

Florida State University  
Panama City  
Student Government Council Bylaws

I. PURPOSE & DEFINITIONS

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

B. Definitions:

1. “Benefit” means a gain or advantage, which is the doing of an act beneficial to any person in whose welfare they are interested in.
2. “Conflict” or “Conflict of Interest” means a situation in which regard for a private interest or dual interest tends to lead to a disregard of a public duty or interest.
3. “Corruptly” means done with a wrongful intent and for the purpose of obtaining, or compensating or receiving compensation for, any benefit resulting from some act of omission of a public servant which is inconsistent with the proper performance of their public duties.
4. “SGC Representative” means any Representative or Officer of SGC, whether duly elected or appointed, that currently serves the presiding council.
5. “SGC Officer” means any Representative with the title of President, President Pro Tempore, Senator, or Treasurer of SGC whether duly elected or appointed.

II. CODE OF ETHICS

A. Intent and declaration of policy:

1. It is essential to the proper conduct and operation of SGC that its Representatives be impartial. SGC Representatives hold their position for the benefit of the Student Body. Such Representatives are bound to observe in their official acts the highest standards of ethics consistent with the code.
2. It is the intent of this code to protect the integrity of SGC by prescribing restrictions against conflicts of interest and unethical practices. The aforementioned restrictions and practices mirror SGA Student Body Statute Chapter 205.

## B. Standards of Conduct

1. Conflict of Interest: No SGC Representative shall participate in any private business or professional activity or have any direct or indirect financial interest which would place that person in a position where there is a conflict between that private interest and the public interests of the Student Body and the University as a whole.
2. Misuse of SGC: No SGC Representative shall use or allow the use of SGC property, and or Activity and Service Fees (A&S Fees), facilities, or personnel in any manner other than for sanctioned SGC business.
3. Unlawful Compensation:
  - i. No SGC Representative shall corruptly receive, offer, or agree to accept any pecuniary or other benefit for the past, present, or future performance of any act within the official capacity of the Representative.
  - ii. No SGC Representative shall corruptly receive pay for time not actively working on the duties that pertain to SGC.
  - iii. Violation of the Student Conduct Code: No Representative shall violate the FSU Student Code of Conduct, published annually in the FSU Student Handbook.
  - iv. Inducing to Act: No Representative of SGC shall aid, advise, procure, or in any way induce another to act in violation of this code of ethics.

## C. Penalties

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

## D. Ethics Committee

1. When necessary, an investigative body, the purpose of which is to serve as guardian of the standards of conduct for the Representatives of SGC, shall be convened.
2. Membership: The Ethics Committee shall be comprised of five voting individuals; with the SGC President Pro Tempore serving as the non-voting

committee chair. The remainder of the Committee is to be selected from the University community by SGC, at least one but no more than two of whom should be a member of the faculty or administration. In the event that no students can be appointed by SGC, the Dean or the Dean's Designee will appoint students to serve on the Ethics Committee at their discretion. The Dean or the Dean's Designee may also choose to approve a member of the FSU PC faculty or administration to appoint the necessary amount of students. With the exception of faculty and administration, all members shall be currently enrolled as Florida State University students. No voting member shall have a familial, fraternal, sororal, domestic, and/or otherwise similar bond with either the plaintiff or defendant in a manner which the committee deems to be:

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

### III. ELECTIONS PROCEDURES

#### A. Definitions

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

the Student Government Association (herein referred to as SGA) Senate, FSU PC SGC, or popular initiative.

8. “Declaration of Candidacy” means filing an application with intent to run for the elected position with the Elections Committee or SGC.
9. “Candidate” means any student seeking an elected office in SGC.
10. “General Election” means an election held for the purpose of determining which candidate will assume office by majority vote.
11. “Proof” means evidence sufficient to establish a claim as true or believable – the establishment of truth or fact.

#### B. Council Elections

1. Standard elections shall be held during the spring and fall semester each year during the first full week of March and October, respectively. If this is not possible, elections shall be held the week thereafter.
2. A Declaration of Candidacy and eligibility checks shall be conducted for a period of one week, no more than three weeks prior to the voting window. Active campaigning may only open after the close of the candidacy and qualification period and immediately following the candidate information meeting. Active campaigning may not exceed 10 school days in total, including the voting window.
3. All potential SGC Representatives must meet the following criteria to be elected to Council:
  - i. Be a currently enrolled student of FSU PC or be an FSU student that demonstrates, as determined by the current SGC Representatives who are not in the election and the FSU PC Dean, to have adequate invested interest in the FSU PC Student Body, and
  - ii. Be in good academic standing as determined by the University Academic Policy, unless there is any relevant academic pending action as determined by the FSU PC SGC, and
  - iii. Possess a minimum of a 3.0 cumulative GPA. If a student does not meet the GPA requirement, a minimum GPA waiver may be submitted to the SGC President, President Pro-Tempore, Senator, and Treasurer. The student in question shall meet with the Officers of SGC and the SGC Advisor shall be the mediator of the GPA waiver request meeting. The meeting must occur no later than 5 business days, but before the first appointment or election cycle, of the minimum GPA waiver submission.

After presenting, the Officers of SGC that are not running in the election shall vote on waiving the GPA requirement. A simple majority vote in favor of the student shall give the student allowance to pursue candidacy so long as they meet the remaining requirements, not including the cumulative GPA requirement, and

- iv. Be in good ethical standing as determined by § II, SGA Statutes Chapter 205 Code of Ethics, FSU Student Code of Conduct, and the Ethics Committee in the event that the ethical validity of a candidate is called to question. Any current student of FSU PC that is not seeking candidacy shall be allowed to call to question the ethical standing of a candidate by submitting an appeal to the Ethics Committee within 3 business days of the individual's declaration of candidacy, and
4. If any currently enrolled student or Representative of SGC that is not running for election calls to question the validity of any candidate's criteria for candidacy, they shall call to question said criteria in a formal submission to the Elections Committee, who shall deliberate within 5 business days and must comprise of at least five voting members, only one of which may be appointed by the Elections Chair as a non-student voting member. Regular attendees of the Committee are requested to be in the meeting along with any others the Elections Committee Chair sees fit. The SGC Advisor shall be the mediator of the deliberation. A 3/4 majority vote shall be required for any action.
5. The Elections Chair shall provide candidates with election procedures at a candidate information meeting. The Elections Chair must disclose approved poster sites; the University's approved method of affixing or posting election material; and the maximum number of election materials allowed per candidate. All candidates must sign an affidavit of their acceptance of University and SGC policy prior to active campaigning.
6. Sitting Representatives of SGC may run for re-election or for President without resigning their current positions. No Representative of SGC may hold more than one Representative seat at a time.
7. Elections shall be held online with a secure online voting provider chosen at the discretion of the Tallahassee Campus.
8. Students wishing to vote shall be required to disclose their FSU ID for verification, which shall be kept confidential.
9. The voting window shall last three days. The Elections Chair must notify all candidates of individual election results and the current SGC President total election results within 24 hours of the close of polls. Additionally, election results shall be posted to the general student body no later than 3 business days from

the close of polls.

