

CONSTITUTION

The Florida SouthWestern State
College Student Government
Association



PREAMBLE

We the students of Florida SouthWestern State College, in order to establish an organized student representative organization, establish this constitution of the Florida SouthWestern State College Student Government Association

ARTICLE I. NAME, PURPOSE, EEO, EXECUTIVE BOARD AND CAMPUS CONGRESS

Section 1. Name

Part 1. The name of the organization shall be Florida SouthWestern State College Student Government Association, herein referred to as FSWSGA.

Section 2. Purpose

Part 1. The purpose of the FSWSGA shall be to perform the following functions:

- a) Advocacy: Provide a voice and represent the student body at the local and state level.
- b) Liaison: Act as a liaison between FSW students, administration, and state officials.
- c) Representation: Serve as a symbol of the student body. Represent the FSWSGA and promote student activities and student involvement.
- d) Service: Provide assistance to the students and engage in community service.

Section 3. EEO

Participation by students in FSWSGA activities and affairs shall be open to all students of Florida SouthWestern State College that meet the eligibility requirements of the FSWSGA as stated in this constitution. Florida SouthWestern State College, an equal access institution, prohibits discrimination in its employment, programs and activities based on race, sex, gender, age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran's status. The College is an equal access/equal opportunity institution. Questions pertaining to educational equity, equal access, or equal opportunity should be addressed to Title IX Coordinator/Equity Officer, 8099 College Parkway, Fort Myers, Florida 33919, equity@fsw.edu, 239.489.9051 or to the Assistant Secretary for Civil Rights, United States Department of Education.

Section 4. Executive Board and the Campus Congress/s

Part 1. Executive Officers of the FSWSGA, herein referred to as the Executive Board:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer
- e) Historian
- f) Community Service Chair
- g) Chief Justice
- h) Senate Chair/s

Part 2. The Campus Congress shall be composed of the following:

- a) Senate Chair/s
- b) Campus Clerk/s
- c) Senators

ARTICLE II. EXECUTIVE BOARD

Section 1. The executive power shall be vested in the Executive Board of the FSWSGA.

Section 2. The President of the FSWSGA shall preside over the Executive Board as described below:

- a) The President, Vice President, Secretary, Treasurer, Historian and the Senate Chair/s shall comprise the Executive Board of the FSWSGA.
- b) The Executive Board shall have full membership and voting rights; with the exception of the President.
- c) The Executive Advisor shall act in an advisory capacity only.

Section 3. Responsibilities of the Executive Board as a whole:

Part 1. The Executive Board shall serve as the central executive agency of the FSWSGA and shall have the following specific duties:

- a) Make decisions in the best interest of the Association that do not conflict with the FSWSGA Constitution.
- b) Function as a liaison between the student population and the administration of Florida SouthWestern State College (FSW) and the Florida College System Student Government Association (FCSSGA).
- c) Act in the best interest of the Student Body and FSW.
- d) Oversee the FSWSGA expenditure request/s from each campus pertaining to the FSWSGA.
- e) Attend monthly Executive Board meetings.
- f) The Executive Board must attend meetings with no more than two (2) excused absences.
- g) Take and uphold the Oath of Office.
- h) The term of office of the Executive Board shall be one term, lasting one (1) fiscal year, which runs from July 1 to June 30.

Section 4. The Executive Board shall meet the following requirements:

Part 1. Each officer must be enrolled in and complete a minimum of nine (9) semester credit hours with a 3.0 semester GPA for each term, excluding summer terms.

- a) An exception will be made for students who are facing auto-graduation and would only be capable or in need of taking fewer than (9) credits during their last semester before graduation in the spring.

Part 2. A cumulative GPA of 3.0 or better on a scale of 4.0 must be maintained.

Part 3. Each Executive Officer must be elected or appointed in order to serve.

