

1.0 THE EXECUTIVE BRANCH

1.1 The President - By virtue of the office, the President of the Student Government (SGA) is the President of the Student Body of Florida Institute of Technology. These titles are synonymous with each other and are used interchangeably throughout this Code of Laws.

1.1.1 Requirements

1.1.1.1 Must be a full-time undergraduate student or a graduate student at the Florida Institute of Technology.

1.1.1.2 Must maintain a minimum 2.5 GPA.

1.1.1.3 Must not presently be on any form of disciplinary, residence hall, or academic probation.

1.1.1.4 Must have completed at least two (2) academic sessions at Florida Institute of Technology.

1.1.1.5 Must be interviewed and approved, prior to election, by the Advisors of Student Government.

1.1.2 Duties and Responsibilities

1.1.2.1 Represent each of the Student Government purposes defined in the Student Government's Constitution.

1.1.2.2 Submit a proposed budget and budget amendments by the third Senate meeting of fall session for the fiscal year to the Senate for approval. The budget shall consider all funds for which the Student Government is responsible.

1.1.2.3 Submit a proposed Attendance Expectations Document by the third Senate meeting of fall session for the academic year to the Senate for approval by a majority vote. The document shall outline all time expectations for members of the Senate for their term of office.

1.1.2.3.1 Changes or additions to the Attendance Expectations Document must be made two weeks prior to the event in question.

1.1.2.3.2 Changes or additions to the Attendance Expectations Document may be proposed by a member of either the Executive or Legislative branch of Student Government.

1.1.2.3.3 Changes to the Attendance Expectations Document must be approved by a majority vote of the Senate.

1.1.2.4 Reappoint Student Justices of the University Disciplinary Committee (UDC) as the President sees fit at the first meeting of fall session.

1.1.2.5 Appoint the Chief Justice

1.1.2.6 Nominate Student Justices of the University Disciplinary Committee (UDC) with approval of two-thirds (2/3) of the Senate when vacancies exist.

1.1.2.7 Fill Senate vacancies with the approval of two-thirds (2/3) of the Senate.

1.1.2.8 Appoint members to the Cabinet with the two-thirds (2/3) affirmative vote of the Senate.

1.1.2.9 Remove any person that the President had appointed to the Cabinet. The President must report to the Senate the removal of any person, who was appointed with the approval of the Senate.

1.1.2.10 Create or abolish Cabinet positions with the approval of the Senate by a two-thirds (2/3) vote.

1.1.2.11 Initiate disciplinary proceedings by bringing charges against any student or University approved organization for violating applicable portions of University policy.

1.1.2.12 Defend, represent, or assist any student or organization when charged by the University for violation of university policy.

1.1.2.13 Require a written interpretation by the Student Court on any provision of the Constitution or the Student Government Code of Laws when needed.

1.1.2.14 Veto legislation or portions thereof that have been passed by the senate. If the President does not veto such acts of the Student Senate within ten (10) days after passage, such acts can become law without the President's signature.

1.1.2.15 Present to the Senate, as the agenda states, a report on the Student Government activities.

1.1.3 Term of Office - Shall serve as the President of the Student Body for one (1) academic year.

- 1.1.4 Selection - Shall qualify for office under Article V of the Student Government Constitution.

- 1.2 Vice President - By virtue of this office, the Vice President of the Student Government is the Vice President of the Student Body of Florida Institute of Technology. These titles are synonymous with each other and are used interchangeably throughout this Code of Laws.
 - 1.2.1 Requirements
 - 1.2.1.1 Must be a full-time undergraduate student or a graduate student at the Florida Institute of Technology.
 - 1.2.1.2 Must maintain a minimum 2.5 GPA.
 - 1.2.1.3 Must not presently be on any form of disciplinary, residence hall, or academic probation.
 - 1.2.2 Duties and Responsibilities
 - 1.2.2.1 Oversee the training of the Senators and Senate Officers. This training may be implemented personally or delegated to a Senator.
 - 1.2.2.2 Manage the efficiency and productivity of the Senate using the following guidelines:
 - 1.2.2.2.1 Commend performance beyond normal standards.
 - 1.2.2.2.2 Remove Senate Officers from Senate Officer status. All others must be removed by a majority vote of the Student Senate.
 - 1.2.2.3 Execute the powers and duties of the office of President in the temporary absence of the President.
 - 1.2.2.4 Keep and make available a permanent record of the Constitution and the Student Government Code of Laws, and to ensure permanent records of the Student Senate are kept by the appropriate officials.
 - 1.2.2.5 Perform such duties as the President of the Student Government shall assign.
 - 1.2.2.6 Serve as ex-officio member of all Senate standing and ad-hoc committees.
 - 1.2.2.7 Serve as member of the Cabinet.
 - 1.2.3 Term of Office - Shall serve as the Vice President of the Student Body for one (1) academic year.
 - 1.2.4 Selection - Shall qualify for office under Article V of the Student Government Constitution.