10. Any protest of election results must be filed with the Elections Chair within seven school days after general student body notification. A violation of any bylaw or statute concerning elections in a candidate's campaign shall result in a peer review by the current SGC Representatives who are not candidates in the election within one week of the filed appeal or charge. Specific charges of violation will be presented by the Elections Chair at the peer review. The person(s) who reported the violation may speak and present evidence or elect to remain anonymous and submit material in advance of the hearing. The alleged violator may rebut. A 3/4 majority vote shall be taken by the SGC Representatives conducting the peer review regarding the action to be taken. Appeals regarding the peer review decision will be made to the appeal committee which will be headed by the President Pro Tempore or their designee. The appeals committee will consist of the President Pro Tempore, a Non-Council member of the student body, and a faculty member/advisor. The function of the Appeal Committee is to review processes and procedures of the original judgment.
11. All election records shall be submitted to the SGC Office within 24 hours and kept for 30 calendar days.
12. Duly elected Representatives and the SGC President-elect shall assume office the first day of the term following their election. The President-elect shall be installed by the outgoing President at the last regularly scheduled meeting of the spring semester. Representative-elects shall be installed by the duly sworn President at the first regular SGC meeting of their term of office. Any Representative-elect who misses the installation shall arrange, within 10 days after the formal installations, to be sworn in separately by the President or that seat shall be considered vacant.
13. The "Faculty Member of the Year," "Adjunct Faculty Member of the Year," "Staff Member of the Year," "SGC Representative of the Year," "RSO of the Year," and "RSO Advisor of the Year" awards shall be included on the ballot in the spring semester election. These shall be comprised of the top three nominees from student body canvassing through nomination forms tallied by the Scholarship and Awards Committee. This will be accomplished in the first two weeks of February and the results provided to the Elections as well as Publicity Chair by the 15th of February or the first school day thereafter. The award recipients shall be chosen by popular vote of the student body. The purpose of these awards is to recognize superior service; commitment to student-related activities, functions, and services; and performance "above and beyond" in their specific duties with regard to the betterment of FSU PC as well as its student body. SGC will break all ties via vote.

- i. The list of eligible faculty, adjunct faculty, and staff members for the corresponding awards shall be provided by Human Resources.
  - ii. The “SGC Representative of Year” candidates shall include any SGC Representative who has either served on Council during the previous fall or summer semester, or one who is currently serving during the spring. This list will be provided by the SGC Advisor.
  - iii. The “RSO of the Year” and “RSO Advisor of the Year” awards shall include any RSO and RSO Advisor that has either been active during the previous fall or summer semester, or that is currently active in the spring. The list of eligible nominees will be provided by the SGC Advisor.
14. Advertisement of upcoming elections shall be posted in the appropriate locations and sent via email to the student body. The Elections Chair in coordination with the Publicity Chair are responsible for advertising elections, “Faculty Member of the Year,” “Adjunct Faculty Member of the Year,” “Staff Member of the Year,” “RSO of the Year,” “RSO Advisor of the Year,” and “SGC Representative of the Year” awards two weeks prior to the elections.

#### C. Regulations of Campaign Material

1. Campaign posters on bulletin boards shall not exceed 11”x17”. Campaign handouts shall not exceed 8.5” x 11” folded or flat. No other form of flat, standing, or poster-like campaign materials are permitted. The Elections Committee Chair shall clarify case-by-case material limitations as requested. Digital signage shall not have any size limitations. All campaign materials must distinguish between SGA and SGC as appropriate.
2. Campaign posters may be placed on University bulletin boards intended for general use only. All candidates must follow guidelines as per the elections packet. Digital signage may be displayed on student-managed news networks.
3. Campaign materials may not be displayed or distributed on vehicles in the parking lots.
4. Distribution or display of campaign material is not allowed in the classrooms. The candidate is responsible for all distributed and displayed campaign materials no matter the location or type.
5. Any use of University property must be approved by the proper University authority.
6. No elected candidates shall be certified for office until all of their campaign materials are removed from the University. Posted campaign materials must be

removed no later than 3 business days after the official closing of the elections.

7. Proof of removing, relocating, or defacing an opponent's campaign material is a violation of this code and candidates shall be subject to disqualification for such action.
8. No use of voice amplifying equipment is allowed.
9. No student may actively campaign as a write-in candidate. The SGC office shall determine eligibility of winning write-in candidates before notification of candidates are made.
10. Campaign materials are prohibited within and/or around Seminole Landing grounds, unless Seminole Landing management approves materials to be present in the lobby, which is accessible to all FSU PC students.
11. Any violation of § III shall result in loss of campaign privileges, as determined by the Elections Chair. The Elections Chair must inform the SGC President of any action taken within 24 hours.

#### IV. ATTENDANCE

- A. All SGC Representatives are required to attend all regularly scheduled council meetings, special meetings Homecoming Week, Graduate Banquet & Awards (commonly referred to as "Grad Gala") and semester retreats. Special meetings are defined as any meeting called by the SGC President.
- B. Absence shall be judged as excused or unexcused by the SGC President or President Pro Tempore if the President is unavailable. Failure to contact the President or the SGC office before all regularly scheduled business meetings, special meetings, SGC sponsored events for which a member is scheduled to work, orientations, and summer retreat constitutes an unexcused absence.
- C. A member may appeal an unexcused absence at the next regular meeting of SGC. The appeal shall be dismissed or upheld by a majority vote.
- D. A member who has two unexcused absences in the same semester shall automatically lose their seat on SGC and forfeit pay for the remainder of that semester.
- E. A Representative may be inactive and still retain one's seat during one semester in which the Representative is not taking classes at FSU PC. While a Representative is inactive they shall not receive pay for that semester.
- F. Temporary Representatives shall receive pay per Human Resources guidelines for length of the term served. At the beginning of the semester in which the elected Representative returns to SGC, the replacement member shall surrender their seat to the elected



Representative, provided the elected Representative can fill their seat.

- G. The process by which vacancies are filled shall begin within five business days of notification of vacancies. Vacancies shall be advertised and applications taken for at least five business days. An appointment hearing shall be held at the first business meeting following the application period. The SGC President shall have the power to fill permanent vacancies after the second meeting, if desired, with the approval of Council by majority vote.
- H. Expected vacancies for the following semester shall be filled at the last regularly scheduled SGC business meeting each semester. These appointment hearings shall be advertised and applications taken for at least five business days.
- I. Voting process for appointees: Candidates shall meet the same eligibility requirements as those for candidates for election. Candidates shall formally address SGC with an oral statement. Each Representative shall then nominate one candidate per vacancy for appointment. Nominations will be tallied by the President and those candidates with the highest number of nominations will be eligible for appointment and shall be approved for appointment by 2/3 vote of SGC. All candidates shall be notified within 24 hours after their presentation of the results of the confirmation vote.
- J. The term of office of an appointee shall coincide with that of the Representative they are replacing.
- K. Duly appointed Representatives shall assume office upon approval of SGC. Installation shall be conducted at the first regular meeting following appointment by the SGC President. An appointee who misses the installation ceremony shall arrange, within 10 days after the formal installations, to be sworn in separately by the SGC President or that seat shall be considered vacant.