Section 5. Duties and responsibilities of the Executive Board members are as follows:

Part 1. Duties and responsibilities of the President:

- a) Be the primary spokesperson for the FSWSGA at public affairs and engagements.
- b) Implement of all publicity efforts as approved by the FSWSGA executive board.
- c) Ensure compliance with the FSWSGA constitution.
- d) Call and preside at all FSWSGA Executive Board meetings except Committee meetings.
- e) Work closely with state and local officials.
- f) Communicate the legislative platform from the FCSSGA.
- g) Work with the President of FSW to promote the vision of the FSWSGA.
- h) Appoint any vacant offices, with the approved majority vote of fifty percent (50%) plus (1) of the Executive Board.
- i) Meet monthly with senior administration.
- j) Shall be able to cast a vote in the event of a tie.
- k) Veto a bill or resolution.
- l) Compose an end of the year report detailing the past year to include: unfinished business, accomplishments, and recommendations for the incoming FSWSGA Executive Board.
- m) Attend parliamentary procedure and leadership development seminars and conferences.
- n) Serve no less than seven office hours per week.

Part 2. Duties of the Vice President:

- a) Assume the responsibilities of the President in the event of his or her absence, resignation, or removal from office.
- b) Maintain communication between the FSWSGA and the FCSSGA.
- c) Research all legislative issues pertinent to FSW and State Colleges in general.
- d) Chair standing committees as appointed.

- e) Attend parliamentary procedure and leadership development seminars and conferences.
- f) Assist the President.
- g) Serve no less than seven office hours per week.

Part 3. Duties of the Secretary:

- a) Record, publish, and maintain accurate minutes and agendas of the proceedings at FSWSGA Meetings.
 - i. Prepare and distribute the agenda and minutes no later than two (2) business days prior to any meeting.
- b) Prepare all correspondence as directed by the President.
- c) Maintain all records and files of the FSWSGA and the Executive Board.
- d) Perform other clerical duties and requirements of the FSWSGA on a regular basis.
- e) Maintain and oversee that all reports are submitted within seven (7) business days of attending a conference.
- f) Organize, maintain, and type the FSWSGA Directory containing names, phone numbers, and email addresses of all FSWSGA members.
- g) Maintain proper communication with all Campus Clerk/s.
- h) Attend parliamentary procedure and leadership development seminars and conferences.
- i) Assist the President.
- j) Serve no less than seven office hours per week.

Part 4. Duties of the Treasurer:

- a) Maintain accurate records of revenue and expenditures of the FSWSGA.
- b) Act as the primary budgetary liaison between the Executive Board and the Executive Advisor.
- c) Balance the budget on a monthly basis and create a monthly expense report for Executive Board meetings.
- d) Attend parliamentary procedure and leadership development seminars and conferences.
- e) Assist the President.
- f) Serve no less than seven office hours per week.

Part 5. Duties of the Historian:

- a) Ensure that the FSWSGA Newsletter is completed on a monthly basis.
- b) Oversee promotional materials for FSWSGA as a whole.
- c) Coordinate and manage all social media outlets with advisor coordination.
- d) Prepare yearly scrapbook for the FCSSGA end of the year contest.
- e) Assist the President.
- f) Attend parliamentary procedure and leadership development seminars and conferences.
- g) Serve no less than seven office hours per week.

Part 6. Duties of The Community Outreach Chair:

- a) Act as the primary liaison to the Executive Board and the Community Outreach Committee.
- b) Attend parliamentary procedure and leadership development seminars and conferences.
- c) Present proposals and reports of all publicity efforts approved by the committee.
- d) Be in charge of the FCSSGA Civic Engagement Project
- e) Maintain communication between the FSWSGA Community Outreach Committee and the Director Office of Student Engagement.
- f) Be the primary spokesperson for FSWSGA at community affairs and engagements, included but not limited to clubs, meetings, and events.

Part 7. Duties of The Chief Justice:

- a) Act as the primary liaison between the Executive Board and the Judicial Board.
- b) Be the primary spokesperson for the Judicial Board
- c) Act as a moderator according to the Roberts Rules of Orders in executive board meetings.
- d) Shall review evidence regarding any disciplinary manner referred to him/her and deliver a written recommendation in response as approved by the Executive Advisor.
- e) Call and preside over meetings of the Judicial Board.
- f) Serve no less than seven office hours
- g) Serve as a member of the Student Conduct Board and the Academic Grievance Committee as needed by the Dean of Students.
- h) Call and hold at least one (1) meeting per semester with the Dean of Students.

