

ARTICLE I
Name of the Organization

The official name of the organization is the Florida State University Student Government Association of Panama (FSU SGAP)

ARTICLE II
Purpose

The purposes of the Student Government Association of Panama 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.
- 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 Council. No one may be denied membership based on age, ethnicity, creed, gender, disability, national origin, political affiliation, race, or socioeconomic status. Transient students (i.e., students enrolled for only one semester) are not eligible for an Executive position.
- 2) All SGAP Council members must have and maintain a minimum GPA of 3.0.
- 3) Students who will be enrolled for at least three consecutive semesters at FSU Panama are eligible to hold a position in the Council.
- 4) The Executive Board of the SGAP shall consist of four elected positions: President, Vice President, Secretary, and Treasurer.
- 5) The Executive Board appoints four Senators to the Council.
- 6) SGAP members must be able to meet at a designated time and place once a week.

- 7) SGAP members must be willing to assist with several areas of student life even if those are not a designated part of their governmental responsibilities.

ARTICLE IV
Composition, Offices and Duties

The Council of the Student Government Association of Panama will be composed of four members of the Executive Board and four Senators.

Executive Board

A. President

The President leads the Council and acts as the official spokesperson of the student body. The President chairs all 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 supports each Council 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 bylaws of the SGAP.
- e) Appointing replacement members of the SGAP Council, including Executive Board members; however, such appointments shall require a majority vote of the Council to be approved.
- f) Calling and presiding over official SGAP meetings and recommending topics for the Council to discuss.
- g) Addressing the student body at the beginning of each semester and at other times upon invitation by the University Administration (e.g., graduation).
- h) Requesting the removal of a SGAP officer found guilty of violating the Student Code of Conduct as specified by the Handbook of Rights and Responsibilities. Such requests will require a majority vote of the Council.
- i) Sitting as an ex officio member of the FSU Panama Board of Directors with non-voting privilege in the meetings. The board will meet once a year.

B. Vice President

The Vice President assumes all roles of the president whenever the president is unable. The Vice President shares the responsibility of ensuring that all activities and goals of the SGAP are met. The Vice President also makes sure that “thank you” notes and other rewards and acknowledgements are made. The Vice President can vote on 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) Directing grievances and ideas to the proper functionary and seeing that they are properly addressed.

C. Secretary

The Secretary is responsible for keeping official administrative records of SGAP activities, including minutes from previous meetings, agendas for the meetings, reports, and student contacts, and for the planning and logistics of meetings and activities. Additionally, the Secretary posts minutes in the group chat.

The Secretary of the Student Government shall be responsible for:

- a) Advertising meetings and any events that the SGAP is involved in and is responsible for contacting all Council members.
- b) Keeping detailed records of all SGAP meetings in the form of minutes.
- c) Keeping records of all communication between the SGAP and FSU Staff, Faculty, and students.

D. Treasurer

The Treasurer records all financial transactions, prepares preliminary and final annual budgets, and produces an income and expenditure log. The Treasurer also serves as the financial liaison for the SGAP by receiving and reviewing funding requests from the student body. The Treasurer shall be responsible for:

- a) Curating and maintaining a report of the financial status of the SGAP at every regularly scheduled meeting.
- b) Receiving funding proposals and evaluating them based on the financial capabilities of the SGAP, and denying proposals that are not feasible due to budgetary constraints.

Senators

The Senators serve as the Representatives of the SGAP in areas such as student clubs, athletics, and the study abroad program. Each Senator attends meetings related to their area of emphasis and reports the results to the Executive Board. Senators also present to the Council proposals or suggestions from the student body. Each Senator will have one of the following Representative roles:

- A. Representative for sports and athletic activities.
- B. Representative for social media and event promotion.
- C. Representative to serve as a liaison to the International Program.
- D. Representative to serve as a liaison to the Student Clubs.

The Senators will be involved primarily in the development of activities and representing student concerns in the area for which they have been appointed. However, all Council members can assist in these roles as needed.

Removals or Dismissals

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

- A. A member has missed 3 consecutive meetings of the SGAP. In that case, an official “stand in” representative will fill that position.
- B. A member has been found guilty of violating the University Code of Student Conduct (Handbook of Rights and Responsibilities) or the Academic Honor Code. An official “stand in” representative will be called to fill the vacancy.
- C. A member of the Executive Board transfers or drops out from the university. In this case, another Executive Board member will assume their position.

To fill an empty Executive position that cannot be replaced with the remaining top Executive Board members, the SGAP will motion to vote for a replacement. To fill an empty Senator position, the President proposes potential candidates that must be elected via majority vote.

Terms of Office: The term of office for members of the SGAP will be three consecutive semesters (i.e., one academic year), starting immediately after elections in the Fall semester.

ARTICLE V **Budget Matters**

The Student Government budget is destined to be used for activities that will improve student campus life. All activities should improve and compel students’ interest in becoming involved in the development of the university. The budget should be invested in different and varied activities throughout the year. For example, volunteering, sports, academics, arts, social activities, and welcoming and farewell parties. Any activity involving the consumption

of alcoholic beverages cannot be sponsored by the university. The budget must be used responsibly, abiding by the Student Conduct Code and all other university policies.

ARTICLE VI
Election Process

The election for the President, Vice President, Secretary, and Treasurer of the Student Government Association of Panama will be held during Fall Semester. The nomination period will open one month before and close one week prior to Elections. Nominations will be filed in writing with the council's faculty advisor, the Director of Student Affairs. The elections will use private ballots that will be counted by the advisor and witnessed by a member of the administration, preferably the acting Secretary. There will be no campaigning within 10 meters of the polls. The elected Student Council will begin their tenure in the Fall Semester. After elections, the Executive Board will be responsible for appointing the Senators to the Council of the new administration.

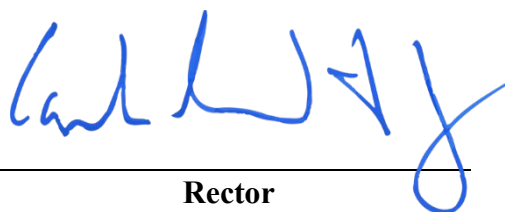
ARTICLE VII
Process of Constitutional Amendment

All proposed amendments to the Constitution require majority approval from the Student Government Association of Panama officers, and the consent of the Director of Student Affairs. Any Council member can propose an amendment to the constitution. The amendment must be submitted in writing to the Secretary and discussed at a Council meeting before it can be presented for a vote. Approval of the proposed amendment will require a two-thirds majority vote of the Council.

Duly approved by the acting Student Government Association of Panama on the day of August 8th, 2023.



Director of Student Affairs



Rector