## V. VOTING PROCEDURES FOR SGC MEETINGS

- A. The SGC President shall vote only in the case of a tie or to incite a tie and thus tabling the vote for later deliberation among the SGC Representatives. In any given time where the Presidential vote is allowed, there shall only be the power of one individual vote.
- B. Any member of SGC may demand a roll call vote, which shall be recorded in the minutes.
- C. All SGC Representatives who are members of any duly organized campus organization that requests SGC funding in the form of A&S Fees or any other financial assistance from SGC shall be required to abstain from voting on any motion that appropriates funding for that organization. Any member of SGC who has a direct personal or pecuniary interest when called on to vote on such issue shall be required to abstain from voting on that issue. It shall be the responsibility of the SGC President to determine if a

conflict of interest exists.

- D. In the event of legislation being passed which was voted on by a Representative who is later found to have had a conflict of interest at the time of voting, the results of the vote shall be considered null and void and the vote shall be put before SGC at the next meeting.
- E. Unless otherwise stated, any form of voting within an SGC meeting shall meet quorum as defined in Student Body Statute § 603.1, E.

## VI. ELECTED OFFICERS & REPRESENTATIVES

### A. President

1. Duties and responsibilities of the President are delineated in the Student Body Statutes § 603.1, H.
2. The SGC President shall be elected in the spring semester election to serve a one-year term.
3. In order to assume the position of President, candidates shall have already served as a Representative on SGC for at least one full semester before taking office.
4. If no candidate meets this qualification, SGC shall elect, by 2/3 vote, the SGC President to serve a one-year term from among its duly elected Representatives during the first regular SGC meeting of the summer semester and a Representative shall be appointed to fill the Representative seat vacated by the President-elect.
5. The SGC President must coordinate dates for the SGC retreats and all regularly scheduled SGC meetings, as well as chair assignments, at the start of each semester or as needed, in a timely manner.
6. The SGC President shall promote a good relationship between SGC, the Office of Advancement, and Student Affairs.
7. The SGC President shall submit an officer report to and/or meet with the President Pro Tempore bi-weekly.
8. In the event the SGC President does not meet the requirements in § VI, A they will be subject to the disciplinary process as identified below:
  - i. Disciplinary Process:
    - a. Upon the first infraction, the President will receive a written reprimand from the President Pro Tempore, Senator, and

Treasurer, whom shall have reached a consensus before notifying the President and be reported at the next regularly scheduled meeting.

- b. Upon the second infraction, the President will receive a two-week suspension without pay and shall remain accountable for all duties and responsibilities the Presidential position requires as outlined in the SGC bylaws.
  - c. Upon a third infraction, the President may be formally removed from SGC by 3/4 vote. If the vote does not pass, a vote to start the process of the student body elect of removal may begin. This is a procedural action that can be voted upon at the next scheduled SGC meeting. If passed by SGC on a 2/3 vote, the student body will vote to keep or remove the sitting President within 3 weeks of the procedural action being voted upon in the SGC meeting. The majority response will determine if the President shall remain in their position or be officially relieved of their duties. In the event that the President is removed, the President Pro Tempore shall take on the duties and responsibilities of the President until the student body has voted in the next Presidential election. In the event the President is removed from office more than 12 weeks before the Spring elections, SGC may open up a special Presidential election by 2/3 vote.
9. Infractions shall be considered direct and recognized violations of the duties outlined for the position.
  10. The SGC Advisor shall mediate during any and all infraction allegations to ensure all parties involved follow proper procedures.

#### B. President Pro Tempore

1. The SGC shall, by 2/3 vote, elect the SGC President Pro Tempore from among its duly sworn representatives during the first meeting of the summer semester.
2. The President Pro Tempore serves in the absence, removal, resignation, or at the request of the President.
3. The President Pro Tempore represents the SGC as a standing member of the University Refund Appeals Committee.
4. The President Pro Tempore shall be well informed of information regarding SGC and keep abreast of current SGC activities and issues in order to efficiently

run a meeting if necessary.

5. The President Pro Tempore shall ensure that all Registered Student Organizations (herein referred to as “RSOs” or “RSO”) are fulfilling their duties, taking part in organized SGC events, and encouraging a culture that represents the will and overall good of the student body. The President Pro Tempore shall also keep RSOs informed regarding SGC, and file all meeting minutes.
6. The President Pro Tempore shall head the Ethics Committee as delineated in the SGC Bylaws, § II, E.
7. Serve as Chair of the Elections Appeal Committee or appoint a designee.
8. Serve as the Parliamentarian.
  - i. The Parliamentarian shall:
    - a. Be knowledgeable in the SGC Bylaws, Student Body Statutes, and Robert’s Rules of order.
    - b. Assist the presiding officers to maintain order in SGC matters by advising on matters concerning the SGC Bylaws, Student Body Statutes, and parliamentary procedure.
    - c. Chair the bylaw committee during the summer semester, when the Student Activities Board Alliance (herein referred to as SABA) and the Gulf Coast State College (herein referred to as GCSC) SGA are inactive.
    - d. Be responsible for making changes, after council vote, to the official copy of the bylaws, and distribute to the SGC council and staff.
9. The President Pro Tempore will file officer and committee reports for public view.
10. In the event the President Pro Tempore does not meet the requirements in § VI, B they will be subject to the disciplinary process as identified below:
  - i. Disciplinary Process:
    - a. Upon the first infraction, the President Pro Tempore will receive a written reprimand from the SGC President and be reported at the regularly scheduled meeting.

- b. Upon the instance that SGC submits a second infraction by 2/3 vote, the President Pro Tempore will receive a two-week suspension without pay and shall remain accountable for all duties and responsibilities the officer position requires as outlined in the SGC bylaws.
  - c. Upon a third infraction, the President Pro Tempore may be formally removed from SGC by a 3/4 vote.
  - d. Infraction counts shall restart if said member is re-elected by the student body.
11. Infractions shall be considered direct and recognized violations of the duties outlined for the position.
  12. The SGC Advisor shall mediate during any and all infraction allegations to ensure all parties involved follow proper procedures.

#### C. FSU PC Senator

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

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

#### D. Treasurer

1. SGC shall, by 2/3 vote, elect the SGC Treasurer from among its duly sworn representatives during the first meeting of the summer semester.
2. Specific duties and responsibilities of the Treasurer are delineated in the SGC Bylaws and in the Finance Code of the Student Body Statutes.
3. The Treasurer shall:
  - i. Maintain and report on the status of the following accounts:
    - a. Cash Reserve: Shall be maintained at a minimum balance of \$30,000. This reserve will be utilized for cash flow needs, enrollment shortfalls, and budgetary emergencies in compliance

with A&S Fee Guidelines. If the cash reserve falls below the required amount due to expenditures based on established criteria, it shall have first claim to A&S dollars unencumbered or unexpended on June 30 (commonly referred to as “Sweepings”).

- b. Self-Generated: This is the amount of available funds from self-generated revenue that is budgeted to the Expense category but not allocated. It may be allocated during the fiscal year.
- c. Sweepings: This is the amount of funds in each A&S fee account that is unencumbered or unexpended on June 30 of the fiscal year.
  - 1. After required allocation to the Reserve account, the remaining balance will be remitted to SGC for allocation.
  - 2. All A&S fee funded entities shall be informed of the amount of the Sweepings and shall be eligible to request additional funding.
  - 3. Once funds are allocated, they may be returned to SGC only through Sweepings or by prior approval of the A&S fee funded entity.
  - 4. Funding requests which will directly benefit FSU-PCC students, but are not funded by the SGC Operational budget, may be allocated from the SGC Sweeping account.
  - 5. Sweepings expenditures shall be reviewed and used as an analytical tool annually by the A&S Fee Committee when the A&S Fees are analyzed and by the SGC Finance Committee when planning the annual SGC Operating Budget for that fiscal year.
- ii. Develop an operating budget for SGC to cover the period of one fiscal year starting on July 1st and ending on June 30th.
- iii. Submit, with recommendations, the proposed budget to SGC. This proposed budget must pass by a 3/4 vote of the SGC. Once approved by the SGC, the budget shall be submitted for review by the Advisor who shall submit the budget for approval to the Director of Student Affairs. If approval is given, the Director shall forward the budget to the FSU-PCC Dean for final approval. A copy of the approved budget shall be sent to the Student Body Comptroller and the VP of Student Affairs.

