

Student Government Association of Panama

(SGAP)

ARTICLE I

Name of the Organization

The official name of the organization is the Florida State University-Panama (FSU-Panama)

Student Government Association of Panama (SGAP)

ARTICLE II

Purpose

The purposes of *SGAP* include:

- 1) Serving as a medium of contact, and promoting communication between the student body, the faculty and administration.
- 2) Advocating for student rights to the faculty and administration.
- 3) Promoting an environment of openness and comfort that is conducive to learning and personal growth.
- 4) Promoting the academic, professional and social development of the students at FSU Panama.
- 5) Serving as a mechanism for informing students about university policies and procedures.
- 6) Serving as a forum for peer advising.

ARTICLE III

Membership

1. All degree-seeking students enrolled at FSU-Panama are eligible to be members of the *SGAP*. No one may be denied membership on the basis of age, creed, gender, handicap, national origin, political affiliation, race or socio-economic class. Transient students (i.e., students enrolled for only one semester) are not eligible to *Executive position*. The roster of students enrolled at FSU-Panama will be used as the basis for membership.
2. All *SGAP* members must have and maintain a minimum GPA of a 2.5
3. Transient students are eligible to run for Senators position, while students that are planning to enroll in at least 2 consecutive semesters at FSU panama are eligible to run for an Executive position.
4. The executive membership of the *SGAP* shall consist of a President, Vice-president, Secretary and Treasurer.
5. *SGAP* members must be able to meet during the lunch hour here on campus for government meetings.
6. *SGAP* members must be willing to help out with several areas of student life even if those are not exactly part of their job description.

ARTICLE IV

Composition, Offices and Duties

The Student Government will be composed of the Executive Board and six Senators.

Executive Board

A. The President

The President is the official spokesperson of the student body. He or she chairs all the student government meetings, but has no voting power unless there is a tie. The president ensures that the goals of the Student Government are met and serves as a supporter to each member when needed.

The president of the Council shall be responsible for

- a) Upholding the constitution and ensuring the integrity of the organization.
- b) Serving as the liaison to campus administration or other organizations, directly or by delegation.
- c) Performing any other duties necessary for the effective operation of the SGAP.
- d) Administering and enforcing all laws of the Student Government.
- e) Appointing new members of the SGAP, including executive members; however, such appointments shall require a majority vote of Senate to be approved of 2/3
- f) Call and preside over meetings of the Student Government.
- g) Make recommendations for the SGAP to discuss
- h) Address the Student Body at the beginning of each semester and at other times upon invitation by the Administration.
- i) Request the removal of a SGAP officer that has been proven guilty of violating the rules of conduct as specified by the Handbook of Rights and Responsibilities. Such request will require the majority vote of the Senate in order to be carried out.

B. The Vice- President

The Vice-President assumes all roles of the president anytime the president is unable to be present. The Vice president shares the responsibility of ensuring that all activities and goals of the government are met. The vice president also makes sure that “thank you” notes and other rewards and acknowledgements are made. He or she has a vote during all motions and amendments.

The Vice- President of the Student Government shall be responsible for:

- a) Assisting the President.
- b) Assuming the duties of the President in his or her absence or upon his or her request.
- c) The office of the Vice- president shall direct grievances and ideas to the proper functionary and see that they are acted upon.

C. The Secretary

The Secretary shall be responsible for keeping official administrative records of SGAP activities, including minutes from previous meeting, agendas for the meetings, reports, and student contacts; and for the planning and logistics of meetings and activities. Additionally, the Secretary posts minutes on the Announcement Board or the web page.

The Secretary of the Student Government shall be responsible for:

- a) Advertising meetings and any events the Government is involved in.
- b) Contacting all Student Government members.
- c) Keeping records of all communication between the Student Government and the Administration, Faculty or Students.

D. The Treasurer

The Treasurer shall be responsible for

- a) Recording all financial transactions, including the preparation of preliminary and final annual budgets, and for an income and expenditures log.
- b) Providing a report of the financial status of the group at every regularly scheduled meeting.
- c) Deciding upon funding requests based on the financial capabilities of the organization. The Treasurer shall have the power to deny funding requests that are outside of the financial capabilities of the organization, unless they are accompanied by a funding proposal.

The Senators

- A. One representative for Sports and Athletic activities.
- B. One representative for Arts and Cultural activities.
- C. One representative for Computers.
- D. One representative for Academics.
- E. One representative for Facilities.
- F. One representative for the Study-Abroad program

The senators serve as the representatives of the SGAP in areas such as academics, athletics, arts and culture, computers, facilities, rights & responsibilities, library and the study abroad program. Each senator attends meetings related to the area of emphasis and reports the results to the Student Government. Likewise, each senator communicates to the committee he/she belongs to possible proposals or suggestions from the student body. Each senator will participate in at least one committee currently operating at FSU-Panama. Senators should submit a written summary regarding every meeting they attend so as to keep a record and facilitate follow up. Summaries must be submitted to the Secretary and kept in a file. In the case of a complex and lengthy event for which extra manpower is needed, senators as well as executive members are expected to help out.

The senators will be involved primarily in the development of activities and representing student concerns in the area for which they have been elected. However, all the members of the SGAP have to help in the different committees even if they are not the principal representatives of that committee.

Removals or Dismissals

A SGAP member may be removed from office or dismissed in the following situations:

- a) The SGAP member has missed 3 consecutive meeting of the SGAP. In that case, his /her "Stand In" will fill that position.
- b) Has been found guilty of violating the University Code of Student Conduct (Handbook of Rights and Responsibilities) or the Academic Honor Code. The "Stand In" will be called to fill the vacancy.

Terms of Office: The term of office for members of the SGAP will be a year, starting with the fall Semester.

ARTICLE V

Election Process

Election for the *SGAP* will be held on the last 3 weeks of the Spring Semester. The nomination period will open in Mid January and close in March. Nominations will be filed in writing with the Council's Faculty Advisor. The elections will use private ballots that will be counted by the Advisor and witnessed by a member of the administration and the acting secretary of *SGAP*. There will be no campaigning within 10 meters of the polls. The elected *SGAP* will take over in the Fall Semester. In Spring and Summer semester they will be attending *SGAP* meeting from the actual *SGAP* that is still in power. They will only vote in Extreme cases.

ARTICLE VI

Process of Constitutional Amendment

All proposed amendments to the Constitution require the consent of the student body in an election. Any student can propose an amendment to the constitution. The amendment must be submitted in writing to the Secretary and discussed twice at an advertised meeting of the *SGAP* before it can be presented for a vote. The approval of the proposed amendment for vote will require two thirds of the Council.