- 1.3 Treasurer - By virtue of the office, the Treasurer is responsible for all incoming and outgoing funds for the Student Government and serves as the Chair of the Student Activities Fee Committee.
 - 1.3.1 Requirements
 - 1.3.1.1 Must be a full-time undergraduate student or a graduate student at the Florida Institute of Technology.
 - 1.3.1.2 Must maintain a minimum 2.5 GPA.
 - 1.3.1.3 Must not presently be on any form of disciplinary, residence hall, or academic probation.
 - 1.3.2 Duties and Responsibilities
 - 1.3.2.1 Serve as a member of the Cabinet.
 - 1.3.2.2 Chair the Student Activities Fee Committee (SAFC) and fulfill the following duties:
 - 1.3.2.2.1 Preside over the Student Activities Funding Committee weekly meetings.
 - 1.3.2.2.2 Record the final vote of every funding request.
 - 1.3.2.2.3 Request and record feedback from SAFC regarding the SAFC document on the third to last SAFC meeting each semester.
 - 1.3.2.2.4 Should changes need to made, a modified SAFC document will be presented no later than the second to last SAFC meeting.
 - 1.3.2.3 Present the Executive Board with the modified SAFC document, detailing all the changes for approval.
 - 1.3.2.4 Report at every Senate meeting expenditures of funds and financial status of account(s) for which the Student Government is responsible.
 - 1.3.2.5 Present to the Senate and make available to the Student Body, written financial reports on all activities supported by the funds for which the Student Government is responsible.
 - 1.3.2.6 The financial reports will be available in the Student Government office.

- 1.3.2.7 Sign all requisitions for the Student Government funds including those funds budgeted specifically for the discretion of the Student Government President.
- 1.3.2.8 Receive and deposit all revenues of the Student Government, its agencies, and its subsidiary organizations.
- 1.3.2.9 Establish the Student Government financial procedures not provided elsewhere in this part of this Code of Laws.
- 1.3.3 Term of Office - Shall serve as the Treasurer of the Student Government for one (1) academic year.
- 1.3.4 Selection - Shall qualify for office under Article V of the Student Government Constitution.
- 1.4 Appointed Officers - By virtue of this position, all appointed officers serve and comprise the President's cabinet during the President's term.
 - 1.4.1 Requirements
 - 1.4.1.1 Must be a full-time undergraduate student or a graduate student at the Florida Institute of Technology.
 - 1.4.1.2 Must maintain a minimum 2.5 GPA.
 - 1.4.1.3 Must not be on any form of disciplinary, residence hall, or academic probation.
 - 1.4.2 Process of Selection
 - 1.4.2.1 Be interviewed and selected by the President.
 - 1.4.2.2 Be approved by two-thirds (2/3) vote of the Senate.
 - 1.4.2.3 Be trained by the Chief of Staff or an experienced person designated by the President.
 - 1.4.3 Standing Officers - Duties and responsibilities are as listed below each office.
 - 1.4.3.1 Secretary
 - 1.4.3.1.1 Be responsible for recording, typing, and distributing the minutes of each Cabinet meeting.
 - 1.4.3.1.2 Record and type any Student Government correspondence as assigned by the President.
 - 1.4.3.1.3 Perform other Student Government duties as assigned by the President.
 - 1.4.3.1.4 Be responsible for recording, typing, and distributing the minutes of each general meeting.
 - 1.4.3.1.5 Maintain a current record of personal data about Senators including address, email address, phone number, and academic division or group represented.
 - 1.4.3.1.6 Maintain attendance of the Senate and organizations during general meetings.
 - 1.4.3.1.7 Assist the Committee Secretaries in documenting the committee records.
 - 1.4.3.1.8 Create an agenda for general meetings and have it published at least 24 hours prior to the general meeting.

