any RSO that receives a grant from the Club Funding Board may be required to report back to the board in order to justify the results of the allocation.

8

9 **Chapter 1103: Lend-A-Wing Pantry**

10 1103.1

Creation and Purpose

11

12

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

13

14

15

16

B. Purpose: Lend-A-Wing Pantry shall be dedicated to serving the basic needs of the students at the University of North Florida. Items may include food and hygienic supplies, provided anonymously and at no cost to the student, through donations. Lend-A-Wing Pantry shall foster continued academic success and increase retention for students in need.

17 1103.2

Internal Organization and Structure

18

A. Lend-A-Wing Pantry shall be staffed by UNF students for UNF student.

19

20

21

B. Interested students shall be able to apply to volunteer at any time during the academic year; the rest of the agency shall be composed of qualified A&S fee-paying students, appointed and approved by the Lend-A-Wing Director.

22

23

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

24 1103.3

Powers and Duties of the Lend-A-Wing Director

25

26

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

27

28

29

30

B. The Lend-A-Wing Director is responsible for all operations of the Agency, which may include, but are not limited to, maintaining the Agency website, conducting meetings when deemed appropriate, and keeping records of all financial transactions the Agency is responsible for.



---

*SB-21S-355149: Title XI Revisions*

1

2 1103.4 Powers and Duties of the Lend-A-Wing Assistant Director

3 A. The Lend-A-Wing Assistant Director is a paid position that assists the Lend-A-Wing  
4 Director in their duties.

5 B. Additional duties may include aiding the Lend-A-Wing Director with coordinating  
6 volunteers, maintaining the storefront, and stocking the Pantry.

7 1103.5 Standing Committees

8 A. Lend-A-Wing Pantry shall have the right to establish standing committees as the leadership  
9 deems necessary.

10 1103.6 The Foundation Account

11 A. The Foundation Account may only be used to purchase food, hygienic items, or any other  
12 goods and services that supports the purpose of Lend-a-Wing Pantry.

13 B. The Foundation account must maintain at least \$5,000 at all times

14

15 **Chapter 1104: Students Keeping You Safe**

16 1104.1 Creation and Purpose

17 A. Creation: This Statute shall create an Agency of Student Government known as Students  
18 Keeping You Safe, also known as SKYS.

19 B. Purpose: The SKYS Agency is dedicated towards promoting safety at the University of  
20 North Florida. This Agency is run by students who want to ensure that each student at  
21 the University of North Florida feels safe and comfortable on campus. SKYS offers rides  
22 and walking teams to escort students to different parts of campus throughout the night.

