

Policies & Procedures



An Executive Agency of UNF Student Government

Updated 11/26/18

Contents

Article 1: Creation and Purpose.....	1
1.01: Creation	1
1.02: Purpose.....	1
Article 2: Agency Advisory Board	2
Article 3: Staff	2
3.01: Chain of Command	2
3.02: Director.....	2
Duties:.....	2
3.03: Assistant Director	3
Duties:.....	3
3.04: Student Coordinators	3
Duties:.....	4
Article 4: Office Procedures.....	4
Article 5: Club Commons	4
Article 6: Club Funding Board	5
6.01: Protocol	5
Article 7: Sexual Harrassment.....	4
7.01: Definitions	4
7.02: Reporting Discrimination/Harrassment	5
7.03: Sexual Harrassment Victims.....	5-6
7.04: SG Procedure for Processing Harrassment/Discrimination.....	6
Article 8: Dress Code	

Article 1: Creation and Purpose

1.01: Creation

Club Alliance is established as an Executive Agency of Student Government, as provided under Chapter 1102 of the System of Statutes. As an Agency of the Executive Branch, Club Alliance Operates under the direction of the Student Government Constitution, System of Statutes, all applicable Executive Policies and Procedures, and within its own Policies and Procedures established by the Student Government President. Furthermore, Club Alliance shall seek to uphold all applicable University Policies and Procedures and educate its membership to do the same.

1.02: Purpose

Club Alliance is an executive agency of UNF's student government. It seeks to improve the character of UNF and its students by organizing, managing, and promoting Registered Student Organizations. UNF has over 200 Registered Student Organizations! Many receive benefits and funding through Club Alliance.

Article 2: Agency Advisory Board

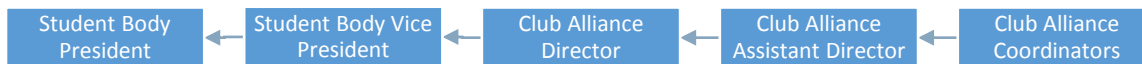
The Advisory Board must meet at least once per semester, and either the Student Body Vice President or the Club Alliance Advisor may call the meeting. The meetings must be publicized, a quorum must be presented to conduct business, and minutes must be taken and sent to the Student Body President. A file containing past minutes must be maintained.

Article 3: Staff

All staff must adhere to the RSO Handbook, The SG Constitutions and Statues, any policies and procedures set forth by the Executive Branch, and the laws of the United States of America.

3.01: Chain of Command

The Director shall establish and publish a chain of command each year.



3.02: Director

The Director must be an A&S fee paying student enrolled in at least one credit hour and must maintain a 2.5 GPA or higher during the fall and spring semesters.

Any student interested in the Director position must apply through the application process provided by the Student Government President. The student will then be interviewed by the Club Alliance Advisory Board as outlined in Section 1100.4 in the Student Government Constitution. A recommendation will be forwarded to the President. If the President accepts the recommendations, they will forward the appointee to the Senate for confirmation by majority vote.

The Director may act within the provisions stated in Title 11, to achieve maximum execution of the statutory responsibilities of the Agency.

Duties:

- Provide excellent customer service.
- Establish a chain of command.
- Maintain a positive relationship with the RSO's and Student Government.
- Represent Club Alliance in all interviews, and with all Public Relations Outlets.
- Meet with Club Alliance Staff at least once a week.
- Meet with Club Accountant at least once a week.
- Meet with Student Body Treasurer at least once monthly.
 - Maintain an office.
- Appoint and oversee Coordinators.
- Be the official contact for all reservations and contracts.
 - After every registration period (Fall/Spring) the Assistant Director is responsible to check all RSO reservations that are made with the Student Union Administration. These reservations will be confirmed to ensure the club is in Good Standing with Club Alliance. Those who are not in Good Standing will be notified of their standing. Failure to be in Good Standing by the requested reservation date will result in payment of the reserved space per the Student Union Policies.

