Title: Chapter and Bylaws of the Board of College Councils

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CHARTER AND BYLAWS OF THE BOARD OF COLLEGE COUNCILS

Effective January 28, 2015

ARTICLE I. NAME OF ORGANIZATION
The name of this organization is the Board of College Councils. This organization will utilize the acronym BOCC in all publicity materials and correspondence. The website of the Board of College Councils is https://ufl.collegiatelink.net/organization/BOCC. www.uf-bocc.org.

ARTICLE II. PURPOSE STATEMENT
The Board of College Councils (BOCC) is established to fund activities that promote and enhance educational opportunities at the University of Florida through the College Council system.

ARTICLE III. COMPLIANCE STATEMENT
Upon approval by the Department of Student Activities and Involvement, BOCC shall be a registered student organization at the University of Florida. BOCC shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

ARTICLE IV. UNIVERSITY REGULATIONS

Section A. Non-Discrimination: BOCC agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.

Section B. Sexual Harassment: BOCC agrees that it will not engage in any activity that is unwelcome conduct of a sexual nature that creates a hostile environment.

Section C. Hazing: BOCC agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization.

Section D. Responsibility to Report: If this organization becomes aware of any such conduct described in this article, BOCC will report it immediately to Student Activities and Involvement, the Director of Student Conduct and Conflict Resolution, or the University’s Title IX Coordinator.

ARTICLE V. MEMBERSHIP
Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff may be associate members, however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.
ARTICLE VI. OFFICERS – Executive Board

SECTION 1. Composition.
The voting membership of the Executive Board shall be composed of a President, Administrative Vice President, Operational Vice President, Secretary, Treasurer, and five Executives-at-Large. Additional voting or non-voting members may be established by the BOCC through modification of the governing bylaws. Any bylaw creating an additional member shall not be abolished until the vacancy of the office.

SECTION 2. Powers and Duties of the Executive Board.
A. The Executive Board shall:
1. recommend an annual budget to the General Board,
2. submit a budget proposal to the Student Senate,
3. carry out the administration of the BOCC,
4. provide oversight to the College Councils and Interdisciplinary Assemblies,
5. hear any special requests from a subsidiary organization of a College Council or any other student group if sponsored by a College Council or Interdisciplinary Assembly,
6. grant line item transfer for College Councils and Interdisciplinary Assemblies,
7. approve capital expenditures of a College Council or Interdisciplinary Assembly,
8. recommend any policy considerations for the BOCC, the College Council system, or the students the College Councils serve,
9. approve any subsidiary College Council organization, College Council, or Interdisciplinary Assembly to special request money from the Student Senate by majority vote,

SECTION 3. Officers; Powers and duties.
A. President. The President shall:
1. chair all Executive Board and General Board meetings,
2. act as spokesperson for the BOCC,
3. determine the meeting schedule of the BOCC,
4. appoint ad hoc committees, as needed, and recommend committee chairs to the General Board,
5. carry out the administration of the BOCC,
6. develop a two year improvement plan for the BOCC,
7. approve any reasonable expenditures of funds for supplies, copies, and materials needed for the administration of the BOCC,
8. recommend student adjunct members to city advisory boards,
9. oversee Executive Board elections.

B. Administrative Vice President. The Administrative Vice President shall:
1. assume the duties of the President in the event of the President’s absence,
2. assume the office of the Presidency upon the vacancy of that office,
3. act as liaison to the Student Senate,
4. oversee the Executives-at-Large,
5. oversee the BOCC Committees
6. assume any other administrative duty assigned by the President.

C. Operational Vice President. The Operational Vice President shall:
1. coordinate BOCC events,
2. coordinate the Incoming Officer Orientation,
3. coordinate the BOCC Special Request Process
4. assume any other administrative duty assigned by the President.