- iv. Submit the completed proposed budget to SGC for approval by the deadline stated in the University budget. The SGC approved budget shall be submitted to the Director of Student Affairs for review by the deadline in the University budget.
  - v. Construct the Operating Budget to include the following sections:
    - a. “Salary” Wages for the SGC USPS office staff.
    - b. “OPS” Other Personal Services consist of contractual services (other contracted for services to/by SGC) and wages for the SGC.
    - c. “Expense” Consists of expenses such as telephone, office supplies, travel, food products, institutional memberships, scholarships, awards, and other operating expenses.
    - d. “OCO” Operating Capital Outlay consists of funds for office furniture, equipment, vehicles, and other purchases that have a lasting value of more than one year, are non-consumable, and have a monetary value of at least \$5,000.
    - e. “Unallocated” This is the amount of available funds from anticipated revenue that is budgeted to the Expense Category but not allocated. It may be allocated during that fiscal year as the need arises.
  - vi. Receive, review, and make recommendations to SGC regarding all Registered Student Organization travel requests.
  - vii. Make monthly reports to the SGC about the status of all A&S accounts.
  - viii. Be responsible for assuring implementation of the Finance Code and § VI, D of the SGC Bylaws.
  - ix. Work with committee chairs on budget items for SGC business and activities.
  - x. Have a budget review meeting at least once monthly, including, but not limited to, the Director of Student Affairs, SGC Office Assistant and SGC Advisor.
4. The Treasurer shall oversee and approve the SGC resource checkout process, which will be maintained by the SGC Advisor in terms of item accuracy and schedule of reservations.



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

#### E. Representatives

1. All Representatives shall:
  - i. Adhere to all attendance and University policies.
  - ii. Be required to attend the semester retreats. Newly elected/appointed Representatives will be required to attend at least one retreat or a separate training, at the discretion of the SGC President.
  - iii. Perform other duties and responsibilities as delineated in the Student Body Statutes.
  - iv. Be required to attend a budget orientation with the SGC Office Assistant within three weeks of being sworn into office.

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

## 2. Compensation

- i. SGC members shall receive an hourly wage according to the following schedule:
  - a. The SGC President, President Pro Tempore, Senator, and Treasurer will be paid the per hour wage approved under the current SGC Fiscal Year Budget for a maximum of 30 hours per

two week pay period.

- b. Representatives will be paid the per hour wage approved under the current SGC Fiscal Year Budget for a maximum of 20 hours per two week pay period.
  - ii. SGC members who do not complete the full semester in office or who are appointed to office during the semester shall receive compensation for hours worked per Human Resources guidelines.
  - iii. SGC members who work overtime during any pay period shall inform the SGC Advisor, SGC Office Assistant, and Treasurer in case for review.
  - iv. SGC members shall return all SGC equipment and supplies (including handbooks) by the last regularly scheduled SGC meeting.
  - v. SGC members who do not meet the requirements in § VI, E will be subject to the disciplinary guidelines set forth in § VI, E, 3. The SGC President will be responsible for reviewing and bringing to SGC at the next regularly scheduled meeting any Representative that has not fulfilled any or all the above-mentioned requirements.
3. SGC Representatives who do not meet the requirements in § VI, E will be subject to the disciplinary process as identified below:
- i. Disciplinary Process:
    - a. Upon the first infraction, the Representative will receive a written reprimand from the SGC President and be reported at the regularly scheduled meeting.
    - b. Upon the instance that SGC submits a second infraction by 2/3 vote, the Representative will receive a two-week suspension without pay and shall remain accountable for all duties and responsibilities the officer position requires as outlined in the SGC bylaws.
    - c. Upon a third infraction, the Representative may be formally removed from SGC by 2/3 vote of SGC.
    - d. All disciplinary processes must include a written notice addressed to the Representative that has presumably committed the infraction with the intention of notifying the Representative of the next appropriate actions within five business days.

- e. The Representative shall be given the option to appeal any infractions to a group consisting of the SGC President, President Pro Tempore, Senator, Treasurer, and SGC office staff within five business days of receiving the written notice.
  - f. Elected Representatives shall have their infraction count lifted at the end of their term. Appointed Representatives shall have their infraction count lifted one year after the initial date of appointment.
4. Infractions shall be considered direct and recognized violations of the duties outlined for the position.
  5. The SGC Advisor shall mediate during any and all infraction allegations to ensure all parties involved follow proper procedures.

## VII. COMMITTEES

### A. Types and Composition

1. The following are standing committees of SGC:
  - i. Elections
  - ii. Programming
  - iii. Scholarships and Awards
  - iv. Publicity
  - v. Special Events
  - vi. Health and Wellness
  - vii. Service
2. Ad hoc or temporary committees may be established at the SGC President's discretion.
3. The SGC President will appoint the chairs of standing and ad hoc committees.
4. Invitation to serve on a committee shall be made by the Committee Chair or the SGC President.
5. All students enrolled in and in good standing at FSU PC are eligible for selection as committee members.
6. Alumni may serve on committees in a non-voting advisory capacity.
7. The SGC President is an ex-officio member of all SGC committees.

8. SGC shall oversee the Homecoming Council as described:

i. Mission

- a. The FSU Panama City Homecoming Council celebrates what it means to be a Florida State Seminole. Through the coordination of annual programs and events surrounding Homecoming, the Council promotes university pride and spirit among students, faculty, staff, alumni, and the community.

ii. Summary

- a. The FSU Panama City Homecoming Council (herein referred to as “Council”) encourages campus engagement through signature events and custom experiences. The Council is made up of five (5) committees, working both independently and collectively to create a cohesive schedule of programs and events for the campus and greater community. The Council and committees will be comprised of select faculty, staff, and students.

iii. Council

- a. The Council shall establish and coordinate the vision, goals, and schedule of programs and events for Homecoming.

iv. Meetings

- a. Council meetings shall be held monthly starting in the spring semester prior to Homecoming and shall increase as needed in the fall semester of Homecoming. Meetings shall be scheduled and coordinated by the Council chair.

v. Membership

- a. The Council shall consist of members based upon their position with the university and their delegates, including:
  1. Director of Student Affairs, Chair
  2. Student Government Council President, Chair
  3. Associate Dean of Faculty Development and Administrative Affairs

4. Director of Advancement
5. Director of Finance and Administration
6. Marketing and Communications Coordinator
7. Recreation, Tourism, and Events Faculty
8. Student Engagement Coordinator
9. Student Government Council President Pro Tempore
10. Student Government Council Programming Representative
11. Student Government Council Publicity Representative
12. Student Government Council Special Events Representative
13. Student Government Council Treasurer

vi. Expectations of Chairs

- a. The expectations of the chairs shall be as follows:
  1. Direct council activities to ensure agreed upon goals are achieved.
  2. Schedule, plan, and facilitate council meetings.
  3. Develop council meeting agendas and distribute prior to scheduled meetings.
  4. Distribute and retain council meeting agendas and minutes.
  5. Appoint committees and develop ad-hoc committees.
  6. Delegate specific tasks to council members and committees.
  7. Communicate and follow up regularly with council members regarding specific tasks, needs, and requests.