2.0 THE LEGISLATIVE BRANCH

- 2.1 The legislative branch of the Student Government Association of Florida Tech is hereby defined into two bodies, the Student Body Senate and the House of Organizational Representatives.
- 2.2 The House of Organizational Representatives - The House of Representatives is composed of the representatives of each active organization.
- 2.3 The Student Body Senate - The Student Body Senate is composed of representatives from the Student Body.
 - 2.3.1 Seating - There shall be twenty (20) seats plus five (5) non-voting freshman representatives in the Senate each Fall term, and twenty five (25) seats in the Senate each Spring and Summer term.
 - 2.3.2 Quorum - The quorum of the Senate is one-half plus one of the current active membership.
 - 2.3.3 The active membership of the Senate is defined as all elected or appointed Senators.
 - 2.3.4 Duties and Responsibilities
 - 2.3.4.1 Establish a fixed time and place for the Senate meetings, which will take place every other week and will last for approximately one hour, but no more than two hours.
 - 2.3.4.2 Keep the Senators active and replace those Senators who have been dismissed.
 - 2.3.4.3 Nominate and elect a Speaker of the Senate a week prior to the end of the spring session, or as needed.
 - 2.3.4.4 Place the issues brought forth to the Senate in a flexible list of priorities, and decide how many issues the Senate can effectively address.
 - 2.3.4.5 Approve by two-thirds (2/3) vote all appointments made by the President to positions of the Cabinet (Executive Branch).
 - 2.3.4.6 Improve relations between Student Government and any other organization on or off campus.
 - 2.3.4.7 Approve all contracts, lobbies, special elections, or impeachment proceedings to be initiated by Student Government.
 - 2.3.5 Senators
 - 2.3.5.1 Requirements
 - 2.3.5.1.1 Must be an enrolled student at the Florida Institute of Technology.
 - 2.3.5.1.2 Must maintain a minimum 2.5 GPA.
 - 2.3.5.1.3 Must not presently be on any form of disciplinary, residence hall, or academic probation.
 - 2.3.5.2 Duties and Responsibilities
 - 2.3.5.2.1 Attend all weekly Senate meetings.
 - 2.3.5.2.2 Attend all scheduled office hours.
 - 2.3.5.2.3 Attend Student Leader Luncheon.
 - 2.3.5.2.4 Attend all events as outlined by the Attendance Expectations Document.
 - 2.3.5.2.5 Be a member of at least one standing committee and may join one ad-hoc committee.
 - 2.3.5.2.6 Attend all meetings of the committees to which the Senator is a member.
 - 2.3.5.2.7 Meet with the head of the Senator's school/college or organization on a regular basis.
 - 2.3.5.2.8 Report to the department head or other department personnel on all relevant issues that are handled by Student Government.
 - 2.3.5.2.9 Report to the executive board on all relevant issues that are handled by Student Government.
 - 2.3.5.2.10 Familiarize the constituents with the issues and projects that the Student Government deals with.
 - 2.3.5.2.11 Be familiar with the opinions and attitudes of the constituents at the time of making a parliamentary decision.
 - 2.3.5.2.12 Submit phone number and weekly schedule, as soon as they are known, to the Secretary and report changes promptly.

- 2.3.5.2.13 Read the Student Government Constitution and Code of Laws, and be familiar with Robert's Rules of Order.
- 2.3.5.2.14 Vote on any motion brought forth at Senate meetings.
- 2.3.5.2.15 Bring forth charges of impeachment of any elected official when necessary.
- 2.3.5.3 Absences
 - 2.3.5.3.1 Three (3) unexcused absences per semester from: Weekly SGA meetings, committee meetings, office hours or events as agreed upon in the Attendance Expectations Document will result in a motion for dismissal. Motion for dismissal will pass with a two-thirds (2/3) vote of the Senate.
 - 2.3.5.3.2 Absences may be excused at the discretion of the President, Vice President, Speaker of the Senate, Secretary, or Committee Chair. Emergencies, which arise causing an absence, must be reported to the aforementioned within seven (7) days of absence.
 - 2.3.5.3.3 Appeals on dismissal may be made in writing to the Presiding Officer. The Student Government President will review the appeal and will write an opinion on the appeal, placing the appeal before the Senate at the next regular meeting. The dismissed Senator shall have the right to represent the case before the Senate.
- 2.3.5.4 Proxy Voting
 - 2.3.5.4.1 Arrange for a proxy to cast the Senator's vote in a meeting for which the Senator has previously arranged an excused absence.
 - 2.3.5.4.2 Assignment of the proxy must be done in writing to the Presiding Officer or the Speaker of the Senate.
 - 2.3.5.4.3 Include proxy assignments in the minutes of the given meeting.
 - 2.3.5.4.4 The proxy shall have the right to participate in the business of the committee to the same extent as the Senator is assigned to replace. This privilege will not extend to offices of the Senate or any committee.
- 2.3.5.5 Term of Office
 - 2.3.5.5.1 Will be one (1) academic year.
 - 2.3.5.5.2 Any leave of absence from the university over thirty (30) days will result in automatic dismissal.
 - 2.3.5.5.3 A Senator may hold more than one (1) term of office.
- 2.3.5.6 Elections - Will be elected by a plurality of the constituency for the seat the nominee wishes to fill during the Election session of Student Government.
- 2.3.6 Freshman Representatives
 - 2.3.6.1 Shall be afforded all the rights, privileges, and responsibilities afforded to Senators with the following exceptions:
 - 2.3.6.1.1 Shall not be permitted to vote in the Fall semester.
 - 2.3.6.1.2 Shall not be permitted to join SAFC in the Fall semester.
 - 2.3.6.1.3 Need to have a 3.0 GPA from high school, and they must meet requirements listed in these bylaws and the constitution of the Student Government in order to advance to full senatorhood.
 - 2.3.6.2 Elections - Will be elected by a plurality of their incoming freshman peers during the Fall Orientation.
 - 2.3.6.3 Advancement
 - 2.3.6.3.1 At the first senate meeting of the Spring semester, all Freshman Representatives from the previous semester shall receive an automatic nomination for appointment into the five (5) newly available senate seats. This nomination shall be issued by the presiding officer.
 - 2.3.6.3.2 In the event that a representative is not in compliance with the requirements for Senator eligibility, or that representative is denied appointment for any other reason, that position shall be filled as in any other vacancy.

