# TITLE XI: THE EXECUTIVE AGENCY STATUTE

## **Chapter 1100: Executive Agency Statute**

### 1100.1 Purpose: To clearly define and delineate the nature of the Student Government units known as agencies and to distinguish them from other entities within the Executive Branch.

### 1100.2 Scope: This statute shall become, upon its enactment, fully binding on all entities defined herein as Agencies.

### 1100.3 Agency: an Agency is an administrative division of the Executive Branch created to provide support, entertainment, and education for students of the University of North Florida whether it be racial, ethnic, academic, cultural, or philosophical in nature.

### 1100.4 Legal Basis

#### An Agency is a construct of the University of North Florida Student Government and has no authority or prerogative granted to it as a construct of this Student Government unless so expressly granted through the SG President.

#### Agencies are not allowed to sign binding contracts obligating materials or resources that have not been placed into the Agency’s care for that specific purpose prior to the signing of the contract.

## **Chapter 1101: Agency Operations**

### 1101.1 Student Government Agencies are required to be in compliance with the Student Government Constitution and Statutes, the State of Florida Constitution and Statutes, and the United States Constitution at all times while in operation. Non-compliance with these provisions shall call for remedial action. The President shall take whatever action is deemed necessary and proper to correct any non-compliance.

### 1101.2 The supervision and regulation of the Agencies is the responsibility of the President, who may delegate the responsibility to the Vice President.

### 1101.3 The President is responsible for the hiring of Agency Directors.

### 1101.4 Agency Directors are responsible for the hiring and dismissal of the Assistant Director(s).

### 1101.5 Agency Directors and Assistant Directors are responsible for the hiring and dismissal of their staff.

### 1101.6 The President may ultimately dismiss any Executive agency staff at any time, for any reason.

### 1101.7 Pursuant to the Activity and Service (A&S) Fee Guidelines, the Senate shall have allocation and reversionary authority in all-budgetary matters pertaining to Agencies.

### 1101.8 Termination

#### The President shall have the authority to terminate any Agency subject to a two-thirds (2/3) vote of the Senate.

#### Upon termination of an Agency, it will be deleted from the Student Government Statutes, Title XI: The Executive Agency Statute. If an Agency is terminated, its budget will be sent to the Budget and Allocation (B&A) Committee for review.

### 1101.9 Monetary Allocations

#### Agencies will be budgeted by line item during the annual fiscal budgeting process.

#### Agencies must notify the B&A Committee of the Senate in writing to request additional funds at any point during the fiscal year.

#### Each year Agency Budgets shall be zero-based and reviewed by the B&A Committee who shall report their findings and make appropriate recommendations to the Senate.

#### All Agencies must submit a monthly operating report to the Senate highlighting services rendered to the Student Body. This report is to be submitted by the Agency at the first Senate meeting of each month.

#### The B&A Chair may request an expense report from the Agencies at any time.

### 1101.10 The Agencies

The following is a list of all Student Government Agencies and corresponding chapter numbers that appear in Title XI:

#### Chapter 1102 – Osprey Involvement Center

#### Chapter 1103 – Lend-A-Wing Pantry

#### Chapter 1104 – Osprey Student Conduct Advisors

### 1101.11 Forming an Executive Agency

#### The forming of an Executive Agency, as follows, is a process that can occur only with the express approval of the President by an Executive Order.

#### An Agency proposal must consist of both a budgetary and constitutional component:

##### The budgetary component must outline estimated costs for one fiscal year and can be composed with the assistance of the Business Manager, Treasurer, and B&A Committee Chair. The B&A Committee shall review and vote on the proposed budget but refrain from appropriating funds until the formation process has been completed.

##### The Rules and Oversight (R&O) Committee will review and vote on the constitutional component, which shall include the entire proposal of inclusion to Title XI, Purpose, Creation, and both the Director’s and Assistant Director’s responsibilities.

#### The Agency proposal shall be submitted to the Senate President and added to the agenda under Legislation considered for first read during the next regularly scheduled Senate meeting.

#### The proposal’s budgetary and constitutional components are to be forwarded to the B&A Committee and the R&O Committee, respectively, at this Senate meeting.

#### If both components of the agency proposal are passed by the respective committees, the revised proposal shall be added to the agenda under Legislation considered for second read during the next regularly scheduled Senate meeting.