D. Secretary. The Secretary shall:
1. keep accurate minutes of all meetings,
2. make the minutes available to all BOCC members,
3. keep accurate attendance records and report any violations of the attendance policy to the Executive Board,
4. coordinate a monthly calendar of events,
maintain a current list of BOCC representatives,
(6) maintain a current list of all College Council subsidiary organizations,
(7) attend to the correspondence of the BOCC as assigned by the President,
(8) maintain a voting record for the general meetings.
(9) assume any additional duty as assigned by the President.

E. Treasurer. The Treasurer shall:
(1) coordinate all financial matters of the College Council system,
(2) assist the Operational Vice President in the Incoming Officer Orientation,
(3) determine all deadlines on financial matters,
(4) implement the BOCC budget,
(5) submit the annual budget, as approved by the General Board, to the SG Finance office,
(6) act as liaison to the SG Finance office,
(7) keep an accurate record of account balances,
(8) prepare the annual budget request,
(9) assume any additional duty as assigned by the President.

F. Executive-At-Large. The Executives-at-Large shall:
(1) act as liaisons between College Council representatives and the BOCC,
(2) oversee assigned College Councils,
(3) assist College Council representatives in preparing special requests,
(4) assist College Councils in formulating their annual budget requests,
(5) canvass the elections of the assigned College Councils,
(6) coordinate any audits of a College Council,
(7) assist in carrying out BOCC functions,
(8) serve on BOCC committees,
(9) compile a current list of assigned College Council subsidiary organizations,
(10) assume any additional duty as assigned by the President.

SECTION 4. Quorum.
Quorum for the Executive Board shall consist of one half plus one of all the currently filled member seats.

SECTION 5. Term of Office.
The term of office for each executive board member is one school year, consisting of a summer, fall, and spring semester. Executive board members begin their term at the last general meeting of a spring semester (usually the last week of April), and this term continues until the last general meeting of the following spring semester.

SECTION 6. Special Circumstances.
A. Resignation
   (1) Refer to Article XV, Section 3
B. Officer Ineligibility
   (1) Refer to Article VII, Section 1.A
C. Impeachment
   (1) Refer to Article XV, Section 3

SECTION 7. Removal of officers.
Any member of the Executive Board may be removed from office due to incompetence, ineffectiveness, recklessness, or abuse of power.

A. The officer may be removed upon the petition of five members of the General Board stating the grounds for removal.
B. The officer shall be given a hearing before the General Board.
C. The General Board may remove the officer by a two-thirds vote.
SECTION 8. Impeachment.
Each member of the Executive Board shall be subject to impeachment for misconduct. The impeachment process shall be initiated by a written petition calling for the impeachment of the officer that must be signed by at least two-thirds of the General Board. This statement must be presented to the faculty organization advisor, who will then proceed with the impeachment process.

A. The faculty advisor shall schedule a hearing within five days of receiving the petition, at the request of the officer in question.

B. The BOCC General Board shall hear the case and may ask questions of the officer.

C. The officer shall be removed from office by a three-fourths vote of the entire BOCC, as constituted by all voting members of the General Board and Executive Board, and excluding the officer in question.

SECTION 8. Vacancy elections. Any executive office that has been vacated due to removal, impeachment, or resignation shall be subject to a vacancy election. If the office of President becomes vacant, the Administrative Vice President shall assume the office of President and a new Administrative Vice President will be elected.

A. All vacancies shall be announced, by the President, at the next General Board meeting.

B. Nominations shall be accepted according to the provisions herein.

C. Vacancy elections shall proceed under the election rules provided herein.

ARTICLE VI
SECTION 1. Qualifications.
A. Offices.
Offices on the BOCC Executive Board shall be open to any student who properly qualifies within the provisions of Student Body Law of the University of Florida.

B. Prohibitions on Executive Board.
(1) No more than two students from the same college may serve as elected officials on the Executive Board.
(2) No elected member of the Executive Board may concurrently serve on the General Board.

