



Student Finance Board Bylaws

Embry-Riddle Aeronautical University
Daytona Beach Florida
Student Government Association

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Article I: Jurisdiction and Objective

Section 1. Jurisdiction

- a. The provisions of these bylaws shall apply to the members of the Student Finance Board (SFB) of the Daytona Beach Campus and the expenditure of the funds of the Embry-Riddle Aeronautical University Daytona Beach Campus Student Government Association (SGA).
- b. All distribution of SGA funds, incentives, or expenditures shall be done in accordance with the Budgetary Guidelines.

Section 2. Objective

- a. The intent of these bylaws is to provide clarification and details necessary for the execution of the Constitution and for such other legislation as may be included. No provision of these bylaws, nor interpretations thereof, nor subsequent amendments shall be construed or enacted to conflict with, abridge, or abrogate the Constitution. Where such conflicts arise, the Constitution or its interpretation by the Student Court shall prevail.

Article II: Membership

Section 1. Treasurer

Shall perform all duties as specified in Article IV, Section 3 of the SGA Constitution.

Section 2. Board Members

- a. There shall be six (6) members of the SFB, who shall be elected during the general SGA elections.
- b. Any SFB member shall be automatically dismissed from his/her position if he/she accrues three (3) unexcused absences from SFB meetings during his/her tenure. To have an excused absence the Treasurer must be notified before the meeting is to commence. Any extenuating circumstances will be considered by the Treasurer if notification is not given prior to the meeting for an absence.
- c. Absences, tardiness and removal from office shall be done according to Article V: Section 2 of the SGA Constitution.

Section 3. Vacant Positions

- a. In the event a seat becomes vacant during the semester and a month prior to the elections the SFB will attempt to fill it by:
 1. Advertising for five school days during which interested students may fill out an application for the position.
 2. Conducting interviews for the position among the applicants after the five school day period to determine their eligibility.
 3. Presenting all eligible candidates to the SFB.
- b. The SFB will then vote and whichever candidate receives a 2/3 majority vote of quorum will be appointed to fill the vacant seat until the election period. In the event no candidate is found to fill the position after the initial period the process will begin again and continue until the position is filled.

Section 4. Re-Elections

All persons holding elected positions are eligible for re-election provided eligibility requirements for the office have been met. Any person running for election or re-election may not serve on the Elections Committee.

Section 5. Eligibility

The requirements for a candidate to hold a seat in the SFB are as follows:

1. They must have attended Embry-Riddle Aeronautical University for one full semester prior to running for a seat in the SFB.
2. They must have and maintain a CGPA of 2.5
3. They must have and maintain a course load of no less than six (6) credit hours per semester. Note: The members of the SFB are not required to be present for the summer terms, but are encouraged to be. Any SFB member who will not be present during the summer must submit a request of leave for the summer.

Article III: Conduct of Business

Section 1. Meetings

- a. The Student Finance Board (SFB) shall meet at the time and place specified by the SFB Chairperson and 2/3 majority agreed upon by the SFB membership.
- b. The SFB Chairperson may, at any time, change the meeting time if the SFB is in 2/3 majority agreement.
- c. The SFB Chairperson shall choose a meeting time that is convenient to the student body and insure that the meeting is well publicized.
- d. No voting shall take place at an SFB meeting unless a quorum of at least 2/3 of the active voting members are present.
- e. All SFB meetings are open to the student body with the exception of Closed Sessions.
- f. The first SFB meeting of the Summer, Fall and Spring semesters shall be during the first full week of classes.
- g. The last SFB meeting of the Summer and Fall semesters shall be during the last full week before exams begin. The last SFB meeting of the Spring semester shall be two full weeks before exams begin. The last full week before exams, the newly elected Board members shall meet with the SGA President elect, the Vice-President elect, the Treasurer elect and the Assistant Director of Student Activities for the SGA for the purpose of orientation.

Section 2. Minutes

- a. Typed copies of approved Minutes shall be made available to Embry-Riddle students upon request.
- b. A copy of the Minutes shall be placed in a central file or binder to be kept in the SGA office.

Section 3. Closed Sessions

- a. Only the SFB Chairperson, Assistant Director of Student Activities for the SGA, voting members and pertinent guests appointed by the Chairperson shall be present.

- b. Any SFB member may request that the meeting be called into Closed Session for personnel issues.
- c. The SFB Chairperson shall call the meeting into Closed Session for discussion on matters of personnel issues.
- d. The SFB will record the Minutes of the Closed Session.
- e. The Minutes of the Closed Session shall be retained by the SFB Chairperson for the remainder of his/her term. The SFB Chairperson shall turn the Closed Session Minutes over to the Assistant Director of Student Activities for the SGA at the end of his/her term.
- f. Releasing a copy of the Closed Session Minutes to anyone shall be determined by a 2/3 majority vote of the SFB.

Section 4. Conduct of Business

- a. The SFB shall conduct business under the most current version of Robert's Rules of Order, as a guide only and utilized as necessary to facilitate the orderly conduct of the meetings.
- b. Minutes of the previous meeting, and any items requiring evaluation, will be placed in the SFB members' mailbox at least two (2) business days before the SFB's next regularly scheduled meeting.
- c. Any person, or group of persons, wishing to formally address the SFB must submit a written request to the SFB Chairperson 24 hours prior to the meeting.
- d. All new formal proposals presented to the SFB must be tabled for one week. Exceptions to this must be approved by a separate 2/3 majority vote. The floor is then open to discussion and normal voting procedures concerning the proposal may proceed.

Article IV: SFB Membership Responsibilities

Section 1. Treasure

Shall perform duties as specified in Article IV, Section 2 of the SGA Constitution.

Section 2. Board Members

- a. The fulfillment of the following duties by each board member is required to receive full compensation by the University.
 1. Required to have three (3) office hours per week, minimum one hour at a time.
 2. These office hours will be submitted in writing to the SFB Chairperson at the first meeting of the semester with their class schedule. This schedule should list any other commitments the representative will have each week.
 3. Submit a summary report at the end of their term of office.
 4. Ensure in the proper management, distribution, and expenditure of funds of the SGA.
- b. Absences, tardiness and removal from office shall be done according to Article V, section 2 of the SGA Constitution.

Article V: Amendments to SFB Bylaws

Section 1. Amendments

Any amendments to the bylaws may be proposed by members of the SFB, in writing, to the SFB chairperson to be placed on the Agenda for discussion.

Section 2. Approval

The bylaws may be amended with a 2/3 majority vote of the SFB.

These SFB bylaws were last amended and ratified by popular vote effective (**November 2003**)