#### The proposal must be passed by the Senate before the budget hearings process begins for the upcoming fiscal year.

### 1101.12 The Agency proposal requires a two-thirds (2/3) vote of the Senate to pass.

### 1101.13 If passed, the agency proposal must be signed by the President.

#### The Agency proposal, once properly passed through the legislative process, will officially create an Executive Agency of Student Government, once budget hearings have concluded, and the new fiscal year has begun.

#### Once formed, the Agency shall be placed on probationary status for two years.

##### During the probationary period, the Agency must follow all statutory rules and send a monthly report to the B&A Chair, on budgetary matters, and give a report during Senate meetings.

##### Three successful noncompliance strikes against the newly formed Agency shall result in its termination in accordance with Chapter 1100 Section 1101.8: Termination.

### 1101.14 Managing Agency Documents

#### Management of Agency Policies and Procedures including RSO Handbooks receive authority directly from the President.

##### A document that has not been signed off by the President is invalid and lacks the authority to change agency policy or to be used for agency administration.

##### Agency Directors, the Vice President, and the Agency Advisor(s) are to work closely on refining Agency Policies and Procedures and RSO Handbooks to present to the President for approval.

#### Agency Directors are responsible for managing the documents of their respective agency:

##### Agency Directors are to maintain a record of the history of past documents and any changes to those documents. All documents must be saved to the O-Drive.

##### Agency Directors are responsible for creating and editing Agency documents that may be used to empower, hold accountable, or collect personal information from any individual.

##### Upon creation or change, the Policies and Procedures and RSO Handbooks are subject to review by the Vice President and Agency Advisor(s) before being forwarded to the President.

##### Agency Directors are responsible for publishing, managing, and ensuring their Agency logo(s) are made public on their respective platforms and the Student Government Website.

##### Any changes to be adopted to an Agency logo must be approved by the President, or designee.

## **Chapter 1102: Osprey Involvement Center**

### 1102.1 Creation and Purpose

#### Creation; This Statute shall create an Agency of Student Government known as the Osprey Involvement Center (OIC).

#### Purpose: The Osprey Involvement Center shall be responsible for providing support for the functions and activities of Registered Student Organizations (RSOs) and student involvement. Such support will include: financial and material resources, educational/developmental activities, coordination of mutual recruitment, coaching, and entertainment activities, and the holding of regular meetings at which RSOs may conduct common business.

### 1102.2 Internal Organization and Structure

#### OIC shall maintain an up to date Policies and Procedures manual and RSO Handbook subject to approval by the President.

### 1102.3 Powers and Duties of the Osprey Involvement Center Director

#### The OIC Director shall be responsible and accountable for all actions of the Agency and its personnel. The OIC Director is a paid position working to provide support services to Agency Assistant Directors and to fulfil Agency Operations. Additional duties include:

##### Maintaining the Osprey Involvement Center office.

##### Conducting monthly meetings unless otherwise deemed unnecessary with the President’s approval.

##### Appointing and overseeing the chair positions of any standing committees within the agency.

##### Keeping records of all financial transactions of OIC.

##### Meeting bi-weekly with the Treasurer to discuss any RSO fiscal matters.

##### Reporting all RSOs suspensions to the Business and Accounting Office.

##### Reviewing B&A Committee agendas to monitor any RSO requests.

#### In the event that the OIC Director position becomes vacant, at the President’s discretion, either the Osprey Involvement Center Staff designee or Club Assistant Director should assume their duties on an interim basis until the President appoints a new Director.

### 1102.4 Powers and Duties of the Osprey Involvement Center Staff designee

#### A. The OIC Staff designee is a paid position working to provide involvement counseling and workshops to students. Additional duties include:

##### 1. Aiding the OIC Director in any task they may need assistance with.

##### 2. Providing involvement counseling to students in the absence of counselors.

#### B. In the event that the OIC Staff designee position becomes vacant, the OIC Director shall hire a replacement.

### 1102.5 Powers and Duties of the Club Assistant Director

#### The Club Assistant Director is a paid position working to provide support services to student clubs. Additional duties include:

##### Aiding the Director in any task they may need assistance with.

##### Maintaining the Osprey Involvement Center.

##### Conducting monthly meetings in the absence of the OIC Director unless deemed unnecessary with the President’s approval.

#### In the event that the Club Assistant Director position becomes vacant, the OIC Director shall hire a replacement.

### 1102.6 Standing Committees

#### The Osprey Involvement Center shall have the right to establish standing committees as its leadership deems necessary.