C. Prohibitions on Officers.
No student may concurrently serve as President of his or her College Council and as President of BOCC. This provision may be temporarily excepted if:
(1) the student concurrently serves as BOCC President and Vice President of the College Council and must temporarily assume the duties of the College Council President;
(2) the student concurrently serves as BOCC President and Vice President of the College Council and must assume the duties of College Council President because of a vacancy in the office until that office can be filled permanently;
(3) the student serves concurrently as BOCC Administrative Vice President and College Council President and must temporarily assume the duties of the BOCC President;
(4) the student concurrently serves as College Council President and BOCC Administrative Vice President and must assume the duties of the BOCC President because of a vacancy in the office.

SECTION 2. Date of the elections.
A. The elections of the Executive Board will be held at the first General Board meeting in March.

B. The balloting procedure for the Executive Board will be by secret ballot, unless an individual running for a position is running unopposed, in which case a show of hands will be used.
SECTION 3. Nomination procedures.
A. Any student who wishes to run for the Executive Board may be nominated by a member of the BOCC or by self-nomination.

B. Nominations will be accepted at the last general meeting in February and will be closed before the position is voted upon at the Election Meeting.

C. A student may be nominated for more than one office.

D. Any office that receives no nominations shall remain open and be considered vacant.

SECTION 4. Elections procedures.
A. The General Board shall elect the members of the Executive Board.

B. The order of elections shall proceed in the exact order of President, Administrative Vice President, Operational Vice President, Treasurer, Secretary, Executives-at-Large, and any other additional officers provided for in bylaws; the vote is to be by secret ballot.

C. Each candidate shall be permitted to address the General Board before the election. The General Board shall be permitted to question each candidate before the election.

D. The candidates for President, Administrative Vice President, Operational Vice President, Treasurer, and Secretary must receive a majority of all votes cast in order to be declared the winners.

E. The candidates who receive the greatest number of votes cast shall be declared winner for the Executive-At-Large or any other officers added by bylaw.

F. The votes shall be tallied by the Parliamentarian, or by an appointed Election Supervisor (to General Board representative) in the event that the Parliamentarian position is part of the election or if the Parliamentarian position is vacant, and verified by the President.

G. Run-off. If a majority is not reached, a run-off shall be held immediately following the determination of the results of the office subject to the run-off. The two candidates who received the greatest number of votes shall appear in the run-off.

H. Members of the Executive Board cannot be voting members within the election.

SECTION 5. Term of Office.
A. Length of term.

The term of office for the Executive Board members shall be one year, unless the General Board exercises its powers of removal before the end of the term.

B. Time of term.

The term for Executive Board shall begin on the first day of May.

C. Transition period

There shall be a transition period. During the transition period, the newly elected officers may convene to set future schedules and formulate future policy. The outgoing officers shall work with the incoming officers and the BOCC advisor during the transition period in order to ensure a cohesive transfer of power.

SECTION 9. Oath of Office. Every student elected to the BOCC shall swear or affirm:

"I do solemnly swear (or affirm) that I will support, protect, and defend the Constitution and Government of the United States and the State of Florida and the Board of College Councils; that I am duly qualified to
Article VIII. Student Faculty Organization Advisor
The Board of College Council’s faculty organization advisor shall serve as a resource person and provide advisory support for the officers and members of the organization. The faculty organization advisor may attend executive and general meetings; however, the faculty organization advisor may not vote in any Board of College Council matters. The faculty organization advisor shall be nominated by the Executive Board and confirmed by a majority vote of the General Board members. In a situation where the faculty organization advisor position is vacant, the replacement process will be the same as the selection process.

Section 1. Faculty Organization Advisor Term.
A. Length of term.
The faculty organization advisor will remain in effect until the faculty organization advisor makes known their wish to step down from the position. The faculty organization advisor must give notification of their wish to step down at least one semester in advance.

Article IX. Finance
Section 1. Annual Budget.
A. Submission of budget.
Each College Council and Interdisciplinary Assembly shall submit a budget proposal to the BOCC in the spring semester of each year, by a date determined by the Treasurer and announced no less than four weeks in advance.