8. Manage council membership; recruit and appoint members as needed.
9. Attend all Homecoming programs and events.
10. Assist council members as needed.

vii. Expectations of Members

- a. The expectations of all council members shall be as follows:
  1. Attend council meetings as scheduled or send a designated committee representative so that effective communication is maintained with the Council.
  2. Chair a committee as assigned to support the goals of the Council.
  3. Direct committee activities to ensure agreed upon goals are achieved.
  4. Meet deadlines as established.
  5. Schedule, plan, and facilitate committee meetings.
  6. Develop, distribute, and retain committee agendas and meeting minutes.
  7. Communicate and follow up regularly with council and committee members.
  8. Manage committee membership; recruit and appoint members as needed.
  9. Facilitate student, faculty, staff, alumni, and community engagement in Homecoming.
  10. Attend required Homecoming programs and events.
  11. Assist Council and committee members as needed.

viii. Committees

- a. Committees assist in the planning, execution, and support of Homecoming programs and events through established responsibilities as outlined below. Committees are chaired by

assigned Council members. Ad-hoc committees shall be created by the Council chair.

ix. Meetings

- a. Committee meetings shall be held monthly starting in the spring semester prior to Homecoming and shall increase as needed in the fall semester of Homecoming. Meetings shall be scheduled and coordinated by the committee chair.

x. Expectations of Committee Members

- a. The expectations of all committee members shall be as follows:
  1. Attend committee meetings as scheduled.
  2. Perform agreed upon assignments as directed by the committee chair(s) and meet all required deadlines.
  3. Attend required Homecoming programs and events.
  4. Assist other committee members as requested.

xi. Alumni and Community Engagement Committee

- a. The Alumni and Community Engagement Committee shall promote community spirit through the coordination and promotion of Homecoming programs and events for alumni and the greater community. Specific responsibilities include, but are not limited to, the planning and execution of an alumni-specific Homecoming event; the planning and execution of the Torch Run; building and maintaining relationships with local businesses and Homecoming sponsors; and development of alumni, sponsors, and community recognition opportunities.
- b. The committee shall consist of members based upon their professional position with the university and includes:
  1. Director of Advancement, Chair
  2. Student Government Council President Pro Tempore, Chair
  3. Associate Dean of Faculty Development and Administrative Affairs



4. Director of Development
5. Development Coordinator

xii. Campus Engagement Committee

- a. The Campus Engagement Committee shall promote university spirit through the coordination and promotion of Homecoming programs and events for students, faculty, and staff. Specific responsibilities include, but are not limited to, the planning and execution of the Homecoming Kick-Off event and the student versus faculty/staff game(s); coordination of student organization involvement in 'Nole Fest and other Homecoming programs; coordination of activities before, during, and after the football game; and scheduling volunteers for events as needed by the Council.
- b. The committee shall consist of members based upon their professional position with the university and includes:
  1. Communication Faculty, Chair
  2. Student Government Council Programming Representative, Chair
  3. Faculty Social Chair
  4. Student Government Council Health and Wellness Representative
  5. Student Government Council Programming Committee

xiii. Entertainment Committee

- a. The Entertainment Committee shall promote Homecoming events through entertainment partnerships on campus and in the community. Specific responsibilities include, but are not limited to, scheduling and coordinating entertainment for 'Nole Fest, Torch Run, and other Homecoming events; establishing a master schedule of events in collaboration with the Council; and collaborating with the Operations Committee to ensure equipment needs for entertainment acts are met.

- b. The committee shall consist of members based upon their professional position with the university and includes:
  - 1. Student Engagement Coordinator, Chair
  - 2. Student Government Council Special Events Representative, Chair
  - 3. Student Government Council Special Events Committee

xiv. Finance and Administration Committee

- a. The Finance and Administration Committee shall support Homecoming programs and events through the management of allocated funds, facilities, and resources. Specific responsibilities include, but are not limited to, creation and administration of Homecoming budgets; supervision of all revenue and expenses; coordination of staffing and resources for programs and events; and management of event facilities and logistics.
- b. The committee shall consist of members based upon their professional position with the university and includes:
  - 1. Director of Finance and Administration, Chair
  - 2. Student Government Council Treasurer, Chair
  - 3. Director of Facilities
  - 4. Director of Public Safety
  - 5. Facilities Use Coordinator
  - 6. Student Government Council Administrative Assistant

xv. Marketing and Public Relations Committee

- a. The Marketing and Public Relations Committee shall promote Homecoming programs and events through a variety of channels to encourage interest and participation. Specific responsibilities include, but are not limited to, managing the design and production of printed advertisements and promotional items; coordination of newspaper, radio, and television advertisements as appropriate; and promotion of programs and events on campus and through social media.

- b. The committee shall consist of members based upon their professional position with the university and includes:
  - 1. Marketing and Communications Coordinator, Chair
  - 2. Student Government Council Publicity Representative, Chair
  - 3. Website Manager
  - 4. Student Government Council Publicity Committee

xvi. Theme

- a. Homecoming shall have a theme each year and shall be selected by a majority vote of the Council. The theme shall promote university spirit and shall be represented in all marketing materials.

xvii. Programs and Events

- a. Homecoming shall consist of a variety of programs and events for students, faculty, staff, alumni, and the community. While some programs events will be audience-specific, all will promote university spirit and engagement.

xviii. Traditional Events

- a. Traditional events shall occur each year during Homecoming to promote university spirit and engagement. Homecoming traditions include a Kick-Off Event, 'Nole Fest (with fireworks), Torch Run, and Students versus Faculty/Staff Game(s).

xix. Additional Programs and Events

- a. University departments, student organizations, or other campus group may submit an application for an additional program and event to be included in the Homecoming calendar. Approved programs and events shall be documented and retained for future reference.
- b. Additional programs and events shall be selected through a proposal process outlined below:

1. Homecoming programs and events must promote university spirit and engagement and align with the theme.
2. A Homecoming Program Proposal Application shall be submitted to the Council by the announced deadline.
3. The Council shall review all applications and a majority vote shall be required for approval.
4. The hosting organization shall assume all responsibilities for the coordination and management of the approved program and shall meet all announced deadlines of the Council.
5. Additional programs and events shall be funded by the hosting organization or the organization may request funds from the Finance and Administration Committee.

xx. Cancellation of Events

- a. In the instance that an event should be cancelled, the Council shall review the recommendation and a majority vote shall be required for approval. Recommendations for cancellation shall occur no less than four (4) weeks prior to the scheduled event, except in the case of special circumstances as outlined below:
  1. In the case of inclement weather, the Council shall approve an alternate location or cancellation at least three (3) days prior to the event. Alternate locations shall be determined at the time of scheduling.
  2. In non-emergency situations, events may be cancelled for special circumstances as approved by the Council chairs, the Associate Dean of Faculty Development and Administrative Affairs, and the Student Government Council President Pro Tempore.
  3. In emergency situations, events may be cancelled as approved by the Council chairs OR the Director of Finance and Administration OR the FSU Panama City Dean.
- b. Event relocations or cancellations shall be communicated to the campus and community by the Director of Advancement and the Associate Director of Student Affairs. Notification of event

relocations or cancellations shall be made through the following channels:

1. Official student distribution list email.
  2. Official faculty and staff distribution list email.
  3. Alumni distribution list email.
  4. Campus announcements.
  5. Homecoming webpage.
  6. Call and/or email to sponsors as appropriate.
  7. FSU Panama City social media.
- c. Council members shall be responsible for notifying committee members of all event relocations and cancellations.