### 1102.7 Club Funding Eligibility

#### RSOs may request Student Government funds under the provisions of this chapter and in accordance with Title VIII provided they meet all requirements, regulations, and/or qualifications imposed by the RSO Handbook.

* 1. Club Funding Process

#### All funding eligible RSOs may request Student Government funding under the provision of a special appropriations committee known as the Club Funding Board and may receive such allocations in the form of grants. Funding eligible RSOs can also apply for Travel and Special Requests through the B&A Committee.

The Club Funding Board

1. The Club Assistant Director shall establish the Club Funding Board by August 1st, which shall consist of six (6) members; including the Club Assistant Director, Osprey Involvement Center Director, Osprey Involvement Center Staff designee appointed by the OIC Director, Budget & Allocations Chair, Student Body Treasurer, and one (1) student appointed by the President.
2. The Club Assistant Director shall serve as the Chair of the Board and shall only vote in the event of a tie.

Process

1. The Club Funding Board shall meet bi-weekly or more frequently as deemed necessary by the Chair.
2. Any request approved by the Club Funding Board is subject to the final signature of the President. All actions should be acted upon within five (5) business days or shall become effective absent Executive action.
3. Any decisions regarding requests allocated by the Club Funding Board that are denied by the President may within three (3) business days of the RSO being notified, may be appealed to the Club Funding Board. The Board may override the President’s decision by a two-thirds vote.

Appeals

1. RSOs are able to make an appeal to the Budget and Allocations committee if the RSO believes that the decision of the Club Funding Board and/or President or designee was unfit.
2. The RSO’s appeal will be brought to the next Budget and Allocations committee meeting.
3. The President or designee shall wait on signing the request until a conclusion has been made by the Budget and Allocations Committee.

Grants

1. Any funding eligible RSO may request grants from the Club Funding Board.
2. Grants must be specific to an operation or event and cannot exceed $1,000 per semester.
3. Grant Request Index cannot fund over $750 on food, per semester.
4. The advisor of an RSO must sign all funding requests.
5. Any request for travel funding, or an amount larger than $1,000 will not be heard by the Club Funding Board. The request will be referred to the B&A Committee and entered into the regular legislative process.

## **Chapter 1103: Lend-A-Wing Pantry**

### Creation and Purpose

#### Creation: This Statute shall create an Agency of Student Government known as Lend-A-Wing Pantry.

#### Purpose: Lend-A-Wing Pantry shall be dedicated to serving the basic needs of the students at the University of North Florida. Items may include food and hygienic supplies, provided anonymously and at no cost to the student, through donations. Lend-A-Wing Pantry shall foster continued academic success and increase retention for students in need.

### 1103.2 Internal Organization and Structure

#### Lend-A-Wing Pantry shall by staffed by UNF students for UNF students.

#### Interested students shall be able to apply to volunteer at any time during the academic year; the rest of the agency shall be composed of qualified A&S fee-paying students, appointed and approved by the Lend-A-Wing Director.

#### Lend-A-Wing Pantry will maintain an up to date Policy and Procedure manual, subject to approval by the President.

### 1103.3 Powers and Duties of the Lend-A-Wing Director

#### The Lend-A-Wing Director is a paid position that is responsible for maintaining Lend-A-Wing Pantry and is tasked with ensuring there is a safe place for students in need.

#### The Lend-A-Wing Director is responsible for all operations of the Agency, which may include, but are not limited to, maintaining the Agency website, conducting meetings when deemed appropriate, and keeping records of all financial transactions the Agency is responsible for.

### 1103.4 Powers and Duties of the Lend-A-Wing Assistant Director

#### The Lend-A-Wing Assistant Director is a paid position that assists the Lend-A-Wing Director in their duties.

#### Additional duties may include aiding the Lend-A-Wing Director with coordinating volunteers, maintaining the storefront, and stocking the Pantry.

### 1103.5 Standing Committees

#### Lend-A-Wing Pantry shall have the right to establish standing committees as the leadership deems necessary.

### 1103.6 The Foundation Account

#### The Foundation Account may only be used to purchase food, hygienic items, or any other goods and services that supports the purpose of Lend-a-Wing Pantry.

#### The Foundation account must maintain at least $5,000 at all times

**Chapter 1104: Osprey Student Conduct Advisors**

1104.1 Creation and Purpose

1. Creation: This Statute shall create an Agency of Student Government known as Osprey Student Conduct Advisors (OSCA).
2. Purpose: As an Executive Agency of the University of North Florida Student Government, the Student OSCA shall enhance the overall student conduct process to provide students with the information they are afforded as members of the UNF community, to promote knowledge, and provide awareness of ethical conduct standards and student conduct process, overall improving the student conduct relationship and facilitating an environment that develops trust between the advisors and students.