- 2.3.7 Senate Offices
 - 2.3.7.1 Presiding Officer
 - 2.3.7.1.1 Shall be the Student Government Vice President.
 - 2.3.7.1.2 Votes only to make or break a tie.
 - 2.3.7.1.3 Shall chair meetings of the full Senate following the guidelines of Section 2.4 of the Code of Laws.
 - 2.3.7.1.4 Duties and Responsibilities
 - 2.3.7.1.4.1 Chair the Senate Steering Committee.
 - 2.3.7.1.4.2 Appoint Senators to Standing Senate committees.
 - 2.3.7.1.4.3 Appoint Senators to Ad-hoc committees.
 - 2.3.7.1.4.4 Serve as a member of the elections committee to screen applicants for appointment to the Senate.
 - 2.3.7.1.4.5 Serve as a voting member of all Standing Senate committees with no specific attendance requirements unless specified.
 - 2.3.7.1.4.6 Represent the Senate when required.
 - 2.3.7.1.4.7 Monitor all incoming proposals and grievances when Executive Board oversight is relevant.
 - 2.3.7.2 Speaker of the Senate
 - 2.3.7.2.1 Duties
 - 2.3.7.2.1.1 Shall be the Presiding Officer in the absence of the Presiding Officer.
 - 2.3.7.2.1.2 Shall act as primary steward of the Senate, enforcing these bylaws, the constitution, and the SAFC document; and revising them as necessary according to the methods outlined herein.
 - 2.3.7.2.1.3 Shall represent the Senate in the absence of or at the discretion of the Presiding Officer.
 - 2.3.7.2.1.4 Shall represent individual anonymous senators or representatives in the bringing forth of grievances in instances when the senator or representative is unable or unwilling to represent themselves.
 - 2.3.7.2.2 Term of Office - A senator shall serve as Speaker of the Senate for one academic year.
 - 2.3.7.2.3 Selection
 - 2.3.7.2.3.1 In the first week of the Fall Session or when a vacancy occurs, the Senate shall nominate one or more senators for the position of Speaker of the Senate.
 - 2.3.7.2.3.2 In the following meeting, the Senate shall elect a Senator from the nominees for Speaker of the Senate by a plurality vote of the Senate.
- 2.4 Conduct of Senate Business
 - 2.4.1 Sessions
 - 2.4.1.1 Fall Session - The Fall academic semester.
 - 2.4.1.2 Spring Session - The first ten (10) weeks of the Spring academic semester.
 - 2.4.1.3 Election Session - Last five (5) weeks of the Spring academic semester.
 - 2.4.1.4 The senate should be in session during the Summer academic session if two-thirds (2/3) of the Spring Session's total active membership will be present to conduct business during the Summer Session, or two-thirds (2/3) of the Spring Session's total active membership votes in favor of conducting business during the Summer Session. The President or Vice President of Student Government must be present during the Summer Session. The Senate shall establish guidelines and restrictions for conduct and scope of business to be conducted during the Summer Session.
 - 2.4.2 Meetings
 - 2.4.2.1 Shall be arranged and announced by the Presiding Officer.
 - 2.4.2.2 Will be held at least bi-weekly.
 - 2.4.2.3 Shall not last more than two (2) hours.