#### xxi. Finances

- a. The Office of the Dean and the Student Government Council will provide a budget for Homecoming programs and Events. The Finance and Administration Committee shall prepare and manage all budgets.
- b. Per the State of Florida Statutes, Student Government Council funds may only be used for programs and events marketed solely to the campus. Food, beverages, giveaways, etc. purchased using Student Government Council funds cannot be given to members of the greater community, including alumni.

#### xxii. Sponsorships

- a. Local businesses, campus departments, and individuals are welcome to apply to be a sponsor of Homecoming. Sponsorships may include monetary or in-kind donations and will be recognized during Homecoming as determined by the Alumni and Community Engagement Committee.

#### xxiii. Revisions

- a. The content of this document shall be reviewed on an annual basis in November and shall be updated as necessary.

Amendments shall be managed by the Council Chair with the approval of the Council.

xxiv. Timeline

a. Spring Semester

1. Identify the date of Homecoming.
2. Develop the Homecoming theme.
3. Place a hold on identified campus facilities for potential events.
4. Prepare a budget.
5. Identify goals for Homecoming.

b. Summer Semester

1. Identify and contact potential sponsors.
2. Contact entertainment and other agencies, including rental companies, to begin the contract process.
3. Establish a publicity plan and purchase any professional printed items.
4. Confirm dates, times, and locations of all programs and events.

c. Beginning Fall Semester

1. Begin marketing and public relations efforts according to the publicity plan.
2. Confirm all sponsors and entertainers.
3. Solicit organizations and volunteers as needed for programs and events.
4. Review security needs with Campus Police.
5. Confirm facility needs.
6. 4 Weeks Prior to Homecoming.

7. Select food and beverage items as needed per event.
  8. Final purchases of items and supplies needed per program and event.
  9. Obtain all vendors' proof of insurance as appropriate.
- d. 3 Weeks Prior to Homecoming
1. Create a "day of event" schedule including items to be completed, delivered, and volunteer responsibilities for each event as appropriate.
  2. Confirm all volunteers.
- e. 2 Weeks Prior to Homecoming
1. Increase publicity for Homecoming.
  2. Send a schedule of events to entertainment and volunteers as appropriate.
- f. 1 Week Prior to Homecoming
1. Prepare any materials to be distributed at each program or event.
  2. Meet with all event staff and volunteers to review logistics and responsibilities.
  3. Ensure all facility setups are correct and reflect any changes that may have occurred during planning.
- g. Within 2 Weeks Following Homecoming
1. Conduct a SWOT analysis of all programs and events.
  2. Review the Homecoming Council document and revise as needed.

## B. Duties and Responsibilities of Committee Chairs

1. Committee chairs shall attend all SGC Retreats to receive orientation and training for their committee. If appointed after, they are responsible for making

appointments with the SGC President, SGC Advisor, and SGC Office Associate.

2. Committee chairs shall not be empowered to authorize any monetary transactions without prior approval of SGC or the SGC President's approval. of \$100 or more.
3. Committee chairs may seek out qualified assistants to aid them in the completion of their duties and recruit eligible students to serve as committee members.
4. Each committee chair shall write a letter to aid their successor and continue the betterment of the student body.
5. Committee chairs shall submit a written committee report or meeting minutes and records to the President Pro Tempore before each regularly scheduled SGC meeting.

### C. Committee responsibilities and duties

#### 1. Elections Committee

- i. Specific duties and responsibilities of the Elections Committee are delineated in § III.
- ii. The Elections Committee Chair shall:
  - a. Coordinate the photographing of SGC candidates and give the photos to the Publicity Chair to produce election flyers.
  - b. Monitor election rules and campaign rules throughout the election process.
  - c. Be responsible for staffing poll locations.
  - d. Advertise all SGC elections.
  - e. Provide a report of voter participation for the Fall and Spring elections.
  - f. Post election results within three business days of the polls' closure.
  - g. Coordinate an election drive during the summer and fall semesters.
  - h. Invite representatives from all major local political parties to participate in an open forum during the fall semester as the



committee sees fit.

- i. Make every effort to increase and maintain awareness concerning campus, local, state, and national elections among the student body.
- j. Prepare rosters of candidates for the awards delineated in the FSU PC SGC Bylaws § III, B, 12-13.
- k. Work in conjunction with the Publicity Committee to publicize all elections and election awards two weeks prior to the spring election.
- l. Determine the recipients of “Faculty Member of the Year,” “Adjunct Faculty Member of the Year,” “Staff Member of the Year,” “RSO of the Year,” “RSO Advisor of the Year,” and “SGC Representative of the Year” awards at the close of the polls during the spring election.
- m. Inform the recipients of all awards, including information regarding the graduation banquet where the awards will be presented.

## 2. Programming Committee

- i. The Programming Committee Chair shall:
  - a. Attend all SGC Programming activities or appoint a Representative.
  - b. Supervise Programming committee members’ projects and activities in conjunction with the Special Events chair ensuring compliance with all deadlines.
  - c. Prepare a program summary of all programs and activities sponsored by the Programming Committee due by the end of the semester and saved on the flash drive as well as the SGC drive.
  - d. Approve programming expenditures in conjunction with the Finance Committee for presentation to the SGC. All non-budget expenditures require SGC approval.
  - e. Encourage student life through the coordination of events for the general student body at least once biweekly.

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

### 3. Scholarships and Awards Committee

- i. The Scholarship and Awards Committee Chair shall be responsible for collecting the nominations and ordering the awards for the following:
  - a. The SGC Presidential Scholarship: (see § VIII for description). There shall be a sub-committee consisting of the Scholarship and Awards Chair, two FSU PC faculty and/or staff, and one other SGC Representative to award the SGC Presidential Scholarship.
  - b. “The Brandon Harmon Seminole Spirit Award”: This award recognizes a student attending FSU PC that has had the greatest impact on the student body through school spirit and exemplifies the Seminole Creed. The SGC will make nominations and select the winner by written ballot at Council. The Scholarship and Awards Chair will preside over the proceedings and the winner will be announced at the Graduation and Awards Ceremony. The selection process must be completed in time to have the award made for the ceremony.
  - c. “The SGC President’s Choice Award”: This award is for the person that has had the greatest impact on the success of the SGC President during their term. This person is chosen by the SGC President, and the selection must be made in time for the Graduation and Awards Ceremony.
  - d. “Coram’s Spirit of Service Award”: This award is for a member of the community that has had the most substantial impact on FSU PC and the student body for the current school year. This person is a strong advocate for our campus and may also have provided monetary or in-kind support to FSU PC. The Scholarship and Awards Chair will submit a letter to the FSU PC Dean by Friday of the second week of February requesting nominations for the “Coram’s Spirit of Service Award.” The nominations shall be presented at the second SGC business meeting in March. The SGC may also submit nominations at this meeting. The award winner will be determined by majority vote of the SGC. This award will be presented at the Graduation and Awards Ceremony.
  - e. Graduate-specific awards: These awards are to be given to students who have shown extraordinary performance in aspects

of campus life unrelated to academics.

