Student Finance Board Bylaws

Embry-Riddle Aeronautical University
Daytona Beach Florida
Student Government Association

These Bylaws have been last amended effective 15 March 2012
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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

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

Vacancy positions will be filled in accordance with the Student Finance Board Vacancy Guidelines

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.

4. The members of the SFB are not required to be present on campus for the summer terms, but are encouraged to be. They are required to participate in online allocations if such business is being held.
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 agreed upon by 2/3 of the SFB membership.

b. No voting shall take place at an SFB meeting unless 2/3 of the active voting members are present.

c. All SFB meetings are open to the student body with the exception of Closed Sessions.

d. The first SFB meeting of any semester shall be during the first full week of classes.

e. 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. Open minutes shall be made available to Embry-Riddle students upon request.

b. A copy of the open minutes shall be placed in a central file, binder, or on the SGA website.

Section 3. Closed Sessions

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

b. Any SFB member may motion that the meeting be called into Closed Session.

c. The SFB shall record the minutes of the Closed Session.

d. 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.

e. Releasing a copy of the Closed Session Minutes to anyone shall be determined by a 2/3 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. Any allocation must be approved by a 2/3 vote of the SFB.

c. Any person, or group of persons, wishing to formally address the SFB must submit a written request to the SFB Chairperson forty-eight (48) hours prior to the next regularly scheduled meeting.

Article IV: SFB Membership Responsibilities

Section 1. Treasurer

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 (3) office hours every week.

2. Ensure in the proper management, distribution, and expenditure of funds of the SGA.

3. Submit a summary report at the end of their term of office

4. Shall work with departments or organizations to hold a forum pertaining to an aspect or topic deemed appropriate by the board each semester.

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 vote of the SFB.

These SFB bylaws were last amended by a 2/3 vote effective 15 March 2012