- 2.4.3 Order of Meetings - Will be conducted by Robert's Rules of Order with the following exceptions:
 - 2.4.3.1 The Presiding Officer may introduce legislation before the Senate on behalf of the Executive Branch.
 - 2.4.3.2 The Presiding Officer may speak on behalf of any legislation that the Presiding Officer introduces.
- 2.4.4 The Presiding Officer may move a method of voting for any bill where this Code of Laws does not define a specific voting method.
- 2.4.5 Agenda
 - 2.4.5.1 Agenda Outline
 - I. Call to Order
 - II. Roll Call
 - III. Approval of Minutes
 - IV. Special Orders
 - V. President's Report
 - VI. Vice-President's Report
 - VII. Treasurer's Report
 - VIII. Speaker's Report
 - IX. Advisor's Report
 - X. Committee Reports
 - XI. Old Business
 - XII. New Business
 - XIII. Announcements
 - XIV. Adjournment
 - 2.4.5.2 Responsibility for Agenda
 - 2.4.5.2.1 Will be established by the Secretary 24 hours prior to each general meeting. The Agenda will be reviewed at the beginning of each general meeting and may be amended by a majority of the Senate.
 - 2.4.5.2.2 The Secretary produces minutes based on the discussion from the agenda.
- 2.4.6 Legislation
 - 2.4.6.1 Constitutional Amendments
 - 2.4.6.1.1 The proposed amendment shall be reviewed by the Rules Committee and the Senate for the correct form and format.
 - 2.4.6.1.2 The Senate shall conduct a 'formal reading' of the proposed amendment at a Senate meeting to inform Senators of the proposal. At this time the amendments are read and the Senators are informed how to get a copy of them.
 - 2.4.6.1.3 The Senate shall set a date, place, and time for a 'second reading' of the proposed amendment. The senate shall conduct the second reading as a hearing for the proposal, which must be open and available to the Student Body. The Senate must publish the proposal and the date, place, and time for the media and must allow the proposal to be advertised for at least one (1) week before holding the second reading.
 - 2.4.6.1.4 The second reading shall be conducted to hear discussion from Senators and any students and to possibly amend the proposal. Debate may be reasonably limited by time constraints. When discussion is complete the Senate shall adopt the proposed amendment by two-thirds (2/3) vote.
 - 2.4.6.2 Appropriations - Shall be approved by the Senate with a two-thirds (2/3) vote.
 - 2.4.6.3 Internal Policies - Shall be approved by the Senate by a majority vote.
- 2.5 Committee Organization
 - 2.5.1 Selection - Members of permanent, standing, and ad-hoc senate Committees shall be appointed by the Presiding Officer.
 - 2.5.2 Size and Membership - The size of a permanent, standing, and ad-hoc committees and limitations on membership shall be determined by the Presiding Officer.

- 2.5.3 Chairperson
 - 2.5.3.1 Shall be selected by a majority of the Senate.
 - 2.5.3.2 Shall establish a time and reserve a place for the committee to meet.
 - 2.5.3.3 Shall appoint the committee's secretary.
 - 2.5.3.4 Shall be responsible for submitting weekly progress reports to the Presiding Officer.
- 2.5.4 Vice Chairperson
 - 2.5.4.1 Shall be elected by a majority of the committee.
 - 2.5.4.2 Shall act as Chairperson when the regular Chairperson is absent.
 - 2.5.4.3 Shall be responsible for contacting committee members as the need arises.
 - 2.5.4.4 Shall be responsible to correspond with individuals invited by the committee to speak at any of its hearings.
 - 2.5.4.5 Shall schedule all testimony as directed by the committee.
- 2.5.5 Secretary
 - 2.5.5.1 Shall record all pertinent information during committee meetings.
 - 2.5.5.2 Shall write the final draft of any proposals or legislation the committee generates or considers. A committee is encouraged to form a subcommittee around the Correspondence Secretary to finalize the draft of any such correspondence, which is lengthy, detailed, or sensitive in nature.
- 2.5.6 Order of Meetings
 - 2.5.6.1 Agenda
 - I. Call to Order
 - II. Approval of Minutes
 - III. Officer Reports
 - IV. Project Business
 - V. Old Business
 - VI. New Business
 - VII. Announcements
 - VIII. Adjournment
 - 2.5.6.2 The Chairperson of the committee should adhere to the above agenda whenever possible.
 - 2.5.6.3 The above agenda can be amended by a majority vote of the committee.
 - 2.5.6.4 The amended agenda is only effective for one academic year.
- 2.5.7 Committee Administration
 - 2.5.7.1 Permanent Committees
 - 2.5.7.1.1 Steering Committee
 - 2.5.7.1.1.1 Composition
 - 2.5.7.1.1.1.1 Shall be chaired by the Presiding Officer.
 - 2.5.7.1.1.1.2 Shall consist of the Chairperson of each committee and the elected Senate Officers.
 - 2.5.7.1.1.1.3 The Presiding Officer of the Senate shall be a voting member of the Steering Committee and shall attend all meetings.
 - 2.5.7.1.1.2 Meetings - Shall meet before each Senate meeting.
 - 2.5.7.1.1.3 Duties and Responsibilities
 - 2.5.7.1.1.3.1 Screen all business submitted to the Senate floor for correct form and format.
 - 2.5.7.1.1.3.2 Establish and maintain a legislative calendar for long range scheduling of Senate Business.
 - 2.5.7.1.1.3.3 Establish priorities for the business agenda of the Senate.
 - 2.5.7.1.2 Rules Committee
 - 2.5.7.1.2.1 Composition - Shall consist of the Vice President of the Student Body, the Rules Committee Chairperson, which shall be the Speaker of the Senate, and five other Senators.