B. Presentation.
Each College Council and Interdisciplinary Assembly shall present the budget to the Finance Committee.

C. Adoption of annual budget.
The annual budget shall be adopted by a majority vote of the General Board upon two identical readings. An annual budget must be adopted before the end of the spring semester as determined by the undergraduate calendar.

Section 2. Special Requests. The BOCC shall retain an internal budget for special requests of College Councils, Interdisciplinary Assemblies, subsidiary organizations, or other functions that are deemed proper throughout the fiscal year. The special requests budget shall be divided into a programs budget and a travel budget.

Section 3. Operating budget. The BOCC may retain an internal budget for its operating expenses throughout the fiscal year.

Section 4. Freezing of funds. The funds of a College Council or Interdisciplinary Assembly may be frozen temporarily by the methods provided herein if the College Council or Interdisciplinary Assembly has

1. acted in a manner contrary to law,
2. not complied with its own charter or bylaws,
3. become inactive,
4. failed to send a representative or proxy to two General Board meetings per semester,
5. failed to send a representative or proxy to two General Board meetings per semester and then have their funds reverted back to BOCC.

- Miss two meetings, frozen until contacting BOCC Treasurer and must attend next general board meeting
- Miss 3rd meeting, must contact Treasurer and attend next 2 general board meeting to unfreeze
• Miss 4 or more, frozen for semester.
• If CC representative is going to miss the meeting, they must contact the Secretary with an explanation or send a replacement. Only one meeting per semester allowed to be missed due to other circumstances.

SECTION 5. Reversion of funds. The funds of a College Council or Interdisciplinary Assembly may be reverted to the BOCC special request budget or may be reallocated to other College Councils and Interdisciplinary Assemblies in a manner provided herein if the College Council or Interdisciplinary Assembly has:
(1) willfully signed the funds back to the BOCC,
(2) acted in a manner contrary to law,
(3) become inactive,
(4) failed to send a representative, proxy, or replacement to more than two General Board meetings per semester,

SECTION 6. Financial procedures. The BOCC shall adopt financial bylaws that implement any provision of this charter pertaining to the budget and finance powers of the BOCC.

SECTION 7. Dues. The Board of College Councils will not levy any dues on the general or executive board members.

ARTICLE X. DISSOLUTION OF ORGANIZATION
In the event that the Board of College Councils dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be under the control of the University of Florida Student Government Finance Office.

ARTICLE XI. COLLEGE COUNCIL OVERSIGHT.
A. The BOCC shall canvass any elections of a College Council in a manner prescribed herein.
B. The term of office for College Councils will be one year or one semester as prescribed by the individual College Council election cycle.
C. Yearly terms for College Council executive board members will begin the first day of May. Executive board members elected by semester will take office on the first day of the next semester as dictated by the University of Florida Calendar.

SECTION 2. Qualifications.
A. Only students with a primary major in that college or school shall have the right to vote in college council elections.
B. Students running for a college council executive position must be able to prove that they are a major or within that college.
C. No student will be allowed to represent an organization in a college council if they are not part of that college.

SECTION 3. Audits. The BOCC may audit any College Council or subsidiary organization in order to ensure compliance with law.

SECTION 4. Organizational Appeals.
A. Initiation of Appeal. The BOCC may hear appeals from subsidiary organizations pertaining to the interpretation of any provision of the BOCC charter or any violation of law, College Council charter, or bylaw committed by a College Council.
B. Action of Appeal.
The BOCC may take the following actions:
(I) exercise the powers prescribed herein,
(2) report any possible violations of law to the University or the Honor Court,
(3) report any findings to the Student Government,
(4) make non-binding recommendations in order to rectify the situation.

C. Appellate Review.
All decisions involving interpretations of Student Body Law may be appealed to the Board of Masters, subject to the rules and procedures of the Board of Masters.