Part 8. Duties of the Senate Chair/s:

- a) Act as the primary liaison to the Executive Board and Campus Congress.

- b) Attend parliamentary procedure and leadership development seminars and conferences.
- c) Present any bills and/or proposals that were approved by the Campus Congress.
- d) Assist regularly in FSWSGA events per the standards of the FSWSGA Advisor at each campus.
- e) Participate and attend as a member and primary Liaison of the Judicial Board and their Campus Congress.

ARTICLE III. JUDICIAL BOARD

Section 1 The Chief Justice of the FSWSGA shall preside over the Judicial board as follows:

Part 1. The Chief Justice, Senate Chairs, and the Senate Chair's Judicial Aid shall comprise the Judicial Board of the FSWSGA.

Part 2. All members of the board have full voting rights, including the Chief Justice.

Section 2 Responsibilities of the Judicial Board as a whole:

Part 1. The Judicial Board shall serve as the legislative agency of the FSWSGA and shall have the following specific duties:

- a) The board shall enforce legislation of the FSWSGA via written and verbal reports to the executive board and campus congress.
- b) The board shall make recommendations as necessary and in the best interest of the FSWSGA collegewide.
- c) The board shall conduct a full revision of the constitution every year between the time after Winter break and two weeks prior to the commencement of the Elections Committee.
- d) The board shall discuss and reports amendments to the constitution as it is presented to them by Senate Chairs, Judicial Aides, Students, and the Executive board.
- e) Create a Robert's Rules of Order presentation by the third week of Fall Classes to distribute collegewide to the President and Senate Chairs.

Section 3 Duties and Responsibility of the Judicial Board Members are as follows:

Part 1. Duties and Responsibility of the Chief Justice:

- a) Oversee all judicial and legislative matters delegated to them collegewide.
- b) Abide by the constitution as stated in Article II: Section 5: Part 7 and Article XV: Section 1.

Part 2. Duties and Responsibilities of the Senate Chairs

- a) Call and preside in parking ticket hearings at their respective campus.

- b) Serve as a member of the Student Conduct Board and the Academic Grievance Committee at their respective campus as needed by the Dean of Students.
- c) Participate as an FSWSGA representative in student conduct hearings on their respective campus.
- d) Provide a written report of all judicial meeting notes, meeting minutes, hearing notes and results to the Chief Justice within five (5) business days.
- e) Appoint a Judicial Aide to the Judicial Board by the first FCSSGA conference.

Part 3. Duties and Responsibilities of the Judicial Aide:

- a) To abide by the same standards set forth for senators on their respective Campus Congress and this Constitution.
- b) To assist their respective Senate Chairs to complete tasks and substitute them if necessary during Judicial Board meetings and Executive Board Meetings.
- c) One (1) Judicial Aide shall be appointed by the Chief Justice to serve as clerk of courts and keep accurate records of all proceedings of the Judicial Board in coordination with the Chief Justice.

ARTICLE IV CAMPUS CONGRESS

Section 1. The Senate Chair of FSWSGA shall preside over the Campus Congress as described below:

- a) The Senate Chair, Campus Clerk and Senators shall comprise the Campus Congress of the FSWSGA.
- b) The Campus Congress shall have full membership and voting rights, with the exception of the Senate Chair.

Section 2. Responsibilities of the Campus Congress:

Part 1. The Campus Congress shall serve as the central agency for each campus which makes up the FSWSGA and shall have the following duties:

- a) Make decisions in the best interest of the Association that do not conflict with the FSWSGA Constitution.
- b) Function as a liaison between the student population and the FSWSGA Executive Board.
- c) Act in the best interest of the Student Body and FSW.
- d) Construct, amend and approve bills that will be presented to the FSWSGA Executive Board by the Senate Chair/s.
- e) Attend bi-weekly Executive Board meetings.
- f) The Campus Congress must attend meetings with no more than two (2) excused absences.