1104.2 Internal Organization and Structure

1. UNF students shall staff OSCA for UNF students.
2. The Agency shall be composed of qualified A&S fee-paying students, appointed and approved by the President or designee or OSCA Director.
3. OSCA will maintain an up-to-date Policy and Procedure Manual, subject to approval by the President.

1104.3 Powers and Duties of the OSCA

1. The OSCA Director shall be responsible and accountable for all actions of the Agency and its personnel. The OSCA Director is a paid position working to provide support services to Agency Assistant Directors and to fulfil Agency Operations. Additional duties include enhancing the student conduct process and relationships within the UNF community. The main responsibilities include providing students with information about their rights and responsibilities, offering guidance on the conduct process, promoting ethical standards, and fostering positive relationships with students, faculty, and staff. The ideal candidate should have strong interpersonal skills, knowledge of ethical standards, familiarity with UNF policies, and the ability to maintain confidentiality.
2. The OSCA Director is responsible for all operations of the Agency, which may include but are not limited to maintaining, conducting meetings when deemed appropriate, providing educational support to students and OSCA staff, and keeping records of all financial transactions the Agency is responsible for.

1104.4 Powers and Duties of the OSCA Assistant Director

1. The OSCA Assistant Director is a paid position that assists the OSCA Director in their duties.
2. Additional duties may include aiding the OSCA Director with coordinating students going through conduct, maintaining the Agency, and meeting with different university members.

1104.5 Standing Committees

1. OSCA shall have the right to establish standing committees as the leadership deems necessary.

1104.6 Student Appeal Process

1. A&S fee-paying UNF student is charged with a Violation of the Code of Conduct. The Student is then eligible to contact the OSCA.
2. When OSCA process takes place, students must sign and complete form.
3. After the forms are all filled out, the charged Student and OSCA will have an informal meeting to learn more about the student conduct process, their due process rights, the allegations and charges, and any information supporting those charges.
4. If they choose, the charged Student can take OSCA to the official hearing.

## HISTORY:

SB-02SB-1563A (Summer 2002)

SB-02SB-1568 (September 19, 2002)

SB-03S-1662 (April 4, 2003)

SB-04F-1828 (November 29, 2004)

SB-04F-1826 (December 17, 2004)

SB-04F-1844 (December 17, 2004)

SB-05S-1874A (March 15, 2005)

SB-06SA-2034 (July 18, 2006)

SB-07S-2116(April 11, 2007)

SB-09S-2327 (March 28, 2009)

SB-08SA-2236 (July 8, 2009)

SB-10SA-2426 (July 8, 2010)

SB-10F-2474 (January 31, 2011)

SB-11S-2513 (March 7, 2011)

SB-11S-2515 (March 7, 2011)

SB-11S-2512 (March 21, 2011)

SB-11SA-2527 (July 11, 2011)

SB-11F-2549 (October 10, 2011)

SB-12SA-2605 (June 11, 2012)

SB-13SA-2693 (July 15, 2013)

SB-14S-2746 (February 11, 2014)

OB-14F-2818 (November 24, 2014)

SB-15S-2836 (February 9, 2014)

SB-15F-2890 (August 24, 2015)

SB-16S-2917 (January 25, 2016)

OB-16S-2945 (March 7, 2016)

SB-16S-2958 (April 11th, 2016)

SB-16S-2959 (April 11th, 2016)

SB-16SB-3019 (July 20th, 2016)

SB-17S-3098 (March 7th, 2017)

SB-17S-3119 (March 31st, 2017)

SB-17F-3243 (October 27th, 2017)

OB-18SA-3301 (June 26th.2018)

SB-19F-3439-A (November, 18th, 2019)

OB-20S-3496 (March 13th, 2020)

SB-20F-3528 (October 30, 2020)

SB-20S-3534 (November 20, 2020)

SB-21SA-3563 (June 11, 2021)

SB-21S-3551 (July 1, 2021)

SB-21F-3587 (November 19, 2021)

JD-22S-001 (February 16, 2022)

OB-22S-3614 (April 1, 2022)  
SB-23SB-3692 (August 2, 2023)

OB-24S-3717 (January 30th, 2024)