- 2.5.7.1.2.2 The five senators shall be made up of a representation of each standing committee.
- 2.5.7.1.2.3 Meetings - Shall meet weekly or as necessary.
- 2.5.7.1.2.4 Duties and Responsibilities
 - 2.5.7.1.2.4.1 Shall review all proposed constitutional amendments. The Rules Committee may recommend changes to the proposed amendments.
 - 2.5.7.1.2.4.2 Shall generate constitutional amendments for Senate consideration as necessary or desired.
 - 2.5.7.1.2.4.3 Shall review proposed amendments to the Student Government Code of Laws, which are assigned to it by the Steering Committee or the Senate.
 - 2.5.7.1.2.4.4 May amend a proposed amendment to the Student Government Code of Laws by a majority vote of the committee.
 - 2.5.7.1.2.4.5 Shall generate amendments to the Student Government Code of Laws for the Senate's consideration as necessary or desired.
 - 2.5.7.1.2.4.6 Shall establish and submit to the Senate procedures to administer the business of the Senate.
 - 2.5.7.1.2.4.7 Shall review all proposed amendments to the Student Activities Funding Committee document. The Rules Committee may recommend changes to the proposed amendments.
 - 2.5.7.1.2.4.8 Shall generate amendments to the Student Activities Funding Committee document for Senate consideration as necessary or desired.
 - 2.5.7.1.2.4.9 Shall maintain a current copy of the Student Government Constitution, the Student Government Code of Laws, and the Student Activities Funding Committee document.

2.5.7.1.3 Election Committee

2.5.7.1.3.1 Purpose - The purpose of the Election Committee is to establish, plan, and administer the general election for the Student Government and its agencies.

2.5.7.1.3.2 Composition

2.5.7.1.3.2.1.1 The committee shall be chaired by the Student Government President, only if the President is not a candidate in the current election. If the President is a candidate and/or cannot fulfill this role, a committee chairperson will be elected by the committee by a majority vote.

2.5.7.1.3.2.1.2 The committee will be comprised of five (5) members including the committee chairperson.

2.5.7.1.3.2.1.3 The committee members can be Student Government members who are not candidates in the current election or students outside of Student Government who are interested in filling the role that are also not candidates.

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- 2.5.7.1.3.4.1.2 Debates will be held on the last day of the third week of the Election session.
- 2.5.7.1.3.4.1.3 Elections will be held on the fourth week of the Election Session.
- 2.5.7.1.3.4.1.4 All newly elected officials will take office at the first Senate meeting of the following Fall Session.

2.5.7.1.3.5 Candidate Restrictions

- 2.5.7.1.3.5.1 Student Government Executive Board candidates must attend at least two (2) Student Government meetings, during the current academic year, Senate or General, prior to becoming a candidate.
- 2.5.7.1.3.5.2 Agree to the Candidate Honor Code as stipulated on the application form.
- 2.5.7.1.3.5.3 Must be a full-time Florida Institute of Technology student for at least 2 academic sessions.
- 2.5.7.1.3.5.4 Have a 2.5 or higher cumulative GPA.
- 2.5.7.1.3.5.5 Comply with any other stipulations determined by the Elections Committee.