- Oversee the Club Alliance budgets (402040 & 402041).
- Finalize Purchase Requests and forward them to the Club Accountant.
 - Maintain a positive balance in all accounts.
- Conduct regular meetings with the Registered Student Organizations.
- Oversee all forms and documents that pertain to RSOs.
- Chair the Club Funding Board.
- Exercise voting privileges within a CFB meeting in the event of a tie vote.
- Act as an ex-officio member at Senate meetings and provide an Agency Report at least once a month.
- Represent RSO's that have fiscal requests.

3.03: Assistant Director

The Assistant Director must be an A&S fee paying student enrolled in at least one credit hour and must maintain a 2.5 GPA or higher during the fall and spring semesters.

Any student interested in the Assistant Director position must apply through the application process provided by the Student Government President. The student will then be interviewed by the Club Alliance Advisory Board as outlined in Section 1100.4 in the Student Government Constitution. A recommendation will be forwarded to the President.

Duties: NEEDs to be fixed assistant director does not have all the same duties as the director

- Provide excellent customer service.
- Oversee the Coordinators and their responsibilities.
- Ensure that the Club Commons is well maintained.
- Be the official contact for all reservations and contracts.
 - After every registration period (Fall/Spring) the Assistant Director is responsible to check all RSO reservations that are made with the Student Union Administration. These reservations will be confirmed to ensure the club is in Good Standing with Club Alliance. Those who are not in Good Standing will be notified of their standing. Failure to be in Good Standing by the requested reservation date will result in payment of the reserved space per the Student Union Policies.
- Keep records of all RSOs and their contact information.
- Assume the duties of the Director in the event of their vacancy.
- Take part in the Search Committee charged with locating a replacement for vacancy.
- Until the Advisory Board meets and makes a recommendation to the President on a new director, and the candidate is confirmed by Senate.
- Maintain a Social Media Presence for the Agency.
- Serve as Vice-Chair of the Club Funding Board.
- Prepare all paperwork for the Club Funding Board.

3.04: Student Coordinators

All Coordinators must be A&S fee paying student enrolled in at least one credit hour and must maintain a 2.5 GPA or higher during the fall and spring semesters.

Any student interested in the Coordinator positions must apply through the application process provided by Club Alliance. The student will then be interviewed by the Club Alliance leadership. Applicants will be notified via email when the coordinator positions have been filled.

Duties:

- Oversee the RSO List.
- Oversee the Materials Log.
- Attend all Club Alliance events, meetings and workshops.
- Maintain a clean and organized office.
- Maintain an office presence.
- Assist Club Alliance Leadership in daily tasks.
- Assist Club Alliance Leadership in planning and running events.
- Create a stimulating environment through Social Media.
- Represent Club Alliance at Market Days, and other tabling events.
- Assist in the enforcement of the RSO Handbook.
- Make recommendations to Club Alliance, and the Advisory Board, on changes to Club Alliance Policies, Procedures, Forms, and Documents.
- Provide excellent customer services.

Article 4: Office Procedures

Club Alliance staff must represent Club Alliance and Student Government in a professional manner. Staff must wear name tag during office hours and adhere to the dress code set by the Student Government President. Office materials and equipment must only be used for work related purposes. Club Alliance staff should inform the Director of their office hours. Office hours must be posted in the Club Commons and on staff calendars. The front desk must always be staffed by coordinators during the hours of 8:00 am – 5:00pm.

Article 5: Club Commons

The Club Commons are opened in the morning by a Student Assistant and locked at night by the Student Union Staff.

- Hours will be posted on the Club Alliance Website, and at the entrance to the Commons
- RSOs must be in good standing to reserve the Club Commons.
- The Club Commons reservation form will be posted on the Club Alliance website.

The space must maintain professional integrity.

- All posted signage must be approved by the Club Alliance Director.
- Computers and desks in the Club Commons are to be used by Club Alliance Staff only.
- Club Alliance Staff may request that noise level be toned down.
- All furniture and goods must be returned to their place after use.
- Food is not permitted in the Club Commons
- Alcohol and Drug use is prohibited at all times within the Club Commons, per University Policy.
- Any and all problems should be reported to Club Alliance staff immediately.
- Any groups or individuals may be asked to leave the Club Commons at any time.