SECTION 5. College Council reports. Each College Council and Interdisciplinary Assembly shall submit an annual report on the activities conducted by the College Council and its subsidiary organizations each March.

SECTION 6. The Executive Board of BOCC for compliance with existing Student Government codes must review all amendments and modifications to College Council constitutions, charters, and bylaws. The Executive At-Large assigned to the College Council shall facilitate the review process. College Council constitutions, charters, and bylaws must be reviewed by the Executive Board of BOCC for compliance with existing Student Government law. The Executive At-Large assigned to the College Council shall facilitate the review process.

ARTICLE XII. INTERDISCIPLINARY ASSEMBLY OVERSIGHT

SECTION 1. Creation of Interdisciplinary Assemblies.

A. Petition to Form an Interdisciplinary Assembly
Two or more organizations from more than two College Councils must petition the Board of College Councils. The Executive and General Boards must approve the creation of each Interdisciplinary Assembly by a super majority (2/3) vote.

B. Joining an Interdisciplinary Assembly
The following process shall be followed, in order, if an organization wishes to reorient itself within BOCC, moving to or from a College Council or Interdisciplinary Assembly:
(1) To join an Interdisciplinary Assembly, an organization must have a super-majority (2/3) of its voting members approve to move from its College Council to an Interdisciplinary Assembly. The same measures will be taken to return to its original College Council.
(2) The reorientation of the organization must receive a two-thirds vote of approval from the voting body of the Assembly.
(3) The reorientation of the organization must receive a two-thirds vote of approval from the Executive Board of the BOCC.
(4) The reorientation of the organization must receive a two-thirds vote of approval from the General Board of the BOCC.

SECTION 1. Interdisciplinary Assembly Elections.

SECTION 2. Qualifications.
A. Interdisciplinary Assemblies will create guidelines to determine who is allowed to vote in elections and who is permitted to serve on the executive boards of their subsidiary organizations.

SECTION 2. Audits. The BOCC may audit any Interdisciplinary Assembly or subsidiary organization in order to ensure compliance with law.

SECTION 3. Organizational Appeals.

A. Initiation of Appeal.
The BOCC may hear appeals from subsidiary organizations pertaining to the interpretation of any provision
of the BOCC charter or any violation of law, Interdisciplinary Assembly charter, or bylaw committed by an
Interdisciplinary Assembly.

B. Action of Appeal.
The BOCC may take the following actions:

1. exercise the powers prescribed herein,
2. report any possible violations of law to the University or the Honor Court,
3. report any findings to the Student Government,
4. make non-binding recommendations in order to rectify the situation.

C. Appellate Review.
All decisions involving interpretations of Student Body law may be appealed to the Board of Masters,
subject to the rules and procedures of the Board of Masters.

SECTION 4. Interdisciplinary Assembly reports. Each Interdisciplinary Assembly shall submit an annual
report on the activities conducted by the Interdisciplinary Assembly and its subsidiary organizations in
March.

SECTION 5. Interdisciplinary Assembly Elections.
A. The BOCC shall canvass any elections of any Interdisciplinary Assembly in a manner prescribed
herein.
B. The term of office for College Councils and Interdisciplinary Assemblies will be one year or one
semester as prescribed by the individual College Council or Interdisciplinary Assembly election cycle.
C. Yearly terms for College Council executive board members will begin the first day of May.
Executive board members elected by semester will take office on the first day of the next semester as
dictated by the University of Florida Calendar.

SECTION 5. Creation of Interdisciplinary Assemblies.

ARTICLE XIII. OPERATING PROCEDURES

SECTION 1. Operational Bylaws. The BOCC shall adopt bylaws that establish the procedures for any
powers prescribed herein.

SECTION 2. Meeting procedure. The BOCC shall adopt the most current version of Robert's Rules of
Order, as amended by the BOCC, as the operating procedure of each meeting.

SECTION 3. Meetings. The BOCC shall meet a minimum of once per month during the fall and spring
semesters and at least twice during the summer semester. All meetings shall be subject to the principles of
"Government in the Sunshine," as established under Florida law.