2.5.7.1.4 Standing Committees

- 2.5.7.1.4.1 Shall exist from the date it is established until the last class day of the Election Session or as long as deemed necessary.
- 2.5.7.1.4.2 Be established by the Steering Committee.
- 2.5.7.1.4.3 Can be initiated by a Senator. However, the Steering Committee will review the need and either approve or disapprove the proposal for a Standing Committee.
- 2.5.7.1.4.4 May be dissolved, merged, or reduced to ad-hoc status, as necessary, upon approval of the Steering Committee and a 2/3 vote of the Senate.
- 2.5.7.1.4.5 Quality of Life Committee
 - 2.5.7.1.4.5.1 Purpose- The purpose of the Quality of Life Committee is to respond to the everyday needs of the students at Florida Institute of Technology and to handle all student issues dealing with Student Services.
 - 2.5.7.1.4.5.2 Composition - Shall consist of appointed Senators from which a Chairperson and Vice-Chairperson shall be selected.
 - 2.5.7.1.4.5.3 Meetings - Shall meet at times determined by the committee and approved by the chairperson.
 - 2.5.7.1.4.5.3.1 Meetings should be scheduled at least 48 hours in advance.
 - 2.5.7.1.4.5.4 Duties and Responsibilities.
 - 2.5.7.1.4.5.4.1 Address any suggestions or ideas pertaining to student needs.
 - 2.5.7.1.4.5.4.2 Ensure general student safety and welfare.

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- 2.5.7.1.4.5.4.3 Promote improvements and maintenance of campus housing conditions and facilities.
- 2.5.7.1.4.5.4.4 Promote improvements and maintenance to campus recreation facilities.
- 2.5.7.1.4.5.4.5 Meet with a representative of Student Services as needed.
- 2.5.7.1.4.6 Academic Committee
 - 2.5.7.1.4.6.1 Purpose - The purpose of the Academic Committee is to report to the Student Government Senate the status of the educational facilities and opportunities on campus and to develop possible ways of improving the educational quality of the Florida Institute of Technology to coincide with the needs of the students currently enrolled.
 - 2.5.7.1.4.6.2 Composition - Shall consist of appointed Senators from which a Chairperson and a Vice-Chairperson shall be elected.
 - 2.5.7.1.4.6.3 Meetings - Shall meet at times determined by the committee and approved by the chairperson.
 - 2.5.7.1.4.6.3.1 Meetings should be scheduled at least 48 hours in advance.
 - 2.5.7.1.4.6.4 Duties and Responsibilities
 - 2.5.7.1.4.6.4.1 Address any suggestions or ideas pertaining to academics.
 - 2.5.7.1.4.6.4.2 Regularly evaluate the quality of academics, academic advisors, academic advising procedures and academic facilities.
 - 2.5.7.1.4.6.4.3 Maintain contact with academic officials, primarily the chief Academic Officer and Faculty Senate President.
- 2.5.7.1.4.7 Public Relations Committee
 - 2.5.7.1.4.7.1 Purpose – To promote the activities and operations of the Student Government Association to the campus community while facilitating dialogue between the student body and the Student Government.
 - 2.5.7.1.4.7.2 Composition – Shall consist of appointed Senators from which a Chairperson and a Vice-Chairperson shall be elected.
 - 2.5.7.1.4.7.3 Meetings - Shall meet at times determined by the committee and approved by the chairperson.
 - 2.5.7.1.4.7.3.1 Meetings should be scheduled at least 48 hours in advance.
 - 2.5.7.1.4.7.4 Duties and Responsibilities
 - 2.5.7.1.4.7.4.1 Develop and promote any events that the Student

- Government decides to host and/or participate in.
- 2.5.7.1.4.7.4.2 Plan and oversee the execution of all Table Thursdays.
- 2.5.7.1.4.7.4.3 Support initiatives of the Student Government by means of promotional campaigns.
- 2.5.7.1.4.7.4.4 Operate social media accounts of the Student Government.
- 2.5.7.1.4.8 Signature Programs Committee
 - 2.5.7.1.4.8.1 Purpose – To promote student social welfare through signature programs, which benefit students.
 - 2.5.7.1.4.8.2 Composition – Shall consist of appointed Senators from which a Chairperson and a Vice-Chairperson shall be elected.
 - 2.5.7.1.4.8.3 Meetings - Shall meet at times determined by the committee and approved by the chairperson.
 - 2.5.7.1.4.8.3.1 Meetings should be scheduled at least 48 hours in advance.
 - 2.5.7.1.4.8.4 Duties and Responsibilities
 - 2.5.7.1.4.8.4.1 Maintain the Student Government Bike Fleet, this includes repairs as well as maintaining the rental records.
 - 2.5.7.1.4.8.4.1.1 Shall have the power to place a hold upon the Student Account of a person found to be responsible for the destruction of any SGA Rental Bikes or associated equipment.
 - 2.5.7.1.4.8.4.2 Maintain the student calendar in the Student Union Building, updating with events pulled from SAFC requests as well as the FIT events calendar.
 - 2.5.7.1.4.8.4.3 Shall assist other committees upon request, for events or any other acceptable need.
 - 2.5.7.1.4.8.4.4 Shall maintain other ongoing programs, as delegated by the Student Government Association, which otherwise serve the student body.
- 2.5.7.1.4.9 Ad-Hoc Committees
 - 2.5.7.1.4.10 Purpose - The Ad-hoc Committees shall be created to perform a specific task determined by the Senate upon the committee's creation.