If a violation of these Policies and Procedures occur, Club Alliance may deny that group or individual from using the space for the remainder of the Fiscal Year.

Article 6: Club Funding Board

The Club Funding Board is defined in Chapter 1102 of the Student Government Constitution and Statutes. Rules and Regulations that relate to Funding can be found in title VIII of the Student Government Constitution and Statutes.

6.01: Protocol

During the fall and spring semesters, the board will meet bi-weekly, or more frequently if deemed necessary by the chair.

During the summer semesters, and only if possible, the board should meet when necessary.

The board shall only hear a request if its presenter is able to answer questions in real-time, and after quorum has been established.

Meetings will be open, and minutes will available upon request.

Meeting times will be published at least two business days in advance.

The chair will only vote in the event of a tie.

Article 7: Sexual Harassment

7.01: Definitions

Bullying – A pattern of behavior when a person repeatedly uses power in an intentional manner, including verbal, physical, or written conduct or intentional electronic communication against another individual.

Discrimination – Discrimination is treating, or proposing to treat, someone unfavorably because of a personal characteristic protected by law or university policy, such as but not limited to, age, disability, gender, race, and religion.

Harassment – Includes actual or perceived negative actions that offend, ridicule, or demean another individual's attributes which can include, but is not limited to; race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, physical or mental ability, or disability.

Intimidation – Subjecting an individual to an intentional action that seriously threatens or induces a sense of fear and/or inferiority.

Sexual Harassment – Unwelcome sexual advances or conduct of a sexual nature which unreasonably interferes with the performance of a person's job or creates an intimidating, hostile, or offensive work environment.

Responsible Employee- means an individual who is required as part of their job duties to promptly report allegations of sexual misconduct as defined in this regulation by or against any student, employee, contractor or visitor to the University's Title IX Administrator or any divisional Title IX Coordinator. If an individual alleges they have been subjected to sexual misconduct of a criminal nature, if the individual consents, a Responsible Employee should also contact the University Police Department.

7.02: Reporting Discrimination

Any person under the purview of Student Government who feels like they are being harassed, discriminated against, or the victim of a hostile work is encouraged to do any of the following:

- Contact a responsible employee
- Fill out a Harassment/Discrimination Incident Report (which is located outside the office of the Student Government Director or online) with any responsible employee.
- For anonymous help, victims can call the following numbers:
 - UNF Victim Advocacy Center: (904) 620-1010
 - UNF Counseling center: (904) 620-2602
 - UNF Ethics Hotline: (844) 401-0004

Any person who witnesses harassment or discrimination behavior occurring is encouraged to fill out a Harassment/Discrimination Incident Report or contact a responsible employee.

Any student employed by Student Government, as a responsible employee, is required to report any cases of sexual harassment or Title IX violation they have witnessed or have been made aware of.

Harassment/Discrimination incident reporting

1. Objective

The University of North Florida Student Government is committed to the safety of its members. This policy aims to inform all members of Student Government of the procedures to address complaints of harassment or discrimination and of available resources. More information can be found in the University's Policy and Regulations 1.0040R Non-Discrimination, Equal Opportunity and Diversity Regulation; 1.0050R Sexual Misconduct Regulation; and 1.0060P Non-Discrimination, Equal Opportunity and Diversity Complaint and Investigation Procedure. https://www.unf.edu/president/policies_regulations/