- g) Take and uphold the Oath of Office.
- h) The term of office of the Campus Congress shall be one academic year. From the first day of fall classes and the end of spring classes.

Section 3. The Campus Congress shall meet the following requirements:

- Part 1. The Senate Chair/s and Campus Clerk/s must be enrolled in and complete a minimum of nine (9) semester credit hours with a 3.0 semester GPA for each term, excluding summer terms.
 - a) An exception will be made for students who are facing auto-graduation and would only be capable or in need of taking fewer than (9) credits hours during their last semester before graduation in the spring.
 - b) A cumulative GPA of a 3.0 or better on a scale of 4.0 must be maintained.
- Part 2. The Senators must be enrolled in and complete a minimum of nine (9) semester credit hours with a 2.5 semester GPA for each term, excluding summer terms.
 - a) An exception will be made for students who are facing auto-graduation and would only be capable or in need of taking fewer than (9) credits during their last semester before graduation in the spring
 - b) A cumulative GPA of 2.5 or better on a scale of 4.0 must be maintained.
- Part 3. Prospective Senators must complete a Senator Application, meet the minimum requirements and go through an interview process in order to be considered.

Section 4. The formula for number of Senators is as follows:

Number of Curriculum Students	Number of Senators
0-1,499	3
1,500-2,999	5
3,000-4,499	7
4,500-5,999	9
6,000-7,499	11
7,500-8,999	13
9,000-10,499	15
10,500+	17

- Part 1. The number of Senators will increase by two (2) for every 1,499 students who enroll, hereafter.
- Part 2. The Senators will be selected by the Senate Chair and Campus Clerk through an application process.

Section 5. Duties and responsibilities of the Campus Congress are as follows:

- Part 1. Duties and responsibilities of the Senate Chair/s:
 - a) Act as the primary liaison to the Campus Congress and the Executive Board.

- b) Conduct and oversee bi-weekly campus congress meetings.
- c) Oversee that the Senator's duties and responsibilities are being met.
- d) Oversee the implementation of relevant programs and projects by the Campus Congress/s.
- e) Present any bills and/or proposals that were approved by the Campus Congress.
- f) Assist regularly in FSWSGA events per the standards of the FSWSGA Advisor at each campus.
- g) Sits in all necessary Student Court sessions and oversees any discrepancies and/or disputes at their respective campus.
- h) Veto a bill or resolution before it is brought before the Executive Board.
- i) Attend parliamentary procedure and leadership development seminars and conferences.
- j) Serve no less than seven office hours per week.

Part 2. Duties and responsibilities of the Campus Clerk/s:

- a) Record, publish, and maintain accurate minutes and agendas of the proceedings at the Campus Congress meetings.
 - i. These documents should be prepared and sent to the FSWSGA Secretary on a bi-weekly basis within five (5) business days.
- b) Prepare all correspondence as directed by the Senate Chair.
- c) Sits in all necessary Student Court sessions and any discrepancies and/or disputes at their respective campus.
- d) Take pictures at FSW events and send them to the Historian.
- e) Attend parliamentary procedure and leadership development seminars and conferences.
- f) Assist the Senate Chair.
- g) Take and uphold the Oath of Office.

Part 3. Duties and responsibilities of the Senators:

- a) Attend all Campus Congress meetings on his/her respective campus/center.
- b) Participate in all business proceedings and vote as needed.
 - i. If a Senator is unable to attend any of these meetings, then an acceptable excuse must be given to the Campus Clerk prior to the meeting.
- c) Obtain student provisions regarding campus and legislative issues and/or concerns at their respective campus/center.

- d) Attend Parliamentary Procedure and leadership workshops at their respective campus/center.

ARTICLE V. COMMITTEES

Section 1. Elections Committee

- Part 1. The elections committee will be overseen by the Vice President. This committee will oversee the elections process. They will develop the elections packet, create a timeline, organize debates, and conduct the voting. There must be at least 2 representatives from each location present on the elections committee.

Section 2. Community Outreach Committee

- Part 1. The Community Outreach Committee will be overseen by the Community Outreach Chair
- Part 2. The Community Outreach Committee will oversee and coordinate the FSWSGA community service efforts, community service projects, and FSWSGA awareness campaigns, and publicity efforts, throughout collegewide.