- 2.5.7.1.4.11 Composition - Shall consist of Senators appointed by the Presiding Officer.
- 2.5.7.1.4.12 Meetings - Shall meet as needed to complete the task.
- 2.5.7.1.4.13 Termination - Shall dissolve upon the completion of the designated task with the majority vote of the Senate.

3.0 THE JUDICIAL BRANCH

3.1 Justices

3.1.1 Requirements

3.1.1.1 Must be full time students who have completed one academic year at the Florida Institute of Technology and are not a member of the Senate or the Cabinet and are in good academic standing.

3.1.1.2 Must maintain a minimum 2.5 cumulative GPA.

3.1.1.3 Must not presently be on any form of disciplinary, residence hall, or academic probation.

3.1.2 Terms of Office - Shall serve as student justices of the Student Government for one (1) academic year.

3.1.3 Selection

3.1.3.1 Shall be appointed by the President of the Student Government with approval of two-thirds (2/3) of the Senate.

3.1.3.2 A Chief Justice shall be appointed by the Student Government President.

3.1.3.3 Shall consist of five (5) Student Justices.

3.1.4 Duties and Responsibilities

3.1.4.1 Must have read and be knowledgeable of the Florida Institute of Technology Student Handbook.

3.1.4.2 Render within one (1) week, upon written request, a written interpretation of any part of the Constitution or the Code of Laws

3.1.4.3 Have jurisdiction in cases of impeachment charges brought by the Student Senate against an elected officer of the Student Government. Removal of a Student Government officer or Student Senator shall require a majority vote of the Student Justices.

3.1.4.4 University Disciplinary Committee (UDC) - As a member of the University Disciplinary Committee, the student justices will be required to make unbiased decisions in regards to judicial hearings. Should a conflict of interest arise, the Student Justice should announce their conflict of interest and vote to abstain.

3.2 Impeachment Procedure

3.2.1 Cabinet Member, Senator, or Justice must initiate formal consideration of charges during a meeting of the Student Senate

3.2.2 The Student Senate shall formulate precisely worded charges against the Executive Officer, Senator, or Justice.

3.2.3 Formal charges may only be conferred against an Executive Officer, Senator, or Justice by two-thirds (2/3) vote of the Student Senate. Each charge against the student shall be considered separately by the Student Senate.

3.2.4 Formal charges against the Student shall be submitted in writing to the Student Court for a Cabinet Member or Senator or University Disciplinary Committee (UDC) for a Justice and to the student being charged within three (3) working days after being conferred by the Senate.

3.2.5 The Student Senate shall select a Senator to act as prosecutor on behalf of the Senate.

3.2.6 An impeachment hearing shall be held by the Student Court or the UDC no later than two (2) weeks after charges have been conferred by the Senate. The Student Court must publish its decision within one (1) week of completion of the hearing.

3.2.7 When formal charges have been conferred by the Student Senate, the student being so charged shall have the right to resign from office to avoid impeachment proceedings. Resignation shall not excuse the Student from prosecution other than impeachment as provided in the Code of Laws.

4.0 ADVISORS

4.1 Faculty or Staff Advisors

- 4.1.1 Requirements - Be a member of the faculty or staff of the Florida Institute of Technology.
- 4.1.2 Duties and Responsibilities
 - 4.1.2.1 Be familiar with the Constitution and Code of Laws of the Student Government.
 - 4.1.2.2 Attend the formal and Senate Student Government meetings.
 - 4.1.2.3 Be available to advise on matters involving University Policy.
 - 4.1.2.4 Work to attain the goals and objectives of Student Government.
 - 4.1.2.5 Inform members of the faculty and staff of Florida Institute of Technology regarding Student Government business.
 - 4.1.2.6 Shall certify nominees for elected Student Government positions.
 - 4.1.2.7 Shall certify the results of each Student Government election.
- 4.1.3 Term of Office - Shall serve for one academic year.
- 4.1.4 Selection - Shall be a volunteer position.

Official:

Student Government President

_____ Date _____

Dean of Students

_____ Date _____