1. “Vires Award”: This award recognizes a graduating student who has shown incredible strength of mind, body, and/or spirit throughout their journey at FSU-PC. This person is to be nominated by faculty, staff, and the general student body. The award winner will be determined by majority vote of a committee consisting of the Scholarships and Awards Chair, one other SGC member, the Associate Director of Student Affairs, one non-SGC student, and one non-student faculty or staff member. This award will be presented at the Graduation and Awards Ceremony.
2. “Artes Award”: This award goes to a graduating student who has developed and honed their skills in their trade or interests during their time at FSU-PC. This person has uniquely impacted campus through their hobbies and ideals. They are to be nominated by faculty, staff, and the general student body. The award winner will be determined by majority vote of a committee consisting of the Scholarships and Awards Chair, one other SGC member, the Associate Director of Student Affairs, one non-SGC student, and one non-student faculty or staff member. This award will be presented at the Graduation and Awards Ceremony.
3. “Mores Award”: This award distinguishes a student who has shown great character during their time at FSU-PC. This is a student who provided extensive support to fellow students, faculty, or staff. Alternatively, someone who has helped make the campus greater during their time here through participation in extracurricular activities, yet has not been otherwise acknowledged, would be eligible for selection. They are to be nominated by faculty, staff, and the general student body. The award winner will be determined by majority vote of a committee consisting of the Scholarships and Awards Chair, one other SGC member, the Associate Director of Student Affairs, one non-SGC student, and one non-student faculty or staff member. This award will be presented at the Graduation and Awards Ceremony.
4. “SGC’s Choice Award: This award designates a non-SGC graduating student who has greatly influenced the SGC, through participation in events, RSOs, and/or meetings.

It is to appreciate a student who has had the greatest impact on the success of the SGC as a whole during its term. This person is chosen by majority vote of the SGC, and the selection must be made in time for the Graduation and Awards Ceremony.

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

#### 4. Publicity Committee

- i. The Publicity Committee shall:
  - a. Interact with the SGC and its committees in a combined effort to publicize their events and activities. This is to include:
    - 1. Designing flyers, digital signage, and posters for meetings, socials, and other events.
    - 2. The Student News Network in an ethical manner that embodies the mission of FSU Panama City, and such that the digital signage displays accurate and up to date information.
    - 3. Forwarding information to the Office of Advancement, such that they may publicize on the news networks throughout campus.
    - 4. Assisting the Office of Advancement in maintaining the website, including maintaining bylaws, meeting minutes, recordings, and any other relevant records up to date on

the FSU Panama City website.

- b. Publicize all pictures, videos, and misc. on any and all social media. This is to include:
  - 1. Photographing and/or collecting photos of all SGC activities and/or A&S fee sponsored events, processing photos within one week of the activity/event.
  - 2. Promoting SGC at orientation and other applicable functions.
  - 3. Promoting SGC at all A&S fee sponsored events.
- c. Be responsible for posting portraits of current SGC members on the SGC bulletin board.
- d. Be responsible for ensuring all SGC event announcements are posted in public areas throughout campus.
- e. Be available to assist any and all student publications on-campus.
- f. Be allowed to check the camera out during working hours.

#### 5. Special Events Committee

- i. The committee shall oversee planning, coordinating, and executing special events, including but not limited to, Spring Fling (in March), the Graduation Banquet and Awards Ceremony (end of April), and Summer Bash (during the summer), in conjunction with SGC staff and under the guidance and supervision of the SGC Advisor.
- ii. The Committee Chair shall:
  - a. Chair committees for each event specified above.
  - b. Coordinate the printing and ordering of publications/programs, t-shirts, gifts, and promotional items to support the aforementioned events.
  - c. Coordinate with the Treasurer to determine the budgets for each event to be presented to SGC for approval.
  - d. Ensure that all events are publicized adequately by coordinating with the publicity chair.

## 6. Health and Wellness Committee

- i. The committee shall:
  - a. Encourage student wellness via the promotion of intramural sports. These events shall occur at least biweekly.
  - b. Study, develop, and enhance student experience in and out of class.
  - c. Promote, encourage, and foster student health and development and campus improvement.
- ii. The Committee Chair shall:
  - a. Monitor SGC suggestion box and poll students each semester to gain ideas/recommendations for improvements.

## 7. Service Committee

- i. The Service Committee shall:
  - a. Coordinate with Service Chair of the Gulf Coast State College SGA.
  - b. Be responsible for the implementation of service projects at Florida State University Panama City.
  - c. Advertise various service opportunities in conjunction with Publicity.
  - d. Assist the SGC Advisor in discovering community service events throughout the local area. There shall be at least one event coordinated and announced at an SGC meeting per month in a timely manner as defined by the President.
  - e. Coordinate with local organizations for implementation of service opportunities for the student body.
  - f. Collaborate with the Mental Health Counselor(s) on the Food Pantry and Professional Clothing Closet services.
  - g. Ensure, with the assistance of the Treasurer, that all A&S guidelines are followed.

## VIII. SGC PRESIDENTIAL SCHOLARSHIP REQUIREMENTS AND INFORMATION

- A. The SGC Presidential Scholarship is awarded to FSU PC undergraduate and graduate students each year. This scholarship was funded by SGC through A&S fees many years ago. It is the responsibility of the Scholarships and Awards Chair to organize a sub-committee to award this scholarship each summer.

The scholarship applications shall be made available to students at least four weeks before the spring semester ends.

The committee shall hold a meeting within 10 school days of the application deadline to select recipients.

Scholarship recipients shall submit a thank you letter to the SGC within 10 days of notification. This must be done in order for the scholarship to be disbursed.

1. The scholarship shall be \$1500 per year, disbursed as follows:
  - i. For undergraduate recipients:
    - a. \$600 for the fall semester (Minimum enrollment of 12 credit hours)
    - b. \$600 for the spring semester (Minimum enrollment of 12 credit hours)
    - c. \$300 for the summer semester (Minimum enrollment of 6 credit hours)
  - ii. For graduate recipients:
    - a. \$750 for the fall semester (Minimum enrollment of 6 credit hours)
    - b. \$750 for the spring semester (Minimum enrollment of 6 credit hours)
2. Awardees must apply to receive subsequent scholarship(s) and may be awarded for a maximum of 6 semesters.
3. All information will be kept confidential.
4. Eligibility:
  - i. Must be a citizen or legal resident of the United States.
  - ii. Must be admitted to an undergraduate or graduate degree program at FSU PC.
  - iii. Must be pursuing first baccalaureate/graduate degree.