Section 3 Ad Hoc Committee

- Part 1. Committee formed for a specific task and objective, and dissolved after the completion of the task or achievement of the objective.

ARTICLE VI. ADVISORS

Section 1. The Executive Advisor for the FSWSGA will rotate between the Assistant Directors of Student Life, and each Campus Congress will have a primary Advisor. The advisors shall work closely with the FSWSGA, providing guidance and direction in all activities of the organization by: attending and participating in all meetings of the FSWSGA, monitoring academic progress of FSWSGA members, providing leadership training, advising the FSWSGA of College Policies and Procedures (COPs), and ensuring financial accountability of the association.

Part 2. Duties of the Executive Advisor:

- a) Be responsible for all grade checks for the FSWSGA Executive Board.
- b) Participate in FSWSGA meetings and inform and advise students of pertinent information.
- c) Be a non-voting member and serve in an advisory capacity.
- d) Responsible for supervising the elections process for office.
- e) Be the primary budget administrator for the FSWSGA budget.
- f) Maintain constant communication with the FSWSGA Executive Board and the Campus Congress Advisors to evaluate the effective performance of each.

- g) Oversee all Committees with their appropriate chairs.
- h) Have Veto power on bills and resolutions brought to him/her by the Executive Board and/or the Campus Congress.
- i) Report to the senior administrator.

Part 3. Duties of the Campus Congress Advisor:

- a) Be responsible for all grade checks for the Campus Congress.
- b) Participate in FSWSGA meetings and inform and advise students of pertinent information.
- c) Be a non-voting member and serve in an advisory capacity.
- d) Assist with the primary elections.
- e) Maintain constant communication with the Campus Congress to evaluate their effective performance.
- f) Have Veto power on bills and resolutions brought to him/her by the Campus Congress.
- g) Report to the Executive Advisor.

ARTICLE VII. VACANCIES

Section 1. If the office of the FSWSGA President becomes vacant, the order of succession shall begin with the Vice-President followed by Secretary, Treasurer and Historian. However, no Senate Chair may follow the order of succession.

Section 2. If the remaining Executive Board members do not wish or are able to follow the order of succession the following must be done:

- Part 1. Each campus/center may nominate one (1) candidate from their Campus Congress/s.
- Part 2. After the candidate is nominated they must present their platform during the following play-com meeting.
- Part 3. Once all candidates have presented their platform, the FSWSGA Executive Board will vote on who will be elected to serve the vacant position.

Section 3. If any executive board position, other than that of the President, results vacant, the order of succession will follow the precedent set forth by the 2016-2017 executive board in the following manner:

- Part 1. The FSWSGA President shall begin the succession by opening the position up to executive board members first.
 - a) If another member of the executive board decides to run for the position, they will be the President may appoint them by order of a vote at the next executive board meeting.

Part 2: If no other executive board member is appointed to the position within 2 executive board meetings, the President may open the position up to candidates nominated by the Senate Chairs and follow Part 1.a).

Part 3: If no member of the FSWSGA is appointed to the position within a month of the position becoming vacant, or there are no positions in place for order of succession in Part 1 and Part 2, then the following succession will be in order:

- a) The Executive Board will open the position up to any student outside of the FSWSGA via a written or electronic application.
- b) The Student must apply for both a senator position at their Campus Congress and the executive board position and be interviewed by their Senate Chair first and the Executive board second.

ARTICLE VIII. MEETINGS, RULES & QUORUMS

Section 1. Meetings

Regular meetings shall be held by both the Executive Committee and SGA Campus Congress/s. Meetings outside of those regularly scheduled shall be held at the request of three (3) SGA Executive Committee members (for Executive Committee meetings).

Part 1. The Executive Board will meet live once per month on a rotating basis between campuses.

Part 2. There will be one general assembly meeting via video, per month, in which all students may attend.

Part 3. The campus congress/s shall meet bi-weekly each month.

