

# TITLE XIII: STUDENT GOVERNMENT

## AGENCIES AND DEPARTMENTS

### **Chapter 1300 Agency and Department Authority**

1301.1 All authority for operation of Agencies and Departments shall be granted to the Student Director and Administrative Director, respectively.

### **Chapter 1301 Agency and Department Strategic Planning Board (ADSPB)**

1301.1 The purpose of the Agency and Department Strategic Planning Board (ADSPB) board shall be to foster collaboration among Student Government Affiliated Agencies and Departments, and review, evaluate, and structure their short and long-term policies, procedures, regulations, and programming.

1301.2 Board Membership and Selection:

The Agency and Department Strategic Planning Board shall consist of debating and voting members as follows:

- A. The Administrative Director of each Department, as defined in chapter 1306.1.
- B. The Student Director of each Student Government Affiliated Agencies, as defined in chapter 1306.2.
- C. The Student Body Vice President, who will serve as chair.
- D. One (1) Senator-at-large position appointed by the Speaker of the Senate;
- E. One (1) Student-at-large position appointed by the Student Body President.

1301.3 The Agency and Department Strategic Planning Board Advisor:

- A. The Agency and Department Strategic Planning Board shall have an Advisor, appointed by the Senior Student Affairs Officer, who shall serve on the board as a non-voting member.
- B. The ADSPB Advisor shall be a member of the board who shall maintain annual records for each Agency and Department Strategic Planning Board session.
- C. The ADSPB Advisor shall prepare the One Year Plan Report of the Committee and shall guide the Board in its pursuit to accomplish its agenda.

1301.4 All Student members of the Board must meet eligibility requirements as stated in Title X.

1301.5 All appointments to the Agency and Department Strategic Planning Board shall be made prior to the first meeting of the Agency and Department Strategic Planning Board.

1301.6 The Agency and Department Strategic Planning Board shall meet at least once per month during the academic year.



- 1301.7 In the event a board member cannot attend a board meeting, the person shall appoint, in writing to the Chair, a designee to the Board.
- 1301.8 The Student Body Vice President shall serve as the Chair of the Committee and shall be responsible for calling the first Agency and Department Strategic Planning Board meeting by the fourth week of June of each academic year.
- 1301.9 The Chair of the Agency and Department Strategic Planning Board may request additional ex-officio members to attend the board meetings as needed.
- 1301.10 The Vice Chair of the board shall be nominated and elected by the voting members of the board during the first meeting.
- A. The Vice Chair shall be responsible for preparing minutes of each meeting and maintaining a copy of all board meeting minutes and board meeting postings.
  - B. The Vice Chair shall become Acting Chair in any circumstance for which the Chair is unable to fulfill the responsibilities of the Chair.
  - C. The Vice Chair shall be an actively enrolled A&SF fees paying Agency Director.
- 1301.11 The new Agency and Department Strategic Planning Board session shall begin with the swearing in of the new Student Body President.
- 1301.12 The Agency and Department Strategic Planning Board shall adopt internal rules for issues concerning the committee. The committee may amend its internal rules with a majority vote.

## **Chapter 1302 Communication and Strategic Planning**

- 1302.1 The Agency and Department Strategic Planning Board shall meet to give a report of the activities of their respective Agencies or Departments.
- A. The Student Director of each Student Government Affiliated Agency, and the Administrative Director of each Department shall provide information in the form of a report to the Chair of the Agency and Department Strategic Planning Board.
  - B. The report may include an update on current and upcoming projects, a financial statement, committee reports, and any other information that the Agency and Department Strategic Planning Board deems necessary.
- 1302.2 The Agency and Department Strategic Planning Board shall be responsible for developing the One Year Plan Report:
- A. The One Year Plan Report shall be published by the fourth (4<sup>th</sup>) week of August to provide for the overall direction of Agencies and Departments.
  - B. Each Department and Agency shall submit an individual plan outlining goals for the upcoming year fitting the One Year Plan Report.



**Chapter 1303 Monetary Allocations**

- 1303.1 Should an Agency or Department require additional funding during the fiscal year, the Agency or Department shall notify, in writing, the Chair of the Agency and Department Strategic Planning Board and the Student Government Comptroller.
- A. Before requesting funds from Senate, the Agency or Department shall receive approval, by majority vote, from ADSPB and give written notice to the SG Comptroller of the request.
  - B. Student organizations that are members of Student Government Affiliated Agencies or Departments shall not receive nor be eligible to receive A&SF funding outside of their respective Agency or Department.
- 1303.2 Each year the Agency and Department Strategic Planning Board shall discuss and coordinate resources prior to the submission of budget packets to the A&SF Budget Committee.

**Chapter 1304 Application and Approval Process**

- 1304.1 Any group interested in receiving Agency status must submit an application to the Chair of the Agency and Department Strategic Planning Board.
- A. The application shall consist of:
    1. The pending Agency's name;
    2. A mission statement;
    3. A constitution, by-laws, and/or Agency policies; and
    4. A first year budget breakdown;
  - B. The application shall be approved, via signature, by the Attorney General who shall verify that all parts of the application fall into compliance with the Constitution of the Student Body of the University of Central Florida, Student Body Statutes, and the Golden Rule.
- 1304.2 The Agency and Department Strategic Planning Board shall review the application and make a recommendation to the Student Body Senate about whether to add the group as a Student Government Affiliated Agency.
- 1304.3 After the recommendation of the Agency and Department Strategic Planning Board is made to the Student Body Senate, a Student Senator shall draft a Special Act enacting the addition of the reviewed group as a Student Government Affiliated Agency.
- A. The Special Act must pass by a two-thirds (2/3) vote of the Student Senate.
  - B. The Special Act shall have the Student Body President and the Senior Student Affairs Officer as authorizing signatures for the Special Act.
  - C. Once a Special Act is signed, a representative of the newly established Agency must meet with the Comptroller to add the Agency in the Activity and Service Fee Budget for the following fiscal year.