23 1104.2 Internal Organization and Structure

24 A. The design of SKYS shall be:

25 1. Director

26 2. Assistant Director

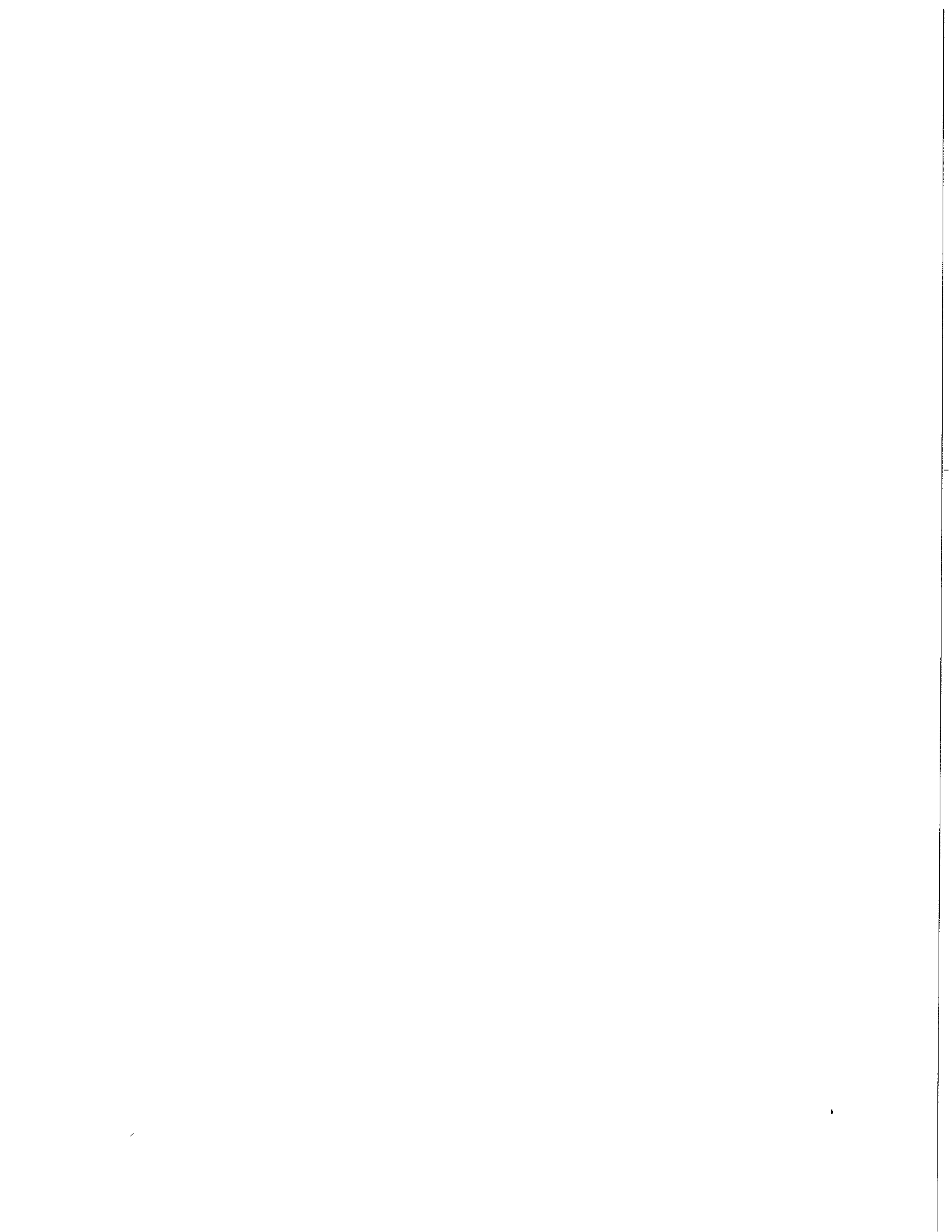
27 3. Staff Members



---

*SB-21S-355149: Title XI Revisions*

- 1 |
- 2 B. All members of SKYS will fulfill the roles of dispatching and escorting students on  
3 campus
- 4 1104.3 Powers and Duties of the SKYS Director
- 5 A. Organize training for the staff
- 6 1. Training shall occur at the beginning of each semester.
- 7 2. Training will be laid out in the Policies and Procedures.
- 8 B. Oversee the SKYS Program operations and staff.
- 9 C. Create and update the schedule.
- 10 D. Keep record of all financial transactions the Agency is responsible for.
- 11 E. Have regular meetings with the Student Body Vice President, Accounting Associate, and  
12 SKYS Staff.
- 13 F. Submit a weekly report to the Student Body Vice President.
- 14 G. Report to the Senate once a month.
- 15 H. Follow all duties as outlined in the Policies and Procedures.
- 16 1104.4 Powers and Duties of the SKYS Assistant Director
- 17 A. Regularly update the social media and inform students on the status and operations of  
18 SKYS.
- 19 B. Plan tabling events to market the program.
- 20 C. Aiding the Director in any task they may need assistance in.
- 21 D. Fill in for the Director as needed.
- 22 E. Maintain copies of base logs, cart sheets, incident reports, and other forms.
- 23 F. Follow all duties as outlined in the Policies and Procedures.
- 24 1104.5 Duties of the SKYS Pilots
- 25 A. Follow instructions given by the Director and Assistant Director.





*SB-21S-355149: Title XI Revisions*

1

2

B. Follow all duties as outlined in the Policies and Procedures.

3

1104.6 Standing Committees

4

A. The SKYS Agency shall have the right to establish standing committees as its leadership deems necessary.

5

6

**Therefore:** Let it be enacted, by the University of North Florida Student Government, which the following changes to Title XI "The Executive Agency Statute" be made effective July 1, 2021.

7

8

**Legislative Action**

**Executive Action**

Author: Treasurer Markos Kampouroglou  
Sponsor: Senate President Pro Tempore Kilambi  
Committee: Rules and Oversight Committee  
Committee Action: 7-0-0  
Senate Action: 23-0-0  
Date of Action: 3/19/21

Let it be known that SB-21S-355149 is hereby  
**APPROVED** / VETOED / LINE-ITEM VETOED  
on this 25 day of March, 2021

Signed and Delivered to the Student Body President  
on this 26 day of MARCH, 2021.

Signed, \_\_\_\_\_  
*Ally Schneider, Student Body President*  
Signed and Delivered to the Senate Secretary

Signed: \_\_\_\_\_  
*Rachel Saunders, Student Senate President*

Place Time Stamp Here

Place Time Stamp Here