Part 4. Students should follow the travel procedures outlined in the College Operating Procedures (COPs) when attending meetings on other campuses. Each campus may be reimbursed for mileage for up to 2 vehicles.

Section 2. Quorum

- a) A quorum of the Executive Board shall be fifty percent (50%) plus (1) and an advisor role.
- b) A quorum of the Campus Congress shall consist of fifty percent (50%) plus one (1) of all voting members.
- c) A quorum for all forums shall require an FSWSGA advisor role present.

Section 3. Voting

- a) Each Executive Board officer shall have one (1) vote in all official business in which a vote is taken at Executive Committee and the Campus Congress meetings.
- b) Each Senator shall have one (1) vote in all official business in which a vote is taken at the FSWSGA Campus Congress meetings.

c) Methods of voting will be as follows:

1. Voice Vote – a vote taken by noting the relative strength and volume of calls both aye and nay.
2. Hand Vote – a vote taken by counting the raise right hands of eligible voters;
3. Roll Call Vote - a vote in which the names of those voting for and against a motion may be recorded.
4. Ballot Vote- a vote in which a ballot system is used to cast votes over legislative issues. The voters write their intended decisions on sheets of paper provided and turn into a ballot box. The results are to be counted by the SGA Advisors.

ARTICLE IX. OATH OF OFFICE

Section 1. The official Florida SouthWestern State College Oath of Office shall be:

I, (State your name), do hereby solemnly swear that I will faithfully execute the Office of Student Government, (state your position), and will always act in the best interest of Florida SouthWestern State College as a whole and will, to the best of my ability, preserve, protect, enforce, and abide by the Constitution of the Student Government Association of Florida SouthWestern State College.

Section 2. Administration of Oath:

- Part 1. The President, Vice-President, Secretary, Treasurer, Historian, Senate Chair/s and Campus Clerk/s will be sworn in at the end of each spring semester by the existing FSWSGA President.
- Part 2. In the case that one of the positions is vacant, the position will be sworn in after the appointment procedure is completed.
- Part 3. The Senate Chair of FSWSGA shall swear in all Senators.

ARTICLE X. ELECTIONS

Section 1. The Executive Board of FSWSGA shall be elected by the student body as a whole, with the exception of the Chief Justice.

Part 1. General Elections for the FSWSGA Executive Board Elections Process:

- a) Electoral positions include: President, Vice President, Secretary, Treasurer, Historian, and Community Outreach Chair.
- b) Elections shall be held between fifteen (15) and fifty (50) days prior to the first date for final exams during the spring semester.
- c) Early voting will be held online one week prior to the General Elections.

- d) Elections must be held on the same business day at each campus/center.
- e) Elections shall be held by secret ballot and shall be determined by a majority of all votes cast.
- f) In the event of a tie for office, a run-off election will be held within fifteen (15) business days.

Section 2. The Campus Congress Officers shall be elected by the student body from at each campus/center.

Part 1. Primary Elections for the FSWSGA Campus Congress Officers Elections Process:

- a) Electoral positions include: Senate Chair/s and Campus Clerk/s.
- b) Elections shall be held between thirty (30) and sixty (60) days prior to the first date for final exams during the spring semester.
- c) Elections shall be conducted by a secure online tool and shall be promoted by the current Campus Congress.
- d) In the event of a tie for office, a run-off election will be held within ten (10) business days.

Section 3. The Chief Justice Position shall be appointed by the elected FSWSGA President from any of the four College Campuses or Center.

Section 4. Campaign Rules

Part 1. No candidate or supporter of a candidate shall directly or indirectly, give pay, expend money or give anything of value to secure a vote.

Part 2. Any materials intended to be used for campaigning purposes must be approved by the Elections Committee and the Executive Advisor.

- a) Negative campaigning is prohibited. Any personal references about opponents, all types of profanity, defamation, or slander towards the opposing candidates, anything that is against the college's policies, and any inappropriate language or messages are examples of negative campaigning and are strictly forbidden.

Part 3. All candidates must follow all rules and procedures as outlined in the election packets provided.