SECTION 4. Summer Procedure.

A. General Board.
B. At the last general meeting, the general board will decide on a vote of confidence that the Executive
Board can make the approval decision of special requests for the summer.

SECTION 5. Attendance Policy.
A. Absences.
The BOCC may adopt an attendance policy in addition to the provisions established herein.
B. Excused Absences.
The BOCC may excuse absences.

SECTION 6. Committees.
A. Establishment.
Committees may be established in a manner prescribed herein.

B. Term.
No committee may be established for longer than one year.

C. Composition.
Any registered student at the University of Florida may serve on a BOCC committee provided that all non-BOCC members are approved by the General Board. Priority to any committee seat shall be given in the order of BOCC member, member of a College Council, and then any other student.

D. Constitution Committee.
1. The Constitution Committee shall be responsible for all amendments of the Constitution and Bylaws, for reviewing the Constitution and Bylaws annually to insure compliance with University rules and regulations, and for ruling on questions regarding constitutional matters. The Administrative Vice President shall serve as chairperson of this committee and shall have the power to appoint members to the committee.
2. Any student may submit, in writing, a question regarding constitutional matters to the Constitution Committee. Rulings on constitutional questions concerning expulsion of a representative or loss of funding must be presented and voted upon by the General Board. The chairperson of the committee shall notify the originator of the question, in writing, of the final ruling.

SECTION 7. Budget Hearings and meetings. All meetings in which the annual budget is to be considered shall be recorded by either audio or videotape.

SECTION 8. Tie votes. In the case of a tie vote in the General Board meeting, the motion or proposal shall fail.

ARTICLE XIV. MISCELLANEOUS PROVISIONS.
SECTION 1. Recognition. The BOCC may establish the following recognitions:
(1) College Council of the Year.
(2) Most Outstanding Executive of the Year.
(3) Most Outstanding Representative of the Year.
(4) Executive Board Recognitions.
(5) College Council Representative Recognitions.
(6) Any other recognitions, as deemed appropriate by the Executive Board.

SECTION 2. Rules of Construction.
A. The singular includes the plural.
B. College Council refers to school Councils.
C. The masculine includes the feminine.
D. BOCC refers to the Board of College Councils.
E. SG Finance refers to the Student Government Finance Office.
F. Subsidiary organization refers to any professional, co-curricular, academic, honorary, or college related social student organization that is properly registered with University of Florida and subject to the jurisdiction of a College Council.
G. Herein refers to the entire document.

SECTION 3. Prohibited votes. The BOCC may not take a vote to endorse or support any candidate or party for any office created under the United States, State of Florida, or entities created there under. This provision shall not be construed to abridge any rights guaranteed by the laws of the United States, State of Florida, or entities created there under to an individual member of the BOCC.

SECTION 4. Schedule. This document shall become effective immediately upon passage into law.
SECTION 5. Prior laws superseded. All prior rules, constitutions, and bylaws of the BOCC shall be superseded by this document. All operational and finance procedures not in conflict with this document shall continue to govern until new procedures are adopted by the BOCC.

ARTICLE XV. AMENDMENTS TO CONSTITUTION
SECTION 1. Charter Amendments. Any member of BOCC may propose amendments to this charter. All proposals shall be submitted to the Executive Board. The Executive Board shall review all proposals for compliance with University Regulations and Student Body Law. Proposals accepted by the Executive Board shall be presented to the General Board for evaluation. This document may be amended by passage of the proposal by the BOCC upon two consecutive readings of the General Board. Proposed amendments shall be subject to the approval of the Department for Student Activities and the student senate.

SECTION 2. Operational and financial procedures. Operational and financial procedures may be adopted or amended by the BOCC upon passage by majority vote upon one reading.

SECTION 3. In the event of an executive position being vacated without a constitutionally appointed or elected successor, an interim can be appointed by a majority vote of the executive committee until time as a new election is held.