- 1304.4 Any group interested in receiving Department status must submit an application to the Chair of the Agency and Department Strategic Planning Board.
- A. The application shall consist of:
    - 1. The pending Department's name;
    - 2. A statement of purpose describing how the Department will fit into the current Agency and Department Strategic Planning Board One Year Plan Report;
    - 3. A mission statement;
    - 4. A constitution, by-laws, and/or Department policies; and
    - 5. A first year budget breakdown;
  - B. The application shall be approved, via signature, by the Attorney General who shall verify that all parts of the application fall into compliance with the Constitution of the Student Body of the University of Central Florida, Student Body Statutes, and the Golden Rule.
- 1304.5 The Agency and Department Strategic Planning Board shall review the application and make a recommendation to the Student Body Senate about whether to add the group as a Student Government Affiliated Department.
- 1304.6 After the recommendation of the Agency and Department Strategic Planning Board is made to the Student Body Senate, a Student Senator shall draft a Special Act enacting the addition of the reviewed group as a Student Government Affiliated Department.
- A. The Special Act must pass by a two-thirds (2/3) vote of the Student Senate.
  - B. The Special Act shall have the Student Body President and the Senior Student Affairs Officer as authorizing signatures for the Special Act.
  - C. Once a Special Act is signed, a representative of the newly established Department must meet with the Comptroller to add the Department in the Activity and Service Fee Budget for the following fiscal year.

### **Chapter 1305 Compliance and Termination of Affiliation**

- 1305.1 A Student Government Affiliated Agency or Department shall be required to be in compliance with the Student Body Statutes, Constitution of the Student Body of the University of Central Florida, and the Golden Rule.
- A. Non-compliance with these provisions shall call for appropriate action as specified by Title IX.
  - B. The Student Body President, in consultation with the Senior Student Affairs Officer and the Agency and Department Strategic Planning Board Chair, shall be authorized to take statutory action necessary to correct any non-compliance.
- 1305.2 Prior to any termination of affiliation process being initiated, a formal grievance shall be issued, in writing, to the Student Director or Administrative Director, regarding all issues deemed worthy of resolution or attention.

- A. A formal grievance shall only be initiated by the Student Body President, the Speaker of the Senate, the Chair of the Agency and Department Strategic Planning Board, or the Activity and Service Fee Budget Committee Chair.
  - B. The Student Director or Administrative Director has two (2) weeks to address the situation before the individual filing the Agency or Department grievance may take the grievance to the Agency and Department Strategic Planning Board for a recommendation on terminating affiliation.
- 1305.3 All unresolved grievances that are to be presented to the Agency and Department Strategic Planning Board shall be issued, in writing, to the Chair of the Agency and Department Strategic Planning Board.
- A. The Agency and Department Strategic Planning Board shall review the grievance and make a recommendation to the Student Body Senate about whether to terminate affiliation with the group as a Student Government Affiliated Agency or Department.
  - B. Upon the issuance of a recommendation by the Agency and Department Strategic Planning Board, the matter shall proceed to the Student Body Senate for further consideration.
- 1305.4 After the recommendation of the Agency and Department Strategic Planning Board to terminate affiliation is made to the Student Body Senate, a Student Senator shall draft a Special Act enacting the termination of affiliation with the Agency or Department, which shall include the date in which the termination of affiliation shall go into effect.
- A. A two-thirds (2/3) vote of the Student Senate is needed for the Special Act to pass.
  - B. Should the Special Act fail to reach the two-thirds (2/3) vote, the matter is considered ended and the Agency or Department will not have its affiliation terminated.
  - C. The Special Act shall have the Student Body President and the Senior Student Affairs Officer as authorizing signatures for the Special Act.
- 1305.5 Should the Student Body President and the Senior Student Affairs Officer terminate affiliation with an Agency or Department, the following shall result:
- A. The President shall issue a statement, in writing, to be posted in the Student Government Office, stating the reason for the termination of affiliation;
  - B. The Comptroller shall suspend financial authorization privileges as provided by Title VIII: The Finance Code; and
  - C. The Activity and Service Fee Budget Committee shall take the termination of an Agency or Department's affiliation into account when evaluating the Budget for the following year.

## **Chapter 1306 Student Government Affiliated Agencies and Departments**

- 1306.1 The Student Government Affiliated Departments are as follows:

- A. Activity and Service Fee Business Office
- B. Office of Student Involvement (OSI)
- C. Recreation and Wellness Center
- D. Student Legal Services
- E. Student Union

1306.2 The Student Government Affiliated Agencies are as follows:

- A. Campus Activities Board (CAB)
- B. Homecoming
- C. Knights of the RoundTable (KoRT)
- D. Late Knights
- E. Multicultural Student Center (MSC)
- F. Sport Club Council (SCC)
- G. Volunteer UCF (VUCF)
- H. Knight-Thon

**HISTORY:**

BILL 39-28 (03/14/07) BILL 41-68 (04/07/09) BILL 41-98 (06/24/09) BILL 42-69 (04/27/10)  
BILL 42-66 (06/08/10) BILL 42-70 (06/08/10) SPECIAL ACT 45-01 (11/29/12) SPECIAL ACT 45-02 (11/29/12)  
BILL 45-106 (08/29/13) BILL 46-84 (03/31/14) BILL 46-102 (5/8/14) BILL 46-103 (5/13/14)  
BILL 47-09 (11/06/14) BILL 50-8 (06/29/18)