ARTICLE XI. CONDUCT AND DISMISSAL FROM OFFICE

Section 1. Code of Conduct

Part 1. All members of the FSWSGA are expected to comply with the Student Code of Conduct both on campus and while participating in FSWSGA functions off campus. Members of the FSWSGA are also expected to comply with the recommendations of the FSWSGA Advisor/s regarding conduct and standards of behavior. Failure to meet these standards may result in disciplinary action initiated by the FSWSGA Executive Board and/or the Executive Advisor. The FSWSGA Executive Board may appoint an ad hoc ethics committee to address issues not covered by the Student Code of Conduct. The ethics committee will make recommendations to the Executive

Board and FSWSGA Advisor(s), which will take appropriate action, including dismissal from office, if necessary.

Section 2. Dismissal from Office

- Part 1. Participating in FSWSGA is a learning experience for students, and exists in a collaborative environment and cooperative relationship with the FSWSGA, the Campus Congress and the Advisor(s), and in a manner consistent with FSW's Code of Conduct and Policies & Procedures. However, in extraordinary circumstances, it may be necessary to consider dismissing a member of FSWSGA. Below is the process for dismissal from office.
- Part 2. Any dismissal from office must be approved by the FSWSGA Advisor(s). In the event that an Executive Officer and/or the Campus Congress Officers must be dismissed, the Executive Advisor, the senior administrator and/or his/her designee must approve. If the member in question fails to abide by the Student Code of Conduct and/or there is a situation that occurs that is considered inexcusable, then an immediate letter of dismissal will be sent and the officer will not have the option to resign.
- Part 3. A meeting will be held with the student in question and the FSWSGA Advisor(s) where communication of the concerns will be addressed. Written documentation that states the specific reason for concern will also be presented to the student and will provide a plan and a timeframe for future action. The member in question will be notified that without change in action or behavior the process of dismissal will continue.
- a) If the FSWSGA Executive Advisor and the Campus Advisor determine that the action plan has not been met during the agreed upon timeframe, they must discuss the officer in question's dismissal from office.
 - b) If it is determined that the officer in question is to be dismissed from office, a letter of dismissal will then be sent to this member that explains the outcome and reasons why the decision was reached.
 - c) An appeal of dismissal from office must be submitted in writing within five (5) business days to the appropriate contact, who will determine whether a re-consideration is in order.

ARTICLE XII. PARLIAMENTARY AUTHORITY

Section 1. The rules contained in *Robert's Rules of Order Newly Revised* shall govern the FSWSGA in all cases to which they are applicable and which they are consistent with the Constitution.

ARTICLE XIII. RATIFICATION AND AMENDING PROCEDURES

Section 1. All proposed amendments of the Constitution of this association may be presented by any voting member of the FSWSGA.

Section 2. The Constitution of this association may be amended at any meeting by a two-thirds (2/3) majority vote.

Section 3. The Constitution shall be ratified at any meeting by a two-thirds (2/3) majority vote.

ARTICLE XIV. SCHOLARSHIPS

- Section 1.* All elected and appointed members, excluding Dual Enrollment students, of the Executive Board and the Campus Congress are eligible to receive a performance-based scholarship at the end of the fall and spring semesters.
- Section 2.* Awards will be based on officers fulfilling all of their constitutional duties as stated in the FSWSGA Constitution.
- Section 3.* All elected and appointed members that make up the FSWSGA must participate in the FSW Leadership Academy and achieve a minimum a Bronze Level certification.
- Section 4.* Amounts will be no less than the following per position per semester unless the student is a dual-enrolled student in which case they will be referred to the Student Leaders of Tomorrow Scholarship.

President: Tuition Waiver or \$750.00 for fall and spring semester

Vice-President: \$750.00 for fall and spring semester

Secretary: \$750.00 for fall and spring semester

Treasurer: \$750.00 for fall and spring semester

Historian: \$750.00 for fall and spring semester

Senate Chair/s: \$750.00 for fall and spring semester

Campus Clerk/s: \$500.00 for fall and spring semester

Senators: \$250.00 for fall and spring semester

ARTICLE XV. HAZING

Florida Anti-Hazing Statute 240.326