- iv. Must have an overall cumulative GPA of 3.5 or higher
- 5. Conditions:
  - i. Must be classified as an FSU PC student and be enrolled a minimum of 12 credit hours in the fall and spring semesters and for a minimum of 6 credit hours in the summer for undergraduate students and a minimum of 6 credit hours in the fall and spring for graduate students.
  - ii. Must maintain a cumulative 3.2 grade point average on all work completed at The Florida State University.
  - iii. Must submit at least one letter of recommendation.
  - iv. Applicants may be granted a partial year award within the same funding cycle if prior recipient(s) is (are) no longer eligible for scholarship.

## IX. REGISTERED STUDENT ORGANIZATIONS

- A. Registered Student Organizations requesting A&S Fees from SGC shall be officially registered with the Office of Student Affairs and must be in good standing with SGC, having all paperwork and other requirements completed and up to date.
- B. Registered Student Organizations requesting A&S fees shall be open to all FSU students and may include GCSC students. There shall be a non-voting faculty or staff advisor and no less than six members, including 3 Officers.
- C. Registered Student Organizations shall abide by the FSU PC SGC Finance Code, 603.3 of the Student Body Statutes; FSU PC A&S fee guidelines; and § IX and applicable parts of § XI of the SGC Bylaws.
- D. Registered Student Organizations shall present their budget request in person to the SGC at budget hearings held in accordance with the A&S Fee Guidelines. The budget hearing date will be determined and advertised by the SGC Treasurer. Prior to the SGC hearing, the RSO representative will meet with the Treasurer to ensure their budget request meets guidelines. If questions arise at the hearing during the RSO budget presentation, these will be directed to the Treasurer. If there are unanswered concerns, the budget request will be tabled, and the Treasurer will work with the RSO/SGC Representatives to correct issues for the presentation at the next SGC hearing. Failure of an RSO representative to appear before the SGC hearing may result in the budget request being delayed until such time as an RSO representative can appear at an SGC budget hearing. Failure to show up to the hearing may forfeit funding.
- E. Registered Student Organizations must match at least 10% of the A&S revenue they receive over the year through fund raising. The funds shall go into the organization's off-campus account. In the event an RSO is unable to match the 10% revenue requirement,



- an in-kind contribution may be accepted at the discretion of SGC based on the intended use of the contribution per the organization's mission statement.
- F. Registered Student Organizations must sponsor no fewer than three on-campus activities each year, preferably one each semester, to directly benefit FSU PC students. These activities are in addition to SGC sponsored events to which RSOs are expected to participate (i.e., Homecoming, Spring Fling, etc.). RSOs are required to submit a post-event evaluation form to the Treasurer and SGC office staff within three weeks of the event.
  - G. The Officer within the Registered Student Organizations that is tasked with meeting minutes management must submit meeting minutes to the SGC President Pro Tempore on or before the 15th of the following month. At least one Officer of the RSO must also attend at least 25% of the Agenda of one SGC meeting or event per month.
  - H. Registered Student Organizations must submit an annual "Off Campus" account report to the SGC Treasurer and the SGC Office Assistant or RSO secretary on or before May 15th to be used to help determine if the fiscal regulations have been met for the fiscal year.
  - I. Failure to meet § IX may result in A&S funding being frozen at the discretion of SGC.
  - J. A revision to the original budget totaling less than \$100 per line item may be made without prior approval of the SGC. However, the revision is not effective until signature approval of the SGC President and SGC Advisor is obtained. The revision shall be reported to the SGC by submitting a Budget Revision/Transfer Form at the next regularly scheduled SGC meeting for inclusion in the minutes.
  - K. Any revision to the original budget of \$100 or more, with the exception of transfers for contractual services and travel expenses, shall require prior joint approval by signature of the SGC President and Treasurer on a Budget Revision/Transfer Form. This form shall be submitted at the next regularly scheduled SGC meeting for inclusion in the Minutes. However, the revision is not effective until signature approval of the SGC Advisor is obtained.
  - L. Any revision to the original budget concerning travel or contractual services shall be brought to the next regularly scheduled SGC meeting and shall require a majority vote to pass.
  - M. Registered Student Organizations requesting A&S funds to be used in conjunction with travel must request such funds by meeting with the Treasurer. The deadline for requesting reimbursement of funds must be made a minimum of six weeks prior to travel.

- N. Registered Student Organizations requesting A&S funds to be used for contractual services must request such funds at a regularly scheduled SGC meeting. The deadline for such a request shall be as follows:
1. For contracts with “Day-of-Show” payment – a minimum of 12 weeks prior to date of service.
  2. For contracts without “Day-of-Show” payment – minimum of 10 weeks prior to date of service.
- O. A&S fees may be allocated by SGC to fund up to 100% of actual travel expenses for each FSU PC student traveling to a conference or workshop with a registered student organization. When less than 100% of actual travel expenses is allocated, all travelers must sign the University provided form for seeking reimbursement for travel expenses less than entitled to per Florida Statute. Any remaining amount of travel expenses shall be the responsibility of the student organization and/or the travelers. Receipts for all travel expenses (off campus as well as A&S Fees) must be provided to SGC for documentation within one week of return. Students may only be funded for travel twice per fiscal year, excluding SGC related business (i.e., Senator, Representative, etc.)
- P. Following any travel involving A&S fees, the organization is required to make a presentation to SGC about what benefit they received from the trip within four weeks. Such a presentation shall be in a format that can be used to disseminate information to students, e.g., poster board, slideshow presentations, handouts, etc.
- Q. All flyers and digital signage for events and activities paid for in whole or in part with A&S Fees shall include the wording “funded by A&S Fees” or “co-sponsored by SGC,” or the SGC logo.
- R. Student organizations must have SGC approval to charge admission fees to students prior to any event subsidized or paid for by A&S fees allocated to them.
- S. Officers of registered student organizations must attend an orientation each semester regarding policies and procedures for expenditures and activities or funds will be frozen.
- T. No individual memberships or scholarships may be allocated from A&S fees to Registered Student Organizations.
- U. Student organizations must keep the SGC staff updated with a current officer roster, complete with name, address, home/work/cell phone numbers, and email address for each officer.
- V. Any violation of § VIII of the Finance Code or Student Body Statutes may result in freezing or revocation of A&S funds. Such action requires a 3/4 vote.

#### X. FSU PC SGC DESIGNATED SPACES

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

## XI. A&S FEE STIPULATIONS

- A. A&S funds may be allocated or expended for awards, trophies, or food and refreshment items only with the prior approval of SGC.
- B. Travel - when hotel accommodations are required, there shall be two students per room unless circumstances prevent from doing so (i.e., males/females will not be required to room together, disability services, etc.).
- C. There shall be no expenditure in any amount without the approval of SGC, its President or the SGC President's designee with the exception of blanket purchase orders previously approved by SGC.

## XII. BYLAWS

- A. These bylaws shall be revised annually by the end of the summer semester by an ad hoc committee chaired by the President Pro Tempore with the SGC office staff serving as

ex-officio members. The committee chair may extend a special invitation to encourage alumni, faculty members, and/or staff members to sit on the bylaw review committee in an advisory role. The committee chair may also extend a special invitation to currently enrolled students to sit on the bylaw review committee in a participative role.

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

### XIII. AMENDING OR WAIVING THE BYLAWS

- A. These bylaws are adopted by 2/3 vote of SGC and approval by the SGC Advisor.
- B. The bylaws may be changed by a 2/3 vote of SGC and approval by the SGC Advisor.
- C. The bylaws may be waived by a 3/4 vote of SGC present at any regular or special meeting.