2. For definitions please refer to the policies listed above.

3. Reporting discrimination/harassment

- Any member of Student Government who feels like they are being harassed, discriminated against, intimidated, or bullied is encouraged to do any of the following:
 - i. Contact a supervisor, responsible employee, or title IX administrator or coordinator
 - ii. Fill out a Harassment/Discrimination Incident Report (which is located outside the office of the Student Government or online on the student government website)
 - 1. The Harassment/Discrimination Incident Report form may be filled out anonymously, although all reports will be filed accordingly. Anonymous reports may not be actionable Any person who receives a report about, or witnesses, harassment or discrimination behavior occurring is encouraged to address it if possible and to report it.
- Any professional staff member, as a responsible employee, is required to report any cases of sexual harassment or other title IX violation they have been witness to or have been informed of.
- Additional resources
 - i. On Campus
 - ii. *UPD: Bldg. 41 (904)620-2800
 - iii. Title IX Administrator/ Divisional Coordinators
 - 1. Title IX Administrator, Bldg. Suite 1201 (904) 620-2507
 - 2. Student Affairs Title IX Coordinator, Bldg., 57 West, Suite 2700, (904) 620-1491
 - 3. Athletics Title IX Coordinator, Bldg. 34, Suite 1031, (904) 620-2819
 - 4. Academic Affairs Title IX Coordinator, Bldg., 1, Suite 2518 (904) 620-5279
 - 5. Administration and Finance Title IX Coordinator, Bldg. 6. Suite 1314 (904) 620-2870
 - 6. (TBD) University Development and Alumni Affairs
 - iv. For anonymous help:
 - 1. *UNF Victim Advocacy Program: (904) 620-1010
 - 2. *UNF Counseling Center: (904) 620-2602
 - 3. *UNF Ethics Hotline: (844) 401-0004

- v. * indicated 24-hour recourses
4. The Student Government procedure for processing reports is as follows:
- The University of North Florida Student Government Director will review and take appropriate action for every complaint received.
 - The Director will consult with the UNF Title IX Administrator and Student Conduct as appropriate.
 - i. In cases that constitute a violation of the universities policies or of the student code of conduct, such as sexual harassment, either the Title IX Office or Student Conduct will investigate.
 - ii. The results of this investigation will be communicated to the Student Government Director and may result in internal consequences.
 - Based on the severity or repeated nature of the incident(s), members of the student government may be subject to corrective actions including but not limited to the following:
 - i. A formal written warning
 - ii. A mandatory training on harassment/discrimination that must be completed within 30 days.
 - iii. Removal from their Student Government Office or position
5. Retaliation, or otherwise taking adverse employment or educational action, against a member of the University community because they, in good faith, reported sexual misconduct or participated in an investigation or review regarding a complaint, is strictly prohibited. Those found to have violated this prohibition against retaliation will be subject to disciplinary action, including possible suspension or expulsion for students and termination for employees.

7.03: Student Government Procedure for Processing Harassment/Discrimination

The University of North Florida Student Government will review and take appropriate action for every complaint received. The following processing guidelines are flexible and may be adapted on a case by case basis.

All incident reports will be forwarded to the UNF Title IX Office and they will conduct their own investigation of the incident.

Additionally, all reports will be reviewed by the Student Government Director. Furthermore, all reports will lead to separate interviews with the reporting individual, the accused individual, and the victim. The Director will then determine if Student Government policy was violated. Based on the severity or repeated nature of the incident(s), will implement one of the following corrective actions:

- A formal written warning
- A mandatory training on harassment/discrimination that must be completed within 30 days.
- Removal from their Student Government Office or position, effective immediately

Retaliation, or otherwise taking adverse employment or educational action, against a member of the University community because they, in good faith, reported sexual misconduct or participated in an investigation or review regarding a complaint, is strictly prohibited. Those found to have violated this prohibition against retaliation will be subject to disciplinary action, including possible suspension or expulsion for students and termination for employees.

For more information, please refer to The University of North Florida Policies and Regulation: 1.0040R Non-Discrimination, Equal Opportunity and Diversity Regulation; 1.0050R Sexual Misconduct Regulation; and

Article 8: Dress Code

The Dress code for Executive Agencies is defined by the respective Agencies Policies and Procedures.

- Executive Agency Directors and Assistant Directors shall be responsible for enforcing the Dress Code in their respective Agencies.
- The Dress code created by the Executive Agency Director must still abide by the